PCC BIDS AND AWARDS COMMITTEE (PBAC)

Minutes of Pre-Bid Conference

"Procurement of Subscription Licenses for Graphic Design, Video Editing, Web Development, Photography and Cloud Services for the Philippine Competition Commission"

IB No. 2025-EPA-0014

Date: 22 November 2024; 3:00 PM
Hybrid (Teleconference via Microsoft Teams and Onsite at PCC Office, 9/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City)

Present:

PBAC Members

1. Chairperson	Dir. Jeson Q. de la Torre
2. Vice Chairperson	Atty. Joseph Melvin B. Basas
3. Regular Member	Atty. Christian Loren B. De Los Santos
4. Regular Member	Atty. Katrina Margarita D. Lopez
5. Provisional Member	Allan Roy D. Mordeno

PBAC Secretariat

1. Head	Rommel R. Oira
2. Assistant Head	Ma. Celeste S. Dizon
3. Member	Isabelo Miguel V. Abano
4. Member	Mark Jayson R. Fajutnao
5. Member	Jonalyn F. Funa
6. Member	Ralph Riel N. Garcia
7. Member	Marlon H. Javier
8. Member	Meonel B. Nunez
9. Member	Alleah R. Rebanal
10. Member	Hanna Grace S. Verches
11. Member	Diana Lee B. Gavino
12. Member	Jessa S. Arevalo

End-user Representative

1. AO-ICTD	Mr. Alvin U. Bosque
2. AO-ICTD	Ms. Pia Micah M. Vasquez

Bidders

1. Commerce First Inc.	Ms. Rikki Thea C. Tallara Mr. Mark John Paul M. Bascos Miguel Paolo Concepcion
2. Ynzal Marketing Corporation	Ms. Jane Dungca

I. Call to Order

The PBAC Chairperson called the meeting to order at 3:00 PM on the conduct of Pre-Bidding Conference for the **Procurement of Subscription Licenses for Graphic Design, Video Editing, Web Development, Photography and Cloud Services for the Philippine Competition Commission.**

Discussion	Recommendations/ Agreements
Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.) **A. The PBAC through its Secretariat presented and discussed the following during the Pre-Bidding Conference, as follows:** • Technical Components • Financial Components • Sealing and Marking of Bidding Documents • E-bid submission System • Schedules • General Rules **B. Project Requirements & Technical Specifications / Terms of Reference** • The End-user discussed the Terms of Reference. **C. Approved Budget for the Contract (ABC)** • The ABC for this project is One Million Two Hundred Thousand Pesos (PhP1,200,000.00) inclusive of all applicable government taxes and services. **D. Date/ Time for the Submission and Opening of Bids** • Deadline for Submission: 04 December 2024, 12:00 NN • Opening of Bids: 04 December 2024, 3:00 PM **E. Question and Answer.** The PBAC Chairperson opened the table for questions, clarifications, and concerns regarding the procurement project: 1. Ms. Tallara clarified if the AFS/electronic submission is allowed. • The PBAC Chairperson confirmed that electronic submission is allowed. 2. Ms. Tallara raised a question on whether they will be given a template for the ongoing contracts, SLCC, NFCC, SEC Cert and Financial Form. • The PBAC Chairperson responded that the NFCC is simply a formula and can be found in the bid documents. 3. Ms. Tallara raised a follow-up question if the supporting documents for ongoing contracts need to be attached. • The PBAC Head Secretariat responded that, in relation to the form, to ensure accuracy during evaluation and checking, supporting documents	All queries were clarified. Thus, the PBAC will not issue a Bid Bulletin. The bid submission and opening will proceed as scheduled.

Discussion	Recommendations/ Agreements
should be attached. 4. Mr. Bascos questioned whether licenses refer to those for renewal or for new licenses. • The End-user responded that there is no statement in the bid documents or technical specifications indicating that the licenses are for renewal. It is up to the winning bidder to decide whether to renew the subscription or procure a new license. He also stated that the winning bidder may use the existing VIP number or issue a new one. 5. Ms. Dungca inquired whether only one copy of the bid submission is required. • The PBAC Secretariat confirmed that only one copy is required. 6. Ms. Dungca added a follow-up question if the PBAC Secretariat will provide a copy of templates. • The PBAC Head Secretariat responded that the assigned PBAC Secretariat will provide a copy of those templates. 7. Ms. Dungca also raised a question about whether supporting documents for ongoing contracts and the SLCC need to be attached. • The PBAC Head Secretariat confirmed that supporting documents should be attached, simply to provide a reference for the information included in the bidder's forms/templates. 8. Mr. Concepcion inquired whether the templates will be provided, specifically asking if the template for technical specifications will be included. • The PBAC Chairperson responded that the forms are available as they are generic templates included in the bidding documents, and they can be downloaded. 9. Mr. Concepcion clarified whether a compliance table will be provided for the detailed technical specifications or if it is acceptable for them to simply provide attachments to support the specifications. • The End-user responded that there is a "conforme" section at the end of the Technical Specifications, which needs to be filled out and signed by the bidder. The End-user also reminded the bidder to sign each page of the technical specifications.	

II. Adjournment

There being no other matters discussed, the pre-bidding conference was adjourned at 3:25 PM.

Prepared by:

HANNA GRACE S. VERCHES
PBAC Secretariat Member

Approved by:

DIR. JESON Q. DE LA TORRE
PBAC Chairperson