PCC BIDS AND AWARDS COMMITTEE (PBAC)

Minutes of Pre-Bid Conference

"Subscription of Enterprise Cloud-based E-signature Service for the Philippine Competition Commission for CY 2024"

Date: 13 November 2023; 2:30 PM
PCC Office, 25/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City

Present:

PBAC Members

1.	Chairperson	Atty. Joseph Melvin B. Basas
2.	Vice Chairperson	Jeson Q. de La Torre
3.	Regular Member	Allan Roy D. Mordeno
4.	Regular Member	Atty. Michelle Diana P. Maniwang-Basa
5.	Regular Member	Atty. Marco Carlo S. Sana
6.	Provisional Member	Marie Josephine Anne M. Abucejo

PBAC Secretariat

1.	Head	Rommel R. Oira
2.	Member	Ma. Celeste S. Dizon
3.	Member	Mark Jayson R. Fajutnao
4.	Member	Isabelo Miguel V. Abano
5.	Member	Jonalyn F. Funa
6.	Member	Zico Simeone D. Morales
7.	Member	Ralph Riel N. Garica
8.	Member	Chrislyn Joy P. Sioson
9.	Member	Marlon H. Javier
10.	Member	Meonel B. Nunez
11.	Member	Alleah R. Rebanal

Technical Working Group (TWG)

1.	End-user Representative	Pia Micah M. Vasquez

Bidder

1.	Ynzal Marketing Corporation	Jane S. Dungca

I. Call to Order

The PBAC Chairperson called the meeting to order at 2:30 PM for the **Subscription of Enterprise Cloud-based E-signature Service for the Philippine Competition Commission for CY 2024.**

Discussion	Recommendations/ Agreements
A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.) • The PBAC Secretariat presented and discussed the Technical and Financial Forms, while the Terms of Reference was presented and discussed by the Head of the Technical Working Group. **B. Project Requirements & Technical Specifications / Terms of Reference** • The End-user gave an overview of the proposed knowledge hub and discussed the Terms of Reference. **C. Approved Budget for the Contract (ABC)** • The ABC for this project is PhP1,600,000.00. **D. Date/ Time for the Submission and Opening of Bids** • Deadline for Submission: 28 November 2023, 12:00 NN • Opening of Bids: 28 November 2023, 1:30 PM **E. Question and Answer** • The bidder asked about the period covered for the subscription being March 2024 to February 2025 in spite of having January 28, 2024, as its anniversary date. • The End-user clarified that it is a standard practice to have a one (1) month grace period from the anniversary date of subscription.	

II. Adjournment

There being no other matters discussed the pre-bid conference was adjourned at 3:00 PM

Prepared by:

[SIGNATURE REDACTED]

C[illegible]OY P. SIOSON
PBAC Secretariat

Approved by:

[SIGNATURE REDACTED]

ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

[SIG[illegible]

Signature: [SIGNA[illegible]

Email: rroira@phcc.gov.ph

PreBid Highlights_E-Signature

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