PCC BIDS AND AWARDS COMMITTEE (PBAC)

Minutes of Pre-Bid Conference

"Procurement of Consultancy Services for the Conduct of Market Surveys among Micro, Small and Medium Enterprises for PCC Cases and Other Research Initiatives"

Date: 27 May 2024; 1:30 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	Joseph D. Bernat
4.	Regular Member	Atty. Katrina Margarita D. Lopez
5.	Regular Member	Acting Dir. Carlos L. Tolentino II
6.	Regular Member	Atty. Christian Loren B. De Los Santos
7.	Provisional Member	Edgardo Manuel M. Jopson

PBAC Secretariat

1.	Head	Rommel R. Oira
2.	Member	Isabelo Miguel V. Abano
3.	Member	Mark Jayson R. Fajutnao
4.	Member	Jonalyn F. Funa
5.	Member	Ralph Riel N. Garcia
6.	Member	Zico Simeone D. Morales
7.	Member	Chrislyn Joy P. Sioson
8.	Member	Marlon H. Javier
9.	Member	Meonel B. Nunez
10.	Member	Alleah R. Rebanal
11.	Member	Hanna Grace S. Verches
12.	Member	Diana Lee B. Gavino

Bidders

1.	The Philippine Survey and Research Center Inc.	Ms. Janine Lopez Ms. Ria Soluren Mr. Gabby Alcantara
2.	End-user Representative	Mr. Marciano Cleofas

I. Call to Order

The PBAC Chairperson called the meeting to order at 1:30 PM on the conduct of Pre-Bidding Conference for the **Procurement of Consultancy Services for the Conduct of Market Surveys among Micro, Small and Medium Enterprises for PCC Cases and Other Research Initiatives.**

Discussion	Recommendations/ Agreements

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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 by the End-user representative. **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 PhP1,800,000.00. **D. Date/ Time for the Submission and Opening of Bids** • Deadline for Submission: 10 June 2024, 12:00 NN • Opening of Bids: 10 June 2024, 1:30 PM **E. Question and Answer.** The End-user representative discussed the Technical Specifications. PSRC asked clarification on the following matters: 1. If they need to provide estimates for all the methodologies that are listed (e.g. telephone call, video call, and in-person interviews) or if they can select and provide the feasible methodology that they will recommend for the study. • The End-user answered that they will be asking estimates for each medium (face-to-face or online). 2. Identify the geographic scope or regions or provinces or can they assume that the region will have a n=50 based for Luzon, Visayas and Mindanao and other provinces listed in Annex A. • The End-user answered that they will stick with the areas listed in Annex A. 3. If they can assume that it is 50 interviews per area for each geographic region. • The End-user answered that it is a maximum of 50 interviews per area. 4. If they are required for pilot test for each task per survey run or only 2 pilot tests from the start. • The End-user answered that the pilot test is required per task order 5. Will the format of the final report in word or power point format.	• All queries were clarified. Thus, there is no need to issue a bid bulletin, and that the bid submission will proceed on 10 June 2024 as scheduled.

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• The End-user answered that the narrative report is expected to be in hard copy and electronic report.	

II. Adjournment

There being no other matters discussed the pre-bidding conference was adjourned at 2:00 PM

Prepared by:

[SIGNATURE REDACTED]

ALLEAH JEANE R. REBANAL
PBAC Secretariat Member

Approved by:

[SIGNATURE REDACTED]

DIR. JESON Q. DE LA TORRE
PBAC Chairperson

[SIGNATURE REDACTED]