PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

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PCC BIDS AND AWARDS COMMITTEE (PBAC)

Minutes of Pre-Bid Conference

"Procurement of Consultancy Services for the Conduct of Market Surveys among Consumers/Households"

Date: 13 June 2023; 2:00 PM
PCC Board Room, 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	Dir. 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/End-user	Dir. Benjamin E. Radoc, Jr.

PBAC Secretariat

1.	Head	Rommel R. Oira
2.	Asst. Head	Ma. Celeste S. Dizon
3.	Member	Mark Jayson R. Fajutnao
4.	Member	Isabelo Miguel V. Abano
5.	Member	Raven Rein R. Villanueva
6.	Member	Jonalyn F. Funa
7.	Member	Zico Simeone D. Morales
8.	Member	Ralph Riel N. Garica
9.	Member	Chrislyn Joy P. Sioson
10.	Member	Marlon H. Javier
11.	Member	Via Romina Sofia V. Velasco
12.	Member	Dionne Selly B. Chaokas

End-user

1.	End User Representative	Hannah Mariz R. Rodulfo

Bidders

1.	Philippine Survey and Research Center (PSRC)	Luyene Gan Wenona Ico John Joshua Macapia James Iliscupidez
2.	The All-Asian Centre for Enterprise Development, Inc.	Noemi Quilloy
3.	Asian Social Project Services, Inc.	

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I. Call to Order

The PBAC Chairperson called the meeting to order at 2:00 PM for the **Procurement of Consultancy Services for the conduct of Market Surveys among Consumers/Households.**

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 confirmed if the shortlisted consultants were able to review the Terms of Reference as advertised. • Shortlisted consultants confirmed the review of the requirements as stated in the Terms of Reference **C. Approved Budget for the Contract (ABC)** • The ABC for this project is PhP3,000,000.00. **D. Date/ Time for the Submission and Opening of Bids** • Deadline for Submission: 30 June 2023, 12:00 NN • Opening of Bids: 30 June 2023, 2:00 PM	

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Discussion	Recommendation/ Agreements
E. Question and Answer PSRC Consultants ***Scope of Work:*** Ms. Gan asked confirmation if they need to provide cost for all the methodologies stated in Annex A and the cost will be based on 200 sample size at least for each of the area indicated in the Annex 1. Ms. Gan added if the Financial Proposal average cost for Face-to-Face survey is based on one (1) survey run or the total of six (6) survey runs. Ms. Rodulfo clarified that the Annex A & Financial Proposal will be based on the estimated cost per survey. Ms. Gan asked confirmation if the pilot test will be done per survey run and if there will be two (2) pilot tests per survey. Ms. Rodulfo confirmed that the pilot test will be done per survey run and there will be two (2) pilot tests per survey. Ms. Gan asked confirmation if they need to provide a document in MS Word format and a Power Point Presentation with analysis of the data set for the final report and deliverables seated on the Terms of Reference. Ms. Rodulfo confirmed that they will require submission of both with analysis for the final report and other deliverables.	• The PBAC reiterated to the bidders that the bid submission will proceed on 30 June 2023 as scheduled.

II. Adjournment

There being no other matters to discuss, the pre-bid conference was adjourned at 2:25 PM.

Prepared by:

[redacted]

RALPH RIEL N. GARCIA
PBAC Secretariat Member

Approved by:

[redacted]

ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

[redacted]

Signatu [redacted]

Email: rroira@phcc.gov.ph