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 Micro Small and Medium Enterprise for PCC Cases and Other Research Initiatives"

Date: 13 June 2023; 1:30 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	Elizabeth B. Udaundo

Bidders

1. Philippine Survey and Research Center (PSRC)	Luyene Gan Wenona Ico Janine Lopez

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I. Call to Order

The PBAC Chairperson called the meeting to order at 1:30 PM 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
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 PhP2,000,000.00. **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, 1:30 PM	

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Discussion	Recommendation/ Agreements
E. Question and Answer PSRC Consultants ***Scope of Work:*** Ms. Gan asked about Annex A of the Terms of Reference where there must be a breakdown of total expenses per survey respondent where the table consisted of different methodologies, do they need to provide a cost for all methodologies in the annex A or can they select only what is feasible on the type of study to be conducted. The PBAC Chairperson asked Ms. Udaundo on how the proposals can be compared if only one bidder submitted a proposal for face-to-face while the other submitted a proposal with a face-to-face and other methodologies. Ms. Udaundo answered that the preference for the project is conduct face-to-face method. The PBAC Chairperson also asked if it would be required for the bidders to provide costs to all methodologies for the survey so that the proposals may be properly compared. Ms. Udaundo answered that it is required as provided in the Terms of reference. Ms. Gan sought confirmation if they need to provide a cost for a certain methodology even if they could not deliver the same. The PBAC Chairperson answered that if such cost would be provided, it must be delivered because that cost would be the basis if such methodology will be used or be found feasible. Ms. Gan then seeks clarification regarding the cost in annex A, whether they should show the total cost for face-to-face per geographical area for six (6) firm surveys or just one (1) firm survey. Ms. Udaundo answered that it must be estimated cost per survey. Ms. Gan then asked if miscellaneous costs are considered reimbursable costs.	All queries were clarified. thus, there is no need to issue a bid bulletin.

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Discussion	Recommendation/ Agreements
Mr. Morales of the Secretariat answered that as indicated in the pre-bidding presentation, reimbursables per activities are different from miscellaneous expenses. Ms. Gan stated that the Terms of Reference indicated that two (2) pilot tests were to be conducted. She then asked if it will be on a per survey run. Ms. Udaundo answered that the pilot testing would be for each survey. Ms. Gan sought clarification of what was meant by preliminary results of the survey, and asked if it should be a word or power point document. Ms. Udaundo answered that the practice is to have a word and power point document. Ms. Gan also asked if they should provide a financial proposal for all indicated methodology or just the preferred face-to-face methodology. The PBAC Chairperson answered that as mentioned before, all methods should be assigned costs as the proposals for each. Ms. Gan sought clarification if they should provide costs for all methodologies that may be used. The PBAC Chairperson and End-user answered in the affirmative. 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 2:00 PM.

Prepared by:

[redacted]

ZICO SIMEONE D. MORALES
PBAC Secretariat Member

Approved by:

[redacted]

ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson [redacted]

TÜVRheinland CERTIFIED Management System ISO 9001:2015

Signature [redacted]

Email: msdizon@phcc.gov.ph

PreBid Highlights_Market Surveys among MSMEs 2023

Final Audit Report 2023-06-23

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