

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 |
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Bidder

- | | |
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| 1. Ynzal Marketing Corporation | Jane S. Dungca |
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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 |
|--|--------------------------------|
| <p>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</p> <ul style="list-style-type: none"> 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. <p>B. Project Requirements & Technical Specifications / Terms of Reference</p> <ul style="list-style-type: none"> The End-user gave an overview of the proposed knowledge hub and discussed the Terms of Reference. <p>C. Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> The ABC for this project is PhP1,600,000.00. <p>D. Date/ Time for the Submission and Opening of Bids</p> <ul style="list-style-type: none"> Deadline for Submission: 28 November 2023, 12:00 NN Opening of Bids: 28 November 2023, 1:30 PM <p>E. Question and Answer</p> <ul style="list-style-type: none"> 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:



CHRISLYN JOY P. SIOSON
PBAC Secretariat

Approved by:



ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson



Signature:



Email: rroira@phcc.gov.ph






PreBid Highlights_E-Signature

Final Audit Report

2023-11-15

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