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**HIRING OF CONSULTING SERVICES FOR THE CONDUCT OF EXTERNAL SPOT
CHECK OF PANTAWID PAMILYANG PILIPINO PROGRAM OPERATIONS (SPOT
CHECK 2020**

(REI No. GOP/20-DSWD-001)

1 JULY 2020 | 02:15 PM

*Auditorium, 4/F Magiliw Building, DSWD Central Office***MINUTES OF PRE-BID CONFERENCE****I. Attendance****Bids and Awards Committee (BAC):**

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| 1. U/Sec. Felicisimo C. Budiongan | - | Chairperson |
| 2. U/Sec. Rene Glen O. Paje | - | Regular Member |
| 3. Dir. Emmanuel P. Privado | - | Regular Member |
| 4. OIC-Dir. Irene B. Dumlaog | - | Alternate Member |
| 5. Mr. Felix M. Armeña* | - | Alternate Member |

BAC Secretariat (BACSec):

- | | | |
|------------------------------------|---|------------------------------------|
| 1. Ms. Oliva C. Arcaina | - | Supervising Administrative Officer |
| 2. Mr. Ramon M. Villareal Jr.* | - | Administrative Officer V |
| 3. Mr. Randolph B. Dimal | - | Administrative Officer V |
| 4. Mr. Glenn Patrick A. Leynes* | - | Administrative Officer V |
| 5. Mr. Arjay C. Dimafelix | - | Administrative Officer IV |
| 6. Mr. Sherwin V. Gelacio* | - | Administrative Officer IV |
| 7. Ms. Katrina E. Garcia* | - | Administrative Officer IV |
| 8. Mr. Danilo L. Resuello | - | Administrative Officer IV |
| 9. Mr. Ramises B. Esteban | - | Administrative Officer III |
| 10. Ms. Filipinas B. Alfonso | - | Administrative Officer III |
| 11. Ms. Chelsea Jillian M. Abeleda | - | Administrative Officer II |
| 12. Ms. Danilyn A. Dedeles | - | Administrative Officer II |
| 13. Ms. Abegail Gey B. Gubaton* | - | Administrative Officer II |
| 14. Mr. Pio Ricardo S. Mago | - | Administrative Assistant II |
| 15. Ms. Gemberlyn E. Rata | - | Administrative Assistant II |

Others in Attendance:

- | | | |
|-------------------------------|---|--|
| 1. Mr. William V. Garcia, Jr. | - | Procurement Management Service –
Procurement Planning and Management
Division (PMS-PPMD) |
| 2. Ms. Maricris E. Jacinto | - | PMS-PPMD |
| 3. Mr. Raymond P. Cruzado* | - | Procurement Management Service –
Contract Monitoring Division
(PMS-CMD) |
| 4. Ms. Joy Tadeo | - | Pantawid Pamilyang Pilipino Program
(4Ps) |

* Present via Video Conference



5. Ms. Anne Geeleene B. Sy - 4Ps
6. Mr. Michael Mercado - 4Ps

Prospective Bidder/s Present:

1. Mr. Eduard Cabaccang - Sustainable Development Solutions (SDS)
2. Mr. Gian Carlo Ibal - I-Metrics Asia Pacific Corporation
3. Mr. Jay Sandoval - Social Weather Station (SWS)
4. Mr. Mike Entoma - SWS
5. Mr. Ferdinance Macquito* - All-Asian Centre for Enterprise Development (ASCEND), Inc.
6. Mr. James Iliscupidez - All-Asian Centre for Enterprise Development (ASCEND), Inc.

II. Call to Order

The Pre-Bid Conference for the “**Hiring of Consulting Services for the Conduct of External Spot Check of Pantawid Pamilyang Pilipino Program Operations (Spot Check 2020)**” was called to order at **02:00 PM** by the BAC Chairperson, **U/Sec. Felicisimo C. Budiongan**. He then introduced the members of the BAC, the BAC Secretariat and the representatives from the End-user (Pantawid Pamilyang Pilipino Program). *(Note: The other invited observers were unable to attend.)* He also acknowledged the presence of representatives of the prospective bidders in the venue and online.

The Pre-Bid Conference was conducted through Video Conference.

A copy of the Agenda is hereto attached, marked as **Annex “A”**, and made an integral part hereof.

III. Highlights of Discussion

ITEM/ PARTICULAR	ISSUES/ CONCERNS / DISCUSSIONS	AGREEMENTS/ ACTION REQUIRED
Procurement Guidelines	<ul style="list-style-type: none">• Ms. Arcaina (BACSec) presented the procurement guidelines for the information of the prospective bidders.	
Background of the Project	<ul style="list-style-type: none">• Ms. Tadeo (4Ps) provided a brief background of the procurement project. She stated that the primary objective of the undertaking is to determine the quality, effectiveness and efficiency of the program implementation. The main methodology for the spot check are interviews with different stakeholders involved in the program. Coverage of the project	

	<p>includes provinces in Luzon, Visayas and Mindanao.</p>	
<p>Technical Specifications - Page 41: Qualification of Key Personnel</p> <p>- Page 78. Methodology</p>	<ul style="list-style-type: none"> • Mr. Cabaccang (<i>SDS</i>) inquired if the Curriculum Vitae (CV) of the Spot Check Manager be included in the proposal to be submitted. • Ms. Tadeo (<i>4Ps</i>) responded affirmatively, and stressed that it must be present in the proposal. • Mr. Sandoval (<i>SWS</i>) asked if the service provider could assume a major area as “province,” and were they already identified • Ms. Tadeo (<i>4Ps</i>) answered that the 4Ps technical staff has yet to identify the specific geographic coverage of the Spot Check, and assured that the winning service provider will be furnished with everything including the identified target areas from which the respondents / beneficiaries will come from. • Mr. Cabaccang (<i>SDS</i>) queried what are the interviews and who are the interviewees of the previous Spot Check, and will the winning bidder be provided with list of target samples and areas. • Ms. Tadeo (<i>4Ps</i>) replied that the target interviewees are different stakeholders – beneficiaries and not. She added that the technical staff are working on amendments of the questionnaires due and relative to the pandemic. Everything that is necessary for the conduct of the Spot Check will be provided. • Mr. Iliscupidez (<i>ASCEND</i>) raised if an electronic 	

<p>- Page 61, Item 39.5</p>	<p>signature on the CV is acceptable.</p> <ul style="list-style-type: none"> • Ms. Arcaina (BACSec) responded affirmatively and accentuated that the originally signed CV should be submitted during the post-qualification stage. • Mr. Iliscupidez (ASCEND) added if it is possible to submit the unnotarized documents during the opening of bids. • Ms. Garcia (BACSec) emphasized that only those unnotarized documents specifically stated in Section 6 of the GPPB Resolution 09-2020 are acceptable. All other documents indicated in the bidding document that are required to be notarized should be submitted during the opening. A Supplemental/Bid Bulletin will be issued relative to this matter. • Mr. Cabaccang (SDS) enquired if it is possible to switch nominated key personnel, such for instance a project manager could also be a spot check manager. • Ms. Garcia (BACSec) referred to Section 39.5 of the Bidding Documents and underscored the provision stipulated that “[no] changes changes shall be made in the Key Personnel...” 	
<p>Preparation of Bid Proposals</p>	<ul style="list-style-type: none"> • Ms. Arcaina (BACSec) reminded the prospective bidders on how to prepare bid proposal and how to accomplish the forms in the Bidding Documents. 	
<p>Deadline of Submission and Receipt of Queries and Clarifications</p>	<ul style="list-style-type: none"> • Ms. Arcaina (BACSec) reminded the prospective bidders that queries and 	



	clarifications may be submitted to the BAC Secretariat on or before 6 July 2020, 05:00 PM, in writing or thru email at bacsec@dswd.gov.ph or thru fax at (02) 951-7116.	
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IV. Adjournment

Having no other matters for discussion, the Pre-Bid Conference was adjourned at **02:38 PM.**

Prepared by:

DANILYN A. DEDELES
Administrative Officer II
Bids and Awards Committee Secretariat

Noted by:

OLIVA C. ARCAINA
Supervising Administrative Officer and
Officer-in-Charge, Bids and Awards
Committee Secretariat

Approved by:

FELICISIMO C. BUDIONGAN
Undersecretary and
Chairperson, Bids and Awards Committee