PHILIPPINE BIDDING DOCUMENTS

Procurement of Consultancy Services for the Service Provider for the Individual and Household Focus Group Discussion for the Analysis of PCC Cases and Other Research Initiatives

Part I

REI No. 2025-EPA-0010

Government of the Republic of the Philippines
Philippine Competition Commission

08 November 2024

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Section I. Request for Expression of Interest

PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center I,
North Avenue, Quezon City 1105
www.phcc.gov.ph
queries@phcc.gov.ph
(+632) 8771 9722
(+632) 8771 9713

REQUEST FOR EXPRESSION OF INTEREST FOR

PROCUREMENT OF SERVICE PROVIDER FOR INDIVIDUAL AND HOUSEHOLD FOCUS GROUP DISCUSSIONS FOR THE ANALYSIS OF PCC CASES AND OTHER RESEARCH INITIATIVES

1. The ***Philippine Competition Commission (PCC)***, through the ***FY 2025 Budget pursuant to the General Provision of the National Expenditure Program (NEP) and Section 7.6 of the Revised 2016 Implementing Rules and Regulations of the Republic Act No. 9184*** intends to apply the sum of ***One Million Pesos (PhP1,000,000.00),*** being the Approved Budget for the Contract (ABC) to payments under the contract for the ***Procurement of Service Provider for Individual and Household Focus Group Discussions for the Analysis of PCC Cases and Other Research Initiatives ("Project")*** under ***Request for Expression of Interest (REI) No. 2025-EPA-0010***. Bids received more than the ABC shall be automatically rejected at the opening of the financial proposals.

2. The ***PCC*** now calls for the submission of eligibility documents for the said ***Project.*** Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before:

DATE	ACTIVITY	ADDRESS
18 November 2024, 12:00 NN	Deadline of Submission of Eligibility Documents	25/F Vertis North Corporate Center 1, North Avenue, Quezon City Electronic Bid Submission Link: **https://www.phcc.gov.ph/e-bid-submission-system/**
18 November 2024, 2:30 PM	Opening of Eligibility Documents	9th/F Vertis North Corporate Center 1, North Avenue, Quezon City and Teleconference via Microsoft Teams

Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

Eligibility Documents submitted through online submission must be put in a compressed/zip folder. The compressed folders and the files in it must both be password-protected. Kindly refer to the Guidelines on PCC E-Bid Submission uploaded under the E-Bid System window of the ***PCC*** website.

3. Interested bidders may obtain further information from ***PCC*** and inspect the Bidding Documents at the address given below during ***Office Hours from 8:00 A.M. to 5:00 P.M. (Monday through Friday).***

4. The Bidding Documents – Part I may be acquired on 11 November 2024 by interested Consultants from the address below. Bidding Documents – Part II may only be acquired by Short Listed Consultants upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ***One Thousand Pesos (PhP1,000.00).***

   The Procuring Entity shall allow the bidder to present its proof of payment of the fees in person or through e-mail. The Procuring Entity shall allow the bidder to present its proof of payment of the fees.

   It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR).

   Only eligible bidders will be considered for shortlisting. Pursuant to Section 24.5.3 of the revised IRR of RA 9184, the following criteria shall be considered in short listing the eligible prospective bidders:

Criteria	Minimum Qualifications	Bases	Weight (%)
Quality of personnel to be assigned to the project	Project Manager • Graduate of any bachelor's degree in any relevant field of social science, Communication, or Statistics • At least three (3) years of experience in handling Research and/or Project Management related to FGDs • At least 16 hours of relevant training Facilitator • Graduate of any bachelor's degree in any relevant field of Social Science, Communication, or Statistics • At least three (3) years of experience in handling Research and/or Project Management related to FGDs • At least 16 hours of relevant training	Original signed curriculum vitae submitted indicating relevant work experience and educational background, and trainings attended supported by certificates of attendance / participation (Indicate in the CV the position the personnel are assigned to) *Note: Pursuant to Section 33.3 of the revised IRR, there should be no replacement of key personnel before the awarding of the contract, except for justifiable reason, such as illness, death, or resignation provided it is duly supported by relevant certificates, or any delay caused by the procuring entity. Once the contract has been awarded, no replacement shall be allowed until after fifty percent (50%) of the personnel's man-months have been served, except for justifiable reasons, subject to appropriate sanctions as prescribed in the Philippine Bidding Documents (PBD).*	40%
Experience and capability of the Service Provider	• At least three (3) years in business • Has engaged with at least five (5) companies/institutions from the private sector in similar or relevant nature of work • Has engaged with at least two (2) institutions belonging to the public/government sector in similar or relevant nature of work as mentioned above • Has engaged in a project with at least equal to the ABC within the past three (3) years	DTI or SEC registration submitted indicating the year of registration and/or other relevant documents Originally signed copy of List of Ongoing and Completed Contracts within the last five years indicating the contract amount, duration of the contract, activities undertaken, and nature/short profile or description (which can be annexed on the List of Ongoing and	40%

Criteria	Minimum Qualifications	Bases	Weight (%)
	• Has an existing and up-to-date database of qualified respondents.	Completed Contracts) of engagement with copies of Certificates of Satisfactory Services Rendered or Certificates of Completion of at least one (1) private institution and two (2) government institutions. The records of previous engagement and quality of performance in projects that related to competition and other similar fields, and geographical distribution of current/ impending projects.	
Overall work commitment	At most 5 ongoing projects (including awarded but not yet started contracts)	Originally signed records of ongoing (including awarded but not yet started contracts) and previous engagements *Note: Contracts that will terminate on or before 90 calendar days from the deadline of submission of eligibility documents for this project, shall not be considered as 'ongoing'.*	20%
TOTAL			**100%**

A maximum of five (5) eligible bidders that will get at least 85 points based on the criteria above shall be invited to offer technical and financial proposals.

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.

   Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The Procuring Entity shall evaluate bids using the ***Quality Based Evaluation/Selection (QBE/QBS)*** procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

8. The contract shall be completed until **31 December 2025** from the issuance of Notice to Proceed.

9. The ***Philippine Competition Commission*** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

THE SECRETARIAT
Bids and Awards Committee
Philippine Competition Commission
9F Tower 1, Vertis North Corporate Center,
North Avenue, Quezon City
Telephone No.: (02) 771-9722 local 204
e-mail: procurement@phcc.gov.ph or jffuna@phcc.gov.ph

08 November 2024

[signature redacted]

DIR. JESON Q. DE LA TORRE
Chairperson, PCC Bids and Awards Committee

[signature redacted]

Section II. Eligibility Documents

1. Eligibility Criteria

1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:

(a) Duly licensed Filipino citizens/sole proprietorships;

(b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;

(c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;

(d) Cooperatives duly organized under the laws of the Philippines; or

(e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.

1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.

1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.

1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

(a) Class "A" Documents –

Legal Documents

(i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

(ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:

(ii.1) the name and location of the contract;

(ii.2) date of award of the contract;

(ii.3) type and brief description of consulting services;

(ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)

(ii.5) amount of contract;

(ii.6) contract duration; and

(ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;

(iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

(b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of

the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.

3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.

3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.

3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.

4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.

4.3. All envelopes shall:

(c) contain the name of the contract to be bid in capital letters;

(d) bear the name and address of the prospective bidder in capital letters;

(e) be addressed to the Procuring Entity's BAC specified in the **EDS**;

(f) bear the specific identification of this Project indicated in the **EDS**; and

(g) bear a warning "DO NOT OPEN BEFORE…" the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped

by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.

8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

(h) the name of the prospective bidder;

(i) whether there is a modification or substitution; and

(j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.

9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.

9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Eligibility Data Sheet

Eligibility Documents	
1.2	*Preparation of survey instruments and sampling designs, provision of trainings for interviewers, enumerators, data encoders, etc., conduct of survey, collection, and analysis of data, and reporting of survey results*
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within ***five (5) years*** prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Consultants must provide ***Certificate of Good Standing, Satisfactory Completion, Project Acceptance, Certificate or equivalent document.***
4.2	Each prospective bidder shall submit ***one (1) original*** and ***two (2) copies*** of its eligibility documents with the following labels: All submissions must be contained and sealed in one (1) package. Each sealed Bid shall be labeled as follows: <Header/Label> ATTENTION: THE BAC CHAIRPERSON Philippine Competition Commission 25/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City Name of Project: _____ REI No.: _____ Date & Time of Opening of Eligibility Documents: _____ Submitted by: _____(Bidder's name and signature) Address of Bidder: _____ "DO NOT OPEN BEFORE DATE AND TIME OF OPENING OF BIDS" <HEADER/LABEL> sample: 1. **"ORIGINAL ELIGIBILITY DOCUMENTS PLUS TWO COPIES INSIDE"** – for the main envelope 2. **"ORIGINAL ELIGIBILITY DOCUMENTS"** – for the 1st sub-envelope 3. **"COPY 1"** – for the 2nd sub-envelope 4. **"COPY 2"** – for the 3rd sub-envelope

4.3.(e)	***Bids and Awards Committee*** *Philippine Competition Commission* *25/F Tower 1, Vertis North Corporate Center,* *North Avenue, Quezon City*
4.3.(f)	The title and reference number of the Project is: ***"Procurement of Service Provider for Individual and Household Focus Group Discussions for the Analysis of PCC Cases and Other Research Initiatives"*** ***Request for Expression of Interest (REI) No. 2025-EPA-0010***
5	The address for submission of eligibility documents is ***25/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City or via e-bid submission through this link:*** *https://www.phcc.gov.ph/e-bid-submission-system/* *For E-bid submissions, file should be password protected to be disclosed during opening of the bids.* The deadline for submission of eligibility documents is 18 November 2024, 12:00NN.
	The opening of eligibility documents is at the ***PCC PBAC Room, 9th Floor Tower 1, Vertis North Corporate Center, North Avenue, Quezon City*** and ***via Microsoft Teams Teleconference.*** The date and time of opening of eligibility documents is 18 November 2024, 2:30PM.
9.1	Similar contracts shall refer to: *preparation of survey instruments and sampling designs, provision of trainings for interviewers, enumerators, data encoders, etc., conduct of survey, collection, and analysis of data, and reporting of survey results*

9.2		Criteria	Minimum Qualifications	Bases	Weight
		Quality of personnel to be assigned to the project	Project Manager • Graduate of any bachelor's degree in any relevant field of social science, Communication, or Statistics • At least three (3) years of experience in handling Research and/or Project Management related to FGDs • At least 16 hours of relevant training Facilitator • Graduate of any bachelor's degree in any relevant field of Social Science, Communication, or Statistics • At least three (3) years of experience in handling Research and/or Project Management related to FGDs • At least 16 hours of relevant training	Original signed curriculum vitae submitted indicating relevant work experience and educational background, and trainings attended supported by certificates of attendance / participation (Indicate in the CV the position the personnel are assigned to) *Note: Pursuant to Section 33.3 of the revised IRR, there should be no replacement of key personnel before the awarding of the contract, except for justifiable reason, such as illness, death, or resignation provided it is duly supported by relevant certificates, or any delay caused by the procuring entity. Once the contract has been awarded, no replacement shall be allowed until after fifty percent (50%) of the personnel's man-months have been served, except for justifiable reasons, subject to appropriate sanctions as prescribed in the Philippine Bidding Documents (PBD).*	40%
		Experience and capability of the Service Provider	• At least three (3) years in business • Has engaged with at least five (5) companies/institutions from the private sector in similar or relevant nature of work • Has engaged with at least two (2) institutions belonging to the public/government sector in similar or relevant nature of work as mentioned above • Has engaged in a project with at least equal to the ABC within the past three (3) years • Has an existing and up-to-date database of qualified respondents.	DTI or SEC registration submitted indicating the year of registration and/or other relevant documents Originally signed copy of List of Ongoing and Completed Contracts within the last five years indicating the contract amount, duration of the contract, activities undertaken, and nature/short profile or description (which can be annexed on the List of Ongoing and	40%

	Completed Contracts) of engagement with copies of Certificates of Satisfactory Services Rendered or Certificates of Completion of at least one (1) private institution and two (2) government institutions. The records of previous engagement and quality of performance in projects that related to competition and other similar fields, and geographical distribution of current/ impending projects.		
Overall work commitment	At most 5 ongoing projects (Including awarded but not yet started contracts)	Originally signed records of on-going (including awarded but not yet started contracts) and previous engagements *Note: Contract/s that will terminate on or before 90 calendar days, from the deadline of submission of eligibility documents for this project, shall not be considered as 'ongoing'.*	20%
TOTAL			**100%**

** Similar contracts shall refer to: preparation of survey instruments and sampling designs, provision of trainings for interviewers, enumerators, data encoders, etc., conduct of survey, collection, and analysis of data, and reporting of survey results.*

Passing score = 85 %

Eligibility Documents Checklist

☐ (a) Eligibility Documents Submission Form (Annex "A")

Class "A" Documents

Legal Documents

☐ (b) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages including Annexes) **in accordance with Section 8.5.2 of the IRR**;

Technical Documents

☐ (c) Statement of Consultant's Nationality (Annex "B")

☐ (d) Curriculum Vitae for the Proposed Professional Staff (Annex "C")

☐ (e) Statement of Completed Contracts (Annex "D")

☐ (f) Statement of Ongoing and Awarded but not yet started Contracts (Annex "E")

☐ (g) Certificate of Good Standing and Satisfactory Completion. Please refer to 2.1(a)(ii.7) of the Eligibility Data Sheet

(h) Latest Audited financial statement stamped "received" by the BIR or its authorized institutions

Class "B" Documents

☐ (i) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

ANNEX A

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated 08 November 2024 *for the* ***Procurement of Service Provider for Individual and Household Focus Group Discussions for the Analysis of PCC Cases and Other Research Initiatives [Name of Consultant]*** hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

b) ***[Name of Consultant]*** is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and

c) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and shortlisted or not.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

ANNEX B

STATEMENT OF THE CONSULTANT'S NATIONALITY

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In compliance with the requirements of the **Philippine Competition Commission,** for the ***Procurement of Service Provider for Individual and Household Focus Group Discussions for the Analysis of PCC Cases and Other Research Initiatives*** under **REI 2025-EPA-0010,** I/We hereby declare the following:

1. [Select one and delete the rest]

   [*If domestic entity bidder*] That (Name of Bidder) is a domestic *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the Philippines;

   [*If foreign entity bidder*] That (Name of Bidder) is a foreign *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the (Name of Country);

   [*If foreign entity bidder*] That (Name of Bidder) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are/is the proposed Consultants:

Name of Proposed Consultant	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

3. That attached herewith are the Curriculum Vitae of the abovementioned personnel (*Annex/es _____);* and

4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

Address: _____

Contact Nos: _____

ANNEX C

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position		
Personal Information		
Name of Staff		
Address	Contact No.	Email Address
Date of Birth	Citizenship	Civil Status

Work Experience *(start from the current employment, add rows if necessary)*

AGENCY / COMPANY NAME (Write in full)	INCLUSIVE DATES (mm/dd/yy)		Total Number of Experience (Number of Years and Months)	POSITION TITLE (Write in full)	JOB DESCRIPTION
	From	To			

Relevant Training *(start from the most recent, add rows if necessary)*

Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

Education *(start from the most recent, add rows if necessary)*

School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received
	From	To		

Technical Expertise

Database	
Operating Systems	
Application Software	

Professional Licenses, Certificates, Other Credentials	
Title	Date Received

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____Date: _____
[Signature of staff member and authorized representative of the firm] *Day/Month/Year*

Full name of staff member: _____
Full name of authorized representative: _____

ANNEX D

STATEMENT OF COMPLETED GOVERNMENT AND PRIVATE CONTRACTS

This is to certify that _____(consultant)_____ has the following completed contracts:

PROJECT NAME (including NAME, ADDRESS OF CLIENT, CONTACT NO.)	DATE OF CONTRACT	TYPE OF CONTRACT	START DATE	COMPLETION DATE	AMOUNT OF CONTRACT	CONSULTANT'S ROLE (DESCRIPTION OF ACTUAL SERVICES PROVIDED)

_____ _____

Name and Signature of Authorized Representative Date

ANNEX E

STATEMENT OF ONGOING GOVERNMENT AND PRIVATE CONTRACTS AND AWARDED BUT NOT YET STARTED CONTRACTS

This is to certify that _____(consultant)_____ has the following ongoing and awarded but not yet started contracts:

DATE OF CONTRACT	CONTRACTING PARTY	NAME OF CONTRACT	TYPE OF CONTRACT	BRIEF DESCRIPTION OF CONSULTING SERVICE	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT	CONSULTANT IS: a. main consultant b. subcontractor c. partner in a JV

_____ _____

Name and Signature of Authorized Representative Date

Republic of the Philippines
gppb

PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center 1
North Avenue, Quezon City 1105
www.phcc.gov.ph
queries@phcc.gov.ph
(+632) 8771 9722

TERMS OF REFERENCE

Procurement of Service Provider for Individual and Household Focus Group Discussions for the Analysis of PCC Cases and Other Research Initiatives

I. Background

The Philippine Competition Commission (PCC) is an independent quasi-judicial body mandated to implement Republic Act No. 10667 or the Philippine Competition Act (PCA). The PCC's mandate includes reviewing mergers and acquisitions (M&A), investigating and adjudicating anti-competitive agreements and abuses of dominant position, and undertaking economic and policy research on competition-related matters.

In case analysis, lawyers and economists assess whether certain agreements or conduct undertaken by firms or proposed M&As are likely to substantially prevent, restrict, or lessen competition in the relevant market, as well as consider any efficiencies which are likely to arise from the transaction. In economic policy research, economists and lawyers also need to gather insights from stakeholders, particularly on the effects of new and existing regulations on their consumption patterns and individual compliance.

During these assessments, study teams consider the broad range of possible factual contexts and the specific competitive effects that may arise in different transactions, such as the structure of the relevant markets, the market position of the entities, the actual or potential competition from entities within or outside of the relevant market, the alternatives available to suppliers and users, and their access to supplies or markets, and any legal or other barriers to entry.

Given the foregoing, focus group discussions (FGDs) among selected respondents pertinent to the case or research can streamline data gathering and facts verification.

II. Objectives

This engagement will facilitate data gathering and facts verification among informants pertinent to PCC cases or research activities. Data gathered will be analyzed for use in research projects handled by PCC staff, cases involving mergers and acquisitions, competition enforcement, or cases under litigation or adjudication.

III. Scope of Work

Each FGD under this facility shall be governed by a task order to be issued by PCC. No FGD should commence without a task order from the PCC. Furthermore, respondents covered under each FGD shall include individual customers along the supply chain of the subject sector of the study or investigation, and end-consumers which include households and individuals.

Based on each task order provided by PCC, the Service Provider shall:

1. Conduct not more than four (4) FGDs and each FGD shall have 6 to 7 participants;
2. Identify the participants in the FGD based on the selection criteria to be provided by PCC for a specific case or research initiative;
3. Arrange the logistics for each FGD in consultation with the PCC;
4. Conduct the FGDs based on the list of topics, issues, and questions provided by the PCC;
5. Provide a facilitator who will introduce the topics, pose the questions, and guide the discussion so that all questions are covered within the allotted time;
6. Document participant responses during the FGD;
7. Write a report that summarizes the FGD proceedings; and
8. Transcribe the FGD.

IV. RESPONSIBILITIES OF PCC

The PCC shall assume the following obligations:

1. Provide the Service Provider a directive to facilitate the execution of the FGD;
2. Constantly coordinate with the Service Provider on the planning and implementation of the FGD;
3. Review/approve project outputs/deliverables by Service Provider; and
4. Pay the Service Provider in accordance with the set payment schedule.

V. Approved Budget for the Contract and Mode of Procurement

The total budget under this Terms of Reference is **One Million Pesos Only (PhP 1,000,000.00)** inclusive of all applicable government taxes, and shall include all remunerations, costs or profits arising from or in relation to the services rendered and/or in preparation for this engagement, such as the conduct of not more than four (4) task orders. Each task order shall have not more than four (4) FGDs and each FGD shall have 6 to 7 participants. The budget shall cover the remuneration of the Service Provider and the costs of conducting FGDs.

The mode of procurement shall be **Public Bidding** as provided under the Revised Implementing Rules and Regulations (IRR) of the Republic Act (R.A.) No. 9184.

VI. Timelines, Deliverables, Schedule, and Mode of Payment

The Contract is expected to begin immediately after the receipt and acceptance of the Notice to Proceed by the Service Provider. The PCC shall avail itself of the services until **31 December 2025**.

The Service Provider must be able to conduct FGDs for simultaneous cases if necessary. The FGDs shall be conducted through various methods as appropriate. Note that face-to-face or in-person discussion is preferred. In extreme circumstances and unforeseen scenarios such as typhoons, other methods (e.g., video calls) may be utilized, subject to the PCC's approval.

Each Task Order is to be completed within sixty calendar (60) days – with thirty (30) calendar days for Preparatory work; twenty (20) calendar days for Conduct of actual FGDs; and ten (10) calendar days for Submission of final report and transcript.

For each Task Order, the Service Provider shall provide its proposed implementation schedule indicating the specific activities and corresponding outputs using a Gantt Chart. The PCC and the Service Provider may agree to extend the 60-day timeline and/or decrease or increase the number of FGD participants, if necessary. Any extension to the 60-day timeline and/or changes to the initially recommended number of respondents will be specified in the Task Order. Further, these changes shall not bear any additional costs to the PCC or end-user.

Below is the summary of the deadline of submissions for each Task Order:

Milestones	Timeline	Deliverables	% of Contract Amount per task order
Preparatory work (submission of list of participants and their information, proposed groupings, arrangement of logistics)	Within thirty (30) calendar days from the release of Task Order from End-User to Service Provider	Submission of list of participants and their information, proposed groupings, arrangement of logistics	30%

Conduct of the actual FGDs	Within twenty (20) calendar days after preparatory work has concluded	Recordings and photos of FGDs conducted	30%
Submission of final report and transcript	Within ten (10) calendar days upon completion of the FGD	Final report and transcript	40%
TOTAL	Completion of FGD **within sixty (60) calendar days** from the issuance of the Task Order by the End-User		**100%**

Note: If the Task Order provides for a timeline greater than sixty (60) days and/or changes on the recommended number of FGD participants, the adjusted submission dates and information will also be reflected in the Task Order. Should an FGD be deemed difficult or impossible, the conversion rate shall be one (1) FGD is equivalent to ten (10) individual in-depth interviews (IDIs).

The timeline for the FGDs shall begin when the Service Provider is notified by the PCC through a Task Order to be sent through an email or formal letter.

All printed and electronic documents to be submitted to the PCC should be properly and duly signed by the Project Manager or the highest officer/personnel in-charge of the project.

All payments shall be endorsed by the Director of the Economics Office supported by the original signed statement of account, billing statement or service invoice, the issuance of a Certificate of Satisfactory Service Rendered for the deliverables for each tranche payment, and each tranche payment to the Service Provider shall be released upon PCC's review and acceptance of the deliverables above. Payment shall be released and claimed within the PCC premises.

VII. Institutional Arrangement

The Service Provider shall be engaged by the PCC and shall submit outputs directly to the Economics Office Director or a designated project manager within PCC for review and endorsement for payment. Date of submission shall be the date the PCC receives all the printed documents or the soft copies of all the project files, whichever may come first.

Payment will be based on the completed deliverables within a time frame specified in the task order

VIII. Qualifications of the Contractor and its Personnel

The Service Provider should meet all the requirements set by the Government Procurement Reform Act (R.A. No. 9184) to be eligible to participate in the procurement.

To determine if the prospective bidder is eligible to participate in the bidding of this Project, all the legal, technical and financial documents enumerated in the PCC Request for Proposal, and other relevant documents necessary for evaluation as identified in this TOR and other relevant provisions of the RIRR of R.A. No. 9184 should be submitted and be present upon opening of the bids.

Further, the following are the minimum qualifications required for this Project and shall be evaluated based on the documents submitted by the bidder:

Criteria	Minimum Qualifications	Bases	Weight (%)
Quality of personnel to be assigned to the project	Project Manager • Graduate of any bachelor's degree in any relevant field of social science, Communication, or Statistics • At least three (3) years of experience in handling Research and/or Project Management related to FGDs • At least 16 hours of relevant training Facilitator • Graduate of any bachelor's degree in any relevant field of Social Science, Communication, or Statistics • At least three (3) years of experience in handling Research and/or Project Management related to FGDs • At least 16 hours of relevant training	Original signed curriculum vitae submitted indicating relevant work experience and educational background, and trainings attended supported by certificates of attendance / participation (Indicate in the CV the position the personnel are assigned to) *Note: Pursuant to Section 33.3 of the revised IRR, there should be no replacement of key personnel before the awarding of the contract, except for justifiable reason, such as illness, death, or resignation provided it is duly supported by relevant certificates, or any delay caused by the procuring entity. Once the contract has been awarded, no replacement shall be allowed until after fifty percent (50%) of the personnel's man-months have been served, except for justifiable reasons, subject to appropriate sanctions as prescribed in the Philippine Bidding Documents (PBD).*	40%

Criteria	Minimum Qualifications	Bases	Weight (%)
Experience and capability of the Service Provider	• At least three (3) years in business • Has engaged with at least five (5) companies/institutions from the private sector in similar or relevant nature of work • Has engaged with at least two (2) institutions belonging to the public/government sector in similar or relevant nature of work as mentioned above • Has engaged in a project with at least equal to the ABC within the past three (3) years • Has an existing and up-to-date database of qualified respondents.	DTI or SEC registration submitted indicating the year of registration and/or other relevant documents Originally signed copy of List of Ongoing and Completed Contracts within the last five years indicating the contract amount, duration of the contract, activities undertaken, and nature/short profile or description (which can be annexed on the List of Ongoing and Completed Contracts) of engagement with copies of Certificates of Satisfactory Services Rendered or Certificates of Completion of at least one (1) private institution and two (2) government institutions. The records of previous engagement and quality of performance in projects that related to competition and other similar fields, and geographical distribution of current/ impending projects.	40%

Criteria	Minimum Qualifications	Bases	Weight (%)
Overall work commitment	At most 5 ongoing projects (including awarded but not yet started contracts)	Originally signed records of ongoing (including awarded but not yet started contracts) and previous engagements *Note: Contract/s that will terminate on or before 90 calendar days from the deadline of submission of eligibility documents for this project, shall not be considered as 'ongoing'.*	20%
TOTAL			**100%**

A maximum of five (5) eligible bidders that will get at least 85 points based on the criteria above shall be invited to offer technical and financial proposals.

IX. Selection Criteria

The technical proposal of the shortlisted bidders will be evaluated using the Quality Based Evaluation (QBE), pursuant to the pertinent provisions of R.A. No. 9184 or the Government Procurement Reform Act.

Criteria	BASES	Weight (%)
Technical Proposal		100%
Quality of personnel to be assigned to the project (25%)	As specified in the qualifications above, and the submission of a duly notarized Omnibus Sworn Statement using the prescribed format of R.A. No. 9184	
Experience and capability of the Service Provider (20%)		
Plan of approach and methodology (50%)	Timeliness, clarity, feasibility of the written proposal, and overall quality of proposed work	
Overall work commitment (5%)	Originally signed records of on-going (including awarded but not yet started contracts) and previous engagements *Note: Contract/s that will terminate on or before 90 calendar days, from the deadline of submission of eligibility documents for this project, shall not be considered as 'ongoing'.*	
Total		**100%**

The bidder with the highest rated score based on the technical proposal submitted, provided that the score shall pass the hurdle rate of 85 points, all eligible documents and other relevant documents for the procurement of this project are legal and valid in reference to the requirements of R.A. No. 9184, shall be the Highest Rated Bidder.

X. Information Security and Non-Disclosure Agreement

To ensure protection of PCC assets, Service Providers are expected to observe and abide by the established PCC Information Security Management System and shall agree to sign a non-disclosure agreement.

All data, documents, records, backup files and Virtual Machine (VM) configuration files and metadata (collectively "Information") to be provided by the Service Provider for purposes of delivering the Services are considered confidential information and shall remain the sole property of PCC. The Service Provider shall acknowledge the importance of maintaining security and confidentiality of the Information and agree to prevent unauthorized transfer, disclosure, or use of this Information by any third person or entity. The Service Provider shall not use the Information for any purpose other than in connection with the Services. The Service Provider shall ensure that it will not retain, after completion of the Services with which the Information was provided, all or any portion of the Information, in any manner whatsoever.

Upon completion of the Services, all Information shall be deleted by the Service Provider. The Service Provider shall not keep any copy of the Information in either digital or physical format, including, but not limited to notes, documents, memoranda, and other writing, electronic records, communications, and the like.

XI. Liquidated Damages

If the Service Provider fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XII. Dispute Resolution

Should any dispute related to the TOR and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon

City, to the exclusion of all other courts.

Any amendment or additional terms and conditions to the TOR must be in writing, signed and acknowledged by the Parties.

Prepared by:

[signature redacted]

DAVID PAUL C. ARZADON
Competition Policy
Research Officer I

Approved by:

[signature redacted]

KIRSTEN J. DELA CRUZ
Acting Director IV

CONFORME:

_____

Name and Signature of Authorized Representative

_____

Designation

_____

Name of Company

_____

Date

ANNEX A

RATING CRITERIA FOR SHORTLISTING ELIGIBLE BIDDER/S PROPOSAL

CRITERIA	PARAMETERS	RATING SYSTEM		WEIGHT (%)
Applicable experience of the firm (40%)	Number of years in operations/existence	100	In the business for more than 6 years	40%
		90	4 to 5 years in business	
		85	At least 3 years in business	
		0	With less than 3 years in business	
	Number of private organizations engaged as specified in the TOR	100	Engaged with more than 8 organizations in similar or relevant nature of work (i.e., preparation of survey instruments and sampling designs, provision of trainings for enumerators, data encoders, etc., conduct of survey, collection and analysis of data, and reporting of survey results)	25%
		90	Engaged with 6 to 8 organizations in similar or relevant nature of work (i.e., preparation of survey instruments and sampling designs, provision of trainings for enumerators, data encoders, etc., conduct of survey, collection and analysis of data, and reporting of survey results)	
		85	Engaged with at least 5 organizations in similar or relevant nature of work (i.e., preparation of survey instruments and sampling designs, provision of trainings for enumerators, data encoders, etc., conduct of survey, collection and analysis of data, and reporting of survey results)	
		0	Engagements with less than five organizations in similar or relevant nature of work (i.e., preparation of survey instruments and sampling designs, provision of trainings for enumerators, data encoders, etc., conduct of survey, collection and analysis of data, and reporting of survey results), or at least one project rated below “Above Satisfactory”	
	Number of government organizations engaged as specified in the TOR	100	Engaged with more than 5 organizations belonging to the public sector in similar or relevant nature of work as mentioned above	25%
		90	Engaged with 3 to 5 organizations belonging to the public sector in similar or relevant nature of work as mentioned above	
		85	Engaged with 2 organizations belonging to the public sector in similar or relevant nature of work as mentioned above	
			Engaged with less than two organizations belonging to the public sector in similar or	

CRITERIA	PARAMETERS	RATING SYSTEM		WEIGHT (%)
		0	relevant nature of work as mentioned above, or at least one project rated below "Above Satisfactory"	
	Existence of up-to-date database of qualified respondents	100	There is an existing, comprehensive, and up-to-date database of qualified respondents	10%
		85	There is an existing, adequate, and up-to-date database of qualified respondents	
		0	No existing up-to-date database, or insufficient database of qualified respondents	
Quality of Personnel (40%)	Educational attainment[1] of the Project Manager	100	With PhD or Doctorate degree relevant to the field.	25%
		90	With Master of Sciences/Arts degree relevant to the field.	
		85	With Bachelor of Sciences/Arts degree relevant to the field.	
		0	Educational attainment below a Bachelor of Sciences/Arts degree, or degree attained is not relevant to the field or other allied courses.	
	Educational attainment[2] of the Facilitator	100	With PhD or Doctorate degree relevant to the field.	20%
		90	With Master of Sciences/Arts degree relevant to the field.	
		85	With Bachelor of Sciences/Arts degree relevant to the field.	
		0	Educational attainment below a Bachelor of Sciences/Arts degree, or degree attained is not relevant to the field or other allied courses.	
	Years of experience of the Project Manager	100	With more than 6 years of experience in handling Research and/or Project Management related to FGDs.	25%
		90	With 4-5 years of experience in handling Research and/or Project Management related to FGDs.	
		85	With 3 years of experience in handling Research and/or Project Management related to FGDs.	
		0	With less than 3 years of experience in handling Research and/or Project Management related to FGDs.	
	Years of experience of the Facilitator	100	With more than 6 years of experience in socioeconomic household survey design and implementation	20%
		90	With 4-5 years of experience in handling Research and/or Project Management related to	

[1] Preferably in any of the following: Psychology, Public Administration / Management, Social Science, Communication, Statistics or other allied courses

[2] Preferably in any of the following: Psychology, Public Administration / Management, Social Science, Communication, Statistics or other allied courses

CRITERIA	PARAMETERS	RATING SYSTEM		WEIGHT (%)
		85	With 3 years of experience in handling Research and/or Project Management related to FGDs.	
		0	With less than 3 years of experience in handling Research and/or Project Management related to FGDs.	
	Number of hours of relevant training[3] of all personnel	100	With more than 32 hours of relevant training	10%
		90	With 17-32 hours of relevant training	
		85	With 16 hours of relevant training	
		0	With less than 16 hours of relevant training	
Current work-load relative to capacity (20%)	Current work-load relative to capacity	100	With less than 2 market research projects	100%
		90	With 2 to 4 market research projects	
		85	With 5 market research projects	
		0	With more than 5 market research projects	

[3] Relevant training in project management survey design and sampling, statistical computing, data manipulation, and other related trainings

ANNEX B

RATING CRITERIA FOR EVALUATION OF THE TECHNICAL PROPOSAL

CRITERIA	PARAMETERS	RATING SYSTEM		WEIGHT (%)
Experience and capability of the Service Provider (20%)	Number of years in operations/existence	100	In operation as a survey firm for more than 3 years	30%
		85	In operation as a survey firm for 3 years	
		0	In operation as a survey firm for less than 3 years	
	Number of private organizations engaged, as specified in the TOR	100	Has engaged with more than five (5) private companies/institutions	30%
		85	Has engaged with five (5) private companies/institutions	
		0	Has engaged with less than five (5) private companies/institutions	
	Number of government organizations engaged as specified in the TOR	100	Has engaged with more than two (2) organizations belonging to the public sector in similar or relevant nature of work as mentioned above	20%
		85	Has engaged with two (2) organizations belonging to the public sector in similar or relevant nature of work as mentioned above	
		0	Has engaged with less than two (2) organizations belonging to the public sector in similar or relevant nature of work as mentioned above	
	Single largest project within the past five (5) years	100	More than the ABC	20%
		85	Equal to the ABC	
		0	Less than the ABC	
Quality of personnel to be assigned to the project (25%)	Educational attainment of the **Project Manager**	100	PhD holder in any relevant field of Social Science, Communication, and/or Statistics	20%
		90	MS/MA holder in any relevant field of Social Science, Communication, and/or Statistics	
		85	BS/BA holder in any relevant field of Social Science, Communication, and/or Statistics	
		0	No degree	
	Number of hours of relevant training of the **Project Manager**	100	With more than 16 hours of relevant training	15%

CRITERIA	PARAMETERS	RATING SYSTEM		WEIGHT (%)
		85	With 16 hours of relevant training	
		0	With less than 16 hours of relevant training	
	Years of experience of the **Project Manager**	100	With more than 3 years of experience in Handling Research and/or Project Management related to FGDs	15%
		85	With 3 years of experience in handling Research and/or Project Management related to FGDs	
		0	With less than 3 years of experience in handling Research and/or Project Management related to FGDs	
	Educational attainment of the **Facilitator**	100	PhD holder in any relevant field of Social Science, Communication, and/or Statistics	20%
		90	MS/MA holder in any relevant field of Social Science, Communication, and/or Statistics	
		85	BS/BA holder in any relevant field of Social Science, Communication, and/or Statistics	
		0	No degree	
	Number of hours of relevant training of the **Facilitator**	100	With more than 16 hours of relevant training	15%
		85	With 16 hours of relevant training	
		0	With less than 16 hours of relevant training	
	Years of experience of the **Facilitator**	100	With more that 3 years of experience in handling Research and/or Project Management related to FGDs	15%
		85	With 3 years of experience in handling Research and/or Project Management related to FGDs	
		0	With less than 3 years of experience in Handling Research and/or Project Management related to FGDs	
	Timing of deliverables	100	**Very Good** The deliverables are for submission at least two to four days before the required timeline and schedule set by the PCC	20%
		85	**Good** The deliverables are for submission on the day of the schedule set by the PCC	
			Poor	

CRITERIA	PARAMETERS	RATING SYSTEM		WEIGHT (%)
Plan of approach and methodology (50%)		0	The proposal indicates late submission of the required deliverables	
	Comprehensiveness of FGD/KII/IDI plan	100	**Very Good** Characteristics under "good" are present with additional activities/recommendations that add value to the project. Important issues are approached in an innovative and efficient way, indicating that the offeror has understood the main issues of the assignment and has outstanding knowledge of new solutions. The proposal details ways to improve the results and the quality of the assignment by using various approaches, methodologies, and knowledge.	20%
		85	**Good** The proposed approach is discussed in full detail, and the methodology is specifically tailored to the characteristics of the assignment and flexible enough to allow its adaptation to changes that may occur during project execution.	
		0	**Poor** The steps to carry out the different activities of the TOR are discussed generically. The approach is standard and not specifically tailored to the assignment. Although the approach and methodology are suitable, they don't include a discussion on how the offeror proposes to deal with critical characteristics of the assignment.	
	Sampling design	100	**Very Good** The sampling design submitted is compliant with the requirements in the Terms of Reference	25%
		85	**Good** The sampling design submitted has identified deviation from the requirements in the Terms of Reference, but the FGD can still be conducted with acceptable results.	
		0	**Poor** The sampling design is discussed generically, and the specific information are not tailored to the assignment, thus, it is deemed that the FGD cannot be	

CRITERIA	PARAMETERS	RATING SYSTEM		WEIGHT (%)
			conducted with acceptable results.	
	Quality control measures to be used during data collection, data entry and data cleaning; interviews will be computer/tablet assisted	100	**Very Good** Quality control measures submitted are carefully designed and compliant with the requirements in the Terms of Reference.	25%
		85	**Good** Quality control measures submitted have identified deviation from the requirements in the Terms of Reference, but the FGD can still be conducted with acceptable results.	
		0	**Poor** Quality control measures submitted are generic, and the specific information are not tailored to the assignment, thus, it is deemed that the FGD cannot be conducted with acceptable results.	
	Existing policies of the firm pertaining to the following: refusal rate, minimum no. of callbacks and attrition rate, if any	100	Submission of existing policies of the firm pertaining to the following: refusal rate, minimum no. of callbacks and attrition rate, if any.	10%
		0	Non-submission of existing policies of the firm pertaining to the following: refusal rate, minimum no. of callbacks and attrition rate, if any	
Overall work commitment (5%)	Number of ongoing projects	100	Less than 5 ongoing projects (including awarded by not yet started contracts)	100%
		85	5 ongoing projects (including awarded by not yet started contracts)	
		0	More than 5 ongoing projects (including awarded by not yet started contracts)	