

REQUEST FOR PROPOSAL

"Engagement of a Consulting/Survey Firm for the F.Y. 2020 PCC Client Satisfaction Survey"

P.R. No./Date Received: 2020-10-0122 / October 15, 2020

RFQ/P No. / Date: 2020-10-0122 / October 30, 2020

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- **Mayor's/Business Permit**
- **PhilGEPS Registration Number**
- **Notarized Omnibus Sworn Statement**
- **Latest Income Tax Return**
- **Conformed Terms of Reference**

This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurement@phcc.gov.ph or mvbambao@phcc.gov.ph on or before **05 November 2020, 12:00NN** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to (BIR 2306) 5% R-VAT and (BIR 2307) 1% (PO) or 2% (JO) deductions.
5. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
6. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin, if applicable.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Request for Quotation and/or Terms of Reference.

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
Chairperson, Bids and Awards Committee

Item No.	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	1 lot	P 985,000.00	Engagement of a Consulting/Survey Firm for the F.Y. 2020 PCC Client Satisfaction Survey			
			Please see attached Terms of Reference			
			-----Nothing Follows-----			
Total Lot ABC		P 985,000.00		TOTAL Amount		
Delivery Instructions:			<i>Please see attached Terms of Reference.</i>			

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____

**TERMS OF REFERENCE:
ENGAGEMENT OF A CONSULTING/SURVEY FIRM FOR THE
FY 2020 PCC CLIENT SATISFACTION SURVEY**

I. BACKGROUND AND RATIONALE

The Philippine Competition Commission (PCC) is a quasi-judicial body mandated to implement the national competition policy and enforce Republic Act No. 10667 or the Philippine Competition Act, which serves as the country's primary competition law to maintain and promote market competition by regulating anti-competitive conduct.

Since its formal organization in 2016, the PCC has implemented organization-wide programs in support of the government's citizen-centered, clean, and efficient governance. Its ongoing initiatives include the implementation of a Quality Management System that aims to promote a quality and stakeholder-oriented culture within the organization.

With the government's initiative to effectively streamline and improve the processes across all agencies through the enactment of Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, the measurement and reporting of the satisfaction level of the clients has been required by the Anti-Red Tape Authority. Consequently, this has been identified as one of the requirements to be eligible for the grant of the annual performance-based bonus. As such, agencies should ensure that appropriate feedback mechanisms and client satisfaction measurements are put in place alongside other process improvement efforts.

To comply with these requirements, the PCC has developed appropriate feedback mechanisms and client satisfaction measurement tools covering the internal and external services outlined in its Citizen's Charter. These tools need to be implemented and regularly appraised to ensure that they remain responsive to the requirements of oversight agencies as well as the needs of the Commission.

II. OBJECTIVE

The primary objective of this project is to contract the services of a reputable survey firm that will:

- Review and update the existing Client Satisfaction Survey Design for PCC's Internal and External Services vis-à-vis recent statutory requirements;
- Administer PCC's FY 2020 External Client Satisfaction Survey and process and report its results to the PCC; and
- Analyze the results of the FY 2020 Internal Client Satisfaction Survey to be administered by the PCC.



III. SCOPE OF WORK

A. Tasks

The scope of work under this TOR covers three (3) major activities, namely: (1) Updating of the Client Satisfaction Survey Design for PCC's Internal and External Services; (2) Conduct of the FY 2020 Client Satisfaction Survey for PCC's Internal and External Services; and (3) Conduct of Training on Survey Data Management.

The Service Provider is expected to:

Updating of the Client Satisfaction Survey Design for PCC's Internal and External Services

1. Review and update the PCC Client Satisfaction Survey Design for Internal and External Services in accordance with existing statutory and regulatory requirements, such as those prescribed under IATF Memorandum Circular No. 2020-1 that provides for the guidelines for the grant of the performance-based bonus for FY 2020. Said review and updating shall cover the following aspects of the survey design:
 - a. Data Gathering Methodology;
 - b. Sampling/Selection of Respondents;
 - c. Survey Instruments, i.e., the Service Quality Dimensions and Rating Scale; and
 - d. Analysis and Reporting of Results.
2. Review and evaluate the utility of PCC's FY 2019 External Client Satisfaction Survey design.
3. Submit and present the revised Client Satisfaction Survey Design for PCC's Internal and External Services to the End-User and/or the PCC Management Committee for vetting.
4. Finalize the Client Satisfaction Survey Design for PCC's Internal and External Services based on the inputs of the End-User and/or the PCC Management Committee, if any.

Conduct of the FY 2020 Client Satisfaction Survey for PCC's Internal and External Services

For External Services

1. Coordinate with the End-User for the list of target respondents or external clients to be subjected to client satisfaction survey.
2. Administer the FY 2020 External Client Satisfaction Survey.
3. Analyze the results of the FY 2020 External Client Satisfaction Survey.
4. Prepare and submit a report detailing the quantitative and qualitative analysis of the FY 2020 External Client Satisfaction Survey results to the End-User and PCC Management Committee.

For Internal Services

1. Analyze the results of the FY 2020 Internal Client Satisfaction Survey to be administered by the PCC.

2. Prepare and submit a report detailing the quantitative and qualitative analysis of the FY 2020 Internal Client Satisfaction Survey results to the End-User and PCC Management Committee.

Conduct of Training on Survey Data Management

1. Develop a training course design on survey data management, which may include topics such as, but not limited to, spreadsheet data management and data visualization. The training course design should outline the objectives and expected learning outcomes; learning delivery modality (e.g., online or face-to-face), and proposed schedule and number of modules/sessions. It should also include lectures, case discussion/s, and hands-on or practical exercises with feedback and coaching on the topics to be covered.
2. Conduct the training on survey data management with select PCC personnel as participants.
3. Conduct pre and post-training tests to determine the level of knowledge improvement of the participants.
4. Incorporate creative and engaging activities such as, but not limited to, case studies, small group and plenary discussions, polls or short quizzes, and other hands-on or practical exercises on the topics to be covered.
5. Provide digital copies of training and reading materials;
6. Administer post-training program evaluation survey to the participants;
7. Issue digital certificates to the participants upon completion of the training; and
8. Submit a Terminal Report outlining the analyses on the attainment of the training's learning outcomes, the participants' pre and post-training tests results; feedback solicited from the participants, analyses of issues, and recommendations.

B. Implementation Agreement

The Service Provider shall:

1. Organize a team that will conduct the approved activities, following the set of qualifications described in this TOR;
2. Designate one project lead to ensure the timely delivery of outputs and to coordinate with the End-User in carrying out the activities required for this project;
3. Seek the approval of the PCC, through the End-User, on any modification or adjustment in the implementation of approved activities prior to its conduct;
4. Submit all deliverables to the PCC, through the End-User, on schedule; and
5. Turnover all data/information/materials generated from the engagement to the End-User, which shall remain the sole and exclusive property of the PCC.

IV. SERVICES TO BE PROVIDED BY THE PCC

The PCC, through the End-User, shall:

1. Designate a counterpart team that will work with the Service Provider and provide general supervision and direction in the conduct of the approved activities;
2. Provide information/data and resource materials for the conduct and delivery of the approved activities, as necessary;

3. Review and approve the materials and other documents prepared by the Service Provider; and
4. Pay the project cost inclusive of mandatory taxes and in accordance with the set payment schedule.

V. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for this engagement is **NINE HUNDRED EIGHTY-FIVE THOUSAND PESOS (₱ 985,000.00)**, inclusive of all applicable government taxes, service charges and shall include all remunerations, costs or profits arising from or in relation to the services rendered in connection with and/or in preparation for this engagement.

VI. MODE OF PROCUREMENT

The mode of procurement shall be Negotiated Procurement – Small Value Procurement provided under the Revised IRR of Republic Act No. 9184.

VII. EXPECTED DURATION OF THE CONTRACT

The project shall be completed within six (6) months, following the provisional timeline below. The project shall commence not later than five (5) working days upon the approval of the contract of both parties.

Activity	Expected Output	Month*					
		1	2	3	4	5	6
<i>Pre-Implementation</i>							
Levelling-off Meeting between the Service Provider and the End-User	<ul style="list-style-type: none"> ▪ Inception Report and Revised Project Work Plan 						
<i>Updating of the PCC Client Satisfaction Survey Design for Internal and External Services</i>							
Review and updating of the existing Survey Design	<ul style="list-style-type: none"> ▪ Initial draft of the updated PCC Client Satisfaction Survey Design for Internal and External Services 						
Vetting and Finalization	<ul style="list-style-type: none"> ▪ Final draft of the updated PCC Client Satisfaction Survey Design for Internal and External Services 						
<i>Conduct of the FY 2020 PCC Client Satisfaction Survey for PCC's Internal and External Services</i>							
Administration of the FY 2020 External Client Satisfaction Survey including processing and reporting	<ul style="list-style-type: none"> ▪ FY 2020 PCC Client Satisfaction Survey Report for External Services 						
Processing and reporting of the FY 2020 Internal Client Satisfaction Survey	<ul style="list-style-type: none"> ▪ FY 2020 PCC Client Satisfaction Survey Report for Internal Services 						
<i>Conduct of Training on Survey Data Management</i>							
Development of Training Course Design	<ul style="list-style-type: none"> ▪ Training Design and Syllabus ▪ Training Hand-out/Materials 						
Conduct of Training on Survey Data Management	<ul style="list-style-type: none"> ▪ Training Terminal Report 						

* Reckoning date of Month 1 is upon signing of Job Order by the Service Provider.

VIII. DELIVARABLES AND SCHEDULE OF PAYMENT

Payment shall be in accordance with the completion of the following activities as supported by the submission of the Service Provider and final acceptance by the PCC of the required deliverables, to wit:

Activity	Deadline	Percentage of the Contract Price
Submission and final acceptance of the Inception Report and Revised Project Work Plan	7 days from the Levelling-off Meeting	10%
Submission of the Initial Draft of the updated PCC Client Satisfaction Survey Design for Internal and External Services	Within 10-15 days from the acceptance of the Revised Project Work Plan	15%
Submission and final acceptance of the Final Draft of the updated PCC Client Satisfaction Survey Design for Internal and External Services	Within 20-30 days from the acceptance of the Revised Project Work Plan	25%
Submission and final acceptance of the FY 2020 PCC Client Satisfaction Survey Report for External Services	Within 70-80 days from the acceptance of the Revised Project Work Plan	25%
Submission and final acceptance of the FY 2020 PCC Client Satisfaction Survey Report for Internal Services	Within 95-105 days from the acceptance of the Revised Project Work Plan	15%
Submission and acceptance of the Training Terminal Report outlining the analyses on the attainment of the training's learning outcomes, the participants' pre and post-training tests results; feedback solicited from the participants, analyses of issues, and recommendations	Within 160-170 days from the acceptance of the Revised Project Work Plan	10%
Total		100%

All payments shall be endorsed by the Director of the Finance, Planning and Management Office; and each tranche payment to the Service Provider shall be released upon PCC's receipt and acceptance of the outputs/deliverables listed above supported by the issuance of a Certificate of Satisfactory Services Rendered by the PCC. The outputs/activities for each tranche payment shall be in accordance with the requirements defined in this TOR to be accepted by PCC.

IX. QUALIFICATIONS OF THE SERVICE PROVIDER

The PCC intends to engage an established Consulting/Survey Firm in the Philippines with the required personnel and experience to implement this project.

For eligibility purposes, the prospective offerors must be any of the entities outlined in Section 24.3.1 of the Revised IRR of R.A. No. 9184:

- 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.

The prospective offerors must also submit the legal, technical and financial documents under Section 24 of the same Act and meet the following requirements:

Criteria	Qualifications	Preferred Requirements
<p>Applicable Experience of the firm</p>	<p>An entity in the Philippines with experience in management consulting or survey research and management, i.e., survey design and development, client relations management, statistical analysis and reporting, operations and performance management, and other similar and/or relevant fields.</p>	<ul style="list-style-type: none"> ▪ Must have been in existence for at least five (5) years; ▪ Handled at least five (5) projects in the past five (5) years on the following: survey design and development, client satisfaction researches and surveys, statistical data processing and reporting, client relations management or other similar and/or related fields. These projects should have been accepted and rated at least Satisfactory by the clients. ▪ Provided services to a multinational client in the past three (3) years.
<p>Quality of team lead and members to be assigned to this project</p>	<p>Experience: in the field of survey research and management, client relations management and other similar and/or relevant fields.</p> <p>Education: in the field of statistics, industrial engineering, hospitality management, public/business administration, and other similar and/or relevant fields.</p> <p>Training: in survey design and development, statistical data processing and reporting, statistical tools and software, client relations management, and other similar and/or relevant trainings.</p>	<p>Team Lead:</p> <ul style="list-style-type: none"> ▪ Experience: With at least five (5) years experience in leading projects in the indicated fields. ▪ Education: Preferably with Master’s degree in the indicated disciplines. ▪ Training: Preferably with 24 hours of training in the indicated topics. <p>Team Member/s:</p> <ul style="list-style-type: none"> ▪ Experience: With at least three (3) years experience in implementing projects in the indicated fields. ▪ Education: Preferably with Bachelor’s degree in the indicated disciplines. ▪ Training: Preferably with 24 hours of training in the indicated topics.
<p>Overall Work Commitment</p>	<p>Current workload relative to capacity</p> <p>Refers to the absorptive capacity of the project team members to do additional works other than those that they are currently undertaking.</p>	<ul style="list-style-type: none"> ▪ Preferably handling three (3) on-going contracts/projects only, including awarded but not yet started contracts/projects

X. CRITERIA FOR EVALUATION OR SELECTION

The PCC shall select the most qualified service provider using the Quality-Cost Based Evaluation (QCBE) pursuant to the pertinent provisions of R.A. No. 9184. The 70% - 30% quality to cost ratio shall be used for this purpose allocated as follows:

Evaluation Criteria	Weight
Technical Proposal <ul style="list-style-type: none">▪ <i>Applicable Experience (15%)</i>▪ <i>Quality of Personnel (30%)</i>▪ <i>Overall Work Commitment (15%)</i>▪ <i>Plan of Approach and Methodology (40%)</i>	70%
Financial Proposal	30%
Total	100%

The bidder with the highest rated score based on the technical and financial proposals submitted, provided that the score shall pass the hurdle score of **80 points**, shall be the Highest Rated Bidder.

To ensure that the requirement under this Terms of Reference are met, prospective offerors are requested to submit the documentary requirements listed in *Annex A*.

XI. RESERVED RIGHTS ON THE USE OF THE OUTPUTS/DELIVERABLES

All concepts and original materials formulated and designed in conjunction with this project shall be owned by the PCC with full and exclusive rights on future use thereof both in the Philippines and internationally.

XII. CONFIDENTIALITY OF DATA AND INFORMATION

All the materials, data, and information used and generated through this engagement shall be under the sole ownership of PCC. The Service Provider and any of its personnel shall at all times maintain the confidentiality of such materials, data, and information, and shall not use nor disseminate the same for any purpose, until considered declassified and issued with a written consent by the PCC. The Service Provider shall be required to sign Confidentiality/Non-Disclosure Agreement upon Notice of Award (NOA).

XIII. 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.


XIV. 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; and

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

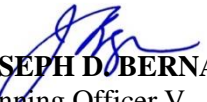
Prepared by:


ARVIN GO-ACO CABILLAN
Administrative Officer III
FPMO-Corporate Planning and Management Division

Approved by:


ATTY. JOSEPH MELVIN B. BASAS
Director IV
Finance, Planning and Management Office

Reviewed by:


JOSEPH D. BERNAT
Planning Officer V
FPMO-Corporate Planning and Management Division

CONFORME:
_____ Name of Service Provider
_____ Signature of Authorized Representative
_____ Designation
_____ Date

Engagement of Consulting/Survey Firm for the FY 2020 PCC Client Satisfaction Survey

Procuring Entity	Philippine Competition Commission
Address	25/F Vertis North Corporate Center 1, North Avenue, Quezon City 1105
Project Name	Engagement of Consulting/Survey Firm for the FY 2020 PCC Client Satisfaction Survey
FY 2020 Client Satisfaction Survey Assumptions	<p>For External Services (to be administered by the Service Provider, including processing and reporting)</p> <p>No. of external services: 8 No. of respondents: 50-80 Priority method: Face-to-face interview Alternative method: Online survey supported with phone interview, as necessary</p> <p>For Internal Services (to be administered by the PCC; to be processed and reported by the Service Provider)</p> <p>No. of internal services: 18</p>
Training on Survey Data Management	<p>No. of Participants: 35-40 (including the Secretariat)</p> <p>Training Topics: (include but not limit to) Spreadsheet Data Management and Data Visualization</p> <p>Learning Modality: Online or Face-to-Face</p> <p>Minimum No. of Days (Hours) per Modality:</p> <p><i>Online</i> – 2.5 days (15 hours) <i>Face-to-Face</i> – 2 days (12 hours)</p>
Approved Budget for the Contract	Nine Hundred Eighty-Five Thousand Pesos (₱ 985,000.00) inclusive of all applicable government taxes and service charges
Whom to Address the Proposal	<p>ATTY. JOSEPH MELVIN B. BASAS Chairperson, Bids and Awards Committee Philippine Competition Commission</p> <p>Thru: THE SECRETARIAT Bids and Awards Committee Administrative Office – General Services Division</p>
Documents to be Submitted	<p>Eligibility Documents (to be submitted after review and evaluation of proposals)</p> <ul style="list-style-type: none"> - PhilGEPS Registration Number - Mayor's/Business Permit in case of firm - BIR Certificate of Registration in case of individual - Latest Business Tax Return in case of firm - Latest Income Tax Return in case of individual - Accomplished Omnibus Sworn Statement (<i>Use Form A</i>) <p>Technical Proposal</p> <ol style="list-style-type: none"> a. Cover Letter b. Company Profile c. List of all completed government and private contracts, including contract/s awarded but not yet started, if any, which is/are similar to the project to be bid (<i>Use Forms B and C</i>) d. Certificate of satisfactory service from at least five (5) previous clients, two (2) of which from government clients; e. Duly accomplished Project Team Information Sheet that outlines the team's composition and work distribution (<i>Use Form D</i>) f. Curriculum Vitae of Project Team Lead and Members (<i>Use Form E</i>) g. Description of the Methodology and Work Plan for performing the project <p>Financial Proposal Financial Proposal with cost breakdown</p>

Annex B
Detailed Rating Criteria for Bid Evaluation of Bidders

CRITERIA	PARAMETERS	RATING SYSTEM		SCORE	FACTOR VALUE	
Applicable Experience (15%)	Number of years in operations/existence; (40%)	100	More than six (6) years			
		90	Six (6) years			
		80	Five (5) years			
		70	Four (4) years			
		60	Three (3) years			
		50	Two (2) years			
		40	One (1) year			
		30	Less than one (1) year			
	Number of projects handled in the past five (5) years on the following: survey design and development, client satisfaction researches and surveys, statistical data processing and reporting, client relations management or other similar and/or related fields. These projects should have been accepted and rated at least Satisfactory by the clients. (50%)	100	Seven (7) or more projects accepted and rated at least Satisfactory by the clients			
		90	Six (6) projects accepted and rated at least Satisfactory by the clients			
		80	Five (5) projects accepted and rated at least Satisfactory by the clients			
		70	Four (4) projects accepted and rated at least Satisfactory by the clients			
		60	Three (3) projects accepted and rated at least Satisfactory by the clients			
		50	Two (2) projects accepted and rated at least Satisfactory by the clients			
		40	One (1) project accepted and rated at least Satisfactory by the clients			
		0	No projects accepted and rated at least Satisfactory by the clients			
	Number of multinational clients handled in the past three (3) years (10%)	100	Provided services to three (3) or more multinational clients in the past three (3) years			
		90	Provided services to two (2) multinational clients in the past three (3) years			
		80	Provided services to one (1) multinational clients in the past three (3) years			
		0	No multinational clients			
	Quality of Personnel (30%)	Team Leader (60%)				
		Relevant experience/ Number of years of experience as Team Leader of projects pertaining to the field of survey research and management, client relations management and other similar and/or relevant fields. (50%)	100			Seven (7) years or more
			90			Six (6) years
			80			Five (5) years
			70			Four (4) years
			60			Three (3) years
			50			Two (2) years
40			One (1) year			
0			Less than one (1) year			
Educational Attainment in the field of statistics, industrial engineering, hospitality management, public/business administration, and other similar and/or relevant fields. (40%)		100	With PhD in the indicated discipline/s			
		90	With PhD in any discipline			
		80	Master's degree in the indicated discipline/s			
		70	With Bachelor's degree in the indicated discipline/s or Master's degree in any discipline			

		60	BS/BA degree holder in any field or lower		
	Relevant Training in survey design and development, statistical data processing and reporting, statistical tools and software, client relations management, and other similar and/or relevant trainings. (10%)	100	With 40 hours or more of advanced or intermediate training		
		90	With 32 hours of advanced or intermediate training		
		80	With 24 hours of advanced or intermediate training		
		70	With less than 24 hours of advanced or intermediate training		
		60	With basic training (any number of hours)		
	Team Members (40%)				
	Relevant Experience/ Number of years of experience in implementing projects pertaining to the field of survey research and management, client relations management and other similar and/or relevant fields. (50%)	100	Five (5) years or more		
		90	Four (4) years		
		80	Three (3) years		
		70	Two (2) years		
		60	One (1) year		
		0	Less than One (1) year		
	Educational Attainment in the field of statistics, industrial engineering, hospitality management, public/business administration, and other similar and/or relevant fields. (40%)	100	With Master's Degree in the indicated field		
		90	With Master's Degree in any field/s		
		80	With Bachelor's Degree in the indicated field		
		70	With Bachelor's degree in the any field/s		
		60	BS/BA degree holder in any field or lower		
	Relevant Training in survey design and development, statistical data processing and reporting, statistical tools and software, client relations management, and other similar and/or relevant trainings. (10%)	100	With 40 hours or more of basic training or at least 24 hours of intermediate/advanced training		
		90	With 32 hours of basic training		
		80	With 24 hours of basic training		
		70	With 16 hours of basic training		
		60	With 8 hours of basic training		
Overall Work Commitment (15%)	Current workload relative to capacity (100%)	100	Zero (0) to One (1) on-going project		
		90	Two (2) on-going projects		
		80	Three (3) on-going projects		
		50	Four (4) on-going projects		
		20	Five (5) or more on-going projects		
Plan and Methodology (40%)	Workplan (30%)	100	Outstanding Characteristics under "satisfactory" are present. Decision points and the sequence and timing of activities are very well defined, indicating that the offeror has optimized the use of resources. The work plan is explained in relation to the proposed approach and permits flexibility to		

			accommodate contingencies.		
		80	Satisfactory The work plan fits the TOR well; all important activities are indicated in the activity schedule and their timing is appropriate and consistent with the assignment outputs; and the interrelation between the various activities is realistic and consistent with the proposed approach. There is a fair degree of detail that facilitates understanding of the proposed work plan.		
		20	Unsatisfactory All key activities are included in the work plan, but they are not detailed. There are minor inconsistencies between timing, assignment outputs, and proposed approach.		
	Approach and Methodology (70%)	100	Outstanding Characteristics under “satisfactory” 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.		
		80	Satisfactory 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.		
		20	Unsatisfactory 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.		
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Financial Proposal (30%)

The score/s of the other bidders will be computed using the following formula: Financial Score = (LFP/FP) x 0.30
 Where LFP is the amount of the lowest financial proposal, and FP is the amount of the Financial Proposal of the bidder being rated.

LFP	FP	(LFP/FP)
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<i>Applicable Experience</i>	<i>X (0.15)</i>	
<i>Quality of Personnel</i>	<i>X (0.30)</i>	
<i>Overall Work Commitment</i>	<i>X (0.15)</i>	
<i>Plan of Approach and Methodology</i>	<i>X (0.40)</i>	
TOTAL (Technical Proposal)		
Technical Proposal	X (0.70)	
Financial Proposal	X (0.30)	
TOTAL		

Passing Score: 80

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Offeror's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Form B

Statement of Completed Contracts

This is to certify that _____ has the following completed contracts from 2015 to present:

Name/Title of Contract	a. Client's Name b. Client's Address c. Client's Contact No.	Nature of Work/Brief Description of Project	a. Date Awarded (Month and Year) b. Date Started (Month and Year) c. Date Completed (Month and Year)	Amount of Awarded Contract
GOVERNMENT				
PRIVATE				

Submitted by:

Name of Representative of Offeror

Position

Date: _____

Instructions:

- a) Cut-off date: The day before the deadline of submission of offers/proposals.
- b) Contracts that are similar to the project being procured in terms of nature and amount shall be prioritized for inclusion in the list.

Form C**Statement of Ongoing and Awarded But Not Yet Started Contracts**

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

Name/Title of Contract	a. Client's Name b. Client's Address c. Client's Contact No.	Nature of Work/Brief Description of Project	a. Date Awarded (Month and Year) b. Date Started (Month and Year) c. Date of Completion (Month and Year)	Percentage Completion		Amount of Uncompleted Portion of the Contract
				Planned	Actual	
GOVERNMENT						
PRIVATE						

Submitted by:

Name of Representative of Offeror

Position

Date: _____

Instructions:

- State all ongoing contracts including those awarded but not yet started which may be similar or not similar to the project called for procurement.
- Cut-off date: The day before the deadline of submission of offers/proposals.

Form D

Project Team Information Sheet

Name	Position inProject Team	Role or Tasking

Full Name and Signature of Offeror's Representative

Date: _____

Form E

Format of Curriculum Vitae

Position in the Proposed Project Team: _____

Name of Firm/Entity: _____

Name: _____

Profession: _____

Date of Birth: _____ Nationality: _____

Years with Firm/Entity: _____

Assigned Tasks/Role in the Proposed Project Team:

Key Qualifications

Outline experience and training relevant to the project/engagement. Include dates (in months and years) with detailed description/discussion on the nature and scope of work handled. Describe the degree of responsibility held on previous projects and give dates and locations.

Education

Summarize college/university and other specialized education. Identify the names of schools, inclusive dates attended, and degrees obtained.

Professional License/s and Eligibilities

State all applicable professional licenses/eligibilities, date and place of conferment, license number and validity), and name of appropriate body regulating the practice the stated profession and/or allied profession.

Employment Record/Contracts/Projects

*Starting with the present position, list all employment positions held after graduation. Give specific dates/duration, names of employers, titles of positions held, and project location/address. For work experience (in at least last seven years for team leader and in at least last five years for team members), also indicate role played and types of activities performed and client references, where appropriate. **Failure to indicate details of role and duration shall merit zero points.***

Trainings Attended

Summarize trainings/seminars attended as a participant. Indicate the topic and duration in terms of hours/days.

Certification

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

Full Name and Signature of Concerned Project Team Staff

Date: _____