

REQUEST FOR PROPOSAL

Procurement of Manpower Services to Handle the Human Resource Management of Research Assistants for PCC Research Projects

P.R. No./Date Received: **2021-05-0072/ 24 May 2021**

RFQ/P No. / Date: **2021-06-0069 / 04 June 2021**

The Philippine Competition Commission invites all eligible 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**
- **Latest Income/Business Tax Return**
- **Notarized Omnibus Sworn Statement**
- **Signed Terms of Reference**

This pro-forma quotation may be submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to **npitallano@phcc.gov.ph** or **procurement@phc.gov.ph** on or before **10 June 2021, 12:00 NN** 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. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
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.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.

Very truly yours, -



JESON Q. DE LA TORRE
PBAC Chairperson



Item	QTY	ABC	Technical Specifications	Total Amount	
				(To be filled-up by the supplier)	
1	1	₱ 990,000.00	Procurement of Manpower Services to Handle the Human Resource Management of Research Assistants for PCC Research Projects		
			<i>Detailed requirements are indicated in the attached Terms of Reference</i>		
Total ABC		₱ 990,000.00	TOTAL Amount		
Instructions:			See attached Terms of Reference		

(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

Project Title	: <i>Procurement of Manpower Services Provider to handle the human resource management of Research Assistants for PCC Research Projects</i>
Contract Type	: Institutional Contract of Service
Contract Duration	: 6 months

I. Background / Objective

The Philippine Competition Commission (PCC) as an independent quasi-judicial body, pursuant to RA 10667, is mandated to implement the national competition policy which serves as the primary competition law in the Philippines for promoting and protecting competitive market. The creation of PCC promotes economic efficiency and ensures fair and healthy market competition where everyone, from metro cities to far-flung communities, can contribute to and benefit from the development across the country.

The Economics Office (EO), with the Office of the Executive Director (OED), annually implements the PCC Long-term Research Program (PLRP) to encourage staff, as well as researchers from other institutions to conduct studies and research that are relevant to the PCC's mandate. All of the approved PLRP topics for 2020, including several approved topics from 2019, require the hiring of research assistants.

The PCC seeks to enter into an outsourcing agreement with private manning agencies for the provision of competent support and human resource management for the research assistants hired for various projects.

II. Scope of Work

Pursuant to the terms and conditions of the Contract, the winning manpower service provider/contractor shall provide the administrative support and human resource management to the PCC, as listed in **Annex A**, for deployment in specific projects to be determined by the Economics Office during the period/duration indicated for each position. Contract duration is for six (6) months.

III. Duties and Responsibilities

A. Service Contractor

1. Shall ensure compliance with relevant issuances of Department of Labor and Employment (DOLE), Social Security System (SSS), Pag-IBIG, Bureau of Internal Revenue (BIR), PhilHealth, and the Revised Implementing Rules and Regulations (RIRR) of the Republic Act (RA) No. 9184 otherwise known as the Government Procurement Reform Act;

2. Shall provide the EO with requested documents to verify the identity of the contractual employees to be assigned to PCC;
3. Shall allow EO to refer, screen applicants and recommend the best suited candidate to the position subject to the documentary requirements of the Service Contractor;
4. Shall submit to EO within five (5) days of every month a statement signed by the Service Contractor's duly authorized representative that it has paid all wages, salaries, compensation and other benefits of the research assistants for services rendered during the immediately preceding month, and that such payments are in accordance with the requirements of law. The PCC shall in no case be liable for any interest penalty or for delayed payments of the remittances;
5. Shall have the exclusive and absolute right to suspend, lay-off, terminate and/or impose disciplinary measures;
6. Shall assume full responsibility and undertake to reimburse the PCC for any loss, damage, or injury caused to the PCC or its employee's properties or premises, arising from or occasioned by the employee's act or omission;
7. Shall take necessary precaution and exercise due care and diligence in the performance of its undertaking so as not to cause injury, damage or loss to the persons and property and shall at all times save the PCC from any claim for damage arising therefrom;
8. Shall comply with its obligation as employer imposed by the labor laws and other social legislations;
9. Shall adhere to the basic reportorial requirements of EO such as, but not limited to semi-monthly statements of account, accompanied by certified true copy of semi-monthly payroll including applicable deductions and photocopies of the breakdown and official receipts of personnel's mandatory contribution to SSS, PhilHealth and Pag-IBIG, as well as the withholding taxes to BIR;
10. Shall ensure that all its personnel shall follow the office rules and regulations of PCC;
11. Shall maintain a satisfactory level of performance throughout the duration of the contract based on a prescribed set of performance criteria:
 - a) Quality of service delivered;
 - b) Time management;
 - c) Contract administration and management; and
 - d) Provision of regular progress reports;
12. Shall orient the deployed personnel to abide by the established PCC Information Security Management System (PCC ISMS);
13. Shall require the deployed personnel to accomplish a Confidentiality Agreement.

B. Philippine Competition Commission – Economics Office

The Commission, particularly the Economics Office, shall perform the following duties and responsibilities:

1. Refer applicants subject to the screening process of the service contractor;
2. Give direct instructions to the personnel assigned to the EO during their term of duty; however, providing such direct instructions shall not relinquish the power of the Manpower Service Provider as the employer of the said personnel;
3. Shall provide relevant documents needed by the Service Provider to warrant the research assistant's deployment, if necessary and as deemed appropriate and justifiable;
4. Shall pay the winning bidder in accordance with the conditions set forth in Section VII of hereof;
5. Facilitate registration of deployed personnel to the building and PCC access security systems and email network, as necessary.

IV. Qualifications of Manpower Service Provider/Contractor:

The qualifications of Manpower Services Provider/Contractor are as follows:

1. Must be engaged in the business of manpower services for at least five (5) years.
2. Must be a duly licensed and registered Service Contractor in accordance with DOLE Department Order No. 18-A, series of 2011, and other existing relevant regulations. The Service Contractor shall submit Compliance Certificate/Clearance from the DOLE and National Labor Relations Commission Certificate.
3. Must be duly registered with the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA).
4. Must be duly registered with the BIR.
5. Must be an active employer registered with the following agencies:
 - a) SSS
 - b) Pag-IBIG, and
 - c) PhilHealth
6. Must present a Certificate of Satisfactory Service from at least three (3) government agencies or private corporations, with whom the Service Contractor has a past or ongoing contract from the last five (5) years.
7. Preferably based in or around Metro Manila.

The pertinent documents to support the above-mentioned qualifications shall be submitted by the lowest/single calculated bidder during the post qualification.

V. Other Requirements

The following pertinent documents shall be submitted by the winning bidder/contractor within 15 calendar days from the date of the contract effectivity:

1. Certificate of Registration from SSS, Pag-IBIG, PhilHealth, and BIR;
2. Proof of paid remittances from the following government agencies: SSS, PhilHealth, Pag-IBIG and BIR in the form of a certification issued by the said agencies within the last six (6) months from the date of notice to proceed.
3. Curriculum Vitae of the personnel to be assigned to PCC with the following information and supporting documents:
 - a. Resume / Biodata with recent photo
 - b. Diploma and other school credentials (e.g. Transcript of Records)
 - c. Appropriate and relevant trainings / certifications
 - d. Previous work experience
4. Undertaking to pay their personnel the prescribed benefits pursuant to applicable laws, rules and regulations

VI. Approved Budget for the Contract

The Approved budget for the Contract (ABC) is **nine-hundred and ninety thousand pesos (PHP 990,000.00)** inclusive of the total personnel cost covering direct labor costs, and mandatory contributions due to concerned government agencies for the services rendered by the personnel deployed by the Service Provider, administrative costs and all applicable government taxes. The breakdown of the computation is shown in **Annex B**.

VII. Payment Scheme

The PCC shall pay the Service Provider upon submission of the statement of account/billing statement with the corresponding Monthly Billing Rates stipulated in the Contract subject to existing government auditing and accounting rules and regulations, for and in consideration of the services rendered by the support personnel deployed by the winning service provider/contractor; and upon submission of its monthly personnel payment and affidavit or sworn certification that it has paid the salaries and benefits of its personnel for the period covered, per submitted payroll and remitted the corresponding premiums to Pag-IBIG, SSS, PhilHealth and ECC and payment of withheld compensation taxes to BIR.

The monthly payment of the services rendered by the research assistants shall be bi-monthly paid out every 10th and the 25th of every month.

VIII. Liquidated Damages

If the contractor 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, pursuant to the Section 68 of the aforementioned act. 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.

IX. Mode of Procurement

The mode of procurement shall be through Competitive Bidding in accordance with the provision of Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

X. Dispute Resolution

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

Approved by:


Benjamin E. Radoc, Jr. PhD
Director IV, Economics Office

CONFORME:

Name & Signature of Authorized Representative

Company Name

Date

ANNEX A:

List of Projects Requiring Research Assistants, including qualifications and remuneration

Project Title	A Stocktaking of Philippine Subsidies in Key Service Sectors and Establishing a Framework for Assessing their Competitive Impact
Length of Service	2 months (8 weeks)
Remuneration	PHP 44,186.00 per month
Qualifications	<ul style="list-style-type: none"> • An advanced degree (masters), or is currently enrolled to acquire such, in economics, public policy, statistics, or a related field; • Proven experience and expertise in research and the writing of an academic paper; • Computer proficiency (Windows, Microsoft Word, Excel, PowerPoint); and • Proficiency in the use of a statistical software (e.g., R Studio, Python, Stata).

Project Title	A Stocktaking of Philippine Subsidies in Key Service Sectors and Establishing a Framework for Assessing their Competitive Impact
Length of Service	2 months (8 weeks)
Remuneration	PHP 44,186.00 per month
Qualifications	<ul style="list-style-type: none"> • Background in law (e.g., has taken up units in law school; JD or LLB degree not necessary); preference shall be given to a lawyer • A bachelor's degree in economics, political science, statistics, or any social science course; • Proven experience and expertise in research and the writing of an academic paper; • Computer proficiency (Windows, Microsoft Word, Excel, PowerPoint); and • Proficiency in the use of a statistical software (e.g., R Studio, Python, Stata) is an advantage.

Project Title	Competition and SMEs Responses, Effects, and Relationships
Length of Service	1 months (4 weeks)
Remuneration	PHP 30,155.00 per month
Qualifications	<ul style="list-style-type: none"> • At least a bachelor's degree in economics, statistics, or other related fields. • Proven ability to conduct quantitative data analysis, do research, and write an academic paper; • Preference shall be given to those who have prior experience in conducting research.

Project Title	Integrating Consumer Protection into the Mandate of the Philippine Competition Commission
Length of Service	2 months (8 weeks)
Remuneration	PHP 30,155.00 per month
Qualifications	<ul style="list-style-type: none"> • At least a bachelor’s degree in any social science course (e.g., economics, statistics, political science, public administration); • Proven ability to conduct research and write an academic paper; Preference shall be given to those who have prior experience in conducting research; and • Computer proficiency (Windows, Microsoft Word, Excel, PowerPoint).

Project Title	Mapping the Philippine Conglomerate Ecosystem: A Network Analysis of the Personal and Sectoral Linkages Underpinning the Philippine Corporate Landscape
Length of Service	1 month (4 weeks)
Remuneration	PHP 30,155.00 per month
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in Economics, Statistics, Mathematics, or related field • Proven ability to conduct research and write an academic paper; • Preference shall be given to those who have prior experience in conducting research.

Project Title	Analysis of the trends of firm entry, exit, and survival in Philippine industries and implications on competition
Length of Service	2 months (8 weeks)
Remuneration	PHP 61,160.00 per month
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in Economics, Statistics, Mathematics, or related field • 2 years of relevant experience in Data Science and any of the following related fields: economic research/studies/analysis, economic projections, interpretation/analysis of statistical data on specific sector of the economy, development planning, and other related economic disciplines (e.g. financial, labor, regional, industry, international, agricultural) • 8 hours training in one or a combination of the following: economic/statistical analysis tools, public/competition policy, regulation, statistics, trade, industry, operations of market or other relevant training • Proficiency in programming languages (R, Stata, Python, etc.) • Proven ability to conduct research and write an academic paper.

Project Title	Ensuring fair and open access of SMEs in e-commerce retail platforms in the Philippines: A longitudinal study
Length of Service	1 months (4 weeks)
Remuneration	PHP 76,449.00 per month
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in Economics, Statistics, Mathematics or a related field. Master's degree an advantage. • 3 years of relevant experience in one or a combination of the following: economic research/studies/analysis, interpretation/analysis of statistical data, and fieldwork (surveys, KIIs, FGDs). • Strong statistical, econometrics, and data science background. Knowledge of impact evaluation method is required. • Proficiency in the use of Stata. Familiarity with R or Python is a plus.

Project Title	Assessing the Price Effects of the Department of Trade and Industry's Importation Policy on the Flat Glass Market in the Philippines
Length of Service	2 months (8 weeks)
Remuneration	PHP 30,155.00 per month
Qualifications	<ul style="list-style-type: none"> • Must possess a bachelor's degree in Economics, Statistics, Mathematics, or related field • Proficient in data analysis and use of relevant software (e.g. Excel, Stata, R, Python) • Excellent written and oral communication skills • Strong analytical abilities • Methodical and well-organized • Flexible and able to work under pressure • Resourceful and creative

Project Title	Assessing the effects on the ride-hailing market of the Commitment Decision of the PCC in approving the Grab/Uber merger
Length of Service	2 months (8 weeks)
Remuneration	PHP 44,186.00 per month
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in Economics, Statistics, Mathematics, or related field; • One (1) year of relevant experience in one or a combination of the following: economic research/studies/analysis, economic projections, interpretation/analysis of statistical data on specific sector of the economy, development planning, and other related economic disciplines (e.g. financial, labor, regional, industry, international, agricultural); • Advanced computer skills with sound knowledge of common word-processing, spreadsheets and presentation software; • Knowledge of any statistical software such as R, Python or Stata; and • Excellent language skills, both written and oral.

ANNEX B: Breakdown of Budget

	Stocktaking of Subsidies - 1	Stocktaking of Subsidies - 2	Competition and SMEs	Integrating Consumer Protection	Mapping Conglomerate Ecosystem	Entry/Exit Trends	Ensuring Fair and Open Access to SMEs	Flat Glass	Grab/Uber
MONTHS OF ENGAGEMENT	2	2	1	2	1	2	1	2	2
Basic rate	44,186.00	44,186.00	30,155.00	30,155.00	30,155.00	61,160.00	76,449.00	30,155.00	44,186.00
5 Days Incentive Leave Pay	846.48	846.48	577.68	577.68	577.68	1,171.65	1,464.54	577.68	846.48
13th Month Pay	3,682.17	3,682.17	2,512.92	2,512.92	2,512.92	5,096.67	6,370.75	2,512.92	3,682.17
TOTAL DIRECT LABOR COST	48,714.65	48,714.65	33,245.60	33,245.60	33,245.60	67,428.32	84,284.29	33,245.60	48,714.65
SSS- Employer's Contribution	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00
PHILHEALTH- Employer's Contribution	662.79	662.79	452.33	452.33	452.33	917.40	1,146.74	452.33	662.79
PAG-IBIG- Employer's Contribution	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
EC- Employer's Contribution	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
TOTAL COST PER PERSONNEL	2,392.79	2,392.79	2,182.33	2,182.33	2,182.33	2,647.40	2,876.74	2,182.33	2,392.79
TOTAL COST	51,107.44	51,107.44	35,427.92	35,427.92	35,427.92	70,075.72	87,161.03	35,427.92	51,107.44
Administrative Cost (10%) DOLE DO.174 s.2017	5,110.74	5,110.74	3,542.79	3,542.79	3,542.79	7,007.57	8,716.10	3,542.79	5,110.74
COST, NET OF VAT	56,218.18	56,218.18	38,970.71	38,970.71	38,970.71	77,083.29	95,877.13	38,970.71	56,218.18
VAT (12%)	6,746.18	6,746.18	4,676.49	4,676.49	4,676.49	9,249.99	11,505.26	4,676.49	6,746.18
TOTAL RA COST PER MONTH	62,964.36	62,964.36	43,647.20	43,647.20	43,647.20	86,333.28	107,382.38	43,647.20	62,964.36
TOTAL ENGAGEMENT COST	125,928.72	125,928.72	43,647.20	87,294.40	43,647.20	172,666.57	107,382.38	87,294.40	125,928.72
TOTAL CONTRACT COST	919,718.32								
CONTINGENCY	70,281.68								
TOTAL COST WITH CONTINGENCY	990,000.00								