

REQUEST FOR PROPOSAL

Procurement of Consultancy Services for the Conduct of Focus Group Discussions, Key Informant Interviews with Micro, Small and Medium Enterprise for PCC Cases and Other Research Initiatives

P.R. No./Date Received: 2021-05-0079 / 26 May 2021

RFQ/P No. / Date: 2021-06-0071 / 4 June 2021

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 / Technical Specifications Sheet** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

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

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Latest Income/Business Tax Return
- Notarized Omnibus Sworn Statement
- Signed Terms of Reference / Technical Specifications Sheet
- Curriculum Vitae / Professional License
- List of Ongoing projects (including awarded by not yet started contracts)
- Proposed Plan of Approach / Methodology
- Company Profile

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 rnarcia@phcc.gov.ph on or before **10 June 2021, 1:00PM** 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 Sheet**.

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	P 990,000.00	Procurement of Consultancy Services for the Conduct of Focus Group Discussions, Key Informant Interviews with Micro, Small and Medium Enterprise for PCC Cases and Other Research Initiatives.		
			(Please see attached Terms of Reference)		
Total Lot ABC		P 990,000.00	TOTAL Amount:		
Delivery Instructions:	Please 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

Consultancy Services for the Conduct of Focus Group Discussions, Key Informant Interviews, and In-Depth Interviews with Micro, Small and Medium Enterprises for 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 mandates include reviewing mergers and acquisitions, investigating and adjudicating anti-competitive agreements and abuses of dominant position, and undertaking economic and legal research on competition-related matters.

When assessing cases and conducting research, it is important to consider the broad range of possible factual contexts and the specific competitive effects that may arise in different scenarios. In order to have a comprehensive understanding of the various cases and research handled by the PCC, micro, small and medium enterprises (“MSMEs”) offer important insights and perspectives.

Given the foregoing, methods such as focus group discussions (“FGDs”), key informant interviews (“KIIs”), and in-depth interviews (“IDIs”) 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 pertinent MSMEs. 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

A. FGDs

Based on the task order/s provided by PCC, the service provider shall:

1. Identify potential MSME participants in the FGD based on the selection criteria provided by PCC staff for a selected case or research initiative;
2. Propose the number of FGDs to be conducted for a case/research to be agreed on with PCC staff;
3. Arrange the logistics for each FGD in consultation with PCC staff;
4. Conduct the FGDs based on the list of topics and issues provided by PCC staff;
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

B. KIIs or IDIs



Based on the task order/s provided by PCC, the service provider shall:

1. Identify potential MSME interviewees based on the selection criteria provided by PCC staff for a selected case or research initiative;
2. Propose the number of KIIs or IDIs to be conducted for a case or research initiative to be agreed on with PCC staff;
3. Arrange the logistics for each KII or IDI in consultation with PCC staff;
4. Conduct the KIIs or IDIs based on an interview outline provided by PCC staff;
5. Provide an interviewer who will introduce the topics, pose the questions, and lead the KIIs or IDIs;
6. Document participant responses during the KIIs or IDIs;
7. Write a report that summarizes the KII or IDI proceedings; and
8. Transcribe the KII/IDI

IV. Budget

The total budget under this Terms of Reference is **nine hundred ninety thousand pesos (Php 990,000)** that shall cover the conduct of fifteen (15) FGDs or thirty (30) KIIs/IDIs, or a combination of FGDs and KIIs/IDIs with a 1 FGD : 2 KIIs/IDIs replacement ratio. The budget shall cover the remuneration of the service provider and the costs of conducting FGDs/KIIs/IDIs. As a part of their financial proposal, the service provider shall provide the breakdown of expenses per FGD/KII/IDI by filling in Annex A, which shall serve as the basis for the service provider's future billing.

The mode of procurement shall be Negotiated Procurement – Small Value Procurement as provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

Below is the schedule of tranche payments for each task order:

Milestones	Timeline	% of Amount Indicated in Annex A
Preparatory work (submission of participants, arrangement of logistics)	Within seven (7) working days upon PCC's notification	30%
Conduct of actual FGDs/KIIs/IDIs	Within seven (7) working days after preparatory work has concluded	30%
Submission of final report and transcript	Within five (5) working days upon completion of conduct of FGD/KII/IDI	40%

V. Timelines, Deliverables, Schedules, Modes of Payment

The Contract is expected to begin immediately after notice of award to the service provider. The service provider shall be engaged immediately after the issuance of the Notice to Proceed to the Service Contractor. The PCC shall avail itself of the services of the service provider until 31 March 2022.

The service provider must be able to conduct FGDs/KIIs/IDIs for simultaneous cases if necessary. Furthermore, due to the current limitations brought about by COVID-19 pandemic, the FGDs/KIIs/IDIs shall be conducted through various methods as appropriate (i.e. telephone call, video call or in-person where possible).

The following are the outputs to be delivered for FGDs/KIIs/IDIs, pursuant to details specified in each task order:

1. Preparation of the logistics and submission of participants for the FGDs/KIIs/IDIs within one (1) week upon PCC's notification
2. Conduct of the actual FGDs/KIIs/IDIs within seven (7) working days after preparatory work has concluded
3. Summary report and transcript within five (5) working days after the completion of the FGDs/KIIs/IDIs.

VI. 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.

Payment will be based on the actual number of FGDs/KIIs/IDIs conducted within the specified time upon issuance by end user of a Certificate of Satisfactory Service.

VII. 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.

A. Eligibility of the Prospective Bidder/s

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
Quality of the core members of the project team, to be assigned to the project	<p>Project Manager</p> <ul style="list-style-type: none"> • Graduate of any bachelor's degree in any relevant field of social science, Communication or Statistics • At least five (5) years of experience in handling Research and/or Project Management related to focus group discussions • At least sixteen (16) hours of relevant training <p>Facilitator</p>	<p>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)</p> <p><i>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</i></p>



	<ul style="list-style-type: none"> • Graduate of any bachelor’s degree in any relevant field of social science, Communication, or Statistics • At least five (5) years of experience in handling Research and/or Project Management related to focus group discussions • At least sixteen (16) hours of relevant training 	<p><i>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).</i></p>
<p>Experience and capability of the survey firm</p>	<ul style="list-style-type: none"> • 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 • Single largest project within the past five (5) years at least equal to the ABC • Total value of projects within contract period (completed) at least equal to the ABC 	<p>DTI or SEC registration submitted indicating the year of registration and/or other relevant documents</p> <p>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 of 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 private institution and two 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.</p>
<p>Plan of approach and methodology</p>	<ul style="list-style-type: none"> • The timeline of deliverables allows for submission by the deadline set by the PCC. • 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 change that may occur during project execution. 	<p>With respect to the study, submission of the following:</p> <ul style="list-style-type: none"> • Timeline of deliverables • Comprehensive FGD/KII/IDI discussion plan • Sampling design • Documents pertaining to existing policies of the firm pertaining to (1)

	<ul style="list-style-type: none"> • Sampling Design submitted has identified deviations from the requirements in the Terms of Reference, but the FGD/KII/IDI can still be conducted with acceptable results • Submission of Existing policies of the firm pertaining to quality control measures • Submission of Existing policies of the firm pertaining to the following: refusal rate, minimum no. of callbacks and attrition rate, if any 	<p>quality control measures and (2) refusal rate, minimum no. of callbacks and attrition rate, if any</p>
--	---	---

B. Evaluation of The Technical and Financial Proposals of the Shortlisted Bidders

The technical and financial proposals of the shortlisted bidders will be evaluated using the Quality Cost-Based Evaluation (QCBE), pursuant to the pertinent provisions of R.A. No. 9184 or the Government Procurement Reform Act. The 60% - 40% quality to cost ratio shall be used for this purpose and shall be allocated as follows:

Criteria	Bases	Weight (%)
Technical Proposal		60%
Quality of personnel to be assigned to the project (50%)	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 (30%)		
Plan of approach and methodology (10%)		
Overall work commitment (10%)	Timeliness, clarity, feasibility of the written proposal, and overall quality of proposed work	
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 <i>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'.</i>	
Financial Proposal		40%
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 and Responsive Bidder.

VIII. Confidentiality of Data and Information

All the materials, data and information used and generated through the FGD will be the sole property of the PCC. The service provider and any of its personnel shall not use nor disseminate these documents for their own research purposes without the written consent of the PCC.



IX. 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. 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.

X. 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.

Approved by:


BENJAMINE. RADOE, JR., PHD
Director IV, Economics Office

CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date



Management
System
ISO 9001:2015



www.tuv.com
ID 9108652446

**ANNEX A
ESTIMATED COST PER FGD/KII/IDI**

Estimated Cost per FGD/KII/IDI			
Method	Area	Mode of Contact	Estimated Amount (in PhP)
FGD	NCR	Face-to-face	
		Telephone	
		Online	
	Bulacan, Cavite, Laguna, Rizal, and other provinces near NCR. <i>(Please specify others, if any)</i>	Face-to-face	
		Telephone	
		Online	
	Balance Luzon	Face-to-face	
		Telephone	
		Online	
	Visayas	Face-to-face	
		Telephone	
		Online	
	Mindanao	Face-to-face	
		Telephone	
		Online	
KII	NCR	Face-to-face	
		Telephone	
		Online	
	Bulacan, Cavite, Laguna, Rizal, and other provinces near NCR. <i>(Please specify others, if any)</i>	Face-to-face	
		Telephone	
		Online	
	Balance Luzon	Face-to-face	
		Telephone	
		Online	
	Visayas	Face-to-face	
		Telephone	
		Online	
	Mindanao	Face-to-face	
		Telephone	
		Online	
IDI	NCR	Face-to-face	
		Telephone	
		Online	
	Bulacan, Cavite, Laguna, Rizal, and other provinces near NCR. <i>(Please specify others, if any)</i>	Face-to-face	
		Telephone	
		Online	
	Balance Luzon	Face-to-face	
		Telephone	
		Online	



Management System
ISO 9001:2015



www.tuv.com
ID 9108652446

	Visayas	Face-to-face	
		Telephone	
		Online	
	Mindanao	Face-to-face	
		Telephone	
		Online	

Name and Signature of Authorized Representative

Date Signed

**ANNEX B
RATING CRITERIA FOR EVALUATION OF THE TECHNICAL PROPOSAL**

CRITERIA	PARAMETERS	RATING SYSTEMS		WEIGHT
Quality of the core members of the project team, to be assigned to the project (20%)	Project Manager: Educational Attainment	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 degree holder in any relevant field of Social Science, Communication and/or Statistics	
		0%	No degree	
	Project Manager: Training	100%	With more than 16 hours of relevant training	15%
		85%	With 16 hours of relevant training	
		0%	With less than 16 hours or less of relevant training	
	Project Manager: Work Experience	100%	With 10 or more years of experience in handling Research and/or Project Management related to FGDs/KIIs/IDIs	15%
		85%	With 5-9 years of experience in handling Research and/or Project Management related to FGDs/KIIs/IDIs	
		0%	With less than 5 years of experience in handling Research and/or Project Management related to FGDs/KIIs/IDIs	
	Facilitator: Educational Attainment	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 degree holder in any relevant field of Social Science, Communication and/or Statistics	
		0%	No degree	
	Facilitator: Training	100%	With more than 16 hours of relevant training	15%
		85%	With 16 hours of relevant training	
0%		With less than 16 hours or less of relevant training		



	Facilitator: Work Experience	100%	With 10 or more years of experience in handling Research and/or Project Management related to FGDs/KIIs/IDIs	15%
		85%	With 5-9 years of experience in handling Research and/or Project Management related to FGDs/KIIs/IDIs	
		0%	With less than 5 years of experience in handling Research and/or Project Management related to FGDs/KIIs/IDIs	
Experience and capability of the survey firm (30%)	Years in Business	100%	More than three (3) years operating as a survey firm	30%
		85%	Three (3) years operating as a survey firm	
		0%	Less than three (3) years operating as a survey firm	
	Engaged with at least five (5) companies/institutions	100%	Had been engaged with more than five (5) companies/institutions	20%
		85%	Had been engaged with five (5) companies/institutions	
		0%	Had been engaged with less than five (5) companies/institutions	
	Engaged with at least two (2) government/ public office	100%	Had been engaged with more than two (2) government/public offices	10%
		85%	Had been engaged with two (2) government/public offices	
		0%	Had been engaged with less than two (2) government/public offices	
	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	
	Total value of projects within contract period (completed)	100%	More than the ABC	20%
		85%	Equal to the ABC	
		0%	Less than the ABC	
Plan of approach and methodology (50%)	Timing of Deliverables	100%	Very Good The deliverables are for submission at least one 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	
		0%	Poor	



			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 have understood the main issues of the assignment and have 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 is 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%	Sampling Design submitted is compliant with the requirements in the Terms of Reference	25%
		85%	Sampling Design submitted has identified deviation from the requirements in the Terms of Reference, but the FGD/KII/IDI can still be conducted with acceptable results	



		0%	Sampling design is discussed generically, and the specific information are not tailored to the assignment, thus, it is deemed that the FGD/KII/IDI cannot be 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%	Quality control measures submitted are carefully designed and compliant with the requirements in the Terms of Reference	25%
		85%	Quality control measures submitted have identified deviation from the requirements in the Terms of Reference, but the FGD/KII/IDI can still be conducted with acceptable results	
		0%	Quality control measures submitted are generic, and the specific information are not tailored to the assignment, thus, it is deemed that the FGD/KII/IDI 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		

Financial Proposal

Rating = (LAP / AOP) x % Allocation

Where: AOP = amount of offer in the financial proposal

LAP = lowest amount offered among offerors

% Allocation = percentage assigned to the financial proposal