

REQUEST FOR PROPOSAL

Procurement of Service Provider for Individual and Household Focus Group Discussions, Key Informant Interviews and In-Depth Interviews for the Analysis of PCC Cases and Other Research Initiatives

P.R. No./Date Received: 2022-03-0054 / 28 March 2022

RFQ/P No. / Date: 2022-04-0058 / 06 April 2022

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 (may be submitted prior issuance of JO/PO)
- 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 may be 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 rvillanueva@phcc.gov.ph on or before **12 April 2022, 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 Sheet**.

Very truly yours,


JESON Q. DE LA TORRE
PBAC Chairperson

Item	QTY	ABC	Project Title	Total Amount
				(To be filled-up by the supplier)
1	1	lot	Procurement of Service Provider for Individual and Household Focus Group Discussions, Key Informant Interviews and In-Depth Interviews for the Analysis of PCC Cases and Other Research Initiatives	
			(Please see attached Terms of Reference)	
Total Lot ABC		₱ 999,500.00	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 : _____

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 personnel 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 FGDs/KIIs/IDIs • At least 16 hours of relevant training <p>Facilitator</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 FGDs/KIIs/IDIs • At least 16 hours of relevant training 	<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 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>
Experience and capability of the service provider	<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 	<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</p>

	<p>similar or relevant nature of work as mentioned above</p> <ul style="list-style-type: none"> • Single largest project within the past five (5) years at least equal to the ABC 	<p>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. • 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 	<p>With respect to the study, submission of the following:</p> <ul style="list-style-type: none"> • Timeline of deliverables • Comprehensive FGD/KII/IDI plan • Sampling design • Documents pertaining to existing policies of the firm pertaining to (1) quality control measures and (2) refusal rate, minimum no. of callbacks and attrition rate, if any

	no. of callbacks and attrition rate, if any	
Overall work commitment	<ul style="list-style-type: none"> At most 5 ongoing projects (including awarded but not yet started contracts) 	<p>Originally signed records of on-going (including awarded but not yet started contracts) and previous engagements</p> <p><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></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		
Quality of personnel to be assigned to the project (20%)	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	60%
Experience and capability of the service provider (30%)		
Plan of approach and methodology (40%)		
Overall work commitment (10%)		
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

To ensure protection of PCC assets, service providers are expected to observe and abide by the established PCC Information Security Management System (PCC ISMS) 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 to the Service Providers for purposes of delivering the Services are considered confidential information and shall remain the sole property of PCC. The Service Providers 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. Service Providers shall not use the Information for any purpose other than in connection with the Services. Service Providers 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 PCC. 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.

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:



BENJAMIN E. RADO, JR., PhD
Director IV, Economics Office

CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date

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

Estimated Cost per FGD/KII/IDI			
Method	Area	Medium	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	
Nationwide	Face-to-face		
	Telephone		
	Online		
KII	NCR	Face-to-face	
		Telephone	
		Online	
		Face-to-face	
		Telephone	

	Bulacan, Cavite, Laguna, Rizal, and other provinces near NCR <i>(Please specify others, if any)</i>	Online		
	Balance Luzon	Face-to-face		
		Telephone		
		Online		
	Visayas	Face-to-face		
		Telephone		
		Online		
	Mindanao	Face-to-face		
		Telephone		
		Online		
	Nationwide	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		
Visayas		Face-to-face		
		Telephone		
		Online		
Mindanao		Face-to-face		
		Telephone		
		Online		
Nationwide		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 SYSTEM		WEIGHT (%)	
Experience and capability of the service provider (30%)	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 organizations engaged, as specified in the TOR	100	Has engaged with more than five (5) companies/institutions	30%	
		85	Has engaged with five (5) companies/institutions		
		0	Has engaged with less than five (5) 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		
			100	More than the ABC	20%
			85	Equal to the ABC	

	Single largest project within the past five (5) years	0	Less than the ABC	
Quality of personnel to be assigned to the project (20%)	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%
		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 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	
	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 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	
Plan of approach and methodology (40%)	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	
		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 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/KII/IDI 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/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	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/KII/IDI 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/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	
Overall work commitment (10%)	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)	

Financial Proposal

$$\text{Rating} = (\text{LAP} / \text{AOP}) \times \% \text{ Allocation}$$

Where:

AOP = amount of offer in the financial proposal

LAP = lowest amount offered among offerors

% Allocation = percentage assigned to the financial proposal