

REQUEST FOR PROPOSAL

Engagement of Consultant for the Conduct of Technical Writing Workshop

P.R. No./Date Received: **2023-09-0169 / 08 September 2023**

RFQ/P No. / Date: **2023-09-0161 / 22 September 2023**

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**.

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

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement (to be submitted prior to issuance of Award)
- Curriculum Vitae
- Signed Terms of Reference
- Signed Request for Proposal

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 procurementunit@phcc.gov.ph or (assigned PBAC Sec email jffuna@phcc.gov.ph on or before **26 September 2023, 5:00 PM** 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**.
- 10 Please note that the award of the procurement is on a **per lot basis**.

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item	Unit	QTY	ABC		Project Title	Unit Cost (PhP)	Total Amount (PhP)
			Unit Cost	Total		(To be filled out by the supplier)	
1	Lot	1	P 300,000.00	P 300,000.00	Engagement of Consultant for the Conduct of Technical Writing Workshop		
<i>(Please see attached Terms of Reference)</i>							
Total Lot ABC			P 300,000.00		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

Hiring of Consultant for the Conduct of a Technical Writing Workshop

I. BACKGROUND

The Philippine Competition Commission ("PCC" or the "Commission") is an independent quasi-judicial body mandated to implement Republic Act No. 10667 or the Philippine Competition Act ("PCA"). The PCA prohibits anti-competitive agreements, abuses of dominant position and anti-competitive mergers and acquisitions, as the law aims to enhance market competition for the benefit of consumers and businesses.

Teams of lawyers and economists ("case teams") from the Mergers and Acquisitions Office, Competition Enforcement Office, and the Economics Office are assigned to review or investigate proposed mergers and acquisitions or specific business conducts, and assess whether these are likely to substantially prevent, restrict, or lessen competition in identified markets. During the course of the review or investigation, case teams consider a broad range of factual contexts and specific competitive effects that may arise. The case teams prepare comprehensive technical reports covering analysis of the (i) structure of the relevant markets concerned, (ii) market position of the entities concerned, (iii) alternatives available to suppliers and users, (iv) access to supplies or markets, and (v) any legal or other barriers to entry. The case teams present the facts gathered, analysis conducted, and their final recommendation to the Commission to facilitate the issuance of the final case decision. In addition, research teams consisting of lawyers and economists engage in primary data collection (e.g., surveys, focus group discussions), conduct market studies and policy research, and issue policy statements to legislators and/or other government agencies.

Given the relevance of written communication in the day-to-day activities of case teams, the hiring of a consultant for the conduct of a technical writing workshop ("Project") is necessary for PCC staff to further develop their competence in written and oral communication.

II. OBJECTIVES

The Project aims to improve the coherence, cohesiveness, clarity, and effectiveness of written outputs of the participants during the technical writing workshop ("Workshop").

III. SCOPE OF WORK

The service provider ("Consultant") shall perform the following tasks:

- Design and develop a two-day (2-day) training program and course outline designed for PCC personnel, subject to approval of the designated PCC project manager. Program contents shall include, but not be limited to, guidelines and hands-on exercises on the following: (i) analyzing tables and graphs, (ii) discussing statistical results (e.g., correlation, regression), (iii) presenting arguments, (iv) drafting survey questionnaires with closed and open-ended questions, (v) drafting FGD guide questions, and (vi) drafting cover or transmittal memos.

- Review and evaluate sample outputs submitted by participants and customize teaching or coaching approach, if necessary;
- Conduct and facilitate two (2) runs of a 2-day Workshop, each run consisting of two (2) whole day (AM and PM) sessions and having twenty (20) participants;
- Prepare and provide necessary equipment, training kits, and other materials for the conduct of the Workshop;
- Provide a copy of the training materials (e.g., presentations and handouts) to the project manager prior to the conduct of the Workshop;
- Administer pre- and post-evaluation survey forms and submit the required post-training report incorporating the evaluation results and the trainers' insights on lessons learned and recommendations; and
- Issue certificates to the participants upon completion of the Workshop.

IV. PROVISIONAL TIMELINE

The Project is expected to be completed within one (1) month from the issuance of Notice of Award, following the timeline below.

Activity/Expected Output/Deliverables	Duration
Preparatory work (design and develop the 2-day training program and course outline, arrange logistics, prepare training materials including presentations, handouts, pre- and post-training evaluation forms and certificates)	Week 1
Finalize logistics arrangements	Week 2
Conduct of the Technical Writing Workshop	Week 3
Submission of Post-training Report	Week 4

V. REQUIRED MINIMUM QUALIFICATIONS OF THE CONSULTANT

The Consultant must meet the following minimum qualifications:

- At least one (1) year of experience conducting training on technical writing or other relevant workshops, report writing and presentation, or journalism;
- With twenty (20) hours of relevant training on technical writing skills or journalism;
- Prospective bidders are requested to submit the documentary requirements listed in *Annex A* to ensure the above-mentioned qualifications are met.

VI. SELECTION CRITERIA

The PCC shall select the most qualified Consultant using the quality-cost based evaluation pursuant to the pertinent provisions of Republic Act No. 9184 or the Government Procurement Reform Act and its Implementing Rules and Regulations. The bid proposals are determined to be responsive if it is equal or higher than the hurdle rate of eighty percent (80%). The following evaluation criteria shall be used:

Evaluation Criteria	Weight
Technical Proposal <ul style="list-style-type: none"> ▪ Qualifications, i.e., general qualifications and competence including education and training background of key staff (25%) ▪ Experience (25%) ▪ Plan of approach and methodology, i.e., clarity, feasibility, innovativeness and comprehensive of the proposal (25%) 	75%
Financial Proposal	25%
Total	100%

The rating sheet for evaluating bid proposals is herein attached as **Annex B**.

VII. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for this Project is **Three Hundred Thousand Pesos (Php 300,000.00)**, inclusive of all applicable government taxes, fees and service charges.

VIII. MODE OF PAYMENT

The PCC will pay the Consultant in full within fifteen (15) days upon receipt of the statement of account / billing statement and the acceptance of the Post Training Report supported by a Certificate of Satisfactory Service Rendered to be issued by the PCC.

IX. INSTITUTIONAL ARRANGEMENT

The Consultant shall be engaged by the PCC and shall submit outputs directly to the designated PCC project manager for review and endorsement for payment. Payment will be based on the completion of deliverables within the specified duration upon issuance of a Certificate of Satisfactory Service by the designated PCC project manager.

X. LIQUIDATED DAMAGES

If the Consultant 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. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XI. DISPUTE RESOLUTION

Should any dispute related to the Terms of Reference (TOR) and/or rights of the PCC and Consultant (“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.

Approved by:


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

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date

ANNEX A: BID PROPOSAL SUBMISSION GUIDE

The details below shall guide the prospective/interested bidders in preparing their respective bid proposals for the Project:

PROCURING ENTITY	Philippine Competition Commission
ADDRESS	25 th Floor Vertis North Corporate Center 1, North Avenue, Quezon City
PROJECT NAME	Hiring of a Consultant for the Conduct of Technical Writing Workshop
APPROVED BUDGET FOR THE CONTRACT	THREE HUNDRED THOUSAND PESOS (PhP 300,000.00) , inclusive of all applicable government taxes
MODE OF SUBMISSION	Bid proposals may be submitted through registered or electronic mail
DOCUMENTARY REQUIREMENTS	Eligibility Documents <ul style="list-style-type: none"> • Valid Mayor's/Business Permit / BIR Certificate of Registration (for individual); • PhilGEPS Registration Certificate/Number; • Latest Income/Business Tax Return; and • Notarized Omnibus Sworn Statement (Use Form A)
	Technical Proposal <ul style="list-style-type: none"> • Cover Letter • Company Profile or Curriculum Vitae • Copy of TOR, NOA or NTP of past projects similar to the Project • Description of the Methodology and Work Plan for performing the project
	Financial Proposal <ul style="list-style-type: none"> • Financial proposal with cost breakdown

ANNEX B: DETAILED RATING CRITERIA

CRITERIA	PARAMETERS	RATING SYSTEM	
Qualifications of personnel (25%)	Educational Attainment preferably in the field of English, communication, journalism and other similar and/or related fields. (10%)	10%	With Master's Degree
		7%	With units on Master's Degree
		4%	With Bachelor's Degree
	Training in the following topics: technical writing, business writing, journalism, and other similar and/or related fields. (15%)	15%	With twenty (20) hours or more of relevant training
		12%	With fifteen (15) to less than twenty (20) hours of relevant training
		9%	With ten (10) to less than fifteen (15) hours of relevant training
		6%	With less than ten (10) hours of relevant training
Experience (25%)	Number of projects handled in the past five (5) years on technical writing, communication, or journalism. These projects should have been accepted by the clients; or ongoing. Relevant means of verification are needed. (15%)	15%	Five (5) handled projects or more
		12%	Four (4) projects handled
		9%	Three (3) projects handled
		6%	Two (2) projects handled
		3%	One (1) project handled
	Years of experience relevant to technical writing, communication, or journalism. (10%)	10%	Five (5) years or more of relevant experience
		8%	Four (4) years of relevant experience
		6%	Three (3) years of relevant experience
		4%	Two (2) years of relevant experience
	2%	One (1) year or less of relevant experience	
Plan of approach and methodology (25%)	Approach and methodology (15%)	15%	<p>Outstanding</p> <p>Characteristics under "satisfactory" are present with additional activities/ recommendations that add value to the</p>

			<p>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 quality of the assignment by using various approaches, methodologies, and knowledge.</p>
		10%	<p>Satisfactory</p> <p>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.</p>
		5%	<p>Unsatisfactory</p> <p>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 do not include a discussion on how the offeror proposes to deal with critical characteristics of the assignment.</p>
	Workplan (10%)	10%	<p>Outstanding</p> <p>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.</p>
		8%	<p>Satisfactory</p> <p>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</p>

			<p>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.</p>
		4%	<p>Unsatisfactory</p> <p>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.</p>
<p>Financial Proposal (25%)</p>	<p style="text-align: center;">$Financial\ proposal\ score = \frac{LFP}{FP} \times 0.25$</p> <p>Where: LFP = Lowest Financial Proposal FP = Financial Proposal of the Bidder being rated</p>		