

**REQUEST FOR PROPOSAL**

**Engagement of a Survey Firm for an Online Data Collection on the Philippine Bills Payment Market**

P.R. No./Date Received: 2024-05-0107 / 20 May 2024

RFQ/P No. / Date: 2024-06-0136 / 27 June 2024

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
- Latest Income/ Business Tax Return
- Notarized Omnibus Sworn Statement (To be issued prior to issuance of award)
- Signed Request for Proposal
- Signed Terms of Reference
- Other Documents required in the 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 [procurementunit@phcc.gov.ph](mailto:procurementunit@phcc.gov.ph) or [mgarcia@phcc.gov.ph](mailto:mgarcia@phcc.gov.ph) on or before **01 July 2024, 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 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,



**DIR. JESON Q. DE LA TORRE**  
PBAC Chairperson

Item	QTY	ABC	Project Title	Total Amount
				(To be filled-out by the supplier)
1	1	₱ 950,000.00	<b>Engagement of a Survey Firm for an Online Data Collection on the Philippine Bills Payment Market</b>	
			<i>(Please see attached Terms of Reference)</i>	
<b>Total ABC</b>		<b>₱ 950,000.00</b>	<b>TOTAL Amount:</b>	
<b>Delivery Instructions:</b>			<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 Survey Firm for an Online Data Collection on the Philippine Bills Payment Market

#### 1. Background

The country has experienced remarkable and steady growth in the adoption of digital payments over the past five years. In 2022, the BSP reported a 35.6% increase in digital merchant payments, amounting to 1,500 million transactions, which constituted 73.7% of the total 2,044.4 million digital transactions. Among these transactions, a significant portion originates from bills payment services.

There is no single dominant player in the bills payment market. Transactions may be fulfilled through several payment channel options. Customers can either pay directly to the biller’s branch and retail stores, such as sari-sari stores, or they can pay through other digital channels such as online banking, digital wallets, digital touchpoints (payment kiosks), and through other means facilitated by payment aggregators. Additionally, in an effort to boost financial inclusion, several Non-Bank Financial Institutions have created programs for Sari-Sari Store owners to offer bills payment to their customers.

Evolving regulatory requirements, strong network effects, and the high costs of establishing a network infrastructure present the most significant barriers to entry for new players. Furthermore, potential entrants need to offer better value than traditional modes of bills payment, in particular, cash, debit card, and credit card payments. The substitutability of such traditional means of payment forms a baseline criterion for entrants which must meet threshold levels of accessibility, reliability, and affordability.

As the Philippines’ antitrust authority, the Philippine Competition Commission (PCC) promotes fair market competition to help achieve a vibrant and inclusive economy and to advance consumer welfare. The PCC conducts research activities that help the Commission better understand market dynamics, especially in emerging industries such as digital payments. This engagement aims to provide answers to the following, but is not limited to:

- 1) What is the extent of digital payment usage in the Philippines and who are using it?
- 2) What are the motivations of Filipinos for using digital payment streams?
- 3) How do digital payment options compare with traditional modes of payment? How do consumers treat these services as viable alternatives to each other?
- 4) To what extent does competition among digital payment providers exist? Is competition delivering for consumers?

The project requires the services of a survey firm to conduct a nationally representative consumer survey. The details of the survey are summarized as follows:

<b>Type of survey</b>	Online Consumer survey
<b>Target Population</b>	Filipinos, 18-64 years old, who have used or availed of bills payment service and another relevant payment transaction (cash-in transactions, cash-out services, electronic load, OR electronic pins) in the past 6 months
<b>Survey area</b>	Select provinces and cities within the Philippines ( <i>to be determined</i> )



<b>Sample size</b>	1,400 respondents
<b>Sampling method</b>	Any probability sampling method ( <i>to be determined</i> )
<b>Duration of the project</b>	30 calendar days
<b>Approved Budget for the Contract (ABC)</b>	PhP 950,000.00

## 2. OBJECTIVE

The survey aims to gather the following information, among others, from the respondents: socio-demographic characteristics, financial lives, motivation, usage, and experience with digital payments.

## 3. SCOPE OF WORK

### A. Tasks

The survey firm shall carry out the following tasks:

#### Pre-survey Activities

##### 1. *Revise, test, and finalize the survey instrument*

- a. Review of draft survey questionnaire provided by PCC;
- b. Program the draft survey into a survey instrument;
- c. Pre-test the survey instrument on 3 respondents and provide updates to PCC for any suggested revision based on actual feedback from pre-test respondents; and
- d. Finalize the survey instrument in coordination with PCC staff.

##### *Deliverables*

1. Survey instrument for pilot testing on 3 respondents;
2. Electronic files (in Excel) of encoded pre-test dataset and data dictionary;
3. Suggested revisions to the survey instruments;
4. Final work plan schedule from pilot testing to submission of all deliverables.

#### Data Collection, Processing and Reports

##### 2. *Deploy survey*

- a. Prepare the necessary materials for the survey;
- b. Inform PCC of the schedule of survey and give relevant updates; and
- c. The survey firm should be able to achieve **1,400 completed surveys** among qualified respondents.

##### *Deliverable*

1. Report on the status of the survey, including difficulties encountered and possible deviations from the original plan.

##### 3. *Encode and clean data, and deliver clean dataset*

- a. Encode the collected data;
- b. Clean and validate data files; and
- c. Submit clean dataset.

##### *Deliverables*

1. Protocol for data entry and quality control measures;
2. Electronic files (in Excel) of the clean survey dataset and data dictionary.

## **Post-survey Activities**

### **4. Deliver reports and maintain coordination with PCC staff**

- a. Deliver reports and other materials used in the survey; and
- b. Respond to inquiries from PCC on survey implementation, and data encoding and management within 5 calendar days after the delivery of the complete set of electronic files of datasets and data dictionary.

#### ***Deliverables***

1. Narrative report to the PCC on the outcome of the survey including issues encountered throughout the project;
2. Electronic copy (in .pdf, .doc or .xlsx as applicable) of documents and other materials used in the survey; and
3. Written response to the PCC's inquiries, as needed.

## **B. Survey mode and length**

Online survey for 1,400 respondents. Each survey is expected to last for 20-25 minutes.

## **C. Target respondents, sample size, sampling method**

At least 1,400 completed surveys, among Filipinos, 18-64 years old, who have used or availed of bills payment service and another relevant payment transaction (cash-in transactions, cash-out services, electronic load, OR electronic pins) in the past 6 months. Each survey is expected to last for 20-25 minutes, are required. The survey should select provinces and cities within the Philippines.

## **4. SERVICES TO BE PROVIDED BY THE PCC**

1. Provide the survey firm a directive to facilitate the execution of the survey;
2. Provide the survey firm with the draft survey questionnaires;
3. Constantly coordinate with the survey firm on the planning and implementation of the survey to be conducted;
4. Provide comments on the sampling design proposed by the survey firm; and
5. Pay the project cost inclusive of mandatory taxes and in accordance with the set payment schedule.

The survey firm shall be engaged by the PCC and shall submit outputs directly to the designated project manager within PCC for review and endorsement for payment.

## **5. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **Nine Hundred Fifty Thousand Pesos (PhP 950,000.00)**, inclusive of all applicable government taxes, 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, such as, among others, survey preparation to the actual conduct of the survey and delivery of post-survey documents and reports.

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

## **6. TIMELINES, DELIVERABLES, AND SCHEDULE AND MODE OF PAYMENT**

The service provider shall be engaged for 30 calendar days immediately after the winning bidder's conformed receipt of Notice to Proceed – including 10 calendar days for preparation and pre-survey activities, 15 calendar days for actual survey, data collection, and processing and encoding, and 5 calendar days for post-survey

activities and delivery of electronic files of datasets. The service provider shall provide its proposed implementation schedule indicating the specific activities and corresponding outputs using a Gantt chart. Reports and other relevant documents are to be submitted to and should be duly received by the PCC project manager. Below is the summary of the deadline of submissions for each deliverable:

MILESTONES	DELIVERABLES	% of contract amount
Issuance of Notice to Proceed, and Conformed Receipt thereof of the Service Provider (Day 1)	Duly signed Financial Proposal to cover the cost of the project. Aside from budget, the financial proposal should also include details on data quality.	10%
<p><b>Pre-survey activities</b></p> <p>Revise, test, and finalize the survey instrument</p>	<p>Printed and electronic copy of original signed documents duly received and accepted/approved by the PCC, as follows:</p> <ul style="list-style-type: none"> <li>• Survey instrument for pilot testing</li> <li>• Electronic files (in Excel) of datasets and report from the pilot testing</li> <li>• Final survey instrument</li> <li>• Final work plan schedule from pilot testing to deployment of actual survey</li> </ul> <p>Submission date: <b>Within 10 calendar days from Conformed Receipt of the Notice to Proceed of the Service Provider</b></p>	20%
<p><b>Data Collection and Processing</b></p> <p>1. Deploy survey</p> <p>2. Encode and clean data, and deliver clean dataset</p>	<p>Printed and electronic copy of original signed documents duly received and accepted/approved by the PCC, as follows:</p> <ul style="list-style-type: none"> <li>• Report on the status of the survey including difficulties encountered and possible deviations from the original plan.</li> <li>• Protocol for data entry and quality control measures.</li> <li>• Electronic files (in Excel) of clean survey datasets and data dictionary.</li> <li>• Electronic copy of basic descriptive statistics of the survey results</li> </ul> <p>Submission date: <b>Within 15 calendar days from the acceptance/approval of deliverables for pre-survey activities</b></p>	30%
<p><b>Post-survey Activities</b></p> <p>Deliver reports and maintain coordination with PCC staff</p>	<p>Printed and electronic copy of original signed documents duly received and accepted/approved by the PCC, as follows:</p> <ul style="list-style-type: none"> <li>• Narrative report to the PCC on the outcome of the survey including issues encountered throughout the project.</li> <li>• Original signed transmittal of the electronic form (in .pdf, .doc or .xlsx as applicable) of documents and other materials used in the survey.</li> <li>• Written response to the PCC's inquiries as needed.</li> </ul>	40%

	Submission date: <b>Within 5 calendar days from the PCC's acceptance of the deliverables for data collection and processing</b>	
<b>TOTAL</b>	Completion of engagement within 30 calendar days from the winning bidder's conformed receipt of Notice to Proceed	100%

All printed documents to be submitted to the PCC should be properly and duly signed by the Project Manager or the highest officer/personnel in-charge of the project.

All payments shall be endorsed by the Director of the Economics Office supported by the original signed statement of account or billing statement, the issuance of a Certificate of Satisfactory Service Rendered for the deliverables for each tranche payment, and each tranche payment to the service provider shall be released upon PCC's review and acceptance of the deliverables above.

## 7. 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.

Criteria	Minimum Qualifications	Bases	Weight (%)
Experience and Capability of the bidder	<ul style="list-style-type: none"> <li>At least five years in business.</li> <li>Engaged with at least 5 (five) companies/institutions in similar or relevant nature of work (i.e., preparation of survey instruments and sampling designs, provision of trainings for enumerators, data encoders, etc., conduct of survey, collection and analysis of data, and reporting of survey results)</li> <li>Engaged with at least two (2) institutions belonging to the public/government sector in similar or relevant nature of work as mentioned above</li> </ul>	<p>Records of previous engagement and quality of performance in projects related to competition and other similar fields, and geographical distribution of current/ impending projects.</p> <p>(a) DTI or SEC registration submitted indicating the year of registration and/or other relevant documents; (b) list of completed and on-going contracts; (c) copies of Certificates of Satisfactory Service Rendered / Certificates of Completion</p>	40%
Quality of personnel to be assigned to the project	<p><u>Project Manager</u></p> <ul style="list-style-type: none"> <li>Graduate of any degree in social sciences and research</li> <li>At least seven (7) years of experience with survey design and implementation</li> <li>At least 24 hours of relevant training</li> </ul> <p><u>Statistical Service Executive</u></p> <ul style="list-style-type: none"> <li>Graduate of B.S. Statistics</li> <li>At least five (5) years of experience in statistical techniques and sampling design</li> </ul>	<p>Original signed curriculum vitae submitted indicating relevant work experience and educational background, and trainings attended supported by certificates of attendance / participation</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</i></p>	40%

Criteria	Minimum Qualifications	Bases	Weight (%)
	<ul style="list-style-type: none"> <li>• At least 24 hours of relevant training</li> </ul> <p><u>Electronic Data Processing Manager</u></p> <ul style="list-style-type: none"> <li>• Graduate of any four (4)-year degree course</li> <li>• Two (2) years of experience in designing a system to input and manage data and good command of Stata or R;</li> <li>• With at least 24 hours of relevant training</li> </ul> <p><u>Tabulation Manager</u></p> <ul style="list-style-type: none"> <li>• Graduate of any four (4)-year degree course</li> <li>• Two (2) years of experience in designing a system to input and manage data and good command of Stata or R;</li> <li>• With at least 24 hours of relevant training</li> </ul> <p><u>Field Manager</u></p> <ul style="list-style-type: none"> <li>• Graduate of any four (4)-year degree course</li> <li>• Two (2) years of experience in managing the conduct of surveys;</li> <li>• With at least 24 hours of relevant training</li> </ul>	<p><i>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>	
Overall work commitment	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>	20%

## 8. CRITERIA FOR EVALUATION

The technical and financial proposals will be evaluated using the Quality-Cost-Based Evaluation (QCBE).

Criteria	Bases	Weight (%)
<b>Technical Proposal</b>		60%
Quality of personnel to be assigned to the project (30%)	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 (20%)		
Plan of approach and methodology (50%)	Timeliness, clarity, feasibility of the written proposal, and overall quality of proposed work	
<b>Financial Proposal</b>		40%
<b>TOTAL</b>		100%

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

## 9. CONFIDENTIALITY OF DATA AND INFORMATION

The Consultant shall be engaged by the PCC and shall submit outputs directly to the designated project manager within PCC for review and endorsement for payment.

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 these 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. Finally, the Service Providers and the PCC shall ensure that any activity involving processing of personal information complies with the Data Privacy Act of 2012 (or Republic Act No. 10173), its Implementing Rules and Regulations, and other applicable laws and other administrative issuances.

## 10. 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.

## 11. DISPUTE RESOLUTION

The Parties agree that any dispute, controversy, difference, or claim arising out of or in relation to this Contract, including any question as to the interpretation, implementation, existence, validity, breach, or termination thereof or as to any non-contractual obligation arising out of or relating thereto, shall first be settled amicably



between the Parties. If there is failure to settle amicably, the dispute shall be submitted to mutual consultation, mediation, and/or arbitration.

In case of a court dispute, the venue shall be the court of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

Any revisions, amendments, repeals, and supplements to this contract shall be mutually agreed upon in writing and signed and acknowledged by the Parties.

Approved by:



**KIRSTEN J. DELA CRUZ**  
Acting Director IV, Economics Office

**CONFORME:**

\_\_\_\_\_  
**Name and Signature of Authorized Representative**

\_\_\_\_\_  
**Designation**

\_\_\_\_\_  
**Name of Company**

\_\_\_\_\_  
**Date**

**RATING CRITERIA FOR EVALUATING ELIGIBILITY AND TECHNICAL PROPOSALS OF BIDDER/S**

<b>CRITERIA</b>	<b>PARAMETERS</b>	<b>RATING SYSTEM</b>		<b>WEIGHT (%)</b>
<b>Technical Proposal (60%)</b>				
<b>Experience and capability of the service provider (20%)</b>	Number of years in operations/existence	100	In the business for more than 10 years	30%
		90	At least 6 years in business to 10 years in business	
		85	At least 5 years in business but less than 6 years	
		0	With less than 5 years in business	
	Number of organizations engaged, as specified in the TOR	100	Engaged with more than 8 organizations in similar or relevant nature of work (i.e., preparation of survey instruments and sampling designs, provision of trainings for enumerators, data encoders, etc., conduct of survey, collection, and analysis of data, and reporting of survey results)	30%
		90	Engaged with 6 to 8 organizations in similar or relevant nature of work (i.e., preparation of survey instruments and sampling designs, provision of trainings for enumerators, data encoders, etc., conduct of survey, collection, and analysis of data, and reporting of survey results)	
		85	Engaged with at least 5 organizations in similar or relevant nature of work (i.e., preparation of survey instruments and sampling designs, provision of trainings for enumerators, data encoders, etc., conduct of survey, collection, and analysis of data, and reporting of survey results)	
		0	Engagements with less than five organizations in similar or relevant nature of work (i.e., preparation of survey instruments and sampling designs, provision of trainings for enumerators, data encoders, etc., conduct of survey, collection, and analysis of data, and reporting of survey results), or at least one project rated below "Above Satisfactory"	
	Number of government organizations engaged as specified in the TOR	100	Engaged with more than 5 organizations belonging to the public sector in similar or relevant nature of work as mentioned above	30%
		90	Engaged with 3 to 5 organizations belonging to the public sector in similar or relevant nature of work as mentioned above	
		85	Engaged with 2 organizations belonging to the public sector in similar or relevant nature of work as mentioned above	
		0	Engaged with less than two organizations belonging to the public sector in similar or relevant nature of work as mentioned above,	

			or at least one project rated below “Above Satisfactory”	
	Existence of up-to-date database of qualified respondents	100	There is an existing and comprehensive up-to-date database of qualified respondents	10%
		85	There is an existing and adequate up-to-date database of qualified respondents	
		0	No existing up-to-date database, or insufficient database of qualified respondents	
<b>Quality of personnel to be assigned to the project (30%)</b>	Educational attainment <sup>1</sup> of the Project Manager	100	With PhD or Doctorate degree relevant to the field of requirement	15%
		90	With Master of Sciences/Arts degree / PhD or Doctorate Degree not relevant to the field	
		85	With Bachelor of Sciences/Arts degree / Master Degree not relevant to the field	
		0	Educational attainment below a Bachelor of Sciences/Arts degree, or degree attained is not from allied courses	
	Educational attainment <sup>2</sup> of the Statistical Service Executive	100	With PhD or Doctorate degree	10%
		90	With Master of Sciences/Arts degree / PhD or Doctorate Degree not relevant to the field	
		85	With Bachelor of Sciences/Arts degree / Master Degree not relevant to the field	
		0	Educational attainment below a Bachelor of Sciences/Arts degree, or degree attained is not from allied courses	
	Educational attainment of the Electronic Data Processing Manager	100	With PhD or Doctorate degree	10%
		90	With Master of Sciences/Arts degree or other fields	
		85	With Bachelor of Sciences/Arts degree or other fields	
		0	Educational attainment below a Bachelor of Sciences/Arts degree	
	Educational attainment of the Tabulation Manager	100	With PhD or Doctorate degree or other fields	5%
		90	With Master of Sciences/Arts degree or other fields	
		85	With Bachelor of Sciences/Arts degree or other fields	
		0	Educational attainment below a Bachelor of Sciences/Arts degree	
	Educational attainment of the Field Manager	100	With PhD or Doctorate degree	5%
		90	With Master of Sciences/Arts degree or other fields	

<sup>1</sup> Preferably in any of the following: Psychology, Public Administration / Management, Social Science, or other allied courses

<sup>2</sup> Preferably in Statistics

		85	With Bachelor of Sciences/Arts degree or other fields	
		0	Educational attainment below a Bachelor of Sciences/Arts degree	
	Years of experience of the Project Manager	100	With more than 10 years of experience in socioeconomic household survey design and implementation	15%
		90	With 8-10 years of experience in socioeconomic household survey design and implementation	
		85	With 7 years of experience in socioeconomic household survey design and implementation	
		0	With less than 7 years of experience in socioeconomic household survey design and implementation	
	Years of experience of the Statistical Service Executive	100	With more than 8 years of experience in statistical techniques and sampling design	10%
		90	With 6-8 years of experience in statistical techniques and sampling design	
		85	With 5 years of experience in statistical techniques and sampling design	
		0	With less than 5 years of experience in statistical techniques and sampling design	
	Years of experience of the Electronic Data Processing Manager	100	With more than 5 years of experience in designing a system to input and manage data and good command of Stata or R	10%
		90	With 3-5 years of experience in designing a system to input and manage data and good command of Stata or R	
		85	With 2 years of experience in designing a system to input and manage data and good command of Stata or R	
		0	With less than 2 years of experience in designing a system to input and manage data and good command of Stata or R	
	Years of experience of the Tabulation Manager	100	With more than 5 years of experience in designing a system to input and manage data and good command of Stata or R	5%
		90	With 3-5 years of experience in designing a system to input and manage data and good command of Stata or R	
		85	With 2 years of experience in designing a system to input and manage data and good command of Stata or R	
		0	With less than 2 years of experience in designing a system to input and manage data and good command of Stata or R	
	Years of experience of the Field Manager	100	With more than 5 years of experience in managing the conduct of surveys	5%
		90	With 3-5 years of experience in managing the conduct of surveys	

		85	With 2 years of experience in managing the conduct of surveys	
		0	With less than 2 years of experience in managing the conduct of surveys	
	Number of hours of relevant training of all personnel	100	With more than 48 hours of relevant training	2% for each required position
		90	With 25-48 hours of relevant training	
		85	With 24 hours of relevant training	
		0	With less than 24 hours of relevant training	
<b>Plan of approach and methodology (50%)</b>	Timing of Deliverables	100	<b>Very Good</b> – The deliverables are for submission at least two to four days before the required timeline and schedule set by the PCC	25%
		85	<b>Satisfactory</b> - The timeline of deliverables allows for submission by the deadline set by the PCC.	
		0	<b>Poor</b> - The proposal indicates late submission of the required deliverables.	
	Comprehensive Field Survey Plan	100	<b>Very Good</b> – Characteristics under “very 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.	25%
		85	<b>Satisfactory</b> – 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.	
		0	<b>Poor</b> - 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	<b>Very Good</b> – Sampling Design submitted is compliant with the requirements in the Terms of Reference	25%
		85	<b>Good</b> – Sampling Design submitted has identified deviation from the requirements in the Terms of Reference, but the survey can still be conducted with acceptable results	
		0	<b>Poor</b> - Sampling design is discussed generically, and the specific information are not tailored to the assignment, thus, it is	

			deemed that the survey cannot be conducted with acceptable results	
	Quality Control	100	Submission of Existing policies of the firm pertaining to quality control measures	10%
		85	The service provider has existing and adequate quality control measures to ensure the level of output.	
	Existing Policies	100	Submission of Existing policies of the firm pertaining to the following: refusal rate, minimum no. of callbacks and attrition rate, if any	15%
		0	Non-submission of Existing policies of the firm pertaining to the following: refusal rate, minimum no. of callbacks and attrition rate, if any	

<b>Financial Proposal (40%)</b>				
<b>Financial Proposal (40%)</b>			$= (LAP/AOP) \times \% \text{ Allocation}$ <p><b>Where:</b>  AOP = Amount of offer in the financial proposal  LAP = Lowest amount offered among offerors  % Allocation = Percentage assigned to the financial proposal</p>	100%