

**REQUEST FOR PROPOSAL**

**Procurement of Professional Services for the Conduct of in-depth Interviews with Liquefied Petroleum Gas (LPG) Refiners, Importers, and Refillers in the Philippines**

P.R. No./Date Received: **2021-09-0123/ 30 September 2021**

RFQ/P No. / Date: **2021-10-0125 / 28 October 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
- Curriculum Vitae/Professional License
- SEC Registration
- Notarized Omnibus Sworn Statement (to be submitted prior to the issuance of JO/PO)
- Signed Terms of Reference / Technical Specifications Sheet (if applicable)
- Other Requirements stated in the Terms of Reference as bases for Eligibility Criteria

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](mailto:procurement@phcc.gov.ph) or [iffuna@phcc.gov.ph](mailto:iffuna@phcc.gov.ph) on or before **04 November 2021, 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 / 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	₱ 995,000.00	Procurement of Professional Services for the Conduct of in-depth Interviews with Liquefied Petroleum Gas (LPG) Refiners, Importers, and Refillers in the Philippines  <i>(Please see attached Terms of Reference)</i>		
<b>Total Lot ABC</b>		<b>₱ 995,000.00</b>	<b>TOTAL Amount :</b>		
<b>Delivery Instructions:</b>			<b><i>(Please see attached Terms of Reference)</i></b>		

*(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

### PROCUREMENT OF PROFESSIONAL SERVICES FOR THE CONDUCT OF IN-DEPTH INTERVIEWS WITH LIQUEFIED PETROLEUM GAS (LPG) REFINERS, IMPORTERS, AND REFILLERS IN THE PHILIPPINES

#### 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 PCA prohibits anti-competitive agreements, abuses of dominant position and anti-competitive mergers and acquisitions (“M&A”), as the law aims to enhance market competition for the benefit of consumers and businesses. The Commission, *motu proprio* or upon notification, has the power to review mergers and acquisitions having a direct, substantial and reasonably foreseeable effect on trade, industry, or commerce in the Philippines, based on factors deemed relevant by the Commission.

The Mergers and Acquisitions Office (“MAO”) assesses whether a merger or acquisition is likely to substantially prevent, restrict, or lessen competition in the relevant market. It considers the broad range of possible factual contexts and the specific competitive effects that may arise in different transactions, such as preliminary indications that customers may be adversely affected, existence of a high degree of market concentration, the structure of the relevant markets concerned, the market position of the entities concerned, the actual or potential competition from entities within or outside of the relevant market, the alternatives available to suppliers and users, and their access to supplies or markets, and any legal or other barriers to entry.

It is typically difficult for MAO to cover all the above-mentioned aspects within the limited timeframe allowed by the PCA. Thus, obtaining the market research data will streamline data gathering and fact verification.

The details of the In-Depth Interviews (“IDI”) subject of this Terms of Reference (“TOR”) are summarized as follows:

<b>Type of service</b>	IDI
<b>Expected survey design</b>	Purposive Sampling
<b>Target Population</b>	Liquefied Petroleum Gas (“LPG”) Refiners, Importers, and Refillers
<b>Survey area</b>	National
<b>Sample size</b>	At least 15 respondents
<b>Duration of the project</b>	50 calendar days or earlier
<b>Approved Budget for the Contract</b>	PHP 995,000.00

## **II. Objectives**

With reference to the MAO's aim to investigate M&A transactions that substantially prevent, restrict, or lessen competition in the relevant market pursuant to Section 20 of the PCA, the IDIs to be conducted under these TOR shall provide an in-depth market-related information on the liquefied petroleum gas ("LPG") industry with a focus on the upstream market players, namely LPG Refiners/LPG Importers ("LPG Bulk Suppliers") and LPG Refillers (collectively, "LPG upstream market players").

The results of the IDIs will be used to identify the value chain in the LPG industry, key market players, market structure, regulatory framework, industry-wide or firm-specific business practices, cost and revenue streams and other information that may impact the competitive conditions in the LPG industry.

## **III. Scope of Work**

### **A. Tasks**

The Consultant shall carry out the following tasks in relation to the conduct of the IDIs:

#### **Pre-interview Activities**

##### **1. Draft and finalize the IDI questionnaire**

- a. Draft the IDI questionnaire;
- b. Format the draft IDI questionnaire into a suitable IDI instrument and ensure that each questionnaire is appropriate for the target upstream market player;
- c. Present the final version of the IDI questionnaire to the PCC before finalizing the same; and
- d. Attend checkpoint meetings called by the PCC from time to time.

#### **Deliverables**

- a. Final IDI questionnaire based on the background and objective of this TOR.

##### **2. Recruit respondents**

- a. Identify potential respondents from each classification in accordance with the selection criteria to be provided by PCC;
- b. Recruit at least 15 firms comprised of at least 2 representatives from LPG Bulk Suppliers and at least 2 LPG Refillers per geographic area in Luzon, Visayas, and Mindanao to be identified by the PCC, to the IDI and secure their consent to the conduct of the IDI;
- c. Finalize target IDI respondents in the upstream market;
- d. Confirm with the PCC that the IDI respondents are appropriate in consideration of the background and objective of this TOR;
- e. Arrange the logistics for each IDI in consultation with the PCC staff; and
- f. Attend checkpoint meetings called by the PCC from time to time.

#### **Deliverables**

- a. Report on the recruitment of respondents; and

- b. Final work plan schedule for the conduct of the IDIs up to the final submission of interview reports.

### **3. In-Depth Interviews**

- a. Conduct one-on-one IDIs with the identified and approved respondents which should be composed of at least 15 representative firms as respondents, with at least 2 representatives from LPG Bulk Suppliers and at least 2 LPG Refillers per geographic area in Luzon, Visayas, and Mindanao to be identified by the PCC.

#### **Deliverables**

- a. Interview transcripts and audio recordings of each one-on-one IDI conducted.

### **Post-interview Activities**

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

- a. Deliver summary reports and other materials used in the IDI; and
- b. Respond to inquiries from PCC on IDI implementation within 1 week from the delivery of the complete set of electronic files of datasets and data dictionary.

#### **Deliverables**

- a. Narrative report to PCC on the outcome of the IDI, summaries of key points and issues raised by respondents, including issues and difficulties encountered by the Consultant throughout the project;
- b. Hard copy and electronic form (in .pdf, .doc, or xlsx, as applicable) of documents and other materials used in the IDI; and
- c. Written response to the PCC's inquiries, as needed.

### **B. Mode and length of data gathering activities**

The conduct of IDIs using the finalized IDI questionnaire be accomplished either remotely (e.g. online meetings or telephone calls) or in person, with at least 15 respondents.

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

The target respondents for the conduct of the IDIs are LPG refiners, importers, and refillers in the Philippines provided that there will be at least 2 representatives from LPG Bulk Suppliers and at least 2 LPG Refillers per geographic area in Luzon, Visayas, and Mindanao to be identified by the PCC.

### **D. Delivery Timetable and Payment Schedules**

The Consultant shall be engaged for **fifty (50) days** after the signing of the contract and receipt of the Notice of Award (“NOA”). The outputs and activities required from the Consultant are expected to be delivered and conducted in the following schedule:

<b>Milestones</b>	<b>Deliverables</b>	<b>Completion Timeline</b>	<b>% of the contract price</b>
Contract signing (day 1)  Within 1 day from issuance of NOA	Duly signed Financial Proposal to cover cost of the project	Upon contract signing and issuance of the NOA	10%
Pre-interview Activities i. Draft and finalize the IDI questionnaire and recruit respondents	Printed and original signed documents duly accepted and received by the PCC, as follows: 1. Final IDI questionnaire; 2. Report on the recruitment of respondents; and 3. Final work plan schedule for the project	Within ten (10) calendar days or earlier from contract signing	20%
In-Depth Interviews ii. Conduct IDIs	Printed and original signed documents duly accepted and received by the PCC, as follows: 1. Interview transcripts and audio recordings.	Within thirty (30) calendar days or earlier from the acceptance of deliverables for pre-interview activities	30%
Post-interview Activities iii. Deliver reports and maintain coordination with PCC staff	Printed and original signed documents duly accepted and received by the PCC, as follows: 1. Narrative reports to the PCC on outcome of IDI, summaries of key points and issues raised by respondents, including issues and difficulties encountered by the Consultant throughout the project; 2. Hard copy and electronic form (in .pdf, .doc, or .xlsx, as applicable) of documents and other	Within ten (10) calendar days or earlier from acceptance of the IDI deliverables	40%

Milestones	Deliverables	Completion Timeline	% of the contract price
	materials used in the IDI; and 3. Written response to the PCC's inquiries, as needed.		
<b>TOTAL</b>			100%

All printed documents shall 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. For the soft copies in USB flash drive or similar storage device, it must be accompanied by a declaration stating that the soft copies are complete and true copies of the printed documents submitted to the PCC, executed by the Project Manager or the highest officer/personnel in-charge of the project.

All payments shall be endorsed by the Director of the MAO; and each tranche payment to the Consultant shall be released upon PCC's acceptance of the original signed statement of account or billing statement and the deliverables listed above supported by a Certificate of Satisfactory Service Rendered to be issued by MAO.

#### **IV. Approved Budget for the Contract (ABC) and Mode of Procurement**

The Approved Budget for the Contract (ABC) for the entire services is **Nine Hundred and Ninety-Five Thousand Pesos (Php 995,000.00)**, inclusive of all applicable government taxes and service charges. The Consultancy Services shall be a fixed price contract. In no case shall the total actual cost of the IDI exceed the ABC for this project nor the actual contractual amount indicated in the winning bid. Any extension of contract time shall not involve any additional cost to the PCC.

For the purposes of financial proposal, use the Financial Proposal Submission Form as part of the Bidding Forms of the Philippine Bidding Documents for this project. As a part of their financial proposal, the service provider shall also provide the breakdown of expenses per IDI by filling in Annex A, which shall serve as the basis for the service provider's future billing. The ABC shall be the cap for the total financial proposal of the bidder. Bidders shall have the flexibility to reallocate the fixed and variable costs for the consumer survey.

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.

#### **V. Services to be Provided by the PCC**

The PCC shall assume the following obligations

1. Provide the Consultant with a directive to facilitate the execution of the IDIs;
2. Coordinate with the Consultant in revising and finalizing the draft interview questions for the respondents;

3. Constantly coordinate with the Consultant on the planning and implementation of the research activities in general;
4. Review/approve project outputs/deliverables by the Consultant; and
5. Pay the project cost inclusive of mandatory taxes and in accordance with the set payment schedule.

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

## VI. Qualifications and Selection of the Contractor

PCC proposes to engage an established consultancy firm to implement this project. The Consultancy Firm and the personnel to be assigned to this project are preferred to possess the qualifications indicated below.

### A. Eligibility of Prospective Bidder/s

To determine if the prospective bidder is eligible to participate in this bidding of this Project, all the legal, technical, and financial documents shall be submitted, as stated in the Invitation to Apply for Eligibility and to Bid (IAEB) and the Instructions to Bidders (ITB), pursuant to Sections 24.1 and 24.3 of the revised IRR of RA No. 9184.

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

<p>Experience and capability of the survey firm</p>	<ul style="list-style-type: none"> <li>• At least three (3) years in business.</li> <li>• Has engaged with at least five (5) companies/institutions from the private sector in similar or relevant nature of work</li> <li>• Has engaged with at least two (2) institutions belonging to the public/ government sector in similar or relevant nature of work as mentioned above</li> <li>• Single largest project within the past five (5) years at least equal to the ABC</li> <li>• Total value of projects within contract period (completed) at least equal to the ABC</li> </ul>	<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"> <li>• The timeline of deliverables allows for submission by the deadline set by the PCC.</li> <li>• 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.</li> <li>• 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</li> </ul>	<p>With respect to the study, submission of the following:</p> <ul style="list-style-type: none"> <li>• Timeline of deliverables</li> <li>• Comprehensive FGD/KII/IDI discussion plan</li> <li>• Sampling design</li> <li>• 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</li> </ul>



	<ul style="list-style-type: none"> <li>• Submission of Existing policies of the firm pertaining to quality control measures</li> <li>• Submission of Existing policies of the firm pertaining to the following: refusal rate, minimum no. of callbacks and attrition rate, if any</li> </ul>	
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**B. Evaluation of the Technical and Financial Proposals of the Bidders**

The technical and financial proposals of the bidders will be evaluated using the Quality Cost-Based Evaluation (QBE), with the following weights and requirements:

Criteria (weight, %)	Preferred qualifications
<b>Technical Proposal (85%)</b>	
Quality of personnel to be assigned to the project (30%)	<i>As specified in the qualifications above.</i>
Experience and capability of the bidder (20%)	
Current work-load relative to capacity (10%)	
Plan of approach and methodology (40%)	* Timelines, written proposal, overall quality of proposed work
<b>Financial proposal (15%)</b>	

The bidder with the highest rated score based on the technical and financial proposals submitted, provided that the score shall pass the hurdle rate of 85 percent, shall be the Highest Rated Bidder.

**VII. Information Security and Non-Disclosure Agreement**

To ensure protection of PCC information assets, bidders are expected to observe and abide by the established PCC Information Security Management System (ISMS) and shall agree to sign a non-disclosure agreement.

All data, documents, records, configuration files and metadata (collectively “Information”) to be provided to the bidders for purposes of delivering the Services are considered confidential information and shall remain the sole property of PCC. The Consultant 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. Bidders shall not use the Information for any purpose other than in connection with the Services. Bidders 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.

**VIII. Conflict of Interest**

The Consultant must be independent from the entities which operate in the business of the particular sector covered by the scope of this engagement and must have no conflict of interest. There is conflict of interest when the Consultant has an interest in the business of the entities

operating, whether directly or indirectly, in the particular sector covered by this engagement, and the interest of such Consultant, or his rights or duties therein, may be opposed to or affected by the performance of his duty as Consultant.

#### **IX. Liquidated Damages**

In case of delay in the delivery of expected service, the amount of the liquidated damages shall be at least equal to one-tenth (1/10) of one percent (0.1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the PCC shall rescind the contract, without prejudice to other courses of action and remedies open to it.

#### **X. Dispute Resolution**

A. Should any dispute related to the TOR and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

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

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

Approved by:

  
**KRYSTAL LYN T. UY**  
Director IV, Mergers and Acquisitions Office

**ANNEX A**

**ESTIMATED COST PER IDI**

<b>Estimated Cost per IDI</b>			
<b>Method</b>	<b>Area</b>	<b>Medium</b>	<b>Estimated Amount (in PhP)</b>
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	

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

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

## ANNEX B

### RATING CRITERIA FOR EVALUATION OF THE TECHNICAL AND FINANCIAL PROPOSALS OF SHORTLISTED BIDDER/S

CRITERIA	PARAMETERS	RATING SYSTEMS		WEIGHT
<b>Quality of the core members of the project team, to be assigned to the project (30%)</b>	<b>Project Manager:</b> Educational Attainment	100%	PhD holder in any relevant field of Social Science, Communication and/or Statistics	<b>20%</b>
		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	
	<b>Project Manager:</b> Training	100%	With more than 16 hours of relevant training	<b>15%</b>
		85%	With 16 hours of relevant training	
		0%	With less than 16 hours or less of relevant training	
	<b>Project Manager:</b> Work Experience	100%	With 10 or more years of experience in handling Research and/or Project Management related to FGDs/KIIs/IDIs	<b>15%</b>
		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	
	<b>Facilitator:</b> Educational Attainment	100%	PhD holder in any relevant field of Social Science, Communication and/or Statistics	<b>20%</b>
		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		
	<b>Facilitator: Training</b>	100%	With more than 16 hours of relevant training	<b>15%</b>	
		85%	With 16 hours of relevant training		
		0%	With less than 16 hours or less of relevant training		
	<b>Facilitator: Work Experience</b>	100%	With 10 or more years of experience in handling Research and/or Project Management related to FGDs/KIIs/IDIs	<b>15%</b>	
		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		
<b>Experience and capability of the consultant (20%)</b>	<b>Years in Business</b>	100%	More than three (3) years operating as a survey firm	<b>30%</b>	
		85%	Three (3) years operating as a survey firm		
		0%	Less than three (3) years operating as a survey firm		
	<b>Engaged with at least five (5) companies/ institutions</b>	100%	Had been engaged with more than five (5) companies/institutions	<b>20%</b>	
		85%	Had been engaged with five (5) companies/institutions		
		0%	Had been engaged with less than five (5) companies/institutions		
	<b>Engaged with at least two (2) government/ public office</b>	100%	Had been engaged with more than two (2) government/public offices	<b>10%</b>	
		85%	Had been engaged with two (2) government/public offices		
		0%	Had been engaged with less than two (2) government/public offices		
			100%	More than the ABC	<b>20%</b>

	<b>Single largest project within the past five (5) years</b>	85%	Equal to the ABC	<b>20%</b>	
		0%	Less than the ABC		
	<b>Total value of projects within contract period (completed)</b>	100%	More than the ABC		<b>20%</b>
		85%	Equal to the ABC		
		0%	Less than the ABC		
	<b>Plan of approach and methodology (40%)</b>	<b>Timing of Deliverables</b>	100%		<b>Very Good</b> The deliverables are for submission at least one to four days before the required timeline and schedule set by the PCC
85%			<b>Good</b> The deliverables are for submission on the day of the schedule set by the PCC		
0%			<b>Poor</b> The proposal indicates late submission of the required deliverables		
<b>Comprehensiveness of IDI plan</b>		100%	<b>Very Good</b> 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.	<b>20%</b>	
		85%	<b>Good</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 changes 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.	
	<b>Sampling Design</b>	100%	Sampling Design submitted is compliant with the requirements in the Terms of Reference	<b>25%</b>
		85%	Sampling Design submitted has identified deviation from the requirements in the Terms of Reference, but the 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 IDI cannot be conducted with acceptable results	
	<b>Quality control measures to be used during data collection, data entry and data cleaning; interviews will be computer/tablet assisted</b>	100%	Quality control measures submitted are carefully designed and compliant with the requirements in the Terms of Reference	<b>25%</b>
		85%	Quality control measures submitted have identified deviation from the requirements in the Terms of Reference, but the 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 IDI cannot	

			be conducted with acceptable results	
	<b>Existing policies of the firm pertaining to the following: refusal rate, minimum no. of callbacks and attrition rate, if any</b>	100%	Submission of Existing policies of the firm pertaining to the following: refusal rate, minimum no. of callbacks and attrition rate, if any	<b>10%</b>
		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>Work-Load (10%)</b>	<b>Current work-load relative to capacity (100%)</b>	100%	With 1 or no market research project	
		90%	With 2 to 4 market research projects	
		80%	With 5 market research projects	
		0%	With more than 5 market research projects	

### 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