

Request for Proposal

Procurement of Consultancy Services to Conduct a Survey in the Selected Areas in NCR, REGIONS IV-A, VI, VII, VIII, and CARAGA Among Retail Pharmacy Consumers

P.R. No./Date Received: **2021-09-00107/07 September 2021**

RFQ/P No. / Date: **2021-09-0112/24 September 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
- Notarized Omnibus Sworn Statement (*to be submitted prior to the issuance of JO/PO*)
- Signed Terms of Reference / Technical Specifications Sheet (if applicable)
- Curriculum Vitae / Professional License
- List of Ongoing projects (including awarded by not yet started contracts)
- Proposed Plan of Approach / Methodology
- Company Profile

This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurement@phcc.gov.ph or fgonzalodo@phcc.gov.ph on or before **30 September 2021** 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	Lot	P 995,000.00	Procurement of Consultancy Services to Conduct a Survey in the Selected Areas in NCR, REGIONS IV-A, VI, VII, VIII, and CARAGA Among Retail Pharmacy Consumers			
			(Please see attached Terms of Reference)			
Total Lot ABC		P 995,000.00	TOTAL Amount:			
Delivery Instructions:			Please see details on the Remarks above.			

(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 Consultancy Services to Conduct a Survey in the Selected Areas in National Capital Region, Regions IV-A, VI, VII, VIII, and CARAGA among Retail Pharmacy Consumers

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 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 and relevant rules. Thus, obtaining market research data through the help of experts and experienced consultants in the conduct of surveys will streamline data gathering and fact verification.

The details of the survey subject of these terms of reference (TOR) are summarized as follows:

Type of survey	Consumer survey
Expected survey design	Purposive sampling
Survey area	National Capital Region, Regions IV-A, VI, VII, VIII, and CARAGA (11 clusters)
Sample size	At least 330
Duration of the project	Ninety (90) Calendar Days or earlier
Approved Budget for the Contract	PhP 995,000

II. OBJECTIVES

In relation to the MAO’s function to investigate mergers and acquisitions that substantially prevent, restrict, or lessen competition in the relevant market, the consumer survey subject of this TOR shall provide an in-depth market-related information on the retail pharmacy market in pre-determined clusters in the Philippines. Through the conduct of a survey, market research

to be provided shall include analysis on market demand, customer segmentation, and consumer behavior in relation to demand for retail pharmacy services.

III. SCOPE OF WORK

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

A. Pre-survey Activities

1) *Draft, revise, test, and finalize the survey instrument*

- a. Draft the survey questionnaire in consultation with the PCC, and revise the same based on the comments of the PCC, if any;
- b. Format the draft survey questionnaire into a survey instrument which can be easily understood and answered by the respondents to the survey;
- c. If necessary, translate the survey instrument to other languages/ dialects depending on the areas where the surveys are to be conducted;
- d. Do a pilot testing of the survey instrument on 5 respondents from different clusters, as may be determined the PCC, and provide feedback to the PCC on the results of the pilot testing, specifically on challenges encountered and possible revision of the survey instrument;
- e. Present the final version of the survey instrument to the PCC staff before finalizing the same; and
- f. Attend checkpoint meetings called by the PCC from time to time.

Deliverables

1. Draft survey questionnaire based on the background and objective of this TOR.
2. Initial work plan for the pilot testing (to be approved by the PCC);
3. Survey instrument for pilot testing on 5 respondents from different clusters;
4. Electronic files of datasets and report from the pilot testing (raw and modified in CSV, Excel or any other Stata or R ready format) and data dictionary;
5. Final survey instrument in English, Filipino, and other languages/dialects prepared for different clusters; and
6. Final work plan schedule from pilot testing to fieldwork.

2) *Prepare sampling design*

- a. Determine and discuss the sampling design in consultation with PCC which should include the following details, among others: proposed sampling frame, type of sampling method, manner of selecting the qualified respondents;
- b. Specify and discuss the sample size calculation, including the following details, among others: formula for computing the sample size, key variables for sample size calculation such as margin of error, standard deviation, level of significance, etc.;
- c. Identify and justify the method of selecting the qualified respondents, and the process of substitution in case of non-response;

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- d. Attend checkpoint meetings called by PCC from time to time.

Deliverables

1. Written report on final sampling design and methodology including alternative respondents in case of non-response; and
- 3) *Plan, design and implement training for enumerators, data encoders and field supervisors***
- a. Recruit and train the enumerators and field supervisors on data collection, and on handling questions and problems that may arise during the field work (This shall include, among other topics, familiarity with the PCC and PCA, a run through of the questionnaire's questions and skip pattern, and a discussion of substitution process in case of non-response). Training should be after the pre-test and finalization of the sampling design, in order to integrate adjustments to be made from the pre-test to the actual conduct of survey;
 - b. Prepare the field work protocols and manual for the enumerators and field supervisors;
 - c. Prepare and submit enumerator's manual to the PCC; and
 - d. Attend checkpoint meetings called by PCC from time to time.

Deliverables

1. Final enumerator's manual;
2. Report containing a list of names and composition of the field team members including the number of enumerators, field supervisors and data encoding staff, and their qualifications and responsibilities; and
3. Report on the training of the required staff, including materials used during the training.

Data Collection, Processing and Reports

4) *Deployment of field enumerators and supervisors for the actual survey*

- a. Prepare the necessary materials, specifically a sufficient number of copies of the survey instrument, and equipment to be used during the survey;
- b. Secure relevant permits and coordinate with the authorities in the identified cluster area for the conduct of the survey and other relevant activities;
- c. Inform the PCC in writing of the schedule of actual surveys and give relevant updates a day after the conduct of the survey for each cluster area;
- d. Deploy enumerators and supervisors to the field to conduct the actual survey;
- e. Conduct face-to-face interviews of qualified respondents for a minimum of 330 respondents.

Deliverables

1. Report on the status of the survey, including difficulties encountered, possible deviations from the original plan, and a documentation of attempts in cases of non-response.

5) *Encode and clean data, and deliver descriptive reports of the survey result*



- a. Encode the collected data;
- b. Clean and validate data files;
- c. Prepare the descriptive report and tables of the survey results; and
- d. Deliver data files (raw and modified data sets) in CSV, ASCII, Excel or any other Stata or R-ready format with data dictionary.

Deliverables

1. Protocol for data entry and quality control measures;
2. Electronic files of datasets (raw and modified in CSV, Excel or any other Stata or R-ready format) and data dictionary; and
3. Electronic copy of preliminary results of the survey (e.g., frequency of responses) and the descriptive tables and report of the survey results.

Post-survey Activities

6) *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 10 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. Hard copy and electronic form (in .pdf, .doc or .xlsx as applicable) of the results and all other documents and materials used in the survey; and
3. Written response to the PCC's inquiries, as needed.

B. Survey Mode and Length

Completed face-to-face survey interviews aided by a questionnaire will be done. Each interview is expected to last for twenty to forty (20 to 40) minutes.

C. Target respondents, sample size, sampling method

The target respondents of the survey are consumers of specific large chains of pharmaceutical retailers to be determined by the PCC. Respondents will be selected from multiple clusters at the provincial or city/municipality level in the National Capital Region, Regions IV-A, VI, VII, VIII, and CARAGA. The sample size for each of the clusters is at least 30 consumers, for a total of at least 330 consumers.

The survey firm shall ensure that the ratio of urban to rural respondents in the sample for each province is proportional to the province's ratio of urban to rural *barangays*. The survey firm may use purposive sampling based on specified variables (e.g., margin of error, level of significance and standard deviation). The survey firm will also propose a method of allocating and selecting the sampling and elementary units. The detailed sampling matrix will be prepared by the survey firm in consultation with and subject to the final approval of the PCC.

IV. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PROCUREMENT

The Approved Budget for the Contract (ABC) is **Nine Hundred Ninety-Five Thousand Pesos (Php995,000.00)**, 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 ABC shall fully cover the conduct of the survey. In no case shall the total actual cost for the surveys exceed the ABC for this project, or the actual contract amount of the winning service provider.

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. 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. Coordinate with the Consultant in drafting, revising, and finalizing the draft survey questionnaire for consumers;
2. Constantly coordinate with the Consultant on the planning and implementation of the survey;
3. Review/approve project outputs/deliverables by the Consultant;
4. Pay the project cost inclusive of mandatory taxes and in accordance with the set payment schedule; and
5. Provide an overall direction in all activities in the execution of the survey.

The Service Provider 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. TIMELINES, DELIVERABLES AND SCHEDULE OF PAYMENT

The service provider shall be engaged for **ninety (90) calendar days** after the signing of the contract and receipt of the Notice of Award to the Service Contractor – with fifteen (15) calendar days for preparation and pre-survey activities, sixty-five (65) calendar days for the

actual survey, data collection and processing, and ten (10) calendar days for post-survey activities and the delivery of electronic files of datasets. The bidder shall provide its proposed implementation schedule indicating the specific activities and corresponding outputs using a Gantt chart.

Below is the summary of the deadline of submissions for each deliverable:

MILESTONES	DELIVERABLES	Submission Date	% of contract amount
Contract signing (Day 1) Within 1 day from issuance of Notice of Award (NOA)	Duly signed Financial Proposal to cover the cost of the project.		10%
QUANTITATIVE PHASE			
Pre-survey activities 1. Draft, revise, test, and finalize the survey instrument 2. Plan, design and implement training for enumerators, data encoders and field supervisor 3. Provide an overall direction in all activities in the execution of the survey	Printed and original signed documents and soft copies in USB flash drive or similar storage device duly received and accepted by the PCC, as follows: <ul style="list-style-type: none"> Survey instrument for pilot testing on 5 respondents Electronic files of datasets and report from the pilot testing (raw and finalized in CSV, Excel or any other Stata, Python, or R ready format) and data dictionary Final survey instrument in English, Filipino and other major dialects as needed Final work plan schedule from pilot testing to fieldwork Final sampling design and methodology including alternative respondents in case of non-response Final sampling frame of qualified respondents 	Within fifteen (15) calendar days or earlier from the contract signing	20%



	<p>together with their up-to-date contact details</p> <ul style="list-style-type: none"> • Final enumerator's manual • Report on the composition of the field team including the number of enumerators, field supervisors and data encoding staff, and their qualifications and responsibilities • Report on the training of the required staff (to be delivered on the 15th day from the receipt of the Notice of Award) 		
<p>Data Collection and Processing</p> <p>1. Deploy field enumerators and supervisors for the actual survey</p> <p>2. Encode and clean data, and deliver descriptive reports of the survey result</p>	<p>Printed and original signed documents and soft copies in USB flash drive or similar storage device duly received and accepted by the PCC, as follows:</p> <ul style="list-style-type: none"> • Report on the status of the survey including difficulties encountered and possible deviations from the original plan, and a documentation of attempts in cases of non-response. • Protocol for data entry and quality control measures. • Electronic files of datasets (raw and finalized in CSV, Excel or any other Stata or R ready format) and data dictionary (Transmittal evidencing the submission of this deliverable should also be submitted as proof of submission of the files, duly received by the PCC). 	<p>Within sixty-five (65) calendar days or earlier from the acceptance of deliverables for pre-survey activities</p>	<p>30%</p>



	<ul style="list-style-type: none"> Electronic copy of preliminary results of the survey (e.g., frequency of responses) and the descriptive tables and report of the survey results (Transmittal evidencing the submission of this deliverable should also be submitted as proof of submission of the files, duly received by the PCC). 		
<p>Post-survey Activities</p> <p>1. Deliver reports and maintain coordination with PCC staff</p>	<p>Printed and original signed documents and soft copies in USB flash drive or similar storage device duly received and accepted by the PCC, as follows:</p> <ul style="list-style-type: none"> Narrative report to the PCC on the outcome of the survey including issues encountered throughout the project. Hard copy and electronic form (in .pdf, .doc or .xlsx as applicable) of documents and other materials used in the survey (Transmittal evidencing the submission of the electronic form should also be submitted as proof of submission of the files, duly received by the PCC). Written response to the PCC's inquiries as needed. 	<p>Within ten (10) calendar days or earlier from the PCC's acceptance of the deliverables for data collection and processing</p>	<p>40%</p>
TOTAL			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. 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 Mergers and Acquisitions 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.

VII. QUALIFICATIONS OF THE CONTRACTOR AND ITS PERSONNEL

The service provider should meet all the requirements set by the Government Procurement Reform Act (R.A. No. 9184) to be eligible to participate in the procurement.

The technical and financial proposals will be evaluated using the Quality Based Evaluation (QBE), pursuant to the pertinent provisions of R.A. No. 9184 or the Government Procurement Reform Act. The criteria for the evaluation of the proposals are:

Criteria	Minimum Qualifications	Bases	Weight (%)
Experience and capability of the service provider	<ul style="list-style-type: none"> At least three (3) years in business. Engaged with at least three (3) 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) Engaged with at least two (2) of which belonging to the public/government sector in similar or relevant nature of work as mentioned above 	<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>	20%

<p>Quality of personnel to be assigned to the project</p>	<p><u>Project Manager</u></p> <ul style="list-style-type: none"> Graduate of any relevant field of Social Science, Communications, and/or Statistics At least seven (7) years of experience with socioeconomic household survey design and implementation At least 24 hours of relevant training <p><u>Statistical Service Executive</u></p> <ul style="list-style-type: none"> Graduate of B.S. Statistics or other allied courses At least five (5) years of experience in statistical techniques and sampling design At least 24 hours of relevant training <p><u>Electronic Data Processing Manager</u></p> <ul style="list-style-type: none"> Graduate of any four (4)-year degree course Two (2) years of experience in designing a system to input and manage data and good command of Stata or R; With at least 24 hours of relevant training <p><u>Field Manager</u></p> <ul style="list-style-type: none"> Graduate of any four (4)-year degree course Two (2) years of experience in managing the conduct of surveys; With at least 24 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</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>30%</p>
<p>Plan of approach and methodology</p>	<ul style="list-style-type: none"> The deliverables are for submission on the day of the schedule set by the PCC. The proposed approach is discussed in full detail, and the methodology is specifically 	<p>Based on the timelines, written proposal, overall quality of proposed work</p>	<p>40%</p>



	<p>tailored to the characteristics of the assignment and flexible enough to allow its adaptation to change that may occur during project execution.</p> <ul style="list-style-type: none"> • Sampling Design is doable and will generate acceptable results • Existing policies of the firm pertaining to quality control measures, refusal rate, minimum no. of callbacks and attrition rate, if any, were included in the proposal 		
Overall work commitment	At most ten (10) 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>	10%
TOTAL			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 85 points, shall be the Highest Rated Bidder.

VIII. CONFIDENTIALITY OF DATA AND INFORMATION

The service provider shall be engaged by the PCC and shall submit outputs directly to the designated project manager within PCC for review and endorsement for payment. All the materials, data and information used and generated through the survey will be the sole property of the PCC. The consultant shall not use nor disseminate these documents for their own research purposes without the written consent of the PCC.

IX. LIQUIDATED DAMAGES

If the contractor fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth of one percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent 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; and

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

CONFORME:
_____ Name and Signature of Authorized Representative
_____ Designation
_____ Name of Company
_____ Date



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

CRITERIA	PARAMETERS	RATING SYSTEM		WEIGHT (%)
Experience and capability of the service provider (20%)	Number of years in operations/existence	100	With more than three (3) years in operation as a survey firm	40%
		85	With three (3) years in operation as a survey firm	
		0	With less than three (3) years in business	
	Number of organizations engaged, as specified in the TOR	100	Engaged with more than three (3) 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%
		85	Engaged with three (3) 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	Engaged with less than three (3) 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)	
	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	



Quality personnel to be assigned to the project (30%)	Educational attainment of the Project Manager	100	With PhD or Doctorate degree in any relevant field of Social Science and/or Statistics	20%
		90	With Master of Sciences/Arts degree in any relevant field of Social Science and/or Statistics	
		85	With Bachelor of Sciences/Arts degree in any relevant field of Social Science, and/or Statistics	
		0	Educational attainment below a Bachelor of Sciences/Arts degree, or degree attained is not from allied courses	
	Educational attainment of the Statistical Service Executive	100	With PhD or Doctorate degree in Statistics or other allied courses	15%
		90	With Master of Sciences/Arts degree in Statistics or other allied courses	
		85	With Bachelor of Sciences/Arts degree in Statistics or other allied courses	
		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	
		85	With Bachelor of Sciences/Arts degree	
		0	Educational attainment below a Bachelor of Sciences/Arts degree	
	Educational attainment of the Field Manager	100	With PhD or Doctorate degree	10%
		90	With Master of Sciences/Arts degree	
		85	With Bachelor of Sciences/Arts degree	
		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	10%	
	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 Field Manager	100	With more than 5 years of experience in managing the conduct of surveys	10%
		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	5%
		90	With 25-48 hours of relevant training	
		85	With 24 hours of relevant training	
		0	With less than 24 hours of relevant training	
Plan of approach and methodology (40%)	Timing of Deliverables	100	Very Good The timeline of deliverables allows for submission at least 5 days before the deadline set by the PCC.	20%
		90	Good The timeline of deliverables allows for submission 2-4 days before the deadline set by the PCC.	
		85	Satisfactory The timeline of deliverables allows for submission by the deadline set by the PCC.	



		0	Poor The timeline of deliverables allows for submission after the deadline set by the PCC.	
	Comprehensive Field Survey 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.	30%
		90	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 change that may occur during project execution.	
		85	Satisfactory All key activities are included in the activity plan, but they are not detailed. There are minor inconsistencies between timing, assignment outputs, and proposed approach.	
		0	Poor Most key activities are included in the activity plan, but they are not detailed. There are major inconsistencies between timing, assignment outputs, and proposed approach. 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.	
	Sampling Design	100	Good The sampling design submitted is compliant with the requirements in the Terms of Reference.	20%
		85	Satisfactory The sampling design submitted has some deviations from the requirements in the Terms of Reference, but the	



			survey can still be conducted with acceptable results.		
		0	Poor The sampling design is discussed broadly and is not tailored to the needs of the assignment. The survey cannot be conducted with acceptable results.		
	Quality Control	100	Good The service provider submits existing and exhaustive quality control measures to ensure the level of output.	20%	
		85	Satisfactory The service provider has existing and adequate quality control measures to ensure the level of output.		
		0	Poor The service provider does not submit any quality control measures or submits insufficient quality control measures to ensure the level of output.		
	Other Policies	100	Good The service provider submits existing and exhaustive policies pertaining to the following: refusal rate, minimum number of callbacks, and attrition rate, among others.	10%	
		85	Satisfactory The service provider has existing and adequate policies pertaining to the following: refusal rate, minimum number of callbacks, and attrition rate, among others.		
		0	Poor The service provider does not submit any policies, or submits insufficient policies pertaining to the following: refusal rate, minimum number of callbacks, and attrition rate, among others.		
	Overall work commitment (10%)	Number of ongoing projects	100	With less than ten (10) ongoing projects (including awarded but not yet started contracts)	100%
			85	With ten (10) ongoing projects (including awarded but not yet started contracts)	
0			With more than ten (10) ongoing projects (including awarded but not yet started contracts)		



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


Procurement of Consultancy Services to Conduct a Survey in the Selected Areas in National Capital Region, Regions IV-A, VI, VII, VIII, and CARAGA among Retail Pharmacy Consumers


Final Audit Report


2021-09-24


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