

REQUEST FOR PROPOSAL

Procurement of Consultancy Services to Conduct a Consumer Survey on the Ride-Hailing Market in Metro Manila

P.R. No./Date Received: 2020-08-0103 / 10 August 2020

RFQ/P No. / Date: 2020-09-0105 / 11 September 2020

The Philippine Competition Commission invites all eligible suppliers, contractors and consultants to quote the best offer for the described item in the attached **Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

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

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Latest Income / Business Tax Return
- Notarized Omnibus Sworn Statement (may be submitted prior to issuance of Notice of Award)
- Signed Terms of Reference
- License/ Signed Curriculum Vitae
- Technical Proposal and other requirements specified under Section VIII and IX of the Terms of Reference

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 nppitallano@phcc.gov.ph or procurement@phc.gov.ph on or before **17 September 2020, 10:00 AM** 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**.

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	1	₱ 500,000.00	Procurement of Consultancy Services to Conduct a Consumer Survey on the Ride-Hailing Market in Metro Manila			
			Requirements: See attached Terms of Reference			
Total ABC		₱ 500,000.00		TOTAL Amount		
Instructions:			Please see attached Terms of Reference			

(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

Consumer Survey on the Ride-hailing Market in Metro Manila

The Philippine Competition Commission (PCC) requires the services of a survey firm to assess ride-hailing market in Metro Manila. The details of the survey are summarized as follows:

Type of survey	Market research to gather survey data from a sample of customers (riders and drivers) in Metro Manila.
Expected survey design	Random sampling
Target Population	Regular riders and active drivers of ride hailing online applications in Metro Manila.
Survey area	Metro Manila
Sample size	Minimum of 500 respondents, which shall be composed of at least 350 rider- and at least 150 driver-respondents
Duration of the project	Fifteen (15) weeks
Approved Budget for the Contract (ABC)	PhP 500,000

I. SURVEY OVERVIEW

For this engagement, the proponents of the study (“Project Manager”) require the expertise and experience of consultant in market research (“Consultant”) to gather survey data from a sample of customers; riders and drivers in Metro Manila.

II. 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. Format the draft survey questionnaire into a survey instrument;
 - c. Translate the survey instrument into other languages/ dialects;
 - d. Pilot test the survey instrument for 3 respondents and provide feedback to PCC for any possible revision;
 - e. Finalize the survey instrument in coordination with PCC staff;
 - f. Ensure that the survey design is suitable for the target respondents;
 - g. Design the sampling methodologies in coordination with the PCC staff; and
 - h. Prepare the plan for post-survey tracking.

Deliverables

1. Survey instrument for pilot testing of 3 respondents;
2. 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;

3. Final survey instrument in English, Filipino and other major languages, as needed; and
4. Final work plan schedule from pilot testing to fieldwork; and
5. Write-up on the plan for post-survey tracking.

2. *Prepare sampling design*

- a. Determine the sampling design;
- b. Specify the sample size calculation for riders and drivers in Metro Manila;
- c. Identify the method of selecting the qualified respondents, and the process of substitution in case of non-response;
- d. Prepare the sampling frame of qualified respondents; and
- e. Respond to inquiries from the PSA for matters related to the inputs provided by the survey firm.

Deliverables

1. Final sampling design and methodology including alternative respondents in case of non-response; and
2. Final sampling frame of qualified respondents together with their up-to-date contact details.

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;
- b. Prepare the field work protocols for the enumerators and field supervisors; and
- c. Prepare and submit enumerator's manual.

Deliverables

1. Final enumerator's manual;
2. Report on the composition of the field team 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.

Data Collection, Processing and Reports

4. *Deploy field enumerators and supervisors for the actual survey*

- a. Prepare the necessary materials and equipment;
- b. Secure relevant permits from the authorities in the concerned communities;
- c. Inform PCC of the schedule of field operations and give relevant updates; and
- d. Deploy enumerators to the field to conduct the actual survey.

Deliverables

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

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 Stata-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;
3. Electronic copy of preliminary results of the survey (e.g., frequency of responses) and the descriptive tables and report of the survey results; and
4. Hard copy and electronic form (in .pdf, .doc, or .xlsx as applicable) of documents and other materials used in the survey.

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 8 weeks 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 documents and other materials used in the survey; and
3. Written response to the PCC's inquiries, as needed.

B. Survey mode and length

Telephone interviews will be conducted with the qualified respondents. Each interview is expected to last for twenty (20) to thirty (30) minutes.

C. Target respondents, sample size, sampling method

The sampling units shall be regular riders and active drivers of online-ride hailing applications in Metro Manila.¹ There shall be at least 500 completed survey instruments, which shall be composed of at least 350 riders and 150 drivers.

The survey firm shall propose a sampling methodology, subject to further discussion with the Project Manager. The survey firm shall help refine and finalize the sampling strategy for the qualitative phase, the pilot survey under, and the main survey.

¹ To be defined by the Consultant, subject to the approval of the PCC Project Manager.

III. 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 questionnaire;
3. Constantly coordinate with the survey firm on the planning and implementation of each survey to be conducted; and
4. 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.

IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **five hundred thousand pesos (PhP 500,000)** inclusive of all applicable government taxes, and shall include all remunerations, incentives to respondents, 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.

V. MODE OF PROCUREMENT

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.

VI. EXPECTED DURATION OF THE CONTRACT

The Contract is expected to begin immediately after issuance of the notice of award to the survey firm. The project shall be for a term of fifteen (15) weeks from the preparation of survey materials, actual survey, and 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.

VII. TIMELINES, DELIVERABLES AND SCHEDULE OF PAYMENT

The survey firm shall be engaged for fifteen (15) weeks immediately after the Contract Signing with the Service Contractor – within twenty-eight (28) calendar days for preparation and pre-survey activities, seven (7) weeks for actual survey, data collection and processing, and twenty-eight (28) calendar days for post-survey activities and delivery of electronic files of datasets. All payments shall be endorsed by the Director of the Economics Office; and each tranche payment to the Consultant shall be released upon PCC's acceptance of the deliverables listed below. The tranche payment schedule shall be as follows:

MILESTONES	DELIVERABLES	% of contract amount
Contract signing (Day 1)	Duly signed Financial Proposal to cover the cost of the project.	10%
<p>Pre-survey activities</p> <ol style="list-style-type: none"> 1 Revise, test, and finalize the survey instrument 2 Prepare sampling design 3 Plan, design and implement training for enumerators, data encoders and field supervisors 	<p>Upon receipt and acceptance by the PCC of the following:</p> <ul style="list-style-type: none"> • Survey instrument for pilot testing • 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 • 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 together with their up-to-date contact details • 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 issuance of the Notice of Award) <p>Submission date: Within 20 days from the contract signing</p>	20%
<p>Data Collection and Processing</p> <ol style="list-style-type: none"> 1 Deploy field enumerators and supervisors for the actual survey 2 Encode and clean data, and deliver descriptive reports of the survey result 	<p>Upon receipt and acceptance by the PCC of the following:</p> <ul style="list-style-type: none"> • Report on the status of the survey including difficulties encountered and possible deviations from the original plan. • Protocol for data entry and quality control measures. • Original signed transmittal of the electronic files of datasets (raw and modified in CSV, Excel or any other Stata or R ready format) and data dictionary and of the electronic copy of the preliminary results of the survey. 	30%

	<ul style="list-style-type: none"> • Electronic files of datasets (raw and modified in CSV, Excel or any other Stata or R ready format) and data dictionary. • Electronic copy of preliminary results of the survey (e.g., frequency of responses) and the descriptive tables and report of the survey results <p style="text-align: center;">Submission date: Within 30 calendar days from the approval of the survey instrument</p>	
<p>Post-survey Activities</p> <p>1. Deliver reports and maintain coordination with PCC staff</p>	<p>Upon receipt and acceptance by the PCC of the following:</p> <ul style="list-style-type: none"> • Narrative report to the PCC on the outcome of the survey including issues encountered throughout the project. • Original signed transmittal of the electronic form (in .pdf, .doc or .xlsx as applicable) of documents and other materials used in the survey. • Hard copy and electronic form (in .pdf, .doc or .xlsx as applicable) of documents and other materials used in the survey. • Written response to the PCC’s inquiries as needed. <p style="text-align: center;">Submission date: Within 10 calendar days from the PCC’s acceptance of the preliminary results of the survey</p>	40%

The timeline for the survey shall begin when the survey firm is notified by the PCC through a task order to be sent through an email or formal letter; while counting of the number of days elapsed shall begin strictly from the date of Contract Signing.

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.

VIII. QUALIFICATIONS OF THE CONTRACTOR AND ITS PERSONNEL

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

Pursuant to Section 2.5.3 of the revised IRR of RA 9184, the following criteria shall be considered in short listing the eligible prospective bidders:

Criteria	Minimum Qualifications			Basis	Points
Applicable experience of the firm	<p>At least five years in business.</p> <p>Engaged with at least 5 (five) companies/institutions, two (2) of which belonging to the public/government sector, in any of the following: 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</p> <p>Survey firm must show that it has an existing and up-to-date database (including contact details) of the qualified respondents for the Small, Medium and Large Firms from Agriculture, Forestry and Fishery, Industry, and Services sectors</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	40
Quality of personnel to be assigned to the project	Personnel	Education	Experience	Original signed extensive curriculum vitae and copies of certificates indicating the above qualifications	40
	Project Manager	Any degree in social sciences and research	Seven (7) years of experience with socioeconomic household survey design and implementation; and with at least 24 hours of relevant training		
	Statistical Service Executive	B.S. Statistics	Five (5) years of experience in statistical techniques and sampling design; and with at least 24 hours of relevant training		
	- Electronic Data Processing Manager - Tabulation Manager - Field Manager	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; and with at least 24 hours of relevant training		
Overall work commitment	On-going (including awarded but not yet started contracts)			List of on-going contracts	20

Maximum of five (5) eligible bidders that will get at least the 85 points based on the criteria above shall be invited to offer technical and financial proposals.

IX. CRITERIA FOR EVALUATION

The technical and financial proposals of the shortlisted bidders will be evaluated through Quality-Cost-Based Evaluation (QCBE), based on the following criteria:

Criteria	Basis	Weight
Technical Proposal		60%
Quality of personnel to be assigned to the project (20%)	Signed curriculum vitae submitted	
Experience and capability of the survey firm (30%)	Records of previous engagement, quality, and extensive knowledge on the conduct of survey	
Plan of approach and methodology (50%)	Timelines, written proposal, overall quality of proposed work	
Financial Proposal		40%
TOTAL		100%

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 points, shall be the Highest Rated Bidder.

X. 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. All the materials, data and information used and generated through the issues paper will be the sole property of PCC. The consultant shall not use nor disseminate these documents for their own research purposes without the written consent of the PCC.

XI. 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.


XII. 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:


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

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