



Republic of the Philippines

## PHILIPPINE COMPETITION COMMISSION

6/F DAP Building, San Miguel Avenue, Ortigas Center, Pasig City 1600  
Tel./Fax: (032) 5154553 • Email: [procurement.pcc@gmail.com](mailto:procurement.pcc@gmail.com) • Website: [www.phcc.gov.ph](http://www.phcc.gov.ph)

### REQUEST FOR EXPRESSION OF INTEREST (EOI) AND SUBMISSION OF ELIGIBILITY DOCUMENTS FOR THE PROCUREMENT OF CONSULTING SERVICES FOR THE CONDUCT OF NATIONAL SURVEY ON COMPETITION FOR FIRMS AND GOVERNMENT ENTITIES

1. The Philippine Competition Commission (PCC) intends to apply the sum of Nine Million Pesos (PhP9,000,000.00) as the Approved Budget for the Contract for the procurement of consulting services for the conduct of National Survey on Competition for Firms and Government Entities.
2. The PCC Bids and Awards Committee (PBAC) now calls for the submission of EOI and eligibility requirements as provided for under Sections 24.1 and 24.2 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. Interested consultants may submit their eligibility documents on or before 12:00 Noon, February 27, 2017 at the following address:

***Kenneth V. Tanate, PhD***

***Director IV, Administrative and Legal Office and  
Chairman, PCC Bids and Awards Committee (PBAC)***

***6/F – B, Philippine Competition Commission***

***DAP Building, San Miguel Avenue, Ortigas Center, Pasig City 1600***

3. The Terms of Reference (TOR) for the undertaking including the Eligibility Requirements/Criteria and Eligibility Data Sheet (EDS), among others, can be downloaded from the PCC website, [www.phcc.gov.ph](http://www.phcc.gov.ph).
4. Only those consultants who will submit EOI on or before the above-cited deadline, together with the eligibility documents, and determined to be eligible and shortlisted shall be directly invited in the subsequent selection process and allowed to purchase the proposal bidding documents. The amount of bidding documents is PhP10,000.00.
5. Interested Consultants may submit their Legal, Financial and Class "B" Eligibility Documents, as applicable, in advance (on or before February 27, 2017), for preliminary evaluation by the PBAC in terms of completeness/compliance.
6. Proposals shall be evaluated using Quality-Cost Based Evaluation (QCBE) procedure. The criteria and rating system for the evaluation of bids shall be provided in the bidding/proposal documents.

7. PCC reserves the right to reject any and all proposals, including that of a single eligible proponent, waive any minor deviation in the submitted documents which will not materially affect the substance of the proposal, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected participating consultant/consulting firms.



**Kenneth V. Tanate, PhD**

Director IV, Administrative and Legal Office and  
Chairman, PCC Bids and Awards Committee (PBAC)



## 1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
  - (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines; or
  - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the EDS.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the EDS.
- 1.4. Government owned or -controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

## 2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

- (a) Class "A" Documents -

### Legal Documents

- (i) PhilGEPS Platinum Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
    - (ii.1) the name and location of the contract;
    - (ii.2) date of award of the contract;
    - (ii.3) type and brief description of consulting services;
    - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
    - (ii.5) amount of contract;
    - (ii.6) contract duration; and
    - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
  - (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.
- (b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. In case of foreign consultants, the foregoing eligibility requirements under Class "A" Documents may be substituted by the appropriate equivalents documents, if any, issued by the foreign consultant's country.

- 2.3 The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

### **3. Format and Signing of Eligibility Documents**

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

### **4. Sealing and Marking of Eligibility Documents**

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL - ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. \_\_\_ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the EDS shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:

- (c) contain the name of the contract to be bid in capital letters;
- (d) bear the name and address of the prospective bidder in capital letters;
- (e) be addressed to the Procuring Entity's BAC specified in the EDS;
- (f) bear the specific identification of this Project indicated in the EDS; and
- (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

## **5. Deadline for Submission of Eligibility Documents**

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the EDS.

## **6. Late Submission of Eligibility Documents**

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

## **7. Modification and Withdrawal of Eligibility Documents**

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A



prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

## 8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (h) the name of the prospective bidder;
  - (i) whether there is a modification or substitution; and
  - (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case,

the BAC chairperson or his duly designated authority shall countersign the markings.

## 9. Short Listing of Consultants

- 9.1. Pursuant to Sec. 24.5.3 of the Revised IRR of RA 9184, consultants shall submit the following documents, as also provided in the EDS, for shortlisting:
  - (a) Applicable experience of the firm and members in case of joint ventures, considering both the overall experiences of the firm or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants;
  - (b) Qualification of consultant/s, including education and skills and competencies, who may be assigned to the job; and
  - (c) Current workload relative to capacity.
- 9.2. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.3. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.4. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.
- 9.5. Only proposals from shortlisted consultants shall be opened and considered for award of contract. These shortlisted consultants, whether singles entities or association/JVs, should confirm in their proposals that the information contained in the submitted eligibility documents remains correct as of the date of proposal submission.

## 10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.



## Eligibility Data Sheet (EDS)

Eligibility Documents	
1.2	Not applicable.
1.3	Not applicable.
2.1	<p>On <b>Class "A" Eligibility Documents</b>, (under Section 24.1 of the IRR) namely:</p> <p>(a) Registration Certificate (SEC, DTI or CDA);</p> <p>(b) Mayor's Permit;</p> <p>(c) Tax Clearance;</p> <p>(d) Latest Audited Financial Statements (including Balance Sheets).</p> <p>Despite the effectivity of the 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184 starting Oct 2016, pursuant to Sec 8.5.2 where all bidders shall upload and maintain in PhilGEPS a current file of the Class "A" eligibility documents (or must be a "platinum: PhilGEPS registered), GPPB Circular No. 03-2016 dated 27 October 2016 allows delayed implementation of the "platinum membership" until May 1, 2017, provided, in order for the bidders to be eligible in the government procurement prior to May 1, 2017, the bidders must have at least a valid "blue membership." In this case, submission of hardcopies are accordingly honored.</p>
2.1(a)(ii)	<p>The statement of all ongoing and completed government and private contracts shall include all such contracts within the last five (5) years prior to the deadline for the submission and receipt of eligibility documents. <b>Use attached Forms A &amp; B.</b></p>
2.1(a)(ii.7)	<p>Copies of Certificate of project completion/acceptance of work or equivalent from at least one previous client for the last five (5) years.</p>
2.1.a(iii)	<p>The updated curriculum vitae should allow, at the very least, the Consultant's educational background, related training and relevant experience (with specific of period of engagement in months and years) with detailed description/discussion on the nature and scope of work) <b>Use attached Form C.</b></p>
4.2	<p>Each prospective Consultant shall submit one (1) original and two (2) properly tabbed/labeled copies of its eligibility documents.</p>
4.3 (e)	<p><i>See Item 5 below</i></p>
4.3 (f)	<p><b>CONSULTING SERVICES FOR THE CONDUCT OF NATIONAL SURVEY ON COMPETITION FOR FIRMS AND GOVERNMENT ENTITIES</b></p>
5	<p>The address for submission of eligibility documents is</p>

	<p><i>Kenneth V. Tanate, PhD</i>  <i>Director IV, Administrative and Legal Office and</i>  <i>Chairman, PCC Bids and Awards Committee (PBAC)</i>  <i>6/F – B, Philippine Competition Commission</i>  <i>DAP Building, San Miguel Avenue, Ortigas Center, Pasig City 1600</i></p> <p>The deadline for submission of eligibility documents is <i>February 27, 2017, 12noon.</i></p>
8.1	<p>The place of opening of eligibility documents is</p> <p><i>6/F – B, Philippine Competition Commission</i>  <i>DAP Building, San Miguel Avenue, Ortigas Center, Pasig City 1600</i></p> <p>The date and time of opening of eligibility documents is <i>February 27, 2017, 1:30 P.M.</i></p>
9.2	<p>Similar contracts shall refer to the coverage of the survey and the target respondents.</p>
	<p>Refer to the attached TOR <b>Section VIII.</b></p>

# *Notice of Eligibility and Short Listing*

*[Insert Date]*

*[Name and Address of Short Listed Consultant]*

Dear *[Addressee]*:

1. The *[insert name of Procuring Entity]* (hereinafter called "Procuring Entity" has received financing (hereinafter called "funds") from *[insert name of Funding Source]* (hereinafter called the "Funding Source") toward the cost of *[insert name of project]*. The Procuring Entity intends to apply a portion of the funds in the amount of *[insert amount of ABC]* to eligible payments under the contract for *[insert name of contract]* for which the Bidding Documents is issued.
2. The Procuring Entity now invites bids to provide the following Consulting Services: *[insert short description of objectives and scope of the project]*. More details on the services are provided in the Terms of Reference (TOR) for the project.
3. The Consultant shall be selected and employed in accordance with *[insert evaluation procedure]* procedures as described in the Bidding Documents.
4. This notice has been addressed to the following short listed consultants:  
*[Insert list of short listed consultants]*
5. It is not permissible for you to transfer this invitation to any other consultant.
6. The Bidding Documents may be acquired at *[indicate address]* during *[insert office hours, e.g. 8:00 a.m. to 5:00 p.m.]* (Insert if necessary: upon payment of an applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *[insert amount in Pesos]*.)
7. The *[insert name of the Procuring Entity]* will hold a Pre-Bid Conference on *[insert time and date]* at *[insert address for Pre-Bid Conference, if applicable]*, which shall be open to all short listed consultants.

Yours sincerely,

*[Insert signature, name, and title of the  
Procuring Entity's Representative]*

FORM A

Statement of Completed Contract

This is to certify that \_\_\_\_\_ has the following completed contracts for the period CY \_\_\_\_\_.

Name and Location of the Contract	Date of Award of the Contract	Type and Brief Description of Consulting Services (include: duration of field survey, sample size covered, survey areas covered, number of field enumerators deployed per survey area)	Consultant's Role (Main Consultant, Sub-contractor, Partner in a JV, etc.)	Amount of Contract	Contract Duration (in years, months, and days)	Proof/ Certificate of Satisfactory Completion or Equivalent Document Issued by at Least Two (2) Client (separate sheet)

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

\_\_\_\_\_  
Date

Notes:

- a) Cut-off date: The day before the deadline of submission of eligibility documents.
- b) State completed contracts for the last five (5) years. Contracts that are similar to the project being bid in terms of nature and amount shall be prioritized in inclusion in the list.

## Form B

## Statement of Ongoing and Awarded but Not Yet Started Contracts

This is to certify that \_\_\_\_\_ has the following completed contracts for the period CY \_\_\_\_\_.

Name and Location of the Contract	Date of Award of the Contract	Type and Brief Description of Consulting Services Include: duration of field survey, sample size covered, survey areas covered, number of field enumerators deployed per survey area)	Consultant's Role (Main Consultant, Sub-contractor, Partner in a JV, etc.)	Amount of Contract	Contract Duration (in years, months and days)	Remarks (unperformed contract amount as of this bid submission date)

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

\_\_\_\_\_  
Date

**\*Instructions:**

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of the day before the deadline of submission of eligibility documents.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

## FORM C

### Curriculum Vitae (CV) of the Core Members of the Team

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Proposed Position (See TOR Section VII): \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

#### Education:

*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained.]*

LEVEL	SCHOOL (Write in full)	DEGREE COURSE (Write in full)	YEAR GRADUATED (if graduated)	HIGHEST GRADE/ LEVEL/ UNITS EARNED (if not graduated)	INCLUSIVE DATES OF ATTENDANCE		SCHOLARSHI P/ ACADEMIC HONORS RECEIVED
					From	To	

#### Employment Record:

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed.]*

INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full)	TYPES OF ACTIVITIES PERFORMED
From	To			



**Other Qualifications:**

[Give an outline of staff member's training most pertinent to tasks on project.]

TITLE OF SEMINAR/CONFERENCE/WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
	From	To		

**Languages:**

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

**Commitment:**

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

\_\_\_\_\_ Date: \_\_\_\_\_  
 [Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member: \_\_\_\_\_  
 Full name of authorized representative: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, *[date issued]*, *[place issued]*

IBP No. \_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_.



Republic of the Philippines

## PHILIPPINE COMPETITION COMMISSION

6/F DAP Building, San Miguel Avenue, Ortigas Center, Pasig City 1600  
Tel./Fax: (632) 5154553 • Email: [procurement.pcc@gmail.com](mailto:procurement.pcc@gmail.com) • Website: [www.pcc.gov.ph](http://www.pcc.gov.ph)

### Terms of Reference

#### National Survey on Competition for Firms and Government Entities

The Philippine Competition Commission (PCC) requires the services of a survey firm to conduct a nationwide survey on market competition among firms, National Government Agencies (NGAs), Government Owned or Controlled Corporations (GOCCs), and Local Government Units (LGUs). The details of the survey are summarized as follows:

Type of survey	Baseline Survey of Firms, National Government Agencies (NGAs), Government Owned or Controlled Corporations (GOCCs), and Local Government Units (LGUs)
Expected survey design	Multistage Probability Sampling or Stratified Random Sampling
Target Population	A) Small, Medium and Large Firms B) NGAs, LGUs, and GOCCs
Survey area	National
Sample size	Small, Medium and Large Firms: 1,200 (minimum) NGAs/ LGUs and GOCCs: 700 (approximate)
Duration of the project	Six months
Approved Budget for the Contract (ABC)	PhP 9,000,000

#### I. SURVEY OVERVIEW

The survey will involve two sets of respondents: one for the group of small, medium and large businesses ("Firms"), and another for the group of NGAs, LGUs and GOCCs ("Government Entities").

The survey of Firms aims to gather baseline information on respondents' knowledge, perception and attitudes on market competition, as well as their awareness of the existence of the PCC and its mandate. On the other hand, the survey of Government Entities aims to determine their awareness of the PCC and its mandate, and their level of involvement in PCC-related activities.

The survey results will guide the PCC in designing strategies to enhance its advocacy, and to help educate the businesses and government entities on the contribution of market competition in improving consumer welfare and in enhancing efficiency.

## II. SCOPE OF WORK

### A. Survey mode and length

Personal interviews aided with a questionnaire will be done with the qualified representative from the sampled Firms and Government Entities. Each interview is expected to last for 60 to 90 minutes.

### B. Target respondents, sampling and sample sizes

The survey firm may use either multistage probability sampling or stratified sampling based on specified variables (e.g., margin of error, level of significance and standard deviation). The survey firm will propose the sampling frame, and the method of allocating and selecting the sampling and elementary units.

The desired margin of error is at most 3% for a national level estimate and at most 6% for the domain or for each stratum, with a confidence level of 95%.

For the Firm survey, a minimum of 1,200 firm respondents is required. The number of respondents for the Government Entities survey is approximately 700.

The specific tasks of the survey firm and the PCC are specified in Sections III and V of this TOR.

## III. RESPONSIBILITIES OF THE SURVEY FIRM

The survey firm shall carry out the following tasks for each set of respondents:

### Pre-survey Activities

- 1) Revise, test, and finalize the survey instrument for each group of respondents:
  - 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 and provide feedback to PCC for any possible revision;
  - e. Finalize the survey instrument in coordination with PCC staff; and
  - f. Respond to inquiries from the Philippine Statistics Authority (PSA) for matters related to the inputs provided by the survey firm.

### Deliverables:

- 1.1 Survey instrument for pilot testing;
  - 1.2 Report on the result of pilot test;
  - 1.3 Final survey instrument in English, Filipino and other major dialects, as needed; and
  - 1.4 Final work plan schedule from pilot testing to fieldwork.
- 2) Prepare sampling design:

- a. Determine the sampling design (This SHOULD INCLUDE, among other details, the following: proposed sample frame, type of probability sampling method, details for the selection of qualified respondent).
- b. Specify the sample size calculation for a national level estimate and for each domain/stratum (This SHOULD INCLUDE, among other details, the following: 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 the method of selecting the qualified respondents, and the process of substitution in case of non-response; and
- d. Respond to inquiries from the PSA for matters related to the inputs provided by the survey firm.

**Deliverables:**

- 2.1 Final sampling design and methodology including alternative respondents in case of non-response.
- 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. Review and revise the enumerator's manual provided by PCC. The manual will be provided to the winning bidder prior to contract implementation.

**Deliverables**

- 3.1 Final enumerator's manual;
- 3.2 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
- 3.3 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**

- 4.1 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; and
  - c. Prepare the descriptive report of the survey results.

#### ***Deliverables***

- 5.1 Protocol for data entry and quality control measures;
- 5.2 Electronic files of datasets (raw and modified in CSV, ASCII, Excel or any other Stata ready format) and data dictionary; and
- 5.3 Electronic copy of preliminary results of the survey (e.g., frequency of responses).

#### **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 6 weeks after the delivery of the complete set of electronic files of datasets and data dictionary.

#### ***Deliverables***

- 6.1 Narrative report to the PCC on the outcome of the survey including issues encountered throughout the project;
- 6.2 Hard copy and electronic form (in .pdf, .doc or .xlsx as applicable) of documents and other materials used in the survey; and
- 6.3 Written response to the PCC's inquiries as needed.

#### **IV. CONFIDENTIALITY OF DATA AND INFORMATION**

All the materials, data and information used and generated through the survey will be the sole property of PCC. The survey firm and any of its personnel shall not use nor disseminate these documents for their own research purposes without the written consent of the PCC.

#### **V. RESPONSIBILITIES OF PCC**

1. Provide the survey firm with the draft survey questionnaire for the Firms and for the Government Entities with their corresponding draft enumerator's manual.
2. Constantly coordinate with the survey firm on the planning and implementation of the survey.
3. Analyze the data gathered by the survey firm.

#### **VI. TIMELINES, DELIVERABLES AND SCHEDULE OF PAYMENT**

The project shall be for a term of six (6) months, beginning on April and ending on September 2017 (from the preparation of survey materials, actual survey, and delivery of electronic files of datasets). The term excludes the schedule for the bidding which is expected to commence in February 2017. The bidder shall provide its proposed implementation schedule indicating the specific activities and corresponding outputs using a Gantt chart.



The total budget of the project shall not exceed Php 9,000,000.00 inclusive of taxes, and must cover the costs from the preparation to the actual survey and delivery of post-survey documents and reports.

Payment to the survey firm shall be made in tranches, in accordance with and subject to PCC's acceptance of the following deliverables below:

<b>DELIVERABLES</b>	<b>% of contracted amount</b>
Contract signing	10%
<b>Pre-survey activities</b> 1.1 Survey instrument for pilot testing 1.2 Report on the result of pilot test 1.3 Final survey instrument in English, Filipino and other major dialects as needed. 1.4 Final work plan schedule from pilot testing to fieldwork 2.1 Final sampling design and methodology including alternative respondents in case of non-response 3.1 Final enumerator's manual 3.2 Report on the composition of the field team including the number of enumerators, field supervisors and data encoding staff, and their qualifications and responsibilities 3.3 Report on the training of the required staff	20%
<b>Data Collection and Processing</b> 4.1 Report on the status of the survey including difficulties encountered and possible deviations from the original plan. 5.1 Protocol for data entry and quality control measures. 5.2 Electronic files of datasets (raw and modified in CSV, ASCII, Excel or any other Stata ready format) and data dictionary. 5.3 Electronic copy of preliminary results of the survey (e.g., frequency of responses)	30%
<b>Post-Survey Activities</b> 6.1 Narrative report to the PCC on the outcome of the survey including issues encountered throughout the project. 6.2 Hard copy and electronic form (in .pdf, .doc or .xlsx as applicable) of documents and other materials used in the survey. 6.3 Written response to the PCC's inquiries as needed.	40%

## **VII. REQUIRED MINIMUM QUALIFICATIONS OF THE CONTRACTOR AND ITS PERSONNEL**

The survey firm must have undertaken at least one (1) national level survey involving Firms and Government Entities in the last five (5) years.

The core members of the project team must meet the following minimum qualifications:

Personnel	Level of Qualification	Professional experience (minimum)
Project Manager	Any degree in social sciences and research	5 years of experience with socioeconomic household survey design and implementation
Statistical Service Executive	B.S. Statistics	5 years of experience in statistical techniques and sampling design
Electronic Data Processing Manager	Any 4-yr degree course	3 years of experience in designing a system to input and manage data. Good command of Stata.
Tabulation Manager	Any 4-yr degree course	1 year of experience in data management. Good command of Stata.
Field Manager	Any 4-yr degree course	1 year of experience in firm-level survey
Field Supervisor (per survey area)	Any 4-yr degree course	1 year of experience in firm-level survey

## VIII. CRITERIA FOR ELIGIBILITY SHORTLISTING

Bidders must submit the required Class A documentary requirements as specified in the attached Eligibility Data Sheet (EDS). **The number of shortlisted firms/consultants is three (3).**

Among the eligible bidders, the following criteria and their corresponding weights shall apply in ranking the prospective bidders.

Criteria	Weights (%)	Basis
1) Experience in designing and implementing <i>nationwide</i> surveys <ul style="list-style-type: none"> <li>• Duration of field survey</li> <li>• Sample size covered</li> <li>• Survey areas covered - specified at the level of deployment, e.g. regional or provincial. (For example, if enumerators were deployed at the provincial level and a field supervisor was assigned per province, then all the provinces covered must be indicated.)</li> <li>• No. of field enumerators deployed per survey area</li> </ul>	50	Submitted Single Largest Completed Contract (SLCC) similar to the contract to be bid (i.e., nationwide firm and government agency survey) undertaken in the last 5 years, and equivalent to at least 50% of the ABC, with the corresponding documents: <ul style="list-style-type: none"> <li>○ Contract for the above</li> <li>○ Certificate of Performance Evaluation</li> <li>○ Official Receipt, or Certificate of Acceptance</li> </ul> (Use attached Forms A and B)
2) Qualification of the core members of the project team	30	Curriculum vitae submitted (Use attached Form C)
3) Current work load relative to capacity	20	Latest audited financial statements, showing, among others, total and

		current assets and liabilities, for the preceding calendar year; Can meet Net Financial Contracting Capacity (NFCC) requirements or provide Credit Line Certificate as provided under Section 23 of IRR of RA 9184.
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Three bidders with at least 75% overall score AND no score of lower than 50% for each sub-component of the above-mentioned criteria will be shortlisted.

## IX. CRITERIA FOR EVALUATION OF SHORTLISTED BIDDERS

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

The shortlisted firms/consultants must get at least 75% of the technical evaluation component AND no score below 50% for each major criteria shall be obtained. The Financial Envelope of those shortlisted bidders who ONLY passed the Technical Evaluation shall be opened. Technical and Financial proposals shall be the basis for the QCBE evaluation.

### *Technical Evaluation:*

Criteria	Weights (%)	Basis
1) Quality of the core members of the project team	20	Curriculum vitae submitted
2) Experience and capability of the survey firm	30	Records of previous engagement and quality of performance in similar and in other projects, and geographical distribution of current/ impending projects
3) Plan of approach and methodology	50	Written survey proposal

### *Financial Evaluation:*

The lowest financial proposal is given 100 points. Other financial proposals are scored using the following formula:

$$S_f = 100 \times \frac{FP_{lowest}}{FP_i}$$

Where  $S_f$  = financial proposal score of the  $i^{th}$  bidder

$FP_{lowest}$  = lowest financial proposal

$FP_i$  = financial proposal of the  $i^{\text{th}}$  bidder

The total cost should not exceed PHP 9,000,000.

In the final rating, the technical and financial proposals are given the weights of 80% and 20%, respectively.