

## REQUEST FOR QUOTATION / PROPOSAL

### Engagement of a Survey Firm for the Study on Competition and SMEs: Response, Effects, and Relationships

P.R. No./Date Received: 2020-08-0100 / 26 August 2020

RFQ/P No. / Date: 2020-08-0101 / 28 August 2020

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.
- Latest Income/Business Tax Return.
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet (if any)
- Professional License / Curriculum Vitae (**for Consulting Services only**)
- Notarized Omnibus Sworn Statement - **Annex "A" (to be submitted prior to Notice of Award issuance)**

*\*Omnibus Sworn Statement shall be required only for procurement projects with ABC above ₱50,000.00*

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](mailto:procurement@phcc.gov.ph) or [ivabano@phcc.gov.ph](mailto:ivabano@phcc.gov.ph) on or before **03 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 Sheet**.

Very truly yours,

  
ATTY. JOSEPH MELVIN B. BASAS  
Chairperson, PBAC

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1		₱ 850,000.00	Engagement of a Survey Firm for the Study on Competition and SMEs: Response, Effects, and Relationships (Please see attached Terms of Reference)			
Total Lot ABC		₱ 850,000.00	TOTAL Amount			
Delivery Instructions:						

(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 (TIN) : \_\_\_\_\_

## TERMS OF REFERENCE

### Engagement of a Survey Firm for the Study on “Competition and SMEs: Responses, Effects, and Relationships”

#### 1. Background

Small and medium enterprises account for 99.6 percent of all businesses in the Philippines, about a third of employment, and around two-thirds of gross value added. Given that the Philippine Competition Commission (PCC) handles mostly cases from large firms, it rarely interacts with this important segment of private businesses in the country. This project will give PCC an opportunity to look at an important sector of the economy that, aside from consumers, are often affected by anti-competitive behavior. It can also potentially assist in PCC operations because one of its objectives is to study the response of SMEs to stiff competition. The project will attempt to determine 1) the effects of competition on small and medium enterprises (SMEs) in terms of growth, innovation, and other development indicators; and 2) how SMEs respond to stiff competition.

The project requires the services of a survey firm to conduct a survey among SMEs. The details of the survey are summarized as follows:

<b>Type of survey</b>	Survey of Small and Medium Enterprises
<b>Expected survey design</b>	Multistage Probability Sampling
<b>Target Population</b>	Small and medium firms from the following sectors: 1) manufacturing, 2) electricity and gas, 3) real estate, 4) financial and insurance and 5) other services.
<b>Survey area</b>	National Capital Region and CALABARZON
<b>Sample size</b>	150
<b>Duration of the project</b>	Five months
<b>Approved Budget for the Contract (ABC)</b>	PhP 850,000.00

#### 2. OBJECTIVE

The survey aims to gather the following information, among others, from small and medium enterprises: responses to stiff competition from both large firms and fellow SMEs; SME development indicators such as but not limited to revenue growth, profit growth, innovation, access to finance, use of technology, and access to markets; size indicators such as assets and employment; information about the firm and the owner and manager. The survey will cover two regions: National Capital Region and CALABARZON.

#### 3. SCOPE OF WORK

##### A. Tasks

The survey firm shall carry out the following tasks:



## Pre-survey Activities

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

- a. Review of draft survey questionnaire provided by PCC;
- b. Format the draft survey questionnaire into a survey instrument;
- c. Translate the survey instrument into Filipino;
- d. Pre-test the survey instrument on 3 respondents and provide feedback to PCC for any possible revision;
- e. Finalize the survey instrument in coordination with PCC staff; and
- f. Conduct an enumerators' training and mock interviews.

#### *Deliverables*

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

### 2. *Prepare sampling design*

- a. Determine the sampling design;
- b. Identify the method of selecting the qualified respondents, and the process of substitution in case of non-response;

#### *Deliverables*

1. Final sampling design and methodology including selection of 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. (This SHOULD INCLUDE, among other topics, 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 finalizing of the sampling design, in order to integrate learnings from said activities to the training;
- 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 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, if any;
- c. Inform PCC of the schedule of field operations and give relevant updates; and
- d. Deploy enumerators to conduct the actual survey.

- e. The survey firm should complete a minimum of 180 interviews. The qualified interviewees are owner/s or manager/s of the firm's day-to-day operations and finances.
- f. **Mode of interview.** The preferred mode of interview is via telephone, given uncertainties amidst the COVID-19 pandemic.

#### ***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; and
- c. Prepare the descriptive report and tables of the survey results.

#### ***Deliverables***

1. Protocol for data entry and quality control measures;
2. Electronic files (in Excel) of the encoded survey dataset; 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 6 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**

Interviews with at least 150 SMEs aided with a questionnaire will be done. Each interview is expected to last for 45 to 70 minutes.

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

The target respondents of the survey will be small and medium enterprises as officially defined by the Philippine government using the employment and asset size definitions. Based on this definition, small firms have employment size of 10-99 workers while medium enterprises have 100 to 199 employees. In addition, small businesses have asset size, except land, that is greater than PhP 3 million up to PhP 15 million, while medium firms' is greater than PhP 15 million up to PhP 100 million. Respondent firms should qualify based on both employment and asset size definitions of SMEs.

The covered sectors are: 1) manufacturing, 2) electricity and gas, 3) real estate, 4) financial and insurance and 5) other services. The target respondents should be involved in high-level management decisions in the institution either individually or as part of a decision-making group and should have been in the institution for at least 6 months. The survey will cover the following regions: National Capital Region and CALABARZON. The survey firm should propose and use a multistage probability sampling design to be approved by PCC. At least 150 completed interviews are required for the survey. The 150 respondents should be divided equally among the five sectors enumerated above.

#### 4. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **Eight hundred fifty thousand Pesos (PhP 850,000.00)**, inclusive of all applicable government taxes, and shall include all remunerations, costs or profits arising from or in relation to the services rendered in connection with and/or in preparation for this engagement, such as, among others, survey preparation to the actual conduct of the survey and delivery of post-survey documents and reports.

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

#### 5. TIMELINES, DELIVERABLES, SCHEDULE AND MODE OF PAYMENT

The service provider shall be engaged for two hundred and forty (240) calendar days, immediately after the contract signing. The service provider shall provide its proposed implementation schedule indicating the specific activities and corresponding outputs using a Gantt chart. Reports and other relevant documents are to be submitted to and should be duly received by the PCC project manager. Below is the summary of the deadline of submissions for each deliverable:

MILESTONES	DELIVERABLES	COMPLETION TIME	% of contract amount
Issuance of Notice to Proceed, and Conformed Receipt thereof of the Service Provider (Day 1)	Duly signed and notarized contract.	As soon as possible after <b>issuance of Notice to Proceed</b>	10%
<b>Pre-Survey Activities</b> 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	Printed and original signed documents duly received and accepted/approved by the PCC, as follows: <ul style="list-style-type: none"> <li>Survey instrument for pilot testing</li> <li>Electronic files (in Excel) of datasets and report from the pilot testing</li> <li>Final survey instrument in English and in Filipino</li> <li>Final work plan schedule from pilot testing to fieldwork</li> <li>Final sampling design and methodology including</li> </ul>	Within sixty (60) calendar days from <b>receipt of duly signed and notarized contract</b>	20%

	<p>alternative respondents in case of non-response</p> <ul style="list-style-type: none"> <li>• Final enumerator’s manual</li> <li>• Report on the composition of the field team including the number of enumerators, field supervisors and data encoding staff, and their qualifications and responsibilities</li> <li>• Report on the training of the required staff</li> </ul>		
<p><b>Data Collection and Processing</b></p> <ol style="list-style-type: none"> <li>1 Deploy field enumerators and supervisors for the actual survey</li> <li>2 Encode and clean data, and deliver descriptive reports of the survey result</li> </ol>	<p>Printed and original signed documents duly received and accepted/approved by the PCC, as follows:</p> <ul style="list-style-type: none"> <li>• Report on the status of the survey including difficulties encountered and possible deviations from the original plan.</li> <li>• Protocol for data entry and quality control measures.</li> <li>• Original signed transmittal of the electronic files of datasets (in Excel) and data dictionary and of the electronic copy of the preliminary results of the survey.</li> <li>• Electronic files of datasets (in Excel) and data dictionary.</li> <li>• Electronic copy of preliminary results of the survey (e.g., frequency of responses) and the descriptive tables and report of the survey results</li> </ul>	<p>Within one hundred and fifty (150) days from the <b>acceptance and approval of deliverables for Pre-Survey Activities</b></p>	30%
<p><b>Post-Survey Activities</b></p> <ol style="list-style-type: none"> <li>1. Deliver reports and maintain coordination with PCC staff</li> </ol>	<p>Printed and original signed documents duly received and accepted/approved by the PCC, as follows:</p> <ul style="list-style-type: none"> <li>• Narrative report to the PCC on the outcome of the survey including issues encountered throughout the project.</li> <li>• Original signed transmittal of the electronic form (in .pdf, .doc or .xlsx as applicable) of documents and other materials used in the survey.</li> <li>• Hard copy and electronic form (in .pdf, .doc or .xlsx as applicable) of documents and</li> </ul>	<p>Within thirty (30) days from the <b>acceptance and approval of deliverables for Data Collection and Processing</b></p>	40%

	<p>other materials used in the survey.</p> <ul style="list-style-type: none"> <li>Written response to the PCC's inquiries as needed.</li> </ul>		
<b>TOTAL</b>	Completion of engagement within 240 calendar days from the winning bidder's conformed receipt of Notice to Proceed		100%

The timeline for the survey shall begin when the survey firm is notified by the PCC through a Notice to Proceed 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. The survey firm should also submit a soft copy of all project files. For the purpose of meeting deadlines, the PCC shall consider the submission of electronic copies of deliverables.

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

## 6. QUALIFICATIONS OF THE CONTRACTOR AND ITS PERSONNEL

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

Criteria	Minimum Qualifications	Bases
Experience and Capability of the bidder	<ul style="list-style-type: none"> <li>At least five years in business.</li> <li>Has engaged with at least three (3) companies/institutions from the private sector in similar or relevant nature of work (i.e., preparation of survey instruments and sampling designs, provision of trainings for enumerators, data encoders, etc., conduct of survey, collection and analysis of data, and reporting of survey results)</li> <li>Has engaged with at least two (2) institutions belonging to the public/government sector in similar or relevant nature of work as mentioned above</li> </ul>	<p>Records of previous engagement and quality of performance in projects related to competition and other similar fields, and geographical distribution of current/ impending projects.</p> <p>(a) DTI or SEC registration submitted indicating the year of registration and/or other relevant documents; (b) list of completed and on-going contracts; (c) copies of Certificates of Satisfactory Service Rendered, Certificates of Completion, or any equivalent document</p>

Criteria	Minimum Qualifications	Bases
Quality of personnel to be assigned to the project	<p><u>Project Manager</u></p> <ul style="list-style-type: none"> <li>Graduate of any bachelor's degree in social sciences, research, or other related fields</li> <li>At least seven (7) years of experience in survey design and implementation</li> <li>At least 24 hours of relevant training</li> </ul> <p><u>Statistical Service Executive</u></p> <ul style="list-style-type: none"> <li>Graduate of a bachelor's degree in Statistics or other related fields</li> <li>At least five (5) years of experience in statistical techniques and sampling design</li> <li>At least 24 hours of relevant training</li> </ul> <p><u>Electronic Data Processing Manager</u></p> <ul style="list-style-type: none"> <li>Graduate of any bachelor's degree</li> <li>Two (2) years of experience in designing a system to input and manage data and good command of Stata or R;</li> <li>With at least 24 hours of relevant training</li> </ul> <p><u>Tabulation Manager</u></p> <ul style="list-style-type: none"> <li>Graduate of any bachelor's degree</li> <li>Two (2) years of experience in designing a system to input and manage data and good command of Stata or R;</li> <li>With at least 24 hours of relevant training</li> </ul> <p><u>Field Manager</u></p> <ul style="list-style-type: none"> <li>Graduate of any bachelor's degree</li> <li>Two (2) years of experience in managing the conduct of surveys;</li> <li>With at least 24 hours of relevant training</li> </ul>	<p>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>
Overall work commitment	At most seven (7) 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>

## 7. CRITERIA FOR EVALUATION

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

Criteria	Bases	Weight (%)
<b>Technical Proposal</b>		
Quality of personnel to be assigned to the project (30%)	As specified in the qualifications above, and the submission of a duly notarized Omnibus Sworn	60%



Experience and capability of the service provider (20%)	Statement using the prescribed format of R.A. No. 9184	
Plan of approach and methodology (50%)	Timeliness, clarity, feasibility of the written proposal, and overall quality of proposed work	
<b>Financial Proposal</b>		40%
<b>TOTAL</b>		100%

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

## 8. 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 from the survey will be the sole property of PCC. The survey firm shall not use nor disseminate these documents for their own research purposes without the written consent of the PCC.

## 9. 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.

## 10. 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**