

PHILIPPINE BIDDING DOCUMENTS

Engagement of a Survey Firm for the Data Collection on the Philippine Digital Credit Market

Part I

REI No. 2022-09-0157

**Government of the Republic of the Philippines
Philippine Competition Commission**

16 September 2022

TABLE OF CONTENTS

PART I

CHECKLIST OF ELIGIBILITY REQUIREMENTS.....	3
SECTION I. REQUEST FOR EXPRESSION OF INTEREST.....	5
SECTION II. ELIGIBILITY DOCUMENTS	9
SECTION III. ELIGIBILITY DATA SHEET.....	15

Checklist of Eligibility Requirements

1. Eligibility documents Submission Form (Annex A)

Class “A” Documents

Legal Documents

2. Valid PhilGEPS Registration Certificate (Platinum Membership)

AND

- a. Registration certificate from:
 - Securities and Exchange Commission (SEC) for partnerships or corporations; or
 - Department of Trade and Industries (DTI) for sole proprietorships; or
 - Cooperative Development Authority (CDA) for cooperatives.
- b. Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located
- c. Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.

Technical Documents

3. Statement of Completed Contracts (Annex D)
4. Certificate of Good Standing and Satisfactory Completion
5. Statement of Ongoing and Awarded but Not Yet Started Contracts (Annex E)
6. Statement of Consultant’s Nationality (Annex B)
7. Curriculum Vitae for the Proposed Professional Staff (Annex C)

Additional: Secretary’s Certificate for Authorized Signatory (Notarized)

Financial Documents

8. Audited Financial Statements (AFS) for the year 2020

Class “B” Document

Legal Documents

9. Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Section I. Request for Expression of Interest

REQUEST FOR EXPRESSION OF INTEREST FOR THE ENGAGEMENT OF A SURVEY FIRM FOR THE DATA COLLECTION ON THE PHILIPPINE DIGITAL CREDIT MARKET

1. The *Philippine Competition Commission*, through the *FY 2022 General Appropriations Act (GAA)* intends to apply the sum of *Two Million Pesos (PhP2,000,000.00)*, being the Approved Budget for the Contract (ABC) to payments under the contract for the *Engagement of a Survey Firm for the Data Collection on the Philippine Digital Credit Market* under *Request for Expression of Interest (REI) No. 2022-09-0157*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *Philippine Competition Commission* now calls for the submission of eligibility documents for *Engagement of a Survey Firm for the Data Collection on the Philippine Digital Credit Market*. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before *28 September 2022, 12:00NN* at *25^F Vertis North Corporate Center I, North Avenue, Quezon City* or via *e-bid submission through this link: <https://www.phcc.gov.ph/e-bid-submission-system/>*. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from *Philippine Competition Commission* and inspect the Bidding Documents at the address given below during *Office Hours from 8:00 A.M. to 5:00 P.M. (Monday through Friday)*.
4. The Bidding Documents – Part I may be acquired on *16 September 2022* by interested Consultants from the address below. Bidding Documents – Part II may only be acquired by Short Listed Consultants upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Three Thousand Pesos (PhP3,000.00)*.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR).

The short list shall consist of *five (5)* prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

Criteria	Minimum Qualifications	Bases	Weight (%)
Experience and Capability of the bidder	<ul style="list-style-type: none"> At least five years in business. Engaged with at least 5 (five) 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) institutions 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>	40%
Quality of personnel to be assigned to the project	<p><u>Project Manager</u></p> <ul style="list-style-type: none"> Graduate of any degree in social sciences and research At least seven (7) years of experience with 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 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>Tabulation 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; 	<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>	40%

Criteria	Minimum Qualifications	Bases	Weight (%)
	<ul style="list-style-type: none"> With at least 24 hours of relevant training 		
Overall work commitment	At most 5 ongoing projects (including awarded but not yet started contracts)	Originally signed records of on-going (including awarded but not yet started contracts) and previous engagements <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>	20%

Passing Score: 85%

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The Procuring Entity shall evaluate bids using the *Quality Cost-Based Evaluation/Selection (QCBE/QCBS)* procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within sixty-five (65) days after signing of contract and receipt of the Notice to Proceed.
9. The *Philippine Competition Commission* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

THE SECRETARIAT

Bids and Awards Committee

Philippine Competition Commission

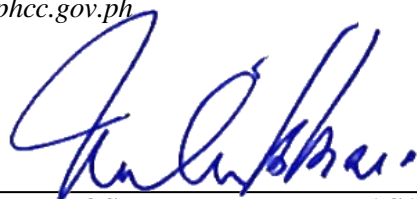
25F Tower 1, Vertis North Corporate Center,

North Avenue, Quezon City

Telephone No.: (02) 771-9722 local 204

e-mail: procurement@phcc.gov.ph or amfrancisco@phcc.gov.ph

16 September 2022



ATTY. JOSPEH MELVIN B. BASAS
Chairperson, PCC Bids and Awards Committee



Section II. Eligibility Documents

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 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. 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. 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.
- 9.2. 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**.
- 9.3. 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.

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.

Section III. Eligibility Data Sheet

Eligibility Data Sheet

Eligibility Documents	
1.2	<i>Competition and other similar fields.</i>
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Consultants must provide <i>Certificate of Good Standing, Satisfactory Completion, Project Acceptance, Certificate or equivalent document.</i>
4.2	<p>Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents with the following labels:</p> <p>All submissions must be contained and sealed in one (1) package.</p> <p>Each sealed Bid shall be labeled as follows:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><Header/Label></p> <p style="text-align: center;">ATTENTION: THE BAC CHAIRPERSON Philippine Competition Commission 25/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City</p> <p>Name of Project: _____ REI No.: _____</p> <p>Date & Time of Opening of Eligibility Documents: _____ Submitted by: _____ (<u>Bidder's name and signature</u>) Address of Bidder: _____</p> <p style="text-align: center;">“DO NOT OPEN BEFORE DATE AND TIME OF OPENING OF BIDS”</p> </div> <p><HEADER/LABEL> sample:</p> <ol style="list-style-type: none"> 1. “ORIGINAL ELIGIBILITY DOCUMENTS PLUS TWO COPIES INSIDE” – for the main envelope 2. “ORIGINAL ELIGIBILITY DOCUMENTS” – for the 1st sub-envelope 3. “COPY 1” – for the 2nd sub-envelope 4. “COPY 2” – for the 3rd sub-envelope

4.3.(e)	<p>Bids and Awards Committee Philippine Competition Commission 25/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City</p>															
4.3.(f)	<p>The title and reference number of the Project is: “Engagement of a Survey Firm for the Data Collection on the Philippine Digital Credit Market”</p> <p>Request for Expression of Interest (REI) No. 2022-09-0157</p>															
5	<p>The address for submission of eligibility documents is 25/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City or via e-bid submission through this link: https://www.phcc.gov.ph/e-bid-submission-system/ For E-bid submissions, file should be password protected to be disclosed during opening of the bids. The deadline for submission of eligibility documents is 28 September 2022, 12:00NN.</p> <p>The opening of eligibility documents is via Microsoft Teams Teleconference. The date and time of opening of eligibility documents is 28 September 2022, 2:00PM.</p>															
9.1	<p>Similar contracts shall refer to: <i>preparation of survey instruments and sampling designs, provision of trainings for interviewers, enumerators, data encoders, etc., conduct of survey, collection, and analysis of data, and reporting of survey results.</i></p>															
9.2	<table border="1"> <thead> <tr> <th data-bbox="386 1034 526 1093">Criteria</th> <th data-bbox="533 1034 852 1093">Minimum Qualifications</th> <th data-bbox="858 1034 1273 1093">Bases</th> <th data-bbox="1279 1034 1439 1093">Weight (%)</th> </tr> </thead> <tbody> <tr> <td data-bbox="386 1102 526 1765">Experience and Capability of the bidder</td> <td data-bbox="533 1102 852 1765"> <ul style="list-style-type: none"> At least five years in business. Engaged with at least 5 (five) 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) institutions belonging to the public/government sector in similar or relevant nature of work as mentioned above </td> <td data-bbox="858 1102 1273 1765"> <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> </td> <td data-bbox="1279 1102 1439 1765">40%</td> </tr> <tr> <td data-bbox="386 1774 526 2031">Quality of personnel to be assigned to the project</td> <td data-bbox="533 1774 852 2031"> <p><u>Project Manager</u></p> <ul style="list-style-type: none"> Graduate of any degree in social sciences and research At least seven (7) years of experience with survey design and implementation At least 24 hours of relevant training </td> <td data-bbox="858 1774 1273 2031"> <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</i></p> </td> <td data-bbox="1279 1774 1439 2031">40%</td> </tr> </tbody> </table>	Criteria	Minimum Qualifications	Bases	Weight (%)	Experience and Capability of the bidder	<ul style="list-style-type: none"> At least five years in business. Engaged with at least 5 (five) 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) institutions 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>	40%	Quality of personnel to be assigned to the project	<p><u>Project Manager</u></p> <ul style="list-style-type: none"> Graduate of any degree in social sciences and research At least seven (7) years of experience with survey design and implementation 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</i></p>	40%			
Criteria	Minimum Qualifications	Bases	Weight (%)													
Experience and Capability of the bidder	<ul style="list-style-type: none"> At least five years in business. Engaged with at least 5 (five) 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) institutions 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>	40%													
Quality of personnel to be assigned to the project	<p><u>Project Manager</u></p> <ul style="list-style-type: none"> Graduate of any degree in social sciences and research At least seven (7) years of experience with survey design and implementation 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</i></p>	40%													

		<p><u>Statistical Service Executive</u></p> <ul style="list-style-type: none"> • Graduate of B.S. Statistics • 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>Tabulation 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><i>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 5 ongoing projects (including awarded but not yet started contracts)	Originally signed records of on-going (including awarded but not yet started contracts) and previous engagements <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>	20%
<p><i>No. of short-listed consultants = Five (5)</i> <i>Cut-off score = Eighty-Five (85)</i> <i>Minimum No. of key personnel = Five (5)</i></p>				

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]* under *[Reference No.]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- b) *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- c) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

Signature

Name and Title of Authorized Signatory

Name of Consultant

Address

ANNEX B

STATEMENT OF THE CONSULTANT'S NATIONALITY

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In compliance with the requirements of the **Philippine Competition Commission**, for the **[Project Title]** under **[Reference No.]**, I/We hereby declare the following:

1. [Select one and delete the rest]

[If domestic entity bidder] That (Name of Bidder) is a domestic *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the Philippines;

[If foreign entity bidder] That (Name of Bidder) is a foreign *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the (Name of Country);

[If foreign entity bidder] That (Name of Bidder) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are/is the proposed Consultants:

Name of Proposed Consultant	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

3. That attached herewith are the Curriculum Vitae of the abovementioned personnel (*Annex/es* _____); and
4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

Address: _____

Contact Nos: _____

ANNEX C

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position					
Personal Information					
Name of Staff					
Address			Contact No.		Email Address
Date of Birth		Citizenship			Civil Status
Work Experience <i>(start from the current employment, add rows if necessary)</i>					
AGENCY / COMPANY NAME (Write in full)	INCLUSIVE DATES (mm/dd/yy)		Total Number of Experience (Number of Years and Months)	POSITION TITLE (Write in full)	JOB DESCRIPTION
	From	To			
Relevant Training <i>(start from the most recent, add rows if necessary)</i>					
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			
Education <i>(start from the most recent, add rows if necessary)</i>					
School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received	
	From	To			

Technical Expertise	
Database	
Operating Systems	
Application Software	
Professional Licenses, Certificates, Other Credentials	
Title	Date Received

Certification:

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

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

Full name of staff member: _____

Full name of authorized representative: _____

STATEMENT OF COMPLETED GOVERNMENT AND PRIVATE CONTRACTS

This is to certify that _____ (consultant) _____ has the following completed contracts:

PROJECT NAME (including NAME, ADDRESS OF CLIENT, CONTACT NO.)	DATE OF CONTRACT	TYPE OF CONTRACT	START DATE	COMPLETION DATE	AMOUNT OF CONTRACT	CONSULTANT'S ROLE (DESCRIPTION OF ACTUAL SERVICES PROVIDED)

Name and Signature of Authorized Representative

Date

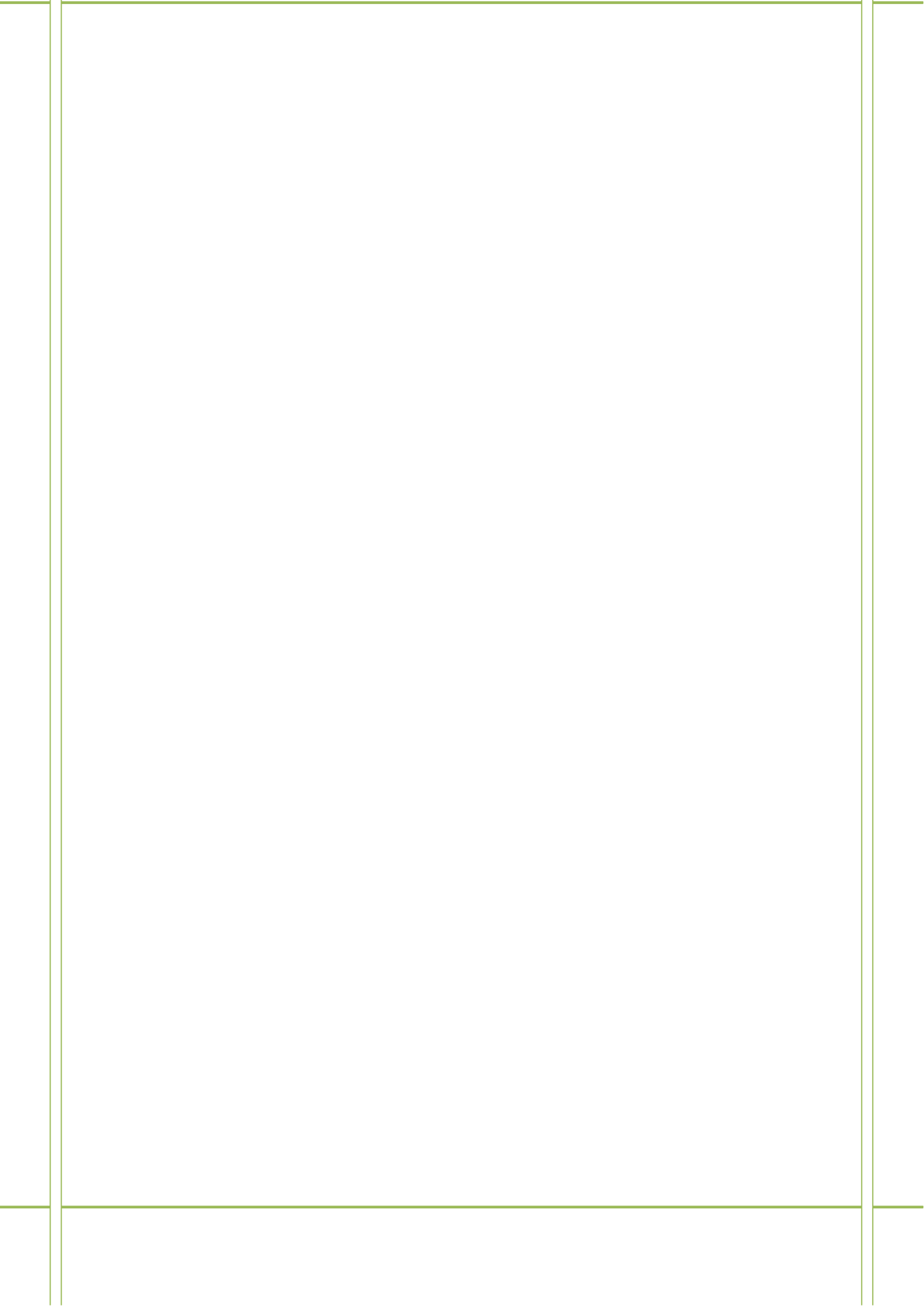
**STATEMENT OF ONGOING GOVERNMENT AND PRIVATE CONTRACTS AND AWARDED
BUT NOT YET STARTED CONTRACTS**

This is to certify that _____ (consultant) _____ has the following ongoing and awarded but not yet started contracts:

DATE OF CONTRACT	CONTRACTING PARTY	NAME OF CONTRACT	TYPE OF CONTRACT	BRIEF DESCRIPTION OF CONSULTING SERVICE	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT	CONSULTANT IS: a. main consultant b. subcontractor c. partner in a JV

Name and Signature of Authorized Representative

Date



TERMS OF REFERENCE

Engagement of a Survey Firm for the Data Collection on the Philippine Digital Credit Market

1. Background

Digital credit offers significant potential to advance financial inclusion by allowing previously unbanked and underbanked consumers access credit. The speed and ease of access to digital credit, however, has raised several competition and consumer protection concerns. In the Philippines, there has been significant growth in digital lending offerings in the last five years. Yet, there is no available official data that documents the extent of digital credit usage in the country. As the Philippines' antitrust authority, the Philippine Competition Commission (PCC) promotes fair market competition to help achieve a vibrant and inclusive economy and to advance consumer welfare. The PCC conducts research activities that help the Commission better understand market dynamics, especially in emerging businesses such as digital credit. This engagement aims to provide answers to the following questions:

- 1) What is the extent of digital credit usage in the Philippines and who are using it?
- 2) What are the motivations of Filipinos for using digital credit?
- 3) How do digital credit products compare with the wider unsecured consumer credit market in the Philippines (cost, tenure, terms and conditions)? Are any digital lending products strictly dominated in financial terms?
- 4) To what extent does horizontal (across digital lenders) and vertical (across the unsecured credit market) competition exist? Is competition delivering for consumers?

The project requires the services of a survey firm to conduct a nationally representative consumer survey, with an oversample of digital credit users. The details of the survey are summarized as follows:

Type of survey	Nationally representative consumer survey
Expected survey design	Online survey
Target Population	Filipinos, 18-64 years old
Survey area	National (NCR, Balance Luzon, Visayas, Mindanao)
Sample size	3,000 respondents (at least 500 respondents with experience in using digital credit)
Duration of the project	60 calendar days
Approved Budget for the Contract (ABC)	PhP 2,000,000.00

2. OBJECTIVE

The survey aims to gather the following information, among others, from the respondents: socio-demographic characteristics, financial lives, motivation, usage, experience with digital credit, and impact of behaviorally-informed disclosures and nudges on loan choice. The survey should cover major island groups in the Philippines (National Capital Region, Balance Luzon, Visayas, Mindanao).

3. SCOPE OF WORK

A. Tasks

The survey firm shall carry out the following tasks:

Pre-survey Activities

1. *Provide details on data quality processes*

- a. Provide write-up on how the survey panel is constructed and how the respondents are recruited; and
- b. Provide write-up on data quality checks such as but not limited to validity of survey response, legitimacy and uniqueness of respondent, process of substitution in case of non-response, and handling of bad responses.

Deliverables

1. Details mentioned above must be included in the firm's financial proposal.

2. *Revise, test, and finalize the online survey instrument*

- a. Review of draft survey and choice experiment questionnaires provided by PCC;
- b. Program the draft survey and choice experiment questionnaires into an online survey instrument;
- c. Pre-test the online survey instrument on 10 respondents distributed across different age groups, and provide updates to PCC for any possible revision based on actual feedback from pre-test respondents; and
- d. Finalize the online survey instrument in coordination with PCC staff.

Deliverables

1. Online survey instrument for pilot testing on 10 respondents, distributed (i) across different age groups, and (ii) by experience in the use of digital credit;
2. Electronic files (in Excel) of encoded pre-test dataset and data dictionary;
3. Final survey instrument in English and Filipino; and
4. Final work plan schedule from pilot testing to submission of all deliverables.

Data Collection, Processing and Reports

3. *Deploy online survey*

- a. Prepare the necessary materials for the online survey;
- b. Inform PCC of the schedule of online survey and give relevant updates; and
- c. The survey firm should be able to achieve 3,000 completed survey, of which at least 500 have used digital credit in the last 12 months. The qualified respondents are Filipinos who are 18-64 years of age.

Deliverables

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

4. *Encode and clean data, and deliver clean dataset*

- a. Encode the collected data;
- b. Clean and validate data files;
- c. Submit clean dataset; and

Deliverables

1. Protocol for data entry and quality control measures;

2. Detailed report on data quality issues and difficulties encountered during data collection stage, and how they were handled;
3. Electronic files (in Excel) of the clean survey dataset and data dictionary.

Post-survey Activities

5. *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 20 calendar 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. Electronic copy (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

Online survey for 3,000 respondents will be done, of which at least 500 respondents should have used digital credit in the last 12 months. Each survey is expected to last for 20-25 minutes.

C. Target respondents, sample size, sampling method

The target respondents of the survey will be Filipinos, 18-64 years old. The survey should be nationally representative covering the major island groups (NCR, Balance Luzon, Visayas and Mindanao). At least 3,000 completed survey are required, of which at least 500 have used digital credit in the last 12 months.

4. SERVICES TO BE PROVIDED BY THE PCC

1. Provide the survey firm a directive to facilitate the execution of the online survey;
2. Provide the survey firm with the draft survey and online choice experiment questionnaires;
3. Constantly coordinate with the survey firm on the planning and implementation of the survey to be conducted;
4. Provide comments on the sampling design proposed by the survey firm; and
5. 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.

5. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **Two Million Pesos (PhP2,000,000.00)**, 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 Public Bidding as provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

6. TIMELINES, DELIVERABLES, AND SCHEDULE AND MODE OF PAYMENT

The service provider shall be engaged for 60 calendar days immediately after the winning bidder's conformed

receipt of Notice to Proceed – including 20 calendar days for preparation and pre-survey activities, 20 calendar days for actual survey, data collection, and processing and encoding, and 20 calendar days for post-survey activities and delivery of electronic files of datasets. 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	% of contract amount
Issuance of Notice to Proceed, and Conformed Receipt thereof of the Service Provider (Day 1)	Duly signed Financial Proposal to cover the cost of the project. Aside from budget, the financial proposal should also include details on data quality processes as outlined in section 3.1 of this document.	10%
Pre-survey activities 1 Revise, test, and finalize the online survey instrument	Printed and electronic copy of original signed documents duly received and accepted/approved by the PCC, as follows: <ul style="list-style-type: none"> • Online survey instrument for pilot testing • Electronic files (in Excel) of datasets and report from the pilot testing • Final survey instrument in English and in Filipino • Final work plan schedule from pilot testing to deployment of actual online survey <p style="text-align: center;">Submission date: Within 20 calendar days from Conformed Receipt of the Notice to Proceed of the Service Provider</p>	20%
Data Collection and Processing 1 Deploy online survey 2 Encode and clean data, and deliver clean dataset	Printed and electronic copy of original signed documents duly received and accepted/approved by the PCC, as follows: <ul style="list-style-type: none"> • Report on the status of the online survey including difficulties encountered and possible deviations from the original plan. • Protocol for data entry and quality control measures. • Detailed report on data quality issues and difficulties encountered during data collection stage, and how they were handled; • Electronic files (in Excel) of clean survey datasets and data dictionary. • Electronic copy of basic descriptive statistics of the survey results <p style="text-align: center;">Submission date: Within 20 calendar days from the acceptance/approval of deliverables for pre-survey activities</p>	30%
Post-survey Activities 1. Deliver reports and maintain coordination with PCC staff	Printed and electronic copy of original signed documents duly received and accepted/approved by the PCC, as follows: <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. • Written response to the PCC’s inquiries as needed. <p style="text-align: center;">Submission date: Within 20 calendar days from the PCC’s acceptance of the deliverables for data collection and processing</p>	40%
TOTAL	Completion of engagement within 1.5 months 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 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.

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.

7. 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	Weight (%)
Experience and Capability of the bidder	<ul style="list-style-type: none"> At least five years in business. Engaged with at least 5 (five) 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) institutions 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>	40%
Quality of personnel to be assigned to the project	<p><u>Project Manager</u></p> <ul style="list-style-type: none"> Graduate of any degree in social sciences and research At least seven (7) years of experience with 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 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 	<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>	40%

Criteria	Minimum Qualifications	Bases	Weight (%)
	manage data and good command of Stata or R; <ul style="list-style-type: none"> • With at least 24 hours of relevant training <u>Tabulation Manager</u> <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 <u>Field Manager</u> <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 		
Overall work commitment	At most 5 ongoing projects (including awarded but not yet started contracts)	Originally signed records of on-going (including awarded but not yet started contracts) and previous engagements <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>	20%

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

8. CRITERIA FOR EVALUATION

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

Criteria	Bases	Weight (%)
Technical Proposal		
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 Statement using the prescribed format of R.A. No. 9184	60%
Experience and capability of the service provider (20%)		
Plan of approach and methodology (50%)		
Financial Proposal		40%
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.

9. 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.

To ensure protection of PCC assets, service providers are expected to observe and abide by the established PCC Information Security Management System (PCC ISMS) and shall agree to sign a non-disclosure agreement. All data, documents, records, backup files and Virtual Machine (VM) configuration files and metadata (collectively “Information”) to be provided to the Service Providers for purposes of delivering the Services are considered confidential information and shall remain the sole property of PCC. The Service Providers shall acknowledge the importance of maintaining security and confidentiality of the Information and agree to prevent unauthorized transfer, disclosure, or use of these Information by any third person or entity. Service Providers shall not use the Information for any purpose other than in connection with the Services. Service Providers shall ensure that it will not retain, after completion of the Services with which the Information was provided, all or any portion of the Information, in any manner whatsoever. Upon completion of the Services, all Information shall be deleted by PCC. The Service Provider shall not keep any copy of the Information in either digital or physical format, including, but not limited to notes, documents, memoranda, and other writing, electronic records, communications, and the like.

10. 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.

11. 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