

**REQUEST FOR PROPOSAL**

P.R. No./Date: 201901-0018 / 22 January 2019

RFQ No./Date: 201901-0013 / 25 January 2019

**Sir / Madam:**

Please quote your lowest price/s for the item/s listed below including the total amount in legible style (preferably typewritten) and return this duly signed by the company's authorized signatory/ies to the General Services Division, Administrative Office c/o Mr. Jeson Q. de la Torre, 25/F Floor of the above address or e-mail to [msdzon@phcc.gov.ph](mailto:msdzon@phcc.gov.ph) on or before 30 January 2019, 10:00 AM.

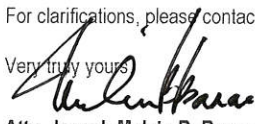
Your participation to this bidding shall be subject to the requirements as identified below:

- PhilGEPS Registration Number.
- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return.
- Professional License/Curriculum Vitae.
- Omnibus Sworn Statement.
- Signed Terms of Reference.
- Proposal must be inclusive of all applicable government taxes and subject to 5% R-VAT and 1% (PO) or 2% (JO) deductions
- Bids must be submitted using this form. Supplemental information using your company stationery may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, menu, etc.
- Bids should not exceed the Approved Budget for the Contract (ABC) in the total amount of ₱990,000.00
- Award shall be made by lot (please bid for all items to avoid disqualification of bid) or
- Award shall be made by line item.
- Bids should be valid for a **minimum of one (1) month** from deadline of submission of bids as indicated above
- Procured items shall be delivered to PCC Office
- Payment terms: Send Bill arrangement
- Refusal to sign and accept an Award/Purchase Order/Job Order or enter into contract without justifiable reason, maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.

In case you do not receive any communication from PCC within **7 days**/months from the deadline indicated above, it will mean that the award was not made in your favor. With the end in view of obtaining the contract most advantageous to the government, PCC reserves the right to: 1) accept or reject any or all the quotations/bids; 2) award the contract on a per item/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact PCC-AO-GSD - c/o Mr. Jeson Q. de la Torre, in the above address/telephone numbers.

Very truly yours,

  
**Atty. Joseph Melvin B. Basas**  
PBAC-Chairperson

Item No.	QTY	UNIT	ITEM/DESCRIPTION	TOTAL (PhP)
1		LOT	Survey of Households' Preference and Experience on Telecommunications Services in selected Vertical Housing Developments	
			<i>(Note: Please see attached Terms of Reference (TOR) for specific details)</i>	
			*****NOTHING FOLLOWS*****	
<small>This procurement shall be subject to the salient provisions of the IRR of RA 9184 - Liquidated Damages - Section 68 and the delivery schedule shall be completed within 5 calendar days from the receipt of the Purchase Order.</small>				<b>TOTAL:</b>

*(Bidders, please provide complete information below)*

Signature : \_\_\_\_\_  
 Name/Designation : \_\_\_\_\_  
 Name of Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Telephone/Fax : \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 TIN : \_\_\_\_\_



## TERMS OF REFERENCE

### Survey of Households' Preference and Experience on Telecommunications Services in selected Vertical Housing developments

#### I. BACKGROUND

The Philippine Competition Commission (“PCC”) is an independent quasi-judicial body mandated to implement Republic Act 10667 or the Philippine Competition Act (“PCA”). Aiming to enhance market competition for the benefit of consumers and businesses, the PCA prohibits anti-competitive agreements, abuse of dominant position and anti-competitive mergers and acquisitions (M&A). In this regard, the Commission, motu proprio or upon notification, has the power to review mergers and acquisitions having a direct, substantial and reasonably foreseeable effect on trade, industry, or commerce in the Philippines, based on factors deemed relevant by the Commission.

Pursuant of its mandate under Section 12(l) and 12(m) of the Philippine Competition Act to monitor and analyze the practice of competition in markets that affect the Philippine economy, as well as to conduct studies and reports on anti-competitive conduct and agreements, the Philippine Competition Commission (PCC) requires the services of a survey firm to conduct a rapid consumer survey of households’ preference and experience on telecommunications services in selected vertical developments in the Philippines. The details of the survey are summarized as follows:

<b>Type of survey</b>	Rapid consumer survey
<b>Expected survey design</b>	Random Sampling
<b>Survey area</b>	National
<b>Sample size</b>	1,200 (minimum)
<b>Duration of the project</b>	60 Days
<b>Approved Budget for the Contract</b>	Nine hundred and ninety thousand pesos only (PhP 990,000.00)

#### II. SCOPE OF WORK

##### A. Tasks

The Survey firm shall carry out the following tasks:

##### Pre-survey Activities

- 1) *Propose and finalize sampling design and survey instrument*

- a. Propose the sampling methodology based on the outline of sampling strategy defined by the PCC.
- b. Finalize the sampling methodology in coordination with PCC staff.
- c. Review of draft survey questionnaire provided by PCC.
- d. Format the draft survey questionnaire into a survey instrument.
- e. Translate the survey instrument into other dialects.
- f. Pilot test the survey instrument for 30 respondents and provide feedback to PCC for any possible revision.
- g. Finalize the survey instrument in coordination with PCC staff.

***Deliverables:***

- 1.1 Survey instrument for pilot testing of 30 respondents.
  - 1.2 Electronic files of datasets and report from the pilot testing (raw and modified in CSV, Excel or any other Stata or R ready format) and data dictionary;
  - 1.3 Final survey instrument in English, Filipino and other major dialects.
  - 1.4 Final sampling design and methodology including alternative respondents in case of nonresponse.
  - 1.5 Final work plan schedule from the pilot testing to fieldwork.
- 2) *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.
  - c. Review and revise the enumerator's manual provided by PCC.

***Deliverables***

- 1.1 Final enumerator's manual
- 1.2 Report on the composition of the field team including the number of enumerators, field supervisors and data encoding staff, and their qualifications and responsibilities.
- 1.3 Report on the training of the required staff.

**Data Collection, Processing and Reports**

- 3) *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.
  - d. Deploy enumerators to the field to conduct the actual survey.



### ***Deliverables***

- 3.1 Report on the status of the survey including difficulties encountered and possible deviations from the original plan.
- 4) *Encode and clean data*
  - a. Encode the collected data.
  - b. Clean and validate data files.

### ***Deliverables***

- 4.1 Protocol for data entry and quality control measures.
- 4.2 Electronic files of datasets (raw and modified in CSV, Excel or any other Stata or R ready format) 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.
  - b. Respond to inquiries from PCC on survey implementation, and data encoding and management within 4 weeks after the delivery of the complete set of electronic files of datasets and data dictionary.

### ***Deliverables***

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

### **B. Survey mode and length**

Personal interviews based on a detailed questionnaire will be conducted with the qualified respondents. Each interview is expected to last for 15-30 minutes.

### **C. Target respondents, sampling and sample sizes**

The sampling unit is per household. The sample size consists of at least 1,200 consumers of telecommunications services from selected vertical housing developments within and outside Metro Manila as determined by the PCC.

The survey firm may use random sampling based on specified variables (e.g., margin of error, level of significance and standard deviation). The survey firm will also propose a method of allocating and selecting the sampling and elementary units.

### **III. EXPECTED DURATION AND APPROVED BUDGET FOR THE CONTRACT**

The project is expected to begin immediately after notice of award to the survey firm. Preparation of survey materials, actual survey, and delivery of electronic files of datasets will be within the set timeline in Section IV of this TOR. Total duration of the project is 2 months (60 days) from February 4, 2019 to April 5, 2019.

The total payment shall depend on the financial proposal submitted by the survey firm. The Approved Budget for the Contract (ABC) is PhP 990,000.00 inclusive of taxes and must cover the costs from the preparation to the actual survey and delivery of post-survey documents and reports. The PCC shall pay the survey firm within fifteen (15) working days upon receipt of the billing statement supported by a Certification of Satisfactory Services Rendered to be issued by PCC.

### **IV. REMUNERATION OF DELIVERABLES AND TIMELINE**

Each tranche payment to the survey firm shall be released upon PCC's certification of the agreed deliverables. The tranche payment schedule shall be as follows:

<b>DELIVERABLES</b>	<b>% of contracted amount</b>
Contract signing (Day 1) with duly signed Financial Proposal to cover the cost of the project	10%
<b>Upon submission of Pre-survey activities</b>	
1.1 Survey instrument for pilot testing 1.2 Electronic files of datasets and report from the pilot testing (raw and modified in CSV, Excel or any other Stata or R ready format) and data dictionary;	30%

<p>1.3 Final survey instrument in English, Filipino and other major dialects</p> <p>1.4 Final sampling design and methodology including alternative respondents in case of nonresponse.</p> <p>1.5 Final work plan schedule from the pilot testing to fieldwork</p> <p>1.6 Final enumerator’s manual</p> <p>1.7 Report on the composition of field team including the number of enumerators, field supervisors and data encoding staff, and their qualifications and responsibilities.</p> <p>1.8 Report on the training of the required staff (25<sup>th</sup> calendar day)</p>	
<p><b>Upon completion of Data Collection and Processing deliverables</b></p> <p>2.1. Report on the status of the survey including difficulties encountered and possible deviations from the original plan.</p> <p>2.2. Protocol for data entry and quality control measures.</p> <p>2.3. Electronic files of datasets (raw and modified in CSV, Excel and any other Stata or R ready format) and data dictionary. (50<sup>th</sup> day)</p>	50%
<p><b>Upon completion of Post-Survey Activities</b></p> <p>3.1. Narrative report to the PCC on the outcome of the survey including issues encountered throughout the project.</p> <p>3.2. Hard copy and electronic form (in .pdf, .doc or .xlsx as applicable) of documents and other materials used in the survey.</p> <p>3.3. Written response to the PCC’s inquiries as needed (60<sup>th</sup> day)</p>	10%

## V. PAYMENT SCHEME

The PCC shall pay the consultant within fifteen (15) working days upon receipt of the original signed SOA or billing statement, supported by a Certificate of Satisfactory Service Rendered to be issued by the end-user, and upon completion of all the deliverables / documentary requirements for each tranche payment.



## VI. REQUIRED MINIMUM QUALIFICATIONS OF THE CONTRACTOR AND ITS PERSONNEL

The survey firm must have undertaken at least one (1) national level survey of households or consumers with at least 1,200 respondents in the last five years.

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

<b>Personnel</b>	<b>Level of Qualification</b>	<b>Professional experience (minimum)</b>
Project Manager	Any degree in social sciences and research	5 years of experience with socioeconomic consumer survey design and implementation
Statistical Service Executive	B.S. Statistics	3 year of experience in statistical techniques and sampling design.
Electronic Data Processing Manager	Any 4-yr degree course	1 year 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 consumer-level survey
Field Supervisor (per survey area)	Any 4-yr degree course	1 year of experience in consumer-level survey

## **VII. CRITERIA FOR EVALUATION**

The technical and financial proposals will be scored based on the assessment matrix as specified in Appendix A of this TOR. Using the Quality-Cost Based evaluation method (QCBE), the technical and financial proposals of the bidders will be evaluated based on the following criteria:

<b>Criteria</b>	<b>Weights (%)</b>
Technical Proposal	60
Financial Proposal	40

## **VIII. 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.

## **IX. LIQUIDATED DAMAGES**

If the contractor fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (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. Further, the survey firm must be ready and able to present the data and the methodology of obtaining the data for this project when necessary in the event such as but not limited to legal proceedings.

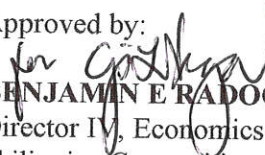


## X. DISPUTE RESOLUTION

Should any dispute related to the TOR and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

Any amendment or additional terms and conditions to the TOR must be in writing, signed and acknowledged by the Parties.

Approved by:  
  
**BENJAMIN E. RADOCH JR, PhD**  
Director IV, Economics Office  
Philippine Competition Commission

<b>CONFORME:</b>
_____ <b>Name and Signature of Authorized Representative</b>
_____ <b>Designation</b>
_____ <b>Name of Company</b>
_____ <b>Date</b>

## APPENDIX A.

### RATING CRITERIA

#### Technical Proposal

Criteria	Score	%	%	%	Pts.
<b>I. Quality of Personnel to be Assigned</b>					<b>30</b>
<b>A. Project Manager</b>					<b>30</b>
1. Education			40		
2. Experience with socioeconomic consumer survey design and implementation			30		
3. Relevant Training Attended			30		
<b>B. Statistical Service Executive</b>					<b>25</b>
1. Education			40		
2. Experience in statistical techniques and sampling design			30		
3. Relevant Training Attended			30		
<b>C. Electronic Data Processing Manager</b>					<b>15</b>
1. Education			40		
2. Experience in designing a system to input and manage data / Stata			30		
3. Relevant Training Attended			30		
<b>D. Tabulation Manager</b>					<b>15</b>
1. Education			40		
2. Experience in designing a system to input and manage data / Stata			30		
3. Relevant Training Attended			30		
<b>E. Field Manager</b>					<b>15</b>
1. Education			40		
2. Experience in consumer-level survey			30		
3. Relevant Training Attended			30		
<b>II. Company Experience and Capability Relevance to the Project</b>					<b>20</b>
<b>A. Firm's Qualification</b>					<b>50</b>
1. Years in Business			40		
2. Engaged with at least five (5) companies/institutions			30		
3. At least two (2) government/public office			30		
<b>B. Work Experience</b>					<b>50</b>
1. Single largest project within the past five (5) years			40		
2. Total value of projects within required period (completed)			40		
3. Total value of projects within required period (on-going)			20		
<b>III. Plan of Approach and Methodology</b>					<b>50</b>

<b>A. Methodology</b>				<b>50</b>
1. Clarity			25	
2. Feasibility			25	
3. Comprehensiveness			25	
4. Precision			25	
<b>B. Project Management Strategy</b>				<b>30</b>
<b>C. Project Timetable</b>				<b>20</b>
<b>Total</b>				<b>100</b>

### Financial Proposal

Rating = (LAP / AOP) x % Allocation

Where: AOP = amount of offer in the financial proposal

LAP = lowest amount offered among offerors

% Allocation = percentage assigned to the financial proposal