

**REQUEST FOR QUOTATION**

**PROVISION OF CONSULTING SERVICES FOR THE DEVELOPMENT OF PCC STYLE GUIDE FOR WRITTEN COMMUNICATION**

P.R. No./Date Received: 201908-0178/ August 2, 2019

RFQ No. / Date: 201910-0206/ 02 October 2019

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:**

- Mayor's/Business Permit
- PhilGEPS Registration Number
- BIR Certificate of Registration in case of individual
- Latest Income/ Business Tax Return
- Omnibus Sworn Statement
- Curriculum Vitae
- Signed Terms of Reference
- Technical Proposal

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 [modizon@phcc.gov.ph](mailto:modizon@phcc.gov.ph) on or before **07 OCTOBER 2019, 5:00 PM** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. Bids should not exceed the Approved Budget for the Contract (ABC).
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 5% R-VAT and 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.

Very truly yours,

  
ATTY. JOSEPH MELVIN B. BASAS  
PBAC Chairperson and Director IV, FPMP

Item No.	QTY	ABC	ITEM/DESCRIPTION	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	1	₱ 600,000.00	Provision of Consulting Services for the Development of PCC Style Guide for Written Communication			
			Please see attached Terms of Reference			
Total Lot ABC		₱ 600,000.00	<b>TOTAL Amount</b>			
Delivery Period:			See attached Terms of Reference			
Delivery Site:			See attached Terms of Reference			

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

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

**TERMS OF REFERENCE**  
**Procurement of Consulting Services**  
**for the Development of PCC Style Guide for Written Communication**

**I. BACKGROUND AND RATIONALE**

As an independent quasi-judicial body tasked with enforcing the Philippine Competition Act, among the main tasks of the Philippine Competition Commission (PCC) is the conduct of communication and advocacy activities to inform the general public about the provisions of the Act and developments in competition policy implementation.

In support of these advocacy activities, the PCC produces various information, education, and communication materials (e.g., guides, handbooks, primers, policy papers), which are disseminated through various platforms. Currently, there is no standard style being followed in developing these written materials, as well as other PCC documents.

To ensure the consistency of PCC's written communication and quality of documents, there is a need to develop a comprehensive style guide in producing both technical outputs (e.g., policy papers) and administrative documents (e.g., memos, external letters).

**II. SCOPE OF WORK, TIMELINES, AND IMPLEMENTATION ARRANGEMENTS**

The PCC Communications and Knowledge Management Office (hereafter referred to as "end-user") is proposing to engage a Consulting Firm (hereafter referred to as "service provider") for **approximately four (4) months** from the conduct of first meeting with the office.

**A. Deliverables**

The *service provider* is expected to deliver the following:

1. Conduct survey and analysis of the various types of written communication produced and current written communication practices in PCC offices;
2. Review existing PCC publications;
3. Develop a PCC Style Guide for written communication; and
4. Facilitate orientation/workshop activity/ies on the use of the approved PCC style guide.

**B. Implementation arrangements**

The *end-user* shall:

- a. Provide initial guidance on the development of a PCC style guide;
- b. Facilitate the meetings of the *service provider* with PCC offices;
- c. Provide the set of existing publications for review;

- d. Review/approve the work plan, reports, and final outputs;
- e. Organize the orientation/workshop activity/ies on the use of the approved PCC style guide
- f. Facilitate the payment to the *service provider* within the prescribed period.

### C. Timelines

The *service provider* shall conduct the following activities and submit the deliverables within the prescribed time indicated below:

Activities/Deliverables	Timeline
Submit work plan, which shall include, at the minimum: <ul style="list-style-type: none"> <li>• detailed timelines in delivering the outputs and conducting the activities indicated above; and</li> <li>• draft interview plan, including proposed questions</li> </ul>	Within 7 business days upon initial meeting with end-user
Conduct interviews with PCC offices to identify written documents and survey their current practice in written communication	Interview period of 21 business days commencing from approval of work plan
Review of PCC publications	Review period of 7 business days upon receipt of materials from end-user
Submission of initial results of interviews and survey of written communication practices and review of existing publications	Within 7 business days upon completion of interviews or completion of the review of PCC publications, whichever is later.
Submission of initial draft of PCC Style Guide	Within 10 business days upon end-user's provision of comments on the initial report
Submission of final PCC Style Guide	Within 5 business days upon end-user's provision of final comments
Facilitate PCC capacity building on using the PCC Style Guide <ul style="list-style-type: none"> <li>• For offices involved in production of technical papers</li> <li>• For offices involved in the preparation of administrative documents</li> </ul>	Within 5 business days upon approval/submission of final PCC Style Guide

Each tranche payment to the *service provider* shall be released upon PCC's acceptance of the deliverables listed below, supported by a Certificate of Satisfactory Service Rendered to be issued by the *end-user*. The tranche payment schedule shall be as follows:

Deliverables	Percent of the budget
Work plan	5%
Completed interviews with PCC offices	10%
Report on the initial results of interviews and survey of written communication practices and review of existing publications	15%
First draft of the PCC style guide	15%
Final/approved PCC style guide	30%
Completed orientation/workshop activity/ies for PCC staff	25%

### III. APPROVED BUDGET FOR THE CONTRACT (ABC) AND MODE OF PROCUREMENT

The Approved Budget for the Contract (ABC) for the entire consulting services (*excluding the logistical requirements for the conduct of orientation/workshop activities*) amounts to **SIX HUNDRED THOUSAND PESOS (Php600,000.00)**, inclusive of all applicable government taxes and service charges. The consulting



services shall be a fixed price contract. Any extension of contract time shall not involve any additional cost to the PCC.

The procurement of the consulting services shall be undertaken through small value procurement pursuant to Republic Act 9184 and its Revised Implementing Rules and Regulations (IRR).

**IV. QUALIFICATION OF THE FIRM AND OF ITS PERSONNEL**

To be eligible, the consulting firm must submit the legal, technical and financial documents required under Section 24 of the IRR of the RA 9184 (“Government Procurement Reform Act”).

The consulting firm and team members to be assigned in this project are preferred to possess the following qualifications:

Criteria	Preferred Qualification/s
<b>Applicable experience of the Consulting Firm</b>	<p>The consulting firm should have been in business/consultancy/research for at least three (3) years, have had similar* engagements with three (3) different companies/institutions (at least one of which should be with a government agency/institution), and with at most seven (7) on-going projects.</p> <p><i>(Please accomplish the attached Forms A and B)</i></p>
<b>Quality of the personnel to be assigned to this project</b>	<p>At least two (2) technical personnel (i.e., main consultant and an assistant) will be assigned to this project, who meet the following:</p> <p><b>Main consultant:</b></p> <p><b>Experience:</b> Had been involved in at least five (5) similar* projects in the past three (3) years <b>AND</b> with at least five (5) years of experience in the development of style guides, technical writing, copyediting, review of publications, and other editorial work.</p> <p><b>Education:</b> With Masters degree in Communications, English, Development Communication and other similar and/or relevant fields.</p> <p><b>Assisting consultant:</b></p> <p><b>Experience:</b> Had been involved in at least three (3) similar* projects in the past three (3) years <b>AND/OR</b> with three (3) years of experience in the development of style guides, technical writing, copyediting, review of publications, and other editorial work.</p> <p><b>Education:</b> With Bachelor's degree in Communications, English, Development Communication and other similar and/or relevant fields.</p> <p><i>(Please accomplish the attached Form C)</i></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.</i></p>

\*Development of style guides, writing manuals, conducting style guide orientation/workshop activities.

## V. CRITERIA FOR THE EVALUATION OF PROPOSAL/S

The proposals of eligible bidders will be evaluated using the Quality Cost-Based Evaluation (QCBE) method, based on the following criteria:

Criteria	Points
<b>Technical Proposal</b>	<b>80</b>
I. Applicable experience and capability of the firm	30
II. Quality of personnel to be assigned to the project	30
III. Plan of approach and methodology	20
<b>Financial proposal</b>	<b>20</b>
<b>TOTAL</b>	<b>100</b>

Rating for technical submission should be at least 70%.

## VI. CONFIDENTIALITY OF DATA AND INFORMATION AND RESERVED RIGHTS ON THE USE OF OUTPUTS/ DELIVERABLES

All the materials, data, and information used and generated during the course of this project shall be under the sole ownership of PCC, with full and exclusive rights on future use thereof both in the Philippines and internationally. The *service provider* and any of its personnel shall, at all times, keep the confidentiality of such materials, data, and information, and shall not use nor disseminate the outputs/deliverables of this project for other purposes without the written consent of the PCC.

## VII. LIQUIDATED DAMAGES

If the *service provider* 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 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 for 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.

## VIII. DISPUTE RESOLUTION

Should any dispute related to the Contract 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.

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

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Approved by:

  
**ARNOLD ROY D. TENORIO**

Director, CKMO

Date: \_\_\_\_\_

**CONFORME:**

\_\_\_\_\_  
Name of Consultant / Firm

\_\_\_\_\_  
Signature of Consultant / Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date