

Republic of the Philippines
PHILIPPINE COMPETITION COMMISSION

DAP Bldg., San Miguel Ave., Ortigas Center, Pasig City
 Tel. No. 535-5735; Email: procurement.pcc@gmail.com

REQUEST FOR PROPOSAL

P.R. No/Date - 201708-0300 / 8/25/2017 RFP No./Date: 201708-0204 / 8/24/2017

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 in a sealed envelop to the General Services Division, Administrative and Legal Office c/o Mr. Jeson Q. de la Torre, 2/F Floor of the above address with telephone number 535-5735 on or before **29 June 2017, 4:00 p.m.**

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

- PhilGEPS Registration Number.
- Mayor's/Business Permit.
- Latest Income/Business Tax Return.
- Signed Terms of Reference (see attached), conforme
- 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 amount of PhP 1,000,00.00
- Professional License or Curriculum Vitae
- Omnibus Sworn Statement
- Bids should be valid for a **minimum of one (1) month** from deadline of submission of bids as indicated above
- Other requirements stated in the Terms of Reference
- 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 2 days 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-ALO-GSD - c/o Mr. Jeson Q. de la Torre, in the above address/telephone numbers.

Very truly yours,

KENNETH V. TANATE, PhD
 Director IV, Administrative & Legal Office and PBAC Chairperson

Item No.	QTY	UNIT	ITEM/DESCRIPTION	BRAND/MODEL	UNIT PRICE	TOTAL (PhP)
				(To be filled-up by the supplier)		
1	1	job	Procurement of Professional Services: Rapid Survey on the Preference of Filipino Consumers on Food Products in Selected Catchment Areas			
			<i>Note: Please see attached Terms of Reference</i>			
			xxxxxxxxxxxxxNOTHING FOLLOWSxxxxxxxxxxxx			
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.						
					TOTAL:	

Signature : _____
 Name/Designation : _____
 Name of Company : _____
 Address : _____
 Telephone/Fax : _____
 TIN : _____

Posted on _____
 Fanned-out _____
 Retrieved on _____

Terms of Reference
Rapid Survey on the Preference of Filipino Consumers on Food Products in Selected Catchment Areas

The Philippine Competition Commission (PCC) requires the services of a survey firm to conduct a rapid consumer survey on the preference of Filipinos on food products in selected catchment areas. The details of the survey are summarized as follows:

Type of survey	Rapid consumer survey
Expected survey design	Purposive sampling design
Survey area	National (29 clusters)
Sample size	1,450
Duration of the project	Five (5) Weeks
Approved Budget for the Contract	PhP 1,000,000

I. SCOPE OF WORK

A. Tasks

The Survey firm shall carry out the following tasks:

Pre-survey Activities

- 1) *Revise and finalize the survey instrument and sampling design*
 - a. Review of draft survey questionnaire provided by PCC.
 - b. Format the draft survey questionnaire into a survey instrument.
 - c. Translate the survey instrument into other dialects.
 - d. Finalize the survey instrument in coordination with PCC staff.
 - e. Review and finalize the sampling methodology based on the outline of sampling strategy defined by the PCC.

Deliverables:

- 1.1 Final survey instrument in English, Filipino and other major dialects
- 1.2 Final sampling design and methodology including alternative respondents in case of nonresponse.
- 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, ASCII, Excel or any other Stata 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 to 30 minutes.

C. Target respondents, sampling and sample sizes

The sampling units are consumers of a specific food brand for each of the 29 clusters. The sample size for each of the clusters is at least 50 consumers and a total of at least 1,450 consumers.

The survey firm may use purposive 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. Intercept interviews will be done in pre-determined commercial establishments.

II. EXPECTED DURATION OF 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 from August 29 to September 25, 2017. Total Duration of the project will take five (5) weeks.

III. DELIVERABLES, PROPOSED TIMETABLE, AND SCHEDULE OF PAYMENT

The total payment shall depend on the financial proposal submitted by the survey firm. The amount must not exceed PhP 1,000,000 inclusive of taxes, and must cover the costs from the preparation to the actual survey and delivery of post-survey documents and reports.

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:

DELIVERABLES	% of contracted amount
Contract signing (Day 1)	10%
Pre-survey activities	20%

1.1 Final survey instrument in English, Filipino and other major dialects 1.2 Final sampling design and methodology including alternative respondents in case of nonresponse. 2.1 Final enumerator’s manual 2.2 Report on the composition of field team including the number of enumerators, field supervisors and data encoding staff, and their qualifications and responsibilities. 2.3 Report on the training of the required staff (7 th day)	
Data Collection and Processing 3.1 Report on the status of the survey including difficulties encountered and possible deviations from the original plan. 4.1 Protocol for data entry and quality control measures. 4.2 Electronic files of datasets (raw and modified in CSV, ASCII, Excel and any other Stata ready format) and data dictionary. (25 th day)	60%
Post-Survey Activities 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 (35 th day)	10%

IV. SERVICES TO BE PROVIDED BY THE PCC

1. Provide the survey firm with the draft survey questionnaire and draft enumerator’s manual.
2. Constantly coordinate with the survey firm on the planning and implementation of the survey.

V. 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.

VI. REQUIRED MINIMUM QUALIFICATIONS OF THE CONTRACTOR AND ITS PERSONNEL

The survey firm must have undertaken a national level survey of consumers covering 29 pre-determined clusters through intercept interviews. Total sample size is at least 1,450 respondents.

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

Personnel	Level of Qualification	Professional experience (minimum)
Project Manager	Any degree in social sciences and research	2 years of experience with socioeconomic consumer survey design and implementation
Statistical Service Executive	B.S. Statistics	1 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 of the shortlisted bidders will be evaluated based on the following criteria:

Criteria	Weights (%)	Basis
Quality of survey proposal:	10	Written survey proposal and/or an oral presentation of the survey proposal
• Timing of deliverables	15	
• Comprehensiveness of field survey plan including protocols for the deployment of enumerators and substitution of respondents	15	
• Sampling design (see Part I, B and C)	10	

<ul style="list-style-type: none"> • Quality control measures to be used during data collection, data entry and data cleaning • Existing policies of the firm pertaining to the following: refusal rate, minimum no. of callbacks and attrition rate, if any 	10	
Quality of top two (2) personnel to be assigned: <ul style="list-style-type: none"> • Project Manager • Statistical Services Executive 	10 10	Curriculum vitae submitted
Budget (total cost not exceeding Php 1,000,000)	20	Financial proposal

VIII. 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.

IX. DISPUTE RESOLUTION

- 9.1 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 Pasig City.
- 9.2 In case of a court suit, the venue shall be the courts of competent jurisdiction in Pasig City, to the exclusion of all other courts; and
- 9.3 Any amendment or additional terms and conditions to the TOR must be in writing, signed and acknowledged by the Parties.

CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards;

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Bidder's Representative/Authorized Signatory]

[JURAT]

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Pending Task | Notices | Award Notices

Thursday, August 31, 2017 06:24 PM

AARON ERICK LOZADA PhCC

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Bid Notice Abstract

[Award Notice](#)

[Detail Tracking Report](#)

Request for Proposal (RFP)

Reference Number 4758506
Procuring Entity PHILIPPINE COMPETITION COMMISSION (PHCC)
Title RFP 201708-0203 Procurement of Professional Services: Rapid Survey on the Preference of Filipino Consumers on Food Products in Selected Catchment Areas
Area of Delivery Metro Manila

 [Printable Version](#)

Solicitation Number:	RFP201708-0204	Status	Closed
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Consulting Services	Document Request List	2
Category:	Consulting Services	Date Published	26-Aug-2017
Approved Budget for the Contract:	PHP 1,000,000.00	Last Updated / Time	26-Aug-2017 12:00 AM
Contract Duration:		Closing Date / Time	29-Aug-2017 4:00 PM
Client Agency:			
Contact Person:	AARON ERICK A. LOZADA PBAC SECRETARIAT DAP Bldg., San Miguel Avenue, Ortigas Center Pasig City Metro Manila Philippines 1600 63-2-5154553 aalozada@phcc.gov.ph		
Description	Please see attached documents.		

Created by AARON ERICK A. LOZADA
Date Created 25-Aug-2017

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