

REQUEST FOR PROPOSAL
**PROCUREMENT OF SERVICES FOR THE CONDUCT OF A SURVEY AMONG RESIDENTS OF SUBDIVISIONS IN
SAN JOSE DEL MONTE CITY, BULACAN**

P.R. No./Date Received: **2021-05-0076 / 03 June 2021**

RFQ/P No. / Date: **2021-06-0068 / 4 June 2021**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference / Technical Specifications Sheet** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Latest Income/Business Tax Return
- Notarized Omnibus Sworn Statement
- Signed Terms of Reference / Technical Specifications Sheet
- Curriculum Vitae / Professional License
- List of Ongoing projects (including awarded by not yet started contracts)
- Proposed Plan of Approach / Methodology
- Company Profile

This pro-forma quotation may be 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 or rvillanueva@phcc.gov.ph on or before **10 June 2021, 05:00 PM** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to (BIR 2306) 5% R-VAT and (BIR 2307) 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference / Technical Specifications Sheet**.

Very truly yours,



JESON Q. DE LA TORRE
PBAC Chairperson



Item	QTY	ABC	Project Title	Total Amount	
				(To be filled-up by the supplier)	
1	1	lot	Procurement of Services for the Conduct of a survey among residents of subdivisions in San Jose Del Monte City, Bulacan		
			<i>(Please see attached Terms of Reference)</i>		
Total Lot ABC		P 600,000.00	TOTAL Amount: Php 600,000.00		
Delivery Instructions:			<i>Please see attached Terms of Reference</i>		

*(Please provide **complete** information below)*

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

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

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

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____

TERMS OF REFERENCE

Procurement of Services for the Conduct of a Survey among Residents of Subdivisions in San Jose del Monte City, Bulacan

I. BACKGROUND

The Philippine Competition Commission (“PCC”) is an independent quasi-judicial body mandated to implement Republic Act No. 10667, otherwise known as the Philippine Competition Act (“PCA”). The PCA aims to enhance market competition for the benefit of consumers and businesses. It conducts studies to analyze different industries and their value chain to identify competition issues. PCC often gathers data to be analyzed for use in research projects handled by PCC staff or in cases involving mergers and acquisitions, competition enforcement, or cases under litigation or adjudication.

This engagement will facilitate the conduct a survey among residents of subdivisions in San Jose del Monte, Bulacan. The Service Provider will provide the expertise needed to ensure the quality and timeliness of information gathered.

The details of the survey are summarized as follows:

Target Population	Residents of subdivisions in San Jose del Monte City, Bulacan
Sample size	200 respondents
Duration of the project	Four months
Approved Budget for the Contract (ABC)	PHP 600,000.00

II. OBJECTIVE

This engagement will facilitate data gathering pertinent to a PCC case. Data gathered will be analyzed for use in competition enforcement, litigation or adjudication.

The Service Provider shall collect the data using the appropriate sampling method, e.g. Stratified Random Sampling, Stratified Systematic Sampling, Circular Systematic Sampling, Cluster Sampling, or Purposive Sampling, or other methods to be decided by the PCC and the Service Provider. The survey aims to provide valuable insight on the demographics, market conditions, and relevant characteristics of the residents of subdivisions in San Jose del Monte City, Bulacan.

Specifically, the survey aims to gather data on the following:

1. Demographic and socio-economic characteristics of residents;
2. Types of internet services available and purchased by residents;
3. Possible substitutes to internet services available in subdivisions;
4. Perceived reliability of products and services offered; and
5. Perceived value for money of products and services offered based on price and corresponding internet speed offered.

III. SCOPE OF WORK

A. Tasks

The Service Provider shall carry out the following tasks:

Pre-survey Activities

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

- a. Review the draft survey questionnaire provided by PCC;
- b. Format the draft survey questionnaire into a survey instrument;
- c. Translate the survey instrument into other dialects (if necessary);
- d. Pre-test the survey instrument on 3 respondents and provide feedback to PCC for any possible revision. Pre-testing may be conducted on residents outside the survey area;
- e. Finalize the survey instrument in coordination with PCC staff; and
- f. Conduct an enumerators' training and mock interviews.

Deliverables

1. Survey instrument for pilot testing on 3 respondents;
2. Electronic files (in Excel) of encoded pre-test dataset and data dictionary;
3. Report from the pilot testing;
4. Final survey instrument in English, Filipino, and other dialects, if necessary;
5. Final sampling design and methodology including plan for alternative respondents in case of nonresponse; and
6. Final work plan schedule from pilot testing to submission of all deliverables.

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. (This SHOULD INCLUDE, among other topics, a run through of the questionnaire's questions and skip pattern.) Training should be after the pre-test in order to integrate learnings from said activities to the training;
- b. Prepare the field work protocols for the enumerators and field supervisors; and
- c. Prepare and submit enumerator's manual.

Deliverables

1. Final enumerator's manual;
2. Report on the composition of the field team including the number of enumerators, field supervisors and data encoding staff, and their qualifications and responsibilities; and
3. Report on the training of the required staff.

Data Collection, Processing and Reports

1. ***Deploy enumerators and supervisors for the actual survey.***

- a. Prepare the necessary materials and equipment;
- b. Secure relevant permits from the authorities in the concerned communities, if necessary;
- c. Inform PCC of the schedule of field operations and give relevant updates;
- d. Deploy enumerators to conduct the actual survey; and
- e. **Mode of interview.** The mode of data collection may be via phone interviews, video call, or face-to-face interviews, if permissible. The Service Provider may make prior arrangements with the interviewees so the data to be collected are easily accessible during the interview.

Deliverables

1. Report on the status of the survey, including difficulties encountered and possible deviations from the original plan.
2. ***Encode and clean data, and deliver descriptive reports of the survey result.***
 - a. Encode the collected data;
 - b. Clean and validate data files; and
 - c. Prepare the descriptive report and tables of the survey results.

Deliverables

1. Protocol for data entry and quality control measures;
2. Electronic files (in Excel) of the encoded survey dataset; and
3. Electronic copy of preliminary results of the survey (e.g., frequency of responses) and the descriptive tables and report of the survey results.

Post-survey Activities

1. 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 six weeks after the delivery of the complete set of electronic files of datasets and data dictionary.

Deliverables

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

B. Survey mode and length

Interviews aided with a detailed questionnaire will be conducted with the residents of subdivisions in San Jose del Monte City, Bulacan. Each interview is expected to last for 20 to 30 minutes.

C. Target respondents, sample size, sampling method

The target respondents of the survey are residents of subdivisions in San Jose del Monte City, Bulacan. PCC and the Service Provider will determine the appropriate sampling methodology and identify the corresponding parameters (e.g., margin of error, level of significance and standard deviation). The Service Provider will propose the sampling frame, and the method of allocating and selecting the sampling and elementary units. At least 200 completed interviews are required for this engagement.

IV. SERVICES TO BE PROVIDED BY THE PCC

The following are the services to be provided by the PCC to the Service Provider:



1. Provide the Service Provider a directive to facilitate the execution of the survey;
2. Provide the Service Provider with the draft survey questionnaire; and
3. Regularly coordinate with the Service Provider on the planning and implementation of the survey.

The Service Provider shall be engaged by the PCC and shall submit outputs directly to the designated project manager within PCC for review and endorsement for payment.

V. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **Six Hundred Thousand Pesos (PHP600,000.00)**, 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 ABC shall fully cover the conduct of the survey. In no cases that the total actual cost for the surveys shall exceed the ABC for this project, or the actual contract amount of the winning Service Provider.

The ABC shall be the cap for the total financial proposal of the bidder. Bidders shall have the flexibility to reallocate the fixed and variable costs for the survey.

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

VI. TIMELINES, DELIVERABLES, SCHEDULE AND MODE OF PAYMENT

The Service Provider shall be engaged for one hundred and twenty (120) calendar days, immediately after PCC receives the duly conformed Notice of Award and Job Order. The Service Provider shall provide its proposed implementation schedule indicating the specific activities and corresponding outputs using a Gantt chart.

Reports and other relevant documents are to be submitted to and should be duly received by the PCC project manager. Below is the summary of the deadline of submissions for each deliverable:

MILESTONES	DELIVERABLES	COMPLETION TIME	% of contract amount
Issuance of Notice of Award, and Conformed Receipt thereof of the Service Provider (Day 1)	Duly conformed Notice of Award and Job Order	As soon as possible after PCC's issuance of Notice of Award to Service Provider.	10%
<p>Pre-Survey Activities</p> <ol style="list-style-type: none"> Revise, test, and finalize the survey instrument. Plan, design, and implement training for enumerators, data encoders, and field supervisors. 	<p>Printed and original signed documents duly received and accepted/approved by the PCC, as follows:</p> <ul style="list-style-type: none"> Survey instrument for pilot testing. Electronic files (in Excel) of encoded pre-test dataset and data dictionary. Report from the pilot testing. Final survey instrument in English, Filipino, and in other dialects, as necessary. Final sampling design and methodology including plan for alternative respondents in case of nonresponse. Final work plan schedule from pilot testing to submission of all deliverables. Final enumerator's manual. Report on the composition of the field team including the number of enumerators, field supervisors and data encoding staff, and their qualifications and responsibilities. Report on the training of the required staff. 	Within thirty (30) calendar days from PCC's receipt of duly conformed Notice of Award and Job Order.	20%

<p>Data Collection and Processing</p> <ol style="list-style-type: none"> 1 Deploy field enumerators and supervisors for the actual survey. 2 Encode and clean data, and deliver descriptive reports of the survey results. 	<p>Printed and original signed documents duly received and accepted/approved by the PCC, as follows:</p> <ul style="list-style-type: none"> • Report on the status of the survey including difficulties encountered and possible deviations from the original plan. • Protocol for data entry and quality control measures. • Electronic files (in Excel) of the encoded survey dataset and data dictionary. • Electronic copy of preliminary results of the survey (e.g., frequency of responses) and the descriptive tables and report of the survey results. 	<p>Within sixty (60) calendar days from the acceptance and approval of deliverables for Pre-Survey Activities</p>	<p>30%</p>
<p>Post- Survey Activities</p> <ol style="list-style-type: none"> 1 Deliver reports and maintain coordination with PCC staff. 	<p>Printed and original signed documents duly received and accepted/approved by the PCC, as follows:</p> <ul style="list-style-type: none"> • Narrative report to the PCC on the outcome of the survey including issues encountered throughout the project. • Hard copy and 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>Within thirty (30) calendar days from the acceptance and approval of deliverables for Data Collection and Processing</p>	<p>40%</p>
<p>TOTAL</p>		<p>Completion of engagement for a total of 120 calendar days from PCC's receipt of the duly conformed Notice of Award and Job Order.</p> <p>Note: The days spent waiting for the review by the end-user of the firm's deliverables, and the subdivisions' approval for the conduct of the survey will not be counted within the timeline of the survey.</p>	<p>100%</p>

The 120-calendar day timeline for the survey shall begin immediately after PCC receives duly conformed Notice of Award and Job Order. The days spent waiting for the review by the end-user of the firm's deliverables, and the subdivisions' approval for the conduct of the survey will not be counted within the timeline of the survey.

All printed documents to be submitted to the PCC should be properly and duly signed by the Project Manager or the highest officer/personnel in-charge of the project. The Service Provider should also submit a soft copy of all project files. For the purpose of meeting deadlines, the PCC shall consider the submission of electronic copies of deliverables.

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

VII. QUALIFICATIONS OF THE CONTRACTOR AND ITS PERSONNEL

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



Criteria	Minimum Qualifications	Bases
Experience and Capability of the bidder	<ul style="list-style-type: none"> At least five years in business Has engaged with at least five (5) institutions from the private sector or the government in similar or relevant nature of work (i.e., preparation of survey instruments, provision of trainings for enumerators, data encoders, etc., conduct of survey, collection and analysis of data, and reporting of survey results) 	<p>Records of previous engagement and quality of performance in projects related to competition and other similar fields, and geographical distribution of current/impending projects.</p> <p>(a) DTI or SEC registration submitted indicating the year of registration and/or other relevant documents; (b) list of completed and on-going contracts; (c) copies of Certificates of Satisfactory Service Rendered, Certificates of Completion, or any equivalent document.</p>
Quality of personnel to be assigned to the project	<p><u>Project Manager</u></p> <ul style="list-style-type: none"> Graduate of any bachelor's degree in social sciences, research, or other related fields At least seven (7) years of experience in 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 a bachelor's degree in Statistics or other related fields At least five (5) years of experience in statistical techniques At least 24 hours of relevant training <p><u>Electronic Data Processing Manager</u></p> <ul style="list-style-type: none"> Graduate of any bachelor's degree At least 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 bachelor's degree At least 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 bachelor's degree At least two (2) years of experience in managing the conduct of surveys With 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 and number of actual training hours.</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>
Current workload relative to capacity	<p>The Service Provider has sufficiently ensured the capacity of its personnel to perform the survey (number of dedicated personnel to the survey, workload of project manager, etc.)</p> <p>The ratio of ongoing projects of the Service Provider to its number of project managers is utmost seven.</p>	<p>Originally signed records of on-going (including awarded but not yet started contracts) and previous engagements.</p> <p>Written details on current workload and capacity of dedicated personnel to ensure adequate capability to perform the survey.</p> <p><i>Note: Contract/s that will terminate within 90 calendar days from the deadline of submission of eligibility documents for this project, shall not be considered as 'ongoing'.</i></p>

Plan of approach and methodology	<p>The timeline of deliverables allows for submission at least by the deadline set by the PCC.</p> <p>For the field survey plan, the proposed approach is at least discussed in full detail, and the methodology is specifically tailored to the characteristics of the assignment and flexible enough to allow its adaptation to change that may occur during project execution.</p>	<p>The Service Provider must submit a comprehensive written proposal and field survey plan considering timeliness, clarity, and feasibility.</p> <p>The Service Provider must submit existing policies of the firm pertaining to quality control measures, refusal rate, minimum no. of callbacks and attrition rate, if any.</p>
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VIII. CRITERIA FOR EVALUATION

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

Criteria	Bases	Weight (%)
Technical Proposal		
Experience and capability of the Service Provider (25%)	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%
Quality of personnel to be assigned to the project (20%)	Originally signed records of on-going (including awarded but not yet started contracts) and previous engagements	
Overall work commitment (5%). At most 5 ongoing projects (including awarded but not yet started contracts)	<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>	
Plan of approach and methodology (50%)	Timeliness, clarity, feasibility of the written proposal, and overall quality of proposed work	
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.

IX. CONFIDENTIALITY OF DATA AND INFORMATION

The Service Provider shall be engaged by the PCC and shall submit outputs directly to the designated project manager within PCC for review and endorsement for payment.

All data, documents, records, configuration files and metadata (collectively "Information") to be provided to the bidders for purposes of delivering the Services are considered confidential information and shall remain the sole property of PCC. The Service Provider 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. The Service Provider shall not use the Information for any purpose other than in connection with the services. The Service Provider 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. Information gathered will be analyzed for use in competition enforcement, or cases under litigation or adjudication.

To ensure protection of PCC information assets, the Service Provider is expected to observe and abide by the established PCC Information Security Management System (ISMS) and Republic Act No. 10173, otherwise known as the Data Privacy Act, and shall agree to sign a non-disclosure agreement.

X. 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 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.

XI. 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

ANNEX A
I. RATING CRITERIA FOR EVALUATING TECHNICAL PROPOSALS

CRITERIA	PARAMETERS	RATING SYSTEM		WEIGHT (%)	
Technical Proposal (60%)					
Experience and capability of the Service Provider (20%)	Number of years in operations/existence	100	In the business for 10 years or more	40%	
		90	6 to 9 years in business		
		85	5 years in business		
		0	With less than 5 years in business		
	Number of private sector or government organizations engaged, as specified in the TOR	100	Engaged with more than eight (8) companies/institutions from the private sector or the government in similar or relevant nature of work (i.e., preparation of survey instruments, provision of trainings for enumerators, data encoders, etc., conduct of survey, collection and analysis of data, and reporting of survey results)	60%	
		90	Engaged with six (6) to eight (8) companies/institutions from the private sector or the government in similar or relevant nature of work (i.e., preparation of survey instruments, provision of trainings for enumerators, data encoders, etc., conduct of survey, collection and analysis of data, and reporting of survey results)		
		85	Engaged with five (5) companies/institutions from the private sector or the government in similar or relevant nature of work (i.e., preparation of survey instruments, provision of trainings for enumerators, data encoders, etc., conduct of survey, collection and analysis of data, and reporting of survey results)		
		0	Engaged with less than five (5) companies/institutions from the private sector or the government in similar or relevant nature of work (i.e., preparation of survey instruments, provision of trainings for enumerators, data encoders, etc., conduct of survey, collection and analysis of data, and reporting of survey results), or at least one project rated below "Above Satisfactory"		
	Quality of personnel to be assigned to the project (20%)	Educational attainment ¹ of the Project Manager	100	Graduate of any Ph.D. or doctorate degree in social sciences, research, or other related fields	15%
			90	Graduate of any master's degree in social sciences, research, or other related fields	
85			Graduate of any bachelor's degree in social sciences, research, or other related fields		
0			Educational attainment below a bachelor's degree in social sciences, research, or other related fields; or bachelor's degree is not in these fields		
Educational attainment of the Statistical Service Executive		100	Graduate of a Ph.D. or doctorate degree in Statistics or other related fields	10%	
		90	Graduate of a master's degree in Statistics or other related fields		
		85	Graduate of a bachelor's degree in Statistics or other related fields		
		0	Educational attainment below a bachelor's degree in Statistics or other related fields; or bachelor's degree is not in these fields.		

	Educational attainment of the Electronic Data Processing Manager	100	Graduate of any Ph.D. or doctorate degree	10%
		90	Graduate of any master's degree	
		85	Graduate of any bachelor's degree	
		0	Educational attainment below a bachelor's degree	
	Educational attainment of the Tabulation Manager	100	Graduate of any Ph.D. or doctorate degree	5%
		90	Graduate of any master's degree	
		85	Graduate of any bachelor's degree	
		0	Educational attainment below a bachelor's degree	
	Educational attainment of the Field Manager	100	Graduate of any Ph.D. or doctorate degree	5%
		90	Graduate of any master's degree	
		85	Graduate of any bachelor's degree	
		0	Educational attainment below a bachelor's degree	
	Years of experience of the Project Manager	100	With more than 10 years of experience in survey design and implementation	15%
		90	With 8-10 years of experience in survey design and implementation	
		85	With 7 years of experience of experience in survey design and implementation	
		0	With less than 7 years of experience in survey design and implementation	
Years of experience of the Statistical Service Executive	100	With more than 8 years of experience in statistical techniques	10%	
	90	With 6-8 years of experience in statistical techniques		

¹ Preferably in any of the following: Psychology, Public Administration / Management, Social Science, or other allied courses



		85	With 5 years of experience in statistical techniques	
		0	With less than 5 years of experience in statistical techniques	
	Years of experience of the Electronic Data Processing Manager	100	With more than 5 years of experience in designing a system to input and manage data and good command of Stata or R	10%
		90	With 3-5 years of experience in designing a system to input and manage data and good command of Stata or R	
		85	With 2 years of experience in designing a system to input and manage data and good command of Stata or R	
		0	With less than 2 years of experience in designing a system to input and manage data and good command of Stata or R	
	Years of experience of the Tabulation Manager	100	With more than 5 years of experience in designing a system to input and manage data and good command of Stata or R	5%
		90	With 3-5 years of experience in designing a system to input and manage data and good command of Stata or R	
		85	With 2 years of experience in designing a system to input and manage data and good command of Stata or R	
		0	With less than 2 years of experience in designing a system to input and manage data and good command of Stata or R	
	Years of experience of the Field Manager	100	With more than 5 years of experience in managing the conduct of surveys	5%
		90	With 3-5 years of experience in managing the conduct of surveys	
		85	With 2 years of experience in managing the conduct of surveys	
		0	With less than 2 years of experience in managing the conduct of surveys	
	Number of hours of relevant training of all personnel	100	With more than 48 hours of relevant training	2% for each of the five positions
		90	With 25-48 hours of relevant training	
		85	With 24 hours of relevant training	
		0	With less than 24 hours of relevant training	
Current workload relative to capacity (10%)	Ratio of ongoing projects to number of project managers	100	Less than 3	10%
		90	3 to less than 5	
		85	5 to less than 7	
		0	7 or higher	
Plan of approach and methodology (50%)	Timing of Deliverables	100	Very Good – The deliverables are for submission before the required timeline and schedule set by the PCC	30%
		85	Satisfactory - The timeline of deliverables allows for submission by the deadline set by the PCC.	
		0	Poor - The proposal indicates late submission of the required deliverables.	

	Comprehensive Field Survey Plan	100	Very Good – Characteristics under “very good” are present with additional activities/recommendations that add value to the project. Important issues are approached in an innovative and efficient way, indicating that the offeror have understood the main issues of the assignment and have outstanding knowledge of new solutions. The proposal details ways to improve the results and the quality of the assignment by using various approaches, methodologies, and knowledge.	35%
		85	Satisfactory – The proposed approach is discussed in full detail, and the methodology is specifically tailored to the characteristics of the assignment and flexible enough to allow its adaptation to change that may occur during project execution.	
		0	Poor - The steps to carry out the different activities of the TOR is discussed generically. The approach is standard and not specifically tailored to the assignment. Although the approach and methodology are suitable, they don't include a discussion on how the offeror proposes to deal with critical characteristics of the assignment.	
	Quality Control	100	Submission of Existing policies of the firm pertaining to quality control measures	15%
		0	Non-submission of Existing policies of the firm pertaining to quality control measures	
	Existing Policies	100	Submission of Existing policies of the firm pertaining to the following: refusal rate, minimum no. of callbacks and attrition rate, if any	20%
		0	Non-submission of Existing policies of the firm pertaining to the following: refusal rate, minimum no. of callbacks and attrition rate, if any	
Financial Proposal (40%)				
Financial Proposal (40%)	= (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			100%