

**REQUEST FOR PROPOSAL
PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT A FOCUS GROUP DISCUSSION AMONG
COCONUT PROCESSORS**

P.R. No./Date Received: **2021-05-0078 / 04 June 2021**

RFQ/P No. / Date: **2021-06-0090 / 30 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 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** or **rvillanueva@phcc.gov.ph** on or before **9 July 2021, 5:00 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 Consultancy Services to Conduct a Focus Group Discussions among Coconut Processors	
			(Please see attached Terms of Reference)	
Total Lot ABC		₱ 400,000.00	TOTAL Amount: P	
Delivery Instructions:			Please 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 over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____



TERMS OF REFERENCE

Procurement of Consultancy Services to Conduct Focus Group Discussions among Coconut Processors

I. BACKGROUND

The Philippine Competition Commission (“PCC”) is an independent quasi-judicial body established under Republic Act No. 10667, otherwise known as the Philippine Competition Act (“PCA”), to promote and maintain market competition for the benefit of consumers and businesses. Among its functions, the PCC is mandated to monitor and analyze the practice of competition in markets that affect the Philippine economy.

A sector inquiry on the Philippine coconut industry was commenced to provide the PCC with an in-depth understanding of the operational landscape and of the level of competition in different segments of the value chain. To determine and better understand any underlying competition issues at the post-harvest level, the research team aims to conduct focus group discussions (“FGDs”) among firms engaged in the manufacture of coconut products.

II. OBJECTIVES

This engagement aims to gather information on firms engaged in the manufacture and processing of coconut products, particularly crude coconut oil (“CNO”), refined, bleached, and deodorized (“RBD”) oil, and cochin oil. Data gathered will include information about operations, pricing, and trading and marketing practices of processors. The data to be gathered will aid PCC in understanding competition issues at this level of the value chain.

III. SCOPE OF WORK

A. Tasks

The service provider will be engaged for a duration of sixty (60) calendar days from the date of contract signing.

Based on the task order/s provided by PCC, the service provider shall:

Pre-FGD Activities

1. Identify participants in the FGD based on the selection criteria provided by PCC.
2. Propose the number of FGDs to be conducted to be agreed on with PCC.
3. Arrange the logistics for each FGD in consultation with PCC.

Deliverables

1. Final FGD guide in English, Filipino, and other major languages/dialects, as needed
2. Final work plan schedule for FGD proper



3. Final selection criteria for participants of the FGDs
4. Final facilitator's manual
5. Report on the composition of the team, including the number of facilitators and their qualifications and responsibilities
6. Report on the training of the required staff

FGD Proper

1. Conduct the FGDs based on the list of topics and issues provided by PCC.
2. Provide a facilitator who will introduce the topics, pose the questions, and guide the discussion so that all questions are covered within the allotted time.
3. Document participant responses during the FGD.

Deliverables

1. Report on the conduct of the FGD including difficulties encountered and possible deviations from the original plan, and a documentation of attempts in cases of non-response.
2. Notes on participant responses during the FGD

Post-FGD Activities

1. Submit a report that summarizes the FGD proceedings.
2. Transcribe the FGD.

Deliverables

1. Narrative report on the FGD proceeding
Transcripts of the FGDs

B. FGD Mode and Length

Completed FGD interviews with at least 40 participants will be done. Each FGD aided with an interview guide is expected to last for 60 to 90 minutes.

Due to the current limitations brought about by COVID-19 pandemic, the FGDs shall be conducted through various methods as appropriate (i.e., telephone call, video call or in-person where possible).

C. Targeted Respondents

The target respondents of the survey will be firms engaged in the manufacture or distribution of coconut products (CNO, RBD oil, and cochin oil). FGD respondents will represent the four broad regions: National Capital Region, Balance Luzon, Visayas, and Mindanao. Specific selection criteria will be provided by PCC.

IV. SERVICES TO BE PROVIDED BY THE PCC

1. Provide the service provider a directive to facilitate the execution of the FGDs;
2. Provide the service provider with the draft FGD questionnaire and specific criteria for the selection of respondents;
3. Constantly coordinate with the service provider on the planning and implementation of each FGD to be conducted; and
4. Pay the project cost inclusive of mandatory taxes and in accordance with the set payment schedule.

V. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PROCUREMENT

The Approved Budget for the Contract (ABC) under this Terms of Reference is **FOUR HUNDRED THOUSAND PESOS ONLY (Php 400,000.00)**, inclusive of all applicable government taxes. The ABC shall cover the conduct of at least six (6) FGDs and all the remunerations, costs, or profits arising from or in relation to the services rendered under this engagement. In no case shall the total actual cost for the FGDs exceed the ABC for this project, or the actual contract amount of the winning consultant. As a part of their financial proposal, the service provider shall provide the breakdown of expenses per FGD by filling in Annex A.

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

VI. TIMELINES, DELIVERABLES, AND SCHEDULE OF PAYMENT

The Contract effectivity and the engagement of the service provider is expected to commence immediately after the contract signing and the issuance of the Notice of Award to the service provider.

The PCC shall pay the Service Provider within fifteen (15) working days upon receipt of the original signed Statement of Account 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 for each tranche payment.

All payments shall be subject to the usual government accounting, auditing rules and regulations. Payment will be based on the number of FGDs conducted within the specified time upon issuance by end user of a Certificate of Satisfactory Service per milestone. The following are the outputs to be delivered for FGDs and the schedule of tranche payments, pursuant to details specified in each task order.

Milestones	Deliverables	% of contract amount
Preparatory work (submission of participants list, proposed groupings, arrangement of logistics)	Printed and original signed documents duly received and accepted by the PCC, as follows: <ul style="list-style-type: none"> • Final FGD guide in English, Filipino, and other major languages/dialects, as needed • Final work plan schedule for FGD proper • Final selection criteria for participants of the FGDs • Final facilitator’s manual • Report on the composition of the team, including the number of facilitators and their qualifications and responsibilities 	30%

	<ul style="list-style-type: none"> Report on the training of the required staff <p>Submission date: Within ten (10) calendar days upon contract signing</p>	
Conduct of the actual FGDs	<p>Printed and original signed documents duly received and accepted by the PCC, as follows:</p> <ol style="list-style-type: none"> Report on the conduct of the FGD including difficulties encountered and possible deviations from the original plan, and a documentation of attempts in cases of non-response. Notes on participant responses during the FGD <p>Submission date: Within forty (40) calendar days after acceptance of preparatory work deliverables</p>	30%
Submission of final report and transcript	<p>Printed and original signed documents duly received and accepted by the PCC, as follows:</p> <ol style="list-style-type: none"> Narrative report on the FGD proceeding Transcripts of the FGDs <p>Submission date: Within ten (10) calendar days upon completion of the FGD</p>	40%

VII. INSTITUTIONAL ARRANGEMENT

The service provider shall be engaged by the PCC and shall submit outputs directly to the Economics Office Director or a designated project manager within PCC for review and endorsement for payment. The survey firm should also submit a soft copy of all project files. Date of submission shall be the date the PCC receives all the printed documents or the soft copies of all the project files, whichever may come first.

VIII. QUALIFICATIONS OF THE SERVICE PROVIDER 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.

A. Eligibility of the Prospective Bidder/s

To determine if the prospective bidder is eligible to participate in the bidding of this Project, all the legal, technical, and financial documents enumerated in the PCC Request for Proposal,

and other relevant documents necessary for evaluation as identified in this TOR and other relevant provisions of the RIRR of R.A. No. 9184 should be submitted and be present upon opening of the bids.

Further, the following are the minimum qualifications required for this Project and shall be evaluated based on the documents submitted by the bidder:

Criteria	Minimum Qualifications	Bases
Quality of personnel to be assigned to the project	<p>Project Manager</p> <ul style="list-style-type: none"> • Graduate of any bachelor’s degree in any relevant field of social science, Communication, or Statistics • At least five (5) years of experience in handling Research and/or Project Management related to FGDs • At least 16 hours of relevant training <p>Facilitator</p> <ul style="list-style-type: none"> • Graduate of any bachelor’s degree in any relevant field of social science, Communication, or Statistics • At least five (5) years of experience in handling Research and/or Project Management related to FGDs • At least 16 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 (Indicate in the CV the position the personnel are assigned to)</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>
Experience and capability of the service provider	<ul style="list-style-type: none"> • At least three (3) years in business • Has engaged with at least five (5) companies/institutions from the private sector in similar or relevant nature of work • Has engaged with at least two (2) institutions belonging to the public/government sector in similar or relevant nature of work as mentioned above • Single largest project within the past five (5) years at least equal to the ABC 	<p>DTI or SEC registration submitted indicating the year of registration and/or other relevant documents</p> <p>Originally signed copy of List of Ongoing and Completed Contracts within the last five years indicating the contract amount, duration of the contract, activities undertaken and nature/short profile of or description (which can be annexed on the List of Ongoing and Completed Contracts) of engagement with copies of Certificates of Satisfactory</p>

Criteria	Minimum Qualifications	Bases
		<p>Services Rendered or Certificates of Completion of at least one private institution and two government institutions. The records of previous engagement and quality of performance in projects that related to competition and other similar fields, and geographical distribution of current/impending projects.</p>
Plan of approach and methodology	<ul style="list-style-type: none"> • The timeline of deliverables allows for submission by the deadline set by the PCC. • 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. • Sampling design submitted has identified deviations from the requirements in the Terms of Reference, but the FGD can still be conducted with acceptable results • Submission of existing policies of the firm pertaining to quality control measures • Submission of existing policies of the firm pertaining to the following: refusal rate, minimum no. of callbacks and attrition rate, if any 	<p>With respect to the study, submission of the following:</p> <ul style="list-style-type: none"> • Timeline of deliverables • Comprehensive focus group discussion plan • Sampling design • Documents pertaining to existing policies of the firm pertaining to (1) quality control measures and (2) refusal rate, minimum no. of callbacks and attrition rate, if any
Overall work commitment	<ul style="list-style-type: none"> • At most 5 ongoing projects (including awarded but not yet started contracts) 	<p>Originally signed records of on-going (including awarded but not yet started contracts) and previous engagements</p> <p><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></p>

B. Evaluation of The Technical and Financial Proposals of the Shortlisted Bidders

The technical and financial proposals of the shortlisted bidders will be evaluated using the Quality Cost- Based Evaluation (QCBE), pursuant to the pertinent provisions of R.A. No. 9184 or the Government Procurement Reform Act. The 60% - 40% quality to cost ratio shall be used for this purpose and shall be allocated as follows:

Criteria	Bases	Weight (%)
Technical Proposal		60%
Quality of personnel to be assigned to the project (20%)	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	
Experience and capability of the service provider (30%)		
Plan of approach and methodology (40%)	Timeliness, clarity, feasibility of the written proposal, and overall quality of proposed work	
Overall work commitment (10%)	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>	
Financial Proposal		
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

To ensure protection of PCC information assets, bidders are expected to observe and abide by the established PCC Information Security Management System (ISMS) and shall agree to sign a non-disclosure agreement.

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. Bidders shall not use the Information for any purpose other than in connection with the Services. Bidders 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.

X. 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.

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.

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

Approved by:



BENJAMIN E. RADOE, JR., PhD
Director IV, Economics Office

CONFORME:
_____ Name and Signature of Authorized Representative
_____ Designation
_____ Name of Company
_____ Date

**ANNEX A
ESTIMATED COST PER FGD**

Method	Area	Medium	Estimated Amount (in PhP)
FGD	NCR	Face-to-face	
		Telephone	
		Online	
	Balance Luzon	Face-to-face	
		Telephone	
		Online	
	Visayas	Face-to-face	
		Telephone	
		Online	
	Mindanao	Face-to-face	
		Telephone	
		Online	

Name and Signature of Authorized Representative

Date Signed

ANNEX B
RATING CRITERIA FOR EVALUATION OF THE TECHNICAL PROPOSAL

CRITERIA	PARAMETERS	RATING SYSTEM		WEIGHT (%)
Experience and capability of the service provider (30%)	Number of years in operations/existence	100	In operation as a survey firm for more than 3 years	30%
		85	In operation as a survey firm for 3 years	
		0	In operation as a survey firm for less than 3 years	
	Number of organizations engaged, as specified in the TOR	100	Has engaged with more than five (5) companies/institutions	30%
		85	Has engaged with five (5) companies/institutions	
		0	Has engaged with less than five (5) companies/institutions	
	Number of government organizations engaged as specified in the TOR	100	Has engaged with more than two (2) organizations belonging to the public sector in similar or relevant nature of work as mentioned above	20%
		85	Has engaged with two (2) organizations belonging to the public sector in similar or relevant nature of work as mentioned above	
		0	Has engaged with less than two (2) organizations belonging to the public sector in similar or relevant nature of work as mentioned above	
	Single largest project within the past five (5) years	100	More than the ABC	20%
		85	Equal to the ABC	
		0	Less than the ABC	
Quality of personnel to be assigned to the project (20%)	Educational attainment of the Project Manager	100	PhD holder in any relevant field of Social Science, Communication, and/or Statistics	20%
		90	MS/MA holder in any relevant field of Social Science, Communication, and/or Statistics	
		85	BS/BA holder in any relevant field of Social Science, Communication, and/or Statistics	
		0	No degree	
	Number of hours of relevant training of the Project Manager	100	With more than 16 hours of relevant training	15%
		85	With 16 hours of relevant training	
		0	With less than 16 hours of relevant training	
	Years of experience of the Project Manager	100	With 10 or more years of experience in handling Research and/or Project Management related to FGDs	15%
		85	With 5-9 years of experience in handling Research and/or Project Management related to FGDs	

	Educational attainment of the Facilitator	0	With less than 5 years of experience in handling Research and/or Project Management related to FGDs	20%	
		100	PhD holder in any relevant field of Social Science, Communication, and/or Statistics		
		90	MS/MA holder in any relevant field of Social Science, Communication, and/or Statistics		
		85	BS/BA holder in any relevant field of Social Science, Communication, and/or Statistics		
		0	No degree		
	Number of hours of relevant training of the Facilitator	100	With more than 16 hours of relevant training	15%	
		85	With 16 hours of relevant training		
		0	With less than 16 hours of relevant training		
	Years of experience of the Facilitator	100	With 10 or more years of experience in handling Research and/or Project Management related to FGDs	15%	
		85	With 5-9 years of experience in handling Research and/or Project Management related to FGDs		
		0	With less than 5 years of experience in handling Research and/or Project Management related to FGDs		
	Plan of approach and methodology (40%)	Timing of deliverables	100	Very Good The deliverables are for submission at least two to four days before the required timeline and schedule set by the PCC	20%
			85	Good The deliverables are for submission on the day of the schedule set by the PCC	
			0	Poor The proposal indicates late submission of the required deliverables	
		Comprehensiveness of focus group discussion plan	100	Very Good Characteristics under “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 has understood the main issues of the assignment and has outstanding knowledge of new solutions. The proposal details ways to improve the results and the quality of the assignment by using various	20%

			approaches, methodologies, and knowledge.	
		85	Good 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 are 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.	
	Sampling design	100	Very Good The sampling design submitted is compliant with the requirements in the Terms of Reference	25%
		85	Good The sampling design submitted has identified deviation from the requirements in the Terms of Reference, but the FGD can still be conducted with acceptable results	
		0	Poor The sampling design is discussed generically, and the specific information are not tailored to the assignment, thus, it is deemed that the FGD cannot be conducted with acceptable results	
	Quality control measures to be used during data collection, data entry and data cleaning; interviews will be computer/tablet assisted	100	Very Good Quality control measures submitted are carefully designed and compliant with the requirements in the Terms of Reference	25%
		85	Good Quality control measures submitted have identified deviation from the requirements in the Terms of Reference, but the FGD can still be conducted with acceptable results	
		0	Poor Quality control measures submitted are generic, and the specific information are not tailored to the assignment, thus, it is deemed that	

			the FGD cannot be conducted with acceptable results	
	Existing policies of the firm pertaining to the following: refusal rate, minimum no. of callbacks and attrition rate, if any	100	Submission of existing policies of the firm pertaining to the following: refusal rate, minimum no. of callbacks and attrition rate, if any	10%
		0	Non-submission of existing policies of the firm pertaining to the following: refusal rate, minimum no. of callbacks and attrition rate, if any	
Overall work commitment (10%)	Number of ongoing projects	100	Less than 5 ongoing projects (including awarded by not yet started contracts)	100%
		85	5 ongoing projects (including awarded by not yet started contracts)	
		0	More than 5 ongoing projects (including awarded by not yet started contracts)	

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