

REQUEST FOR PROPOSAL

Procurement of Consultancy Services to Conduct Data Gathering to Assess the Price Effects of the Importation Policy on the Flat Glass Market in the Philippines

P.R. No. / Date Received: 2020-08-0102 / 10 August 2020

RFP No./Date: 2020-10-0117 / 02 October 2020

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the item/s described herein subject to the Terms and Conditions and within the Approved Budget for the Contract.

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

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Certificate Registration/Reference Number
- Signed Terms of Reference / Technical Specifications Sheet
- Latest Income/Business Tax Return (for ABC above PhP500,000.00 only)
- Omnibus Sworn Statement (for ABC above PhP50,000.00 only)
- PCAB License & NFCC (for Infrastructure projects only)
- Professional License/Curriculum Vitae (for Consulting Services only)

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 tisakuma@phcc.gov.ph on or before **09 October 2020, 2:00PM** 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 may require you to submit additional documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the Revised IRR (RIRR) of Republic Act (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 Section 41 of the same RIRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier's pro forma quotation is submitted, conditions will be governed by the submitted signed *Request for Quotation/Proposal* and/or *Technical Specifications Sheet / Terms of Reference* (if any).

Very truly yours,


Atty. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item No.	QTY	UOM	ABC	Technical Specifications / Description	Brand/Model	Unit Price	Total Amount
					(To be filled-up by the supplier)		
1	1	lot	₱ 655,000.00	Procurement of Consultancy Services to Conduct Data Gathering to Assess the Price Effects of the Importation Policy on the Flat Glass Market in the Philippines - see Terms of Reference			
				*** Nothing follows ***			
Delivery Instructions:				see attached Terms of Reference			

(Please provide **complete** information below)

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

We agree to abide by this Quotation/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 Quotation/Proposal that 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

Consultancy Services to Conduct Data Gathering to Assess the Price Effects of the Importation Policy on the Flat Glass Market in the Philippines

The Philippine Competition Commission (PCC) requires the services of a survey firm to gather primary data from a sample of flat glass importers and flat glass distributors in the Philippines in order to assess the price effects of the Department of Trade and Industry’s Importation Policy for flat glass. The details of the survey are summarized as follows:

Type of service	Firm Survey and Focus Group Discussion
Expected survey design	Stratified Sampling
Target Population	Flat glass importers and flat glass distributors
Survey area	National
Sample size	60 firms
Duration of the project	120 calendar days
Approved Budget for the Contract (ABC)	PHP 655,000.00

I. SURVEY OVERVIEW

Through the project *Assessing the Price Effects of the Department of Trade and Industry’s Importation Policy on the Flat Glass Market in the Philippines* (“Study”), an in-depth research will be conducted to assess how the DTI’s new regulations have *first*, affected prices in the market for flat glass in the Philippines from 2019 to 2020, and *second*, affected PCC’s decision on an M&A case.

For this purpose, the proponents of the study (“End-user”) require the expertise and experience of a survey firm (“Consultant”) to gather primary data from a sample of flat glass importers and flat glass distributors in the Philippines through (i) a Qualitative Phase (FGD) and (ii) a Quantitative Phase (national survey).

II. SCOPE OF WORK

A. Tasks

The Consultant shall carry out the following tasks, divided into the Qualitative Phase and the Quantitative Phase:

Qualitative Phase

Pre-FGD Activities

1. *Revise and finalize discussion guide*

- a. Review of draft discussion guide provided by the End-user;
- b. Ensure that the discussion guide is suitable for the target respondents; and
- c. Finalize the discussion guide in coordination with the End-user.

Deliverables

- 1.1 Final discussion guide in English and Filipino or other languages or dialects as may be required

Focus Group Discussion

2. *Recruit respondents and conduct an FGD*

- a. Finalize target respondents;
- b. Recruit respondents; and
- c. Moderate online discussion sessions.

Deliverables

- 2.1 Report on the recruitment of respondents; and
- 2.2 Interview transcripts and audio recordings.

Post-FGD Activities

3. *Deliver reports and maintain coordination with PCC staff*

- a. Deliver summary reports and other materials used in the FGD; and
- b. Respond to inquiries from PCC on FGD implementation within 6 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 FGD, summaries of key points and issues raised by participants, including issues encountered by the survey firm throughout the project;
2. Hard copy and electronic form (in .pdf, .doc or .xlsx as applicable) of documents and other materials used in the FGD; and
3. Written response to the PCC's inquiries, as needed.

Quantitative Phase

Pre-survey Activities

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

- d. Review of draft survey questionnaire provided by PCC;
- e. Format the draft survey questionnaire into a survey instrument;
- f. Translate the survey instrument into other languages/ dialects;
- g. Pilot test the survey instrument for 2 respondents and provide feedback to PCC for any possible revision;
- h. Finalize the survey instrument in coordination with PCC staff; and

Deliverables

1. Survey instrument for pilot testing on 2 respondents;
2. Electronic files of datasets and report from the pilot testing (raw and modified in CSV, Excel or any other Stata or R ready format) and data dictionary;
3. Final survey instrument in English, Filipino and other major languages, as needed; and

4. Final work plan schedule from pilot testing to fieldwork

5. Prepare sampling design

- a. Determine the sampling design which should include among other details the following: proposed sampling frame, type of probability sampling method, details for the selection of qualified respondent;
- b. Specify the sample size calculation for a *national level estimate and for each domain/stratum (e.g. business segment)*. This should include among other details, the following: formula for computing the sample size, key variables for sample size calculation such as margin of error, standard deviation, level of significance, etc.;
- c. Identify the method of selecting the qualified respondents, and the process of substitution in case of non-response;
- d. Prepare the sampling frame of qualified respondents and submit the complete list of respondents together with their up-to-date contact details to the PCC; and
- e. Respond to inquiries from the PSA for matters related to the inputs provided by the survey firm.

Deliverables

1. Final sampling design and methodology including alternative respondents in case of non-response; and
2. Final sampling frame of qualified respondents together with their up-to-date contact details.

6. 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; 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

7. Deploy field enumerators and supervisors for the actual survey

- a. Prepare the necessary materials and equipment;
- b. Inform PCC of the schedule of field operations and give relevant updates; and
- c. Deploy enumerators to conduct the actual telephone survey.
- d. Conduct interviews via telephone or video call with qualified respondents for a minimum of 60 firms.

Deliverables

1. Report on the status of the survey, including difficulties encountered and possible deviations from the original plan

8. *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 of datasets (raw and modified in CSV, Excel or any other Stata or R ready format) and data dictionary; 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

9. *Deliver reports and maintain coordination with PCC staff*

- c. Deliver reports and other materials used in the survey; and
- d. Respond to inquiries from PCC on survey implementation, and data encoding and management within 6 weeks after the delivery of the complete set of electronic files of datasets and data dictionary.

Deliverables

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

B. Mode and length of data gathering activities

An online FGD with up to eight (8) participants aided with a discussion guide will be done. Completed survey interviews conducted online or via telephone with at least 60 firms aided with a questionnaire will be done.

C. Target respondents, sample size, sampling method

Qualitative Phase

The target participants for the FGD will be flat glass importers and/or distributors in the Philippines. Up to eight (8) firm owners and/or managers are expected to participate.

Quantitative Phase

The target respondents of the survey will be flat glass importers and distributors in the Philippines. The survey, to be participated in by owners of managers of the target firms, will adopt a sampling methodology that will generate a dataset that is representative at the national level and for each domain/stratum.

The Consultant may use multistage probability sampling or stratified random sampling based on specified variables (e.g., margin of error, level of significance and standard deviation). The Consultant will propose the sampling frame, and the method of allocating and selecting the sampling and elementary units. The desired margin of error is at most 3% for a national level estimate and at most 6% for the domain or for each stratum, with a confidence level of 95%. At least 60 completed survey interviews are required.

III. SERVICES TO BE PROVIDED BY THE PCC

1. Provide the Consultant a directive to facilitate the execution of the FGD and the survey;
2. Provide the Consultant with the draft FGD discussion guide and survey questionnaire;
3. Constantly coordinate with the Consultant on the planning and implementation of each Activity to be conducted; and
4. Pay the project cost inclusive of mandatory taxes and in accordance with the set payment schedule.

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

IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **six hundred fifty five thousand pesos (PHP 655,000.00)**, 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.

V. MODE OF PROCUREMENT

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. EXPECTED DURATION OF THE CONTRACT

The Contract is expected to begin immediately after issuance of the notice of award to the survey firm. The project shall be for a term of 120 days from the preparation of survey materials, actual survey, and delivery of electronic files of datasets. The bidder shall provide its proposed implementation schedule indicating the specific activities and corresponding outputs using a Gantt chart.

VII. TIMELINES, DELIVERABLES AND SCHEDULE OF PAYMENT

The Consultant shall be engaged for one hundred and twenty (120) calendar days immediately after the Contract Signing with the Service Contractor. All payments shall be endorsed by the

Director of the Economics Office; and each tranche payment to the Consultant shall be released upon PCC's acceptance of the deliverables listed below. The tranche payment schedule shall be as follows:

MILESTONES	DELIVERABLES	% of contract amount
Contract signing (Day 1)	Duly signed Financial Proposal to cover the cost of the project.	10%
QUALITATIVE PHASE		
Pre-interview activities 1. Review of draft discussion guide provided by the End-user 2. Ensure that the discussion guide is suitable for the target respondents 3. Finalize the discussion guide in coordination with the End-user.	Printed and original signed documents duly accepted and received by the PCC, as follows: <ul style="list-style-type: none"> • Final discussion guide in English and Filipino or other languages or dialects as may be required Submission date: Within 30 days from the contract signing	10%
Focus Group Discussion session 1. Finalize target respondents 2. Recruit respondents 3. Moderate discussion sessions	Printed and original signed documents duly accepted and received by the PCC, as follows: <ul style="list-style-type: none"> • Report on the recruitment of respondents • Interview transcripts and audio recordings. Submission date: Within 30 days from the approval of the discussion guide	10%
Post-FGD activities a. Deliver summary reports and other materials used in the FGD b. Respond to inquiries from PCC on FGD implementation within 6 weeks after the delivery of the complete set of electronic files of datasets and data dictionary.	Printed and original signed documents duly accepted and received by the PCC, as follows: <ul style="list-style-type: none"> • Narrative report to the PCC on the outcome of the FGD, summaries of key points and issues raised by participants, including issues encountered by the survey firm throughout the project • Hard copy and electronic form (in .pdf, .doc or .xlsx as applicable) of documents and other materials used in the FGD • Written response to the PCC's inquiries, as needed. Submission date: Within 15 calendar days from the PCC's acceptance of the preliminary	10%

	results of the FGD documentation	
QUANTITATIVE PHASE		
<p>Pre-survey activities</p> <ol style="list-style-type: none"> 1 Revise, test, and finalize the survey instrument 2 Prepare sampling design 3 Plan, design and implement training for enumerators, data encoders and field supervisors 	<p>Upon receipt and acceptance by the PCC of the following:</p> <ul style="list-style-type: none"> • Survey instrument for pilot testing • Electronic files of datasets and report from the pilot testing (raw and modified in CSV, Excel or any other Stata or R ready format) and data dictionary • Final survey instrument in English, Filipino and other major dialects as needed • Final work plan schedule from pilot testing to fieldwork • Final sampling design and methodology including alternative respondents in case of non-response • Final sampling frame of qualified respondents together with their up-to-date contact details • 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 (to be delivered on the 15th day from the issuance of the Notice of Award) <p>Submission date: Within 30 days from the contract signing</p>	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 result 	<p>Upon receipt and acceptance by the PCC of the following:</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. 	20%

	<ul style="list-style-type: none"> • Original signed transmittal of the electronic files of datasets (raw and modified in CSV, Excel or any other Stata or R ready format) and data dictionary and of the electronic copy of the preliminary results of the survey. • Electronic files of datasets (raw and modified in CSV, Excel or any other Stata or R ready format) 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>Submission date: Within 70 calendar days from the approval of the survey instrument</p>	
<p>Post-survey Activities</p> <p>1. Deliver reports and maintain coordination with PCC staff</p>	<p>Upon receipt and acceptance by the PCC of the following:</p> <ul style="list-style-type: none"> • Narrative report to the PCC on the outcome of the survey including issues encountered throughout the project. • Original signed transmittal of the electronic form (in .pdf, .doc or .xlsx as applicable) of documents and other materials used in the survey. • 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>Submission date: Within 15 calendar days from the PCC’s acceptance of the preliminary results of the survey</p>	20%

The timeline for the survey shall begin when the survey firm is notified by the PCC through a task order to be sent through an email or formal letter; while counting of the number of days elapsed shall begin strictly from the date of Contract Signing.

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.

VIII. QUALIFICATIONS OF THE CONTRACTOR AND ITS PERSONNEL

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

The technical and financial proposals will be evaluated using the Quality Based Evaluation (QBE), pursuant to the pertinent provisions of R.A. No. 9184 or the Government Procurement Reform Act. The criteria for the evaluation of the proposals are:

Criteria	Minimum Qualifications			Basis
Applicable experience of the firm (20%)	<p>At least three (3) years in business.</p> <p>Engaged with at least three (3) companies/institutions, one (1) of which belonging to the public/government sector, in any of the following: preparation of survey instruments and sampling designs, provision of trainings for enumerators, data encoders, etc., conduct of survey, collection and analysis of data, and reporting of survey results</p> <p>Survey firm must show that it has an existing and up-to-date database (including contact details) of the qualified respondents.</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
Quality of personnel to be assigned to the project (20%)	Personnel	Education	Experience	Original signed extensive curriculum vitae and copies of certificates indicating the above qualifications ¹
	Project Manager	Any degree in social sciences and research	Seven (7) years of experience with socioeconomic household survey design and implementation; and with at least 24 hours of relevant training	
	Statistical Service Executive	B.S. Statistics	Five (5) years of experience in statistical techniques and sampling design; and with at least 24 hours of relevant training	
	Electronic Data Processing Manager - Tabulation Manager	Any four (4)-year degree course	Two (2) years of experience in designing a system to input and manage data and good command of Stata or R; and with at least 24 hours of relevant training	

¹ 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).

Criteria	Minimum Qualifications			Basis
	- Field Manager			
Overall work commitment (10%)	At most ten (10) on-going (including awarded but not yet started contracts)			Authenticated List of on-going contracts ²
Plan of approach and methodology (50%)	<ul style="list-style-type: none"> • The deliverables are for submission on the day of the schedule 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 is doable and will generate acceptable results • Existing policies of the firm pertaining to quality control measures, refusal rate, minimum no. of callbacks and attrition rate, if any, were included in the proposal 			Based on the timelines, written proposal, overall quality of proposed work

The bidder with the highest rated score based on the technical proposal submitted, provided that the score shall pass the hurdle rate of 85 points, all eligible documents and other relevant documents for the procurement of this project are legal and valid in reference to the requirements of R.A. No. 9184, shall be the Highest Rated and Responsive Bidder.

IX. CONFIDENTIALITY OF DATA AND INFORMATION

The Consultant 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 the materials, data and information used and generated through the issues paper will be the sole property of PCC. The consultant shall not use nor disseminate these documents for their own research purposes without the written consent of the PCC.

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.

² 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'.

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. RADOC, JR., PhD
Director IV, Economics Office

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