

REQUEST FOR PROPOSAL

Provision of a Service Provider for the Conduct of Focal Group Discussions among Selected Establishments in the Philippines

P.R. No. / Date Received: 2020-08-0098 / 06 August 2020 RFP No./Date: 2020-10-0120 / 23 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 tjsakuma@phcc.gov.ph on or before **30 October 2020, 4:00PM** 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	₱ 450,000.00	Provision of a Service Provider for the Conduct of Focal Group Discussions among Selected Establishments 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

Focus Group Discussions among Selected Establishments in the Philippines

I. Background

This engagement requires the conduct of focus group discussions (FGDs) among firms. There are two activities.

In Activity 1, the service provider shall conduct FGDs among selected establishments which are using at least one e-commerce platform.¹ E-commerce retail platforms are rapidly developing “commercial areas” (to reference the traditional concept of brick and mortar stores) supported by an equally rapidly evolving ecosystems of “apps” or applications on logistics and payments, and algorithms on prices and targeted advertising based on consumer searches, to name a few. The entire e-commerce ecosystem has opened unprecedented opportunities for establishments, allowing them to reach the most number of consumers at the least possible cost. This activity aims to explore whether the entirely novel market realities of e-commerce can give rise to competition issues that are unique and indigenous to virtual market arrangements.

In Activity 2, the service provider shall conduct FGDs among selected establishments to explore the barriers to entry/exit in their respective industry and how competition in the sector is affected. The data gathered from the FGD shall complement firm-level dataset provided through the Big Data Analysis for Monitoring Market Competition Project which maps the trends in firm survival and entry/exit.

II. Objectives

The main objective of the FGDs is to validate the findings based on the dataset from the Big Data Analysis for Monitoring Market Competition project and PSA’s Survey on Information and Communication Technology-Information Economy (IE) for Core ICT industries. For Activity 1, the FGDs will seek to shed light on the potential of e-commerce for SMEs, the barriers to e-commerce adoption, and specific competition issues arising from e-commerce. For Activity 2, having identified certain industries with notable barriers to entry and exit conditions, the FGDs may provide further information why these industries exhibit such conditions and what factors contribute to these.

III. Scope of work

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

- Identify potential FGD participants based on the selection criteria provided by the PCC;
- Arrange the logistics for each FGD in consultation with PCC;

¹ Based on PSA’s definition of e-commerce which was adopted from OECD: “The sale or purchase of goods and services, whether between businesses, households, individuals, governments, and other public or private organisations, conducted over computer-mediated networks. The goods and services are ordered over those networks, but the payment and the ultimate delivery of the good or service may be conducted on or offline”.



- Conduct the FGDs based on the list of topics and issues provided by the PCC;
- 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;
- Document participant responses during the FGD;
- Provide an audio recording and transcript of the FGDs; and
- Write a report that summarizes the FGD proceeding.

IV. Approved Budget for the Contract and Mode of Procurement

The total budget under this Terms of Reference is **four hundred fifty thousand pesos (Php 450,000)** that shall cover the conduct of at least seven (7) FGDs. The budget shall cover the remuneration of the service provider and the costs of conducting FGDs. As a part of their financial proposal, the service provider shall provide the breakdown of expenses per online FGD through filling out Annex A.

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.

V. Timelines, Deliverables, Schedules, and Mode of Payment

The Contract is expected to begin immediately after notice of award to the service provider. The service provider shall be engaged for a maximum of one (1) year immediately after the issuance of the Notice to Proceed to the Service Contractor. The following are the outputs to be delivered:

Activity 1

- Preparation of the logistics for the FGDs within one (1) week upon PCC's notification
- Conduct at least four (4) FGDs with owners and/or managers of establishments using e-commerce retail platforms on the date/s agreed with the PCC
- Conduct the FGDs with eight (8) participants representing MSMEs in the following locations: South Luzon and Metro Manila
- Summary report, audio recording, and transcript within five (5) days after the completion of the FGDs

Activity 2

- Preparation of the logistics for the FGDs within one (1) week upon PCC's notification
- Conduct at least three (3) FGDs with owners and/or managers of businesses in the identified industries (both big players and MSMEs) on the date/s agreed with the PCC
- Conduct the FGDs with eight (8) participants representing the identified industries
- Summary report, audio recording, and transcript within five (5) days after the completion of the FGDs

Due to the current limitations brought about by COVID-19, the FGDs must be conducted online. Likewise, in-depth interviews may also be conducted in place of the FGDs. FGDs may also be conducted simultaneously depending on the task orders issues by the PCC.

Reports and other documents are to be submitted to and duly received by the PCC Project Manager. Below is the summary of the timelines, deliverables and payment for *each FGD*:



Milestones	Deliverables	% of amount in Annex A* per FGD No./Activity	% of contract amount
Contract signing (Day 1)	Duly signed contract, and accomplished and signed Annex A of the Terms of Reference Within one (1) business day from the Notice of the Award	-	10%
Preparatory work	List of FGD participants and its proposed groupings, and report on the arrangement of logistics within 7 calendar days upon PCC's notification	20%	90%
Submission of Final Reports	Summary Report, Audio Recordings, and Transcripts of FGD 12 calendar days from the submission of deliverables for Preparatory Work	80%	

**Based on the signed and accomplished Annex A of the Terms of Reference*

VI. Institutional arrangement

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.

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.

VII. Qualifications of the Contractor and its Personnel

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 the core members of the project team, to be assigned to the project	Project Manager <ul style="list-style-type: none"> Graduate of any bachelor's degree in any relevant field of social science or Statistics At least five (5) years of experience in handling Research and/or Project Management related to focus group discussions At least 16 hours of relevant training 	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) <i>Note: Pursuant to Section 33.3 of the revised IRR, there should be no replacement of key personnel before the</i>



Criteria	Minimum Qualifications	Bases
	<p>Facilitator</p> <ul style="list-style-type: none"> Graduate of any bachelor's degree in any relevant field of social science or Statistics At least five (5) years of experience in handling Research and/or Project Management related to focus group discussions At least 16 hours of relevant training 	<p>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).</p>
Experience and capability of the survey firm	<ul style="list-style-type: none"> At least three 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 Total value of projects within contract period (completed) 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 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>

VIII. SELECTION CRITERIA

The technical and financial proposals of the shortlisted bidders 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 technical proposals are:

Criteria	Bases	Weight (%)
Technical Proposal		
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	100%
Experience and capability of the service provider (30%)		
Plan of approach and methodology (50%)		
TOTAL		100%

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.



VIII. CONFIDENTIALITY OF DATA AND INFORMATION

All the materials, data and information used and generated through the FGD will be the sole property of the PCC. The service provider and any of its personnel shall not use nor disseminate these documents for their own research purposes without the written consent of the PCC.

IX. 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 amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind or terminate the Contract, without prejudice to other courses of action and remedies open to it.

X. 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. RADO, JR., PhD
Director IV, Economics Office



CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date



