



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
18th Floor Three Cyberpod Centris-North Tower EDSA Quezon City
Tel No. 877-4013 Fax 877-4099 Tin # 000-844-550

REQUEST FOR QUOTATION

RFQ NO.: 2017-052

Date : _____

GENTLEMEN :

This is to request for quotation on the PIDS procurement requirement enumerated hereunder. If you are interested and in a position to furnish the same, we shall be glad to have your best price, terms and conditions of delivery submitted not later than April 11, 2017 addressed to the PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES at the above mentioned address. It is understood that the PIDS May Reject any or all the quotations submitted, if not in accordance with our specifications.

Please quote inclusive of VAT.

Very truly yours,

NORLITO S. ATIENZA
Supply Officer III

QTY	Unit	ARTICLES/DESCRIPTION	Unit Cost	TOTAL COST
		Consultancy Services for the "Passing the Torch" Book Project		
		Approved Budget		210,000.00

Delivery Period/Time frame: 4 Months

Price in the above offer is Certified Correct:

Authorized Signature

Name of Firm

Business Permit No.

Tax Identification No.

Address

PhilGEPS Registration No.

Tel. No.

Philippine Institute for Development Studies

TERMS OF REFERENCE

Consultant - Research Associate

For the “*Passing the Torch*” Book Project

Brief Description:

This book aims to collect papers that document the first-hand experience of the past presidents, the incumbent president, retired and about to retire research fellows in providing inputs to policy making in the country. There is no substitute to collated personal experience in policy research and policy advice in “*passing the torch*” to the current and future cohort of policy researchers about the challenges and rewards in doing policy research and policy advice. At the same time, the volume will also provide an authoritative documentation from the perspective of an independent policy analyst on what happened as specific policy issues are being discussed. The intended audience includes the Filipinos interested in public policy, particularly current policy makers and policy researchers.

Objective:

The book is proposed to contribute to sustainable, rapid, and inclusive development by making available first-hand experience in policy research and policy advice of the past and present senior members of the Institute. The lessons will be invaluable to the young policy researchers in the institute and the whole policy community how important independent policy research and policy advice is in society.

Scope of Work:

Under the guidance and technical oversight of a PIDS Research Fellow who acts as Project Director, the consultant will be engaged as the Research Associate for this study.

Specifically, the Consultant, as Research Associate, is expected to perform the following tasks:

1. Manages the consolidation of 6 to 9 papers/manuscripts from the authors and copyedits the authors’ papers;
2. Assists in the conduct of workshops in case the authors request to present their draft papers;
3. Coordinate with all units at PIDS for the efficient implementation of the project;
4. Be the authors’ point person;
5. Organize meetings/workshops relative to the implementation of the project; and
6. Perform such other professional, technical, and confidential duties and responsibilities as assigned.

Qualifications of the Consultant:

1. MA. degree in any social sciences preferably with Economics background;
2. Five (5) years of relevant experience;
3. Excellent communication, technical writing and coordination skills;
4. Demonstrated ability in planning, organizing, and implementing events such as workshops or functions;
5. Ability to handle queries and correspondence;
6. Desirable qualifications: with relevant research experience.

Deliverables and Schedule of Payments:

Deliverables	Due Dates	Payment Tranches
Upon submission of Inception Report (<i>work plan and methodology</i>), acceptance and approval of PIDS	April 28, 2017	10%
Upon submission of the Draft Report write-up containing copyedited draft manuscripts ready for second-pass copyediting by PIDS' Research Information Department (RID), acceptance and approval of PIDS	June 15, 2017	25%
Upon submission of Final Report containing the draft manuscript addressing revision from RID ready for production work, acceptance and approval of PIDS	June 30, 2017	25%
Upon submission of a Terminal Report , and turnover of data and materials used for the study, acceptance and approval of PIDS	August 15, 2017	40%

Project Duration:

The entire assignment will be for approximately four (4) months, from April 24, 2017 to August 24, 2017, on a part-time basis.

Project Cost:

The estimated cost of this consulting service is Php210,000.00.