

REQUEST FOR EXPRESSION OF INTEREST
FOR THE PROCUREMENT OF CONSULTING SERVICES FOR THE
BASELINE SURVEY FOR
***“IMPROVING THE CHANCES OF SUCCESS THROUGH BETTER BENEFICIARY
SORTING AND EMPLOYMENT FACILITATION IN THE PHILIPPINES”***

1. The Government of the Philippines (GoP) has received a Grant from the International Initiative for Impact Evaluation (3ie), toward the cost of Five Million Four Hundred Thousand Pesos (Php5,400,000.00), and it intends to apply part of the proceeds of this Grant to payments under the contract for **Baseline Survey for “Improving the chances of success through better beneficiary sorting and employment facilitation in the Philippines.”**
2. The PIDS now calls for the submission of eligibility documents for the above-mentioned procurement. The purpose of the consultancy is to conduct the baseline survey for the impact evaluation. The baseline survey is anticipated to take place in April 2018. PIDS requires the use of mobile/tablet devices in the data collection.

The data collection will cover 108 sample municipalities spread across Luzon, Visayas, and Mindanao. The list of sample municipalities will be available by February or March 2018. The surveys will collect household-level data from a sample of 20 SLP households per municipality (i.e., a total of 2,160 households), and municipal-level data from the Municipal Planning and Development Office in each of the 108 municipalities.

Eligibility documents of interested consultants must be duly received by the BAC Secretariat **on or before 12:00 noon of March 20, 2018** at the address given below. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

3. Interested bidders may obtain further information from the PIDS – BAC Secretariat c/o Sharold Magallones or via email at smagallones@mail.pids.gov.ph, and inspect the Bidding Documents at the address given below during Mondays to Thursdays, 8:00 a.m. to 5:00 p.m.
4. A complete set of Bidding Documents may be acquired by interested Bidders on March 1, 2018 from the address below. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the PIDS (<https://www.pids.gov.ph>), provided that shortlisted bidders shall pay the applicable fee for the purchase of the Bidding Documents amounting to Php6,000.00 not later than the submission of their Technical and Financial proposal/bids.
5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of three (3) prospective bidders who will be entitled to

submit Technical and Financial proposal/bids. The criteria and rating system for short listing are:

- (i) Applicable experience of the firm (Prior involvement in reports or studies related to socio-economic survey) - 40%
 - (ii) Qualification of Officers and Key Personnel (Education, training, and years of professional experience) – 40 %
 - (iii) Overall Work Commitments - 20%;
6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
 7. The Procuring Entity shall evaluate bids using the *Quality Based Evaluation/Selection (QBE/QBS)* procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
 8. The contract shall be completed within 16 weeks.
 9. The PIDS reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
 10. For further information, please refer to:

PIDS-BAC Secretariat

Procurement Management Division
Philippine Institute for Development Studies
18th Floor, Three Cyberpod Centris - North Tower,
EDSA corner Quezon Avenue, Quezon City
Tel. No.: 877-4006
E-mail: smagallones@mail.pids.gov.ph

March 12, 2018

SONNY N. DOMINGO
Chairperson
PIDS-BAC for Consultancy Services

Philippine Institute for Development Studies

TERMS OF REFERENCE

Baseline Survey

for

“Improving the chances of success through better beneficiary sorting and employment facilitation in the Philippines.”

1. Background and Rationale

The International Initiative for Impact Evaluation (3ie) awarded PIDS with a grant for a study called “Improving the chances of success through better beneficiary sorting and employment facilitation in the Philippines.” The study is an impact evaluation involving DSWD’s Sustainable Livelihood Program (SLP).

SLP is a capacity building program that aims to improve the socio-economic conditions of participants through microenterprise and employment facilitation interventions. SLP assists families identified as poor in the National Household Targeting System for Poverty Reduction or *Listahanan*, with priority given to families under the *Pantawid Pamilyang Pilipino* Program. As of May 2016, the program has served over 1.2 million families.

The study aims to evaluate the impact of two program modifications on the income and employment outcomes of SLP beneficiaries.

The first one is the use of a characteristics-based track selection tool that would assign beneficiaries to the assistance track – microenterprise development (MD) or employment facilitation (EF) – for which they are best suited. Currently, SLP participants choose tracks mainly out of personal preference. Guiding participants’ track choice through an assessment of their characteristics could potentially improve their chances of success.

The second is the use of the LGU-based Public Employment Service Office (PESO) as the platform for assisting SLP beneficiaries in the employment facilitation (EF) track. The current practice among SLP field offices is to establish and maintain partnerships with employers in order to link beneficiaries with job opportunities. This could be inefficient since job matching is not a primary mandate of SLP. However, an advantage of SLP employment facilitation over the PESO is the focus given by the former on *Pantawid* participants. A better understanding of the effectiveness of alternative employment facilitation platforms in assisting SLP beneficiaries is needed.

The study’s two evaluation questions are:

- (1) **Do characteristics-based sorting schemes improve the chances of success by SLP participants?** This aims to test the current practice of track selection against a characteristics-based track assignment scheme to be developed by PIDS.

- (2) **Does employment facilitation through the PESO improve chances of landing in sustainable employment compared to the readily available alternative (RAA)?**

This aims to test the performance of the PESO against the employment facilitation activities of SLP field staff, which we call the readily available alternative or RAA.

The impact evaluation will use a clustered randomized control trial (RCT) approach. The RCT will be conducted in 108 municipalities with SLP operations across the country. The 108 municipalities are drawn from the set of municipalities which have an institutionalized PESO, and which SLP has targeted for 2018.

For the first evaluation, municipalities will be randomly assigned into control and treatment groups. Those assigned to the treatment group will use the characteristics-based sorting tool, while those in the control group will use the current practice of track selection.

Similarly, for the second evaluation, municipalities will be randomly assigned into treatment and control groups. EF-track participants in the treatment group will receive employment facilitation assistance through the local PESO, while those in the control group will be assisted using the readily available alternative.

The impact of the interventions will be estimated using data from SLP households collected in two rounds of surveys.

2. Objectives

The purpose of the consultancy is to conduct the baseline survey for the impact evaluation. The baseline survey is anticipated to take place in April 2018. PIDS requires the use of mobile/tablet devices in the data collection.

The data collection will cover 108 sample municipalities spread across Luzon, Visayas, and Mindanao. The list of sample municipalities will be available by February or March 2018.

The surveys will collect household-level data from a sample of 20 SLP households per municipality (i.e., a total of 2,160 households), and municipal-level data from the Municipal Planning and Development Office in each of the 108 municipalities.

The 20 respondent households per municipality will be randomly selected from a frame of SLP households with current SLP participants.

Table 1 provides information on the survey questionnaires to be administered.

Table 1: Survey Questionnaires

Instrument	Data collected	Respondent	Number of pages
Household Questionnaire	Demographic and economic profile of working-age household members, sources	Household head, responsible member, or SLP participant	12-13

	of income, and family expenditures		
SLP Participant Questionnaire	SLP participant's employment history business history, training history, and business details	All SLP participants in household	11-12
Municipal Profile Questionnaire	Demographic and economic profile of the municipality/city	Municipal/City Planning and Development Officer	6

3. Scope of Work, Deliverables and Schedule of Payment Releases

PIDS seeks to engage the services of a Consultant/Survey Firm to conduct the baseline survey. The Consultant/Survey Firm shall be under the supervision of a PIDS Research Fellow/Project Director, and is expected to undertake the following:

a. Pre-implementation stage

1. Translate the questionnaires into major dialects in the sample municipalities.
2. Develop the questionnaires into electronic data capture forms in tablets/mobile devices, with the appropriate sequence and skip patterns.
3. Develop the web server to receive the completed questionnaires.
4. Pretest the tablet-based instruments in areas to be selected by PIDS, and submit a pretest report.
5. Hire and train survey team members for data collection.
6. Develop a quality control plan and quality control instruments for the field survey.
7. Develop a fieldwork plan to ensure the survey is conducted over the specified period.
8. Mobilize and train team members for data collection, data encoding and data cleaning.

b. Survey implementation stage

1. Conduct face-to-face surveys in 108 sample municipalities, covering a total of 2,160 households (20 SLP households per municipality) using the tablet-based instruments.

2. Collect municipal-level data from the Municipal Planning and Development Office in each of the 108 municipalities.
3. Enter, check, and verify accuracy and completeness of incoming data.
4. Implement quality control system for fieldwork.
5. Submit weekly progress reports on the data collection (e.g. response rate, challenges encountered, quality control procedures implemented, etc.)

c. Post-implementation stage

1. Provide PIDS with clean and consistent datasets in the following prescribed format. The data files are required to be in English. Translation of responses in local dialects to English is necessary. Raw datasets should be in their original data collection format where data files and variables in each file are clearly identified. All cleaned data files should be delivered in Stata format with their corresponding data dictionaries. Data files should be easily traceable to the questionnaire. Variables should be well-labelled and easily traceable to specific section(s) of the questionnaire. Variables should have well-labeled values including missing values and specialized responses. Data files should be merge-able across files using identified merging variables.
2. Provide PIDS with a project report containing (1) a documentation of the conduct of the survey and issues encountered, including specific events during the survey that may have affected the quality of the data generated; (2) tabulations of all variables, consisting of descriptive statistics (number of observations, mean, standard deviation, minimum, maximum) for continuous variables and frequency tabulations for categorical variables including missing and special values; and (3) identified gaps and relevant recommendations based on the collected data, if any.

The Consultant/Survey Firm shall submit to PIDS the following deliverables:

1. Inception Report - Contains a detailed work plan, including, among others, an operational plan, quality control and risk management plan, staffing and supervision plan for survey activities, and communication/coordination plan with PIDS.
2. Pretest Report - Contains a documentation of pretest conduct and results, and suggestions for questionnaire revision if any.
3. Tablet-based Survey Instruments – The survey instruments converted into tablet-based format.
4. Training Report - Contains highlights of the conduct of enumerators training, including copies of training materials.
5. Weekly Progress Reports - Reports on the progress of data collection, challenges encountered, and remedial measures

6. Draft Final Report - Contains data dictionary, survey operations, survey results, and initial descriptive analysis and major findings
7. Final Report - Contains refined presentation of descriptive analysis and major findings
8. Raw Data files - Raw data files in original data collection format
9. Clean data files - Cleaned and validated data files in Stata format, with well-labeled variables that are easily traceable to the questionnaire and well-labeled values for each variable

Tranche payments will be made upon submission to, and approval by, PIDS of project deliverables. The Consultant/Survey Firm will prepare the following outputs based on the schedule below:

Activities and Deliverables	Due Dates	Payment Tranches
Inception report	Within two (2) weeks from the receipt by the Consultant of the Notice to Proceed (NTP)	10%
Tablet-based survey instruments and pretest report	Within four (4) weeks from the receipt by the Consultant of the NTP	20%
Training report	Within six (6) weeks from receipt by Consultant of NTP	20%
First weekly progress report	Within eight (8) weeks from the receipt by the Consultant of the NTP	----
Second weekly progress report	Within nine (9) weeks from the receipt by the Consultant of the NTP	
Third weekly progress report	Within ten (10) weeks from the receipt by the Consultant of the NTP	
Fourth weekly progress report	Within eleven (11) weeks from the receipt by the Consultant of the NTP	
Fifth weekly progress report	Within twelve (12) weeks from the receipt by the Consultant of the NTP	
Draft final report and draft clean datasets	Within thirteen (13) weeks from the receipt by the Consultant of the NTP	20%

Final report, raw datasets, and final clean datasets	Within sixteen (16) weeks from the receipt by the Consultant of the NTP	30%
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NOTE: Payments will be based on the acceptance and approval by PIDS of the corresponding outputs

Baseline Survey Indicative Timetable

Activity	Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Month	May					June				July				Aug		
PRE-IMPLEMENTATION: 6 weeks																	
Inception meeting and review of background documents																	
<i>Submission of inception report</i>			x														
Development and finalization of tablet-based capture system																	
Pretest of tablet-based instrument																	
<i>Submission of tablet-based instrument and pretest report</i>					x												
Coordination with DSWD office in sample areas, data collection for sample selection																	
Development of data collection manual																	
Training of survey staff																	
<i>Submission of training report</i>								x									
Deployment of survey staff																	
IMPLEMENTATION: 5 weeks																	
Courtesy calls to and coordination with DSWD/SLP field offices																	
Data collection																	
Field monitoring and spot checking																	
Data cleaning, quality checking, and callbacks																	
<i>Submission of weekly progress reports</i>									x	x	x	x	x				
POST IMPLEMENTATION: 5 weeks																	
Finalization of datasets and development of draft project report																	
<i>Submission of clean datasets and draft project report</i>														x			
Review of submitted datasets and draft project report																	
Revision of datasets and draft project report																	
<i>Submission of finalized datasets and final project report</i>																	x

4. Qualifications of the Consultant

The consultancy shall be undertaken by a reputable survey or research firm. The firm shall mobilize key personnel, i.e. a Survey Team Leader and at least two experts. The consulting firm, Survey Team Leader, and experts should have the following qualifications:

1. Qualifications of the Consultancy Firm

- Preferably five (5) years of experience in survey research, particularly in survey design and field operations that can implement a nationally-representative survey project covering at least 5,000 respondents

- Must have been engaged in managing/administering similar and/or relevant professional and consulting services or data generation, with sample related work (at least one (1) completed report and at least two (2) survey trainings conducted).
- Possesses capabilities to develop and conduct tablet-based data collection and management (possession of tablets, server, Internet connectivity, programming and information management capabilities)
- Experience in tablet-based data collection and management
- Ability to work with communities in relevant local languages
- Ability to respond to comments and questions in a timely appropriate manner
- Ability to produce highly quality, clear and concise reports in English

2. Qualifications of the Team Leader

- At least MA/MS in Statistics, Economics or related field; a PhD in Statistics or Economics is an advantage
- At least ten (10) years of experience in conducting and supervising surveys in the Philippines, preferably with fieldwork exposure
- Must have been a Team Leader in similar and/or relevant consulting services.
- Must have no more than five (5) current and on-going projects consultancy projects

3. Qualifications of Experts

- At least a BS/BA holder; MA/MS in Statistics or Economics an advantage
- At least five (5) years of experience in survey research, particularly in survey design and operations
- Must have no more than five (5) current and on-going consultancy projects

5. Project Duration

The Consultant will be engaged for a period of 16 weeks, from the issuance of the Notice to Proceed until August 17, 2018. The Consultant's work must be completed by August 17, 2018 at the latest, and no man days will be chargeable after this date.

6. Project Cost

The estimated cost of this consulting service is Five million four hundred thousand pesos (PhP 5,400,000.00).

7. Evaluation Criteria

The technical proposal of the partner institution will be evaluated using the following criteria:

Criteria	Weight
Experience and proven track record in data collection, verification, processing, and analysis	15%
Project team composition	15%

Description of method for identifying household respondents and sample replacement	15%
<p>Overall project management and supervision</p> <p>-Proposed methodology for project management and supervision, including a detailed work plan with a realistic time schedule for completing assignments in the pre-survey, survey and post-survey phases.</p>	15%
<p>Survey organization including field personnel</p> <p>-Includes description of the Consultant's capacity to mobilize and deploy a large number of competent survey enumerators, and of the distribution of tasks and responsibilities among survey team members</p>	15%
<p>Adequacy of quality assurance mechanism in field work operations and data encoding and editing</p> <p>-Description of the Consultant's quality assurance plan, i.e., how the Consultant will ensure quality at all levels, including through checks and balances</p>	15%
Evidence of compliance with physical, technical, and organizational security measures required by the Data Privacy Act	10%

Eligibility Documents

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

(a) Class “A” Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
- (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant’s role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

(b) Class “B” Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:

- (c) contain the name of the contract to be bid in capital letters;
- (d) bear the name and address of the prospective bidder in capital letters;
- (e) be addressed to the Procuring Entity's BAC specified in the **EDS**;
- (f) bear the specific identification of this Project indicated in the **EDS**; and
- (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit

another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

- (h) the name of the prospective bidder;
- (i) whether there is a modification or substitution; and
- (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Eligibility Data Sheet

Eligibility Documents	
1.2	<i>Not applicable</i>
1.3	No further instructions
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <i>three (3) years</i> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Certificate of satisfactory service or completion
4.2	Each prospective bidder shall submit one (1) original, two (2) duplicate copies, and one (1) electronic copy (to be placed in a compact disc/CD) of its eligibility documents. Each copy must be placed inside the sealed envelope and must be properly labeled.
4.3 (e)	PIDS Bids and Awards Committee for Consulting Services Philippine Institute for Development Studies, 18th Floor, Three Cyberpod Centris – North Tower, EDSA cor. Quezon Avenue, Quezon City.
4.3 (f)	Consulting services for the Baseline Survey for “Improving the chances of success through better beneficiary sorting and employment facilitation in the Philippines”
5.0	The address for submission of eligibility documents is: Philippine Institute for Development Studies, 18th Floor, Three Cyberpod Centris – North Tower, EDSA cor. Quezon Avenue, Quezon City Sonny N. Domingo Chairperson, BAC for Consulting Services, c/o Sharold Magallones, Secretariat, BAC for Consulting Services (877-4006; smagallones@mail.pids.gov.ph) The deadline for submission of eligibility documents is March 20, 2018, 4:00 pm.
8.1	The place of opening of eligibility documents is at the Conference Room of the Philippine Institute for Development Studies, 18th Floor, Three Cyberpod Centris – North Tower, EDSA cor. Quezon Avenue, Quezon City. The date and time of opening of eligibility documents is March 20, 2018, 4:00 p.m.

9.1	No further instructions
9.2	<p>The criteria and rating system for short listing are:</p> <ul style="list-style-type: none"><li data-bbox="419 331 1396 405">(i) Applicable experience of the firm (Prior involvement in reports or studies related to socio-economic survey) - 40%<li data-bbox="419 405 1396 479">(ii) Qualification of Officers and Key Personnel (Education, training, and years of professional experience) – 40 %<li data-bbox="419 479 1396 508">(iii) Overall Work Commitments - 20%;

CONSULTANT'S REFERENCES

Relevant Services Carried Out in the Last Three Years That Best Illustrate Qualifications

Using the format below, provide information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, if any:		Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____

TEAM COMPOSITION AND TASK

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

- 3 Where applicable, indicate relationships among the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and other parties or stakeholders.

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FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ **until** _____

Roll of Attorneys No. _____

PTR No. __, [date issued], [place issued]

IBP No. __, [date issued], [place issued]

Doc. No. ____

Page No. ____

Book No. ____

Series of ____.

