

REQUEST FOR PROPOSAL (Individual Consultant)

1. The Philippine Institute for Development Studies (PIDS) invites all eligible consultants to submit proposals for the provision of consultancy services entitled “**Principal Investigator for the Issues Paper on Grocery and Supermarket Retail Business in the Philippines**”
2. The project will study the competitive landscape of the grocery and supermarket retail industry in the Philippines. The consultant, under the guidance and technical oversight of a PIDS Senior Research Fellow, shall be the principal investigator for the study. Details of the project are contained in the attached Terms of Reference.
3. The approved budget for the abovementioned research project is PhP450,000.00 and will be implemented for approximately 5 months.
4. To be registered and eligible to be included in the PIDS’ database of research consultants, interested proponents must submit the following documents:
 - a. Curriculum Vitae;
 - b. Technical and Financial proposals using the PIDS-prescribed form (see attached);
 - c. PhilGEPS registration number;
 - d. Omnibus Sworn Statement in accordance with Section 25.3 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184 IRR;
 - e. Income/Business Tax Return;
 - f. BIR Certificate of Registration (may be submitted prior to the issuance of Notice of Award); and
 - g. Filled-up registration form, which includes information on completed contracts and all on-going government and project contracts, including contracts awarded but not yet started (see attached).
5. Interested consultants may obtain further information from the Procurement Management Division c/o Sharold B. Magallones at 18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City, or via email at smagallones@mail.pids.gov.ph.
6. The Institute shall adopt the Quality-Based Evaluation Procedure in the selection of consultants.
7. Deadline for the submission of eligibility requirements and technical and financial proposals for the abovementioned research project is on **March 7, 2018** at 2:00 p.m. addressed to:

Sonny N. Domingo – Chairperson, BAC for Consultancy Services
c/o The BAC Secretariat (Consultancy Services)
18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City
8. PIDS reserves the right to reject any or all the proposals, or declare a failure of bidding, or not award the contract, if there is evidence of collusion including any act which restricts, suppresses or nullifies competition, or if there is a failure to follow the prescribed bidding procedures. PIDS also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to PIDS.

TERMS OF REFERENCE

Principal Investigator for the Issues Paper on Grocery and Supermarket Retail Business in the Philippines

I. Background

The Philippine Institute for Development Studies is collaborating with the Philippine Competition Commission (PCC) for the conduct of an issues paper on grocery and supermarket retail business in the Philippines. The PCC is an independent quasi-judicial body mandated to implement Republic Act 10667 or the Philippine Competition Act (PCA). The PCA prohibits anti-competitive agreements, abuse of dominant position and anti-competitive mergers and acquisitions, as the law aims to enhance market competition for the benefit of consumers and businesses.

As stated in the national competition policy chapter of the Philippine Development Plan 2017-2022, the government has committed resources for the conduct of studies in priority sectors where the largest impact on consumer welfare and market efficiency are expected.

II. Objectives

This issues paper will study the competitive landscape of the grocery and supermarket retail industry in the Philippines.

The study will provide a detailed description of the supply and demand conditions of the industry. Supply conditions may include, but are not limited to, profiling of competitors; ease of entry, expansion, and exit; the business relationship between owners in adjacent or related geographic markets; determination of catchment areas; input costs and pricing. Regulatory and other barriers to entry and expansion in the market will also be covered.

Demand conditions include the preference of consumers based on catchment areas and store formats, demand from manufacturers of grocery items for shelf space, and the relationship of these two; allocation of shelf space; and calculation of slotting fees. The study will be national in its breadth, but will focus on major urban and rural markets.

The issues paper will also include an assessment of whether market conditions make it conducive to the formation of anti-competitive agreements or other anti-competitive conduct, and an analysis of other problems in this sector that affect consumer welfare. The study shall also propose recommendations on possible measures to address competitive issues identified.

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

PIDS seeks to engage the services of a consultant as Principal Investigator for this study. He/She shall be under the supervision of a PIDS Senior Research Fellow/Project Director, and is expected to undertake the following:

- Submit an inception report, including a detailed work and financial plan in consultation with PIDS and PCC
- Present the study framework in a roundtable discussion (with PCC)
- Work closely with the PIDS Project Director and designated PCC economist/s to quickly cascade the methodology in conducting market studies

- Conduct focus group discussions (FGDs), key informant interviews (KIIs) or Surveys with relevant stakeholders and resource persons, as necessary, to gather information needed for the market or sector study.
- Present the preliminary results in a seminar.
- Draft the report with the assistance of a research assistant and PCC economist/s
- Present the study findings through a public consultation
- Draft a policy brief/Policy Note as a by-product of the study
- Upon consultation with the PIDS Project Director and PCC, propose a more detailed research plan on a specific land-based public transport market for which significant competition issues have been identified.

The consultant will submit the following based on the schedule below:

DELIVERABLES	Timelines	% of contracted amount*
Inception Report and Presentation of Study Framework in a roundtable discussion (with PCC)	Within 15 days from the Receipt by the Consultant of Notice to Proceed (NTP)	10%
Progress Report containing the literature review	Within one (1) month after the acceptance and approval of Inception Report	25%
Draft Report and Presentation of Preliminary Results in a Research Seminar	Within two and a-half months after the acceptance and approval of Inception Report	25%
Presentation of Findings in a Public Consultation, submission of Final Report, Policy Brief/Policy Note and Turn-over of data and do-files	Within four and a-half months after the acceptance and approval of Inception Report	40%

NOTE: Payments will be based on the acceptance and approval by PIDS of the corresponding outputs

The detailed description of the deliverables are as follows:

- Inception Report** – This report shall include a detailed work and financial plan. The inception report will be important in ensuring a clear understanding of project management and engagement processes. This will be useful in clarifying and removing any uncertainties that might exist before the project commences, and establishing expectations regarding methodologies, deliverables, outcomes, and potential challenges. This will ensure a mutual understanding of the objectives, scope, and other requirements of the project. In this report, the Consultant is expected to identify the needed data, including the projected cost and source, discuss the design and approach, including the proposed methodology for the project. After the acceptance of the inception report, the Consultant shall present the general framework of the study to the PIDS and PCC in a roundtable discussion.
- Draft Report with Preliminary Findings** – This report shall include assessment of the preliminary findings gathered from the project. At the minimum, the Consultant is expected to provide discussions on the following key points: (i) nature of competition in the grocery retail market, (ii) determination of catchment areas based on factors such as consumer preference and locations of grocery retailers, (iii) trends and forecasts of demand and supply,

(iv) market structure including a profile of each major player, (v) factors that potentially limit market competition, (vi) laws and regulations that preclude market entry and/or entrepreneurship, and (vii) proposed measures to correct anti-competitive elements in the market. Moreover, the Consultant should be able to present a structural screening exercise to determine whether conditions in the market are conducive to the formation and stability of a cartel. This report will be presented in a research seminar. At the discretion of PIDS and PCC, industry regulators and other relevant stakeholders may be invited to elicit their inputs and views.

- c. **Final Report** – This report shall reflect the suggested inputs and revisions that have been adopted by PIDS and PCC from earlier presentations and discussions of the draft Report. The findings covered by the Final report will be disseminated and presented in a public consultation. This shall also include a policy brief/Policy Note, which shall serve as a by-product of the project.

IV. Qualifications of the Consultant

The Principal Investigator should have the following qualifications:

- PhD in Economics, or a related field
- Extensive knowledge on the Philippine retail sector, with at least 10 years of total experience as researcher, of which at least 5 years in retail economics, retail planning and/or retail policy research
- Proven publication track record
- Ability and willingness to mentor

V. Project Duration

The Consultant will be engaged for five (5) months, from the issuance of the Notice to Proceed (NTP) until June 30, 2018, on a part time basis. The Consultant's work must be completed by June 30, 2018 at the latest, and no man days will be chargeable after this date.

VI. Project Cost

The estimated cost of this consulting service is Four hundred fifty thousand pesos (Php450,000). This does not include the cost of field visits which will be shouldered by PIDS.

VII. Evaluation Criteria

Proposals will be evaluated using the following criteria:

- a. Consultant's Qualifications: 40%
- PhD in Economics, or a related field
 - Extensive knowledge on the Philippine retail sector, with at least 10 years of total experience as researcher, of which at least 5 years in retail economics, retail planning and/or retail policy research
 - Proven publication track record
 - Ability and willingness to mentor

- b. Plan of approach and methodology, with emphasis on the clarity, feasibility, innovativeness, and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions: 60%

TECHNICAL PROPOSAL

[NAME OF STUDY]

[DATE]

Name and Address of Consultant/Firm:

PART I: TECHNICAL DESCRIPTION

A. Methodology:

(In this section, describe your proposed approach and methodology.)

1. Conceptual Framework of the Study:

(General description of the conceptual framework of the study)

2. Sources of Data:

(Sources of available data and the methods to be used in gathering data)

3. Analytical Tools/Approach:

(Please provide comments on the Terms of Reference to demonstrate your understanding of the objectives, timeframe, tasks, and outputs. Constraints or difficulties that could be encountered in undertaking the service (or by the Project Team more generally) should also be highlighted.

Based on your comments of the TOR, discuss your approach to undertaking the service.)

PART II: WORK PLAN

A. Schedule of Activities and Deliverables:

Phase/Activity	Expected Outputs	Due Dates
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<i>As stated in the PIDS TOR.</i>		
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B. Timeframe:

As stated in the PIDS TOR.

Part III: Statement of Capability (1-2 pages)

A. Please provide evidence of your skills in providing the service using the qualifications stated in the TOR.

B. Please indicate ongoing and planned projects and/or commitments which may affect your ability to participate in this project in a timely manner.

Prepared/Submitted by: _____

Signature over Printed Name

FINANCIAL PROPOSAL

[NAME OF STUDY]

[DATE]

Philippine Institute for Development Studies

RESEARCH CONSULTANT'S REGISTRATION FORM

1. NAME:				
2. AFFILIATED AGENCY/FIRM:				
3. BUSINESS ADDRESS:				
4. TEL. NO.	5. FAX NO.	6. E-MAIL:	7. TIN: (please attach copy of the TIN-ID)	
8. FIELD OF SPECIALIZATION: <i>(Please tick applicable items)</i>				
<input type="checkbox"/> Macroeconomics <input type="checkbox"/> Competitiveness & Competition Policies				
<input type="checkbox"/> Social Sector Reform <input type="checkbox"/> Infrastructure Development				
<input type="checkbox"/> Agriculture <input type="checkbox"/> Governance				
<input type="checkbox"/> Environment and Natural Resource Management				
<input type="checkbox"/> Policy Analysis, Planning Tools and Monitoring Systems				
<input type="checkbox"/> Others, please specify: _____				
9. RESEARCH PROJECTS FOR THE LAST THREE (3) YEARS				
Project Title	Location	Project Period	Implementing Agency	Amount of Contract

Please attach certificate of satisfactory completion issued by the client, in the case of completed contracts, if any.

10. ON-GOING RESEARCH PROJECTS (Including contracts awarded but not yet started, if any):

Project Title	Location	Project Period	Implementing Agency	Amount of Contract

11. PUBLISHED RESEARCH WORKS:

TITLE	YEAR PUBLISHED

PLEASE USE ADDITIONAL SHEETS FOR NOS. 9, 10 & 11 WHEN NECESSARY AND ATTACH TO THIS DOCUMENT.

12. REFERENCES:

CONTACT PERSON	INSTITUTION	CONTACT NOS.
DATE:		

Important: Please attach your latest curriculum vita.