

PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES

PART I

**Survey Firm for Universal Healthcare
Provider Payment Reforms In 2023
Comprehensive Outpatient Benefit
Package and Coordinated Approach to
Community Health Towards UHC Project:
Baseline Assessment of the
Implementation of Provider Payment and
Outpatient Benefit Reforms
in the Philippines**

**REQUEST FOR EXPRESSION OF INTEREST NO.
2024-153**

TABLE OF CONTENTS

PART I

CHECKLIST OF ELIGIBILITY REQUIREMENTS.....	3
SECTION I. REQUEST FOR EXPRESSION OF INTEREST.....	4
SECTION II. ELIGIBILITY DOCUMENTS	7
SECTION III. ELIGIBILITY DATA SHEET.....	14
SECTION IV. TERMS OF REFERENCE.....	18
SECTION V. ELIGIBILITY SUBMISSION FORMS.....	19

Checklist of Eligibility Requirements

1. Eligibility documents Submission Form (Annex A)

Class “A” Documents

Legal Documents

2. Registration certificate from:
 - Securities and Exchange Commission (SEC) for partnerships or corporations; or
 - Department of Trade and Industries (DTI) for sole proprietorships; or
 - Cooperative Development Authority (CDA) for cooperatives.
3. Mayor’s/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
4. Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.

Technical Documents

5. Statement of Consultant’s Nationality (Annex B)
 - Notarized Authority
6. Curriculum Vitae for the Proposed Professional Staff (Annex C)
7. Statement of Completed Contracts (Annex D)
8. Certificate of Good Standing, Acceptance Report, Certificate of Satisfactory Service Rendered, or Any Proof of Satisfactory Completion of Completed Contracts
9. Statement of Ongoing and Awarded but Not Yet Started Contracts (Annex E)

Financial Documents

10. Latest Audited Financial Statements (stamped received by BIR)

Class “B” Document

11. Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Section I. Request for Expression of Interest

REQUEST FOR EXPRESSION OF INTEREST

Survey Firm for Universal Healthcare Provider Payment Reforms in 2023 Comprehensive Outpatient Benefit Package and Coordinated Approach to Community Health Towards UHC Project: Baseline Assessment of the Implementation of Provider Payment and Outpatient Benefit Reforms in the Philippines

REI No. 2024-153

1. The **Philippine Institute for Development Studies (PIDS)** intends to apply the sum of **Twenty-Two Million Three Hundred Forty-Four Thousand Five Hundred Forty-Two and 20/100 Pesos (PhP22,344,542.20)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Survey Firm for Universal Healthcare Provider Payment Reforms in 2023 Comprehensive Outpatient Benefit Package and Coordinated Approach to Community Health Towards UHC Project: Baseline Assessment of the Implementation of Provider Payment and Outpatient Benefit Reforms in the Philippines**.
2. The PIDS Bids and Awards Committee now calls for the submission of eligibility documents for the **Survey Firm for Universal Healthcare Provider Payment Reforms in 2023 Comprehensive Outpatient Benefit Package and Coordinated Approach to Community Health Towards UHC Project: Baseline Assessment of the Implementation of Provider Payment and Outpatient Benefit Reforms in the Philippines**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **May 8, 2024 (10:00AM)** at the address 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 Procurement Management Division or via email at procurement@pids.gov.ph, and secure the Bidding Documents at the address given below during Mondays to Thursdays, 9:00 a.m. to 5:00 p.m.
4. A complete set of Bidding Documents – Part I may be acquired starting on **May 2, 2024** by interested Bidders 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>).

Short Listed Consultants may only be allowed to drop their Technical and Financial Proposals upon payment of the applicable bidding documents fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Twenty-Two Thousand Pesos (PhP22,000.00)**.

5. Opening of Eligibility Documents shall be on **May 8, 2024 (1:00 PM)** at the given address below and/or via **videoconferencing**. Eligibility Documents shall be opened in the presence of the bidders' representatives who choose to attend the activity. Late submissions shall not be accepted.
6. 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 proposals/bids. The criteria and rating system for short listing are:
 - (i) Applicable/Relevant Experience of Consulting Firm - **40%**;
 - (ii) Qualification of Key Personnel – **30%**; and,
 - (iii) Current workload of the Firm - **30%**.
7. 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.
8. 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.
9. The contract shall be completed within **14 weeks**.
10. 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.
11. For further information, please refer to:

PIDS - BAC Secretariat

Philippine Institute for Development Studies
18th Floor, Three Cyberpod Centris - North Tower,
EDSA corner Quezon Avenue, Quezon City
Tel. No.: (+63) (02) 8877-4000 local 4006 or 4013
E-mail: procurement@mail.pids.gov.ph


DR. VALERIE GILBERT T. ULEP
Chairperson
BAC for Consultancy Services

Section II. 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
- (e) the laws of the Philippines; or
- (f) 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:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;
 - (c) be addressed to the Procuring Entity's BAC specified in the **EDS**;
 - (d) bear the specific identification of this Project indicated in the **EDS**; and

- (e) 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:

- (f) the name of the prospective bidder;
- (g) whether there is a modification or substitution; and
- (h) 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.

Section III. Eligibility Data Sheet

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 five (5) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<i>Certificate of Satisfactory Service or Completion</i> issued by the client, in case of a completed Contract, shall be submitted
4.2	Each prospective bidder shall submit one (1) original, one (1) duplicate copy, and one (1) electronic copy (to be placed in a compact disc/CD or flash drive) of its eligibility documents. Each copy must be placed inside the sealed envelope and must be properly labeled. Electronic copies, aside from placing in a sealed envelope, may also be protected with password.
4.3 (c)	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 (d)	REI No. 2024-153 Survey Firm for Universal Healthcare Provider Payment Reforms in 2023 Comprehensive Outpatient Benefit Package and Coordinated Approach to Community Health Towards UHC Project: Baseline Assessment of the Implementation of Provider Payment and Outpatient Benefit Reforms 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 <u>procurement@pids.gov.ph</u> The deadline for submission of eligibility documents is <i>May 8, 2024 (10:00 AM)</i>
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 opening of eligibility documents shall be conducted **onsite and online**. The BAC Secretariat shall facilitate the opening of documents onsite while videoconferencing with the BAC. Bidders' representatives have the option to attend onsite or online.

Bidders who will opt to attend online should email scanned copy of their authorization letter specifying the name(s) and email address(es) of their representative(s) to procurement@pids.gov.ph.

Instructions to join the online conference shall be sent to the email addresses indicated in the authorization letters.

The date and time of opening of eligibility documents is **May 8, 2024 (1:00 PM)**

9.1 No further instructions

9.2 The criteria and rating system for short listing are:

Particulars	Weight	Rating	Remarks
I. Firm's Qualifications			
a. Applicable Experience -	40%		
a.1. Number of years of experience in survey research, survey design, and field operations - at least 5 years	20%		
No. of years	Score		
More than 10	20		
7 to 9	15		
5 to 7	10		
Below 5	Not qualified		
a.2. Number of completed projects with nationwide survey component with at least Satisfactory rating by clients - at least 5	20%		
More than 8	20		
6 to 7	15		
5	10		
Below 5	Not qualified		
b. Quality of Survey Team Manager	30%		
b.1. Education	15%		
Education	Score		
PhD in related field	15		
MA/MS in related field or PhD in non-related field	13		
MA/MS in related field	11		
MA/MS in non-related field or BS degree	Not qualified		
b.2. Experience	15%		
No. of years	Score		
12 and above	15		
9 to 11	13		
6 to 8	11		
3 to 5	10		
below 3	Not qualified		

II Overall Work Commitment	30%		
No. of projects	Score		
0 to 1	30		
2 to 3	25		
4 to 5	20		
6 and above	15		
Overall Rating:	100%		

Minimum Score/Hurdle Rate: **80%**

Section IV. Terms of Reference

Philippine Institute for Development Studies

TERMS OF REFERENCE

Consulting Service: Conduct of Survey

for

Universal Healthcare (UHC) Provider Payment Reforms In 2023 Comprehensive Outpatient Benefit Package (COBP) and Coordinated Approach to Community Health Towards UHC (CATCH) Project: Baseline Assessment of the Implementation of Provider Payment and Outpatient Benefit Reforms in the Philippines

1. Background and Rationale

Universal Health Coverage (UHC) is a global goal to ensure everyone can access essential health services without financial hardship. In the Philippines, UHC has been a significant priority of the government as the country continues to grapple with the challenges of providing healthcare to its growing population. While the UHC Act contains a gamut of health reforms, one of the path-breaking provisions of the law is the shift in provider payment or how the country's purchaser pays healthcare providers for their services. The Act mandates PhilHealth to adopt Disease Related Group (DRG) and capitation in paying for inpatient and outpatient care services, respectively. Diagnosis Related Group (DRG) classifies inpatient hospital cases based on similar clinical characteristics and resource utilization. DRG-based payment reform is one of the most commonly used systems to reimburse hospitals for their services based on these classifications. In theory, DRG-based payment and capitation could manage expenditure growth and improve healthcare efficiency, quality, and equity. It is essential to carefully monitor and evaluate the impact of any provider payment reforms to ensure that they do not inadvertently result in more inefficiencies and inequities.

This study operationalizes evaluating provider payment reforms and outpatient health insurance (i.e., KONSULTA+ or the Comprehensive Outpatient Benefit Package) expansion under the UHC Act (2019). The Department of Health (DOH) and PhilHealth plan to pilot DRGs implementation and outpatient benefit package (which uses a capitation payment system) in select provinces in the country under the CATCH Program by the third to the fourth quarter of 2023. Hence, assessing whether these provider payment reforms will impact health sector goals (i.e., improve efficiency, quality, and equity of healthcare services), at least in pilot sites, is critical. The evaluation will be the basis for expanding provider payment reforms nationwide.

This study will allow the DOH and PhilHealth to rigorously evaluate provider payment reforms and health insurance (e.g., KONSULTA+ or COBP) expansion

under the UHC Act. The study proposes a robust evaluation framework by collecting information before and after/during the implementation. The DOH will pilot the intervention in four (4) provinces, and baseline indicators in (4) comparator provinces will also be collected, allowing researchers to conduct rigorous impact evaluation with counterfactuals.

The impact evaluation results will inform policy makers and other stakeholders if the program affects its target outcomes among its beneficiaries. The policy recommendations generated by the evaluation can present useful opportunities for the implementers to improve the program implementation.

This consultancy covers the data collection for the study of the UHC Provider Payment Reforms In 2023 COBP and CATCH Project: Baseline Assessment of the Implementation of Provider Payment and Outpatient Benefit Reforms in the Philippines which involves a nationwide survey of households, healthcare providers, and healthcare facilities.

2. Objectives of the Consultancy

This consultancy aims to engage a survey firm that will conduct the data collection for the study of the UHC Provider Payment Reforms In 2023 COBP and CATCH Project: Baseline Assessment of the Implementation of Provider Payment and Outpatient Benefit Reforms in the Philippines which involves a nationwide survey of households, healthcare providers, and healthcare facilities.

This will involve face-to-face interviews with eligible respondents of sampled households, healthcare providers and the relevant facilities (e.g. health facilities) that serve the local population. Below are the key components of the survey:

- **Survey of households.** The primary data collection in the survey will involve face-to-face interviews with eligible respondents (head of the household) from sampled households.
- **Survey of healthcare providers.** A survey of healthcare providers (HCPs) in the health facilities in the selected study sites are also included. The survey will collect information regarding the HCPs knowledge, compensation, effort and motivation, quality of care, continuity of care, and coordination and referral pathways. The data collection for this component will be simultaneously conducted with the household and health facility surveys.
- **Survey of health facilities** – Barangay Health Stations (BHS), Rural Health Units (RHUs), hospitals, infirmaries, and birthing homes in the study sites will also be surveyed. The survey will collect information on the characteristics of the health facility, affordability of services, access and quality of services, resources, and staffing among others. The survey will include collection of pertinent financial statements and other financial data as relevant to each health facility.

The list of questionnaires and corresponding target respondent per questionnaire and section are shown below:

Instrument	Target respondent
Population Survey	Household head or responsible adult
Health Facility Survey	Head of the health facility or designated person, or representative
Health Facility Records Review	Head of health facility or designated person for accounting and hospital statistics
Healthcare Provider Survey and Clinical Vignettes	Selected healthcare providers in the selected facilities

The survey will collect data from eight (8) study sites identified by DOH and PhilHealth: Benguet, La Union, Laguna, Batangas, Aklan, Iloilo, Sarangani, and Davao de Oro.

The estimated number of responses per type of questionnaire module is shown below:

Questionnaire	Estimated number of responses ^{a/}
Population Survey	5000 households
Health Facility Survey and Health Facility Records Review	200 Facilities
Healthcare Provider Survey and Clinical Vignettes	1300 healthcare providers
Total	6500 responses

Note: a/ Refers to the estimated number of completed responses or accomplished questionnaires

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

Under the guidance and technical oversight of a PIDS Research Fellow who serves as Project Director, the **Consultant** is expected to work with the Project Team and undertake the following tasks/activities¹:

3.1. Inception phase

The Consultant/Survey firm will submit an inception report which will lay out the following:

- Review and refinement of tools (to be provided by PIDS Project Team in English and Tagalog):
 - Initial review of the draft survey instruments, proposing any refinements for consideration by the Project Team
 - Plans for pilot testing of tools
 - Plans for translation of instruments to local languages for use in non-Tagalog-speaking sites

¹ | If the consultant needs to undertake physical/face-to-face interviews and data collection and related activities, the consultant has to ensure compliance with existing and future policies, rules, and resolutions as may be issued by concerned government agencies pertaining to health and safety.

- Recruitment plan for the field enumerators and other members of the team, and/or mobilization of other survey team members
- Plan for training sessions, including composition of training teams, agenda, preparation of logistics and reporting arrangement to the PIDS Project Team
- Expected duration of survey implementation and general work plan for Field Teams
- Expected date and duration of the data cleaning, including delivery dates of the different datasets
- Training plan stating how the training will be organized and its objectives
- Quality control plan
- Schedule of deliverables

3.2. Survey Preparation

- a. Finalize the survey questionnaires based on draft instruments prepared and pre-tested by the PIDS project team. After the instrument has been pre-tested by PIDS team and approved by Philippine Statistics Authority (PSA), the questionnaires shall be reviewed and adopted as converted Electronic Data Capture (EDC) forms into tablets/mobile devices or online platform, with the appropriate sequence and skip patterns. The EDC version of the questionnaires will be converted by the PIDS team, for validation and revisions as necessary by the survey firm. The EDC version of the questionnaires will be pre-tested by the Consultant/Survey firm and later refined based on the results of the review and pre-test.
- b. Refine/enhance the enumerator's manual based on the final questionnaires and guidance from the PIDS project team.
- c. Develop a quality control plan and quality control instruments for the survey.
- d. Develop a field procedure plan based on sampling plan prepared by the PIDS project team. The Consultant/Survey firm should ensure the survey is conducted within the specified period in the inception report approved by the project team. The field procedure plan should outline in detail all aspects of the field work and will discuss the following:
 - Composition of teams and responsibilities of each member of the team
 - Guidelines and protocols for survey data collection including respondent location and identification and use of replacement sample
 - Final quality control plan and instruments
 - Outline of progress report to be shared with the PIDS team on a fortnightly basis
 - Detailed calendar of activities/workplan
 - Anticipated challenges (e.g., connectivity; power outages, community quarantine etc.) and contingency plans (e.g., remote data collection)
 - Observance of health and safety protocols aligned with the relevant guidelines issued by the Department of Health (DOH) and other concerned government agencies

- e. Recruit/ mobilize data enumerators for the field data collection team. It is strongly recommended that one (1) person per fieldwork team (e.g., per area) is dedicated to each survey tool.
- f. Train the enumerators and other members of the data collection team. A report on the highlights of fieldwork training conduct, including copies of the materials/ presentations used for the training sessions, should be prepared by the Consultant/Survey firm. The PIDS Project Team will be assisting in the training as resource people and will provide technical assistance, as needed.
- g. Develop data entry manual based on the final data capture forms/ electronic questionnaires.
- h. Convert the survey instruments provided by PIDS into Electronic Data Capture (EDC) forms in tablets/mobile devices or online platform, with the appropriate sequence and skip patterns.
- i. Create and configure the web server to receive the completed survey questionnaires.
- j. Hire, mobilize and train survey team members for data collection and data cleaning.
- k. Attend meetings with Project Director/Team as needed.

The deliverables under this stage are: (a) the final questionnaires and the field manuals including the refined/enhanced enumerator's manual, quality control plan and quality control instruments; (b) the field procedure plan; and (c) training report and data entry manual.

The PIDS team will provide inputs to the field procedure plan. The draft field procedure plan should be presented to the PIDS team for comments and clearance and revised, as necessary.

The Consultant/Survey Firm must then implement the survey adhering to the field plan. If field conditions dictate significant changes to these plans, the Consultant/Survey Firm is required to inform the PIDS team, in the form of a written report.

3.3. Data Collection

- a. Deploy field enumerators and supervisors to administer the survey questionnaires approved by PIDS to target households, healthcare providers, and health facilities identified by the PIDS project team. The Consultant/Survey firm will make every effort to contact each targeted respondent and complete all interviews, as per the approved PIDS sampling plan. A replacement sample of household respondents will be provided by the PIDS project team for use of the Consultant/Survey firm as needed.

- b. During data collection, the Consultant/Survey Firm shall:
- Provide the field staff, i.e., enumerators and supervisors, with the necessary equipment (e.g. GPS devices) and materials for data collection (e.g., enumerator's manual, tablets/gadgets for data collection, field protocols, identification cards, etc.)
 - Ensure safe transportation of field staff for all field activities and their safety and security in the field.
 - Manage the field staff team to collect the data based on the specific requirements described in this TOR and in coordination with the PIDS team.
 - Ensure implementation of data collection plan and quality control plan.
 - Ensure that the questionnaire (and digitized data) documents the respondent's refusal to answer any questions during the interview.
 - Ensure that all enumerators perform consistency checks of the questionnaire to ensure that questionnaires are fully consistent and complete before they leave the respondent's location.
 - Ensure the security of the data collected.
 - Announce results and distribution of tokens for incentivized games
- c. The Consultant/Survey Firm shall undertake internal quality control procedures and engage in regular supervision activities to ensure all accomplished survey questionnaires are comprehensive, consistent, and accurate. This will include:
- Checking of all completed survey questionnaires by local supervisors at the end of each workday. Questionnaires with missing or inconsistent responses must be completed in the field as soon as possible.
 - Random quality control by supervisors during and after the interviews to ensure proper procedures and protocols are being strictly followed.
 - Random quality control by managers of Consultant/Survey Firm and the PIDS research team during the interviews to ensure the interviews are implemented according to established procedures.
 - Random quality control by quality controllers and PIDS research team by re-visiting respondents and verifying accuracy of a random sub-sample of questions (e.g., for 10% of questionnaires)
- d. Submit a fortnightly progress report to the PIDS Project Team/Project Director. The progress report will include an assessment of the overall progress of fieldwork, the response rate, an update on data quality and main quality issues encountered in the field and name any relevant deviations from the standard field plan.
- e. The Consultant/Survey Firm will be expected to work in close coordination with the PIDS project team, which will also supervise survey implementation in the field. In particular, the survey firm will:
- Provide all necessary documentation to allow the PIDS team to verify all information collected. In particular, the PIDS team should be given access to

all fieldwork operations and be allowed to perform random checks at all stages of data collection and processing.

- Guarantee close collaboration with the PIDS team throughout the various stages of work; and
- If field conditions impose changes, the survey firm will be required to send a written notification to the PIDS immediately and a contingency plan of how the challenges will be addressed within a reasonable time.

3.4. Data Processing

- a. Encode and clean data from data collection operations:
 - Convert data collected from field work into coded form.
 - Clean and validate data generated from encoding.
- b. Provide PIDS with a set of encrypted electronic files of datasets (raw and modified in CSV, Excel, and/or Stata-ready format) and a data dictionary. And it shall be directly transmitted via a secure link to the Information and Communications Technology Services Division of PIDS in coordination with the Research Program Management Division of PIDS²
- c. Datasets should be clean and consistent with the following prescribed format:
 - The data files are required to be in English.
 - 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 Excel and Stata format with their corresponding data dictionaries.
 - Data files should be easily traceable to the questionnaire.
 - Variables should be well-labeled 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.
- d. Provide PIDS with a project final report containing (1) a documentation/narrative 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 for continuous variables and frequency tabulations for categorical variables including missing and special values; (3) Actual protocol for data entry and quality control measures implemented; and (4) identified gaps and relevant recommendations based on collected data, if any. The final report shall also include a description of the overall data collection

² . The secure link containing the encrypted raw and anonymized datasets must be sent directly to the Information and Communications Technology Services Division (ICTSD) of the Research Services Department in a separate email, along with the link's password. ICTSD will save the file to the file server and be responsible for providing access to the study team members

experience in the project including indicators such as response rate, length of interview, reasons for refusal or termination of interviews, among others.

- e. Organize a data validation workshop for PIDS to present the initial findings using the data collected by the survey firm. Representatives from the study sites and corresponding DOH Centers for Health Development (CHD) shall be invited to review and assess the validity of the survey results and analysis done by the PIDS team. The firm shall submit to PIDS a documentation of the data validation workshop including all comments, suggestions, and feedback from the representatives on the initial findings of the study. This document shall help inform and aid the PIDS team in editing the final report.
- f. As part of the final deliverables under this contract, provide a certification that all data gathered for the study has been turned over to PIDS and that the firm did not retain copies of the datasets; and that it will allow PIDS to verify if the data is complete.

4. Deliverable and Schedule of Payment

The Consultant will prepare the following outputs based on the schedule below:

Activities and Deliverables ³		Due dates	Payment tranches
Inception Report	<ul style="list-style-type: none"> ▪ Mobilization and staffing plan ▪ Workplan for pre-survey activities (i.e., pre-test, training, translation, etc.), the survey proper, and data cleaning ▪ Schedule of deliverables 	1 week after NTP (Notice to Proceed)	10%
Fieldwork materials	<ul style="list-style-type: none"> ▪ Final survey instruments with relevant local language translation for the study sites ▪ Refined/enhanced Enumerator's manual ▪ Quality control plan and quality control instruments ▪ Field procedure plan 	4 weeks after NTP	20%
Training report and Data entry program	<ul style="list-style-type: none"> ▪ Training report containing summary of training results and materials used ▪ Final data entry applications and manual 	4 weeks after NTP	20%
Fortnightly progress reports	<ul style="list-style-type: none"> ▪ Assessment of the overall progress of fieldwork, the response rate, an update on data 	Every week after	-

³ For applicable outputs, the draft and final reports submitted by the consultants should be aligned with the following guidelines: PIDS' Guide in the Preparation of Manuscript for Publication and General Guidelines in Preparing and Formatting a PIDS Discussion Paper, Guidelines in the preparation of Policy Notes.

	quality and main quality issues encountered	start of fieldwork	
Raw Datasets, consent forms, and other questionnaires from the survey, if any	<ul style="list-style-type: none"> ▪ Raw version of the datasets in Excel format ▪ All original filled in paper forms/questionnaires (if any) ▪ Consent forms of respondents 	12 weeks after NTP	20%
Final Report, clean datasets, and Terminal Report Turnover of data and information and certification of turnover and deletion of information	<ul style="list-style-type: none"> ▪ Cleaned and validated datasets in Excel and Stata format ▪ Final report of data collection⁴ (discussed in Sections 3.3 and 3.4) ▪ Full set of original documents used in the study (if any) ▪ Terminal Report containing Summary of Accomplishments and Activities conducted and List of Issues and Challenges Encountered ▪ Documentation of the data validation workshop including comments, suggestions, and feedback from study site representatives on the initial findings ▪ Turnover to PIDS of all privileged, propriety, or confidential information, raw data containing personal and sensitive personal information, including copies in all forms of storage regarding said information; destroy and not retain such information ▪ Certification indicating the turnover of abovementioned information as well as the deletion of such information and that it will allow PIDS to verify if the data is complete. 	18 weeks after NTP	30%

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

5. Qualifications of the Consultant

⁴ The Final Report should include a description of the overall data collection experience in the project including indicators such as response rate, length of interview, reasons for refusal or termination of interviews, among others.

The PIDS intends to engage an established Consulting/Survey Firm in the Philippines with the required personnel and experience to implement this project. The **Consultant/Survey Firm** should have the following qualifications:

For eligibility purposes, the prospective offerors must be any of the entities outlined in Section 24.3.1 of the Revised IRR of R.A. No. 9184 or the Government Procurement Reform Act:

- 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.

The prospective offerors must also submit the legal, technical and financial documents under Section 24 of the same Act, including the Data Processing Manual as described in the Annex of this TOR. Only eligible offerors will be considered for shortlisting. In shortlisting bidders, the following criteria will be used:

Criteria	Qualifications	Preferred Requirements	Weight
Applicable Experience of the firm	An entity in the Philippines with experience in management consulting or survey research and management, i.e., survey design and development, client relations management, statistical analysis and reporting, operations and performance management, and other similar and/or relevant fields.	<ul style="list-style-type: none"> • At least five (5) years of experience in survey research, particularly in survey design and field operations • At least five (5) completed projects with a nationwide survey component on the following: survey design and development, client satisfaction researches and surveys, statistical data processing and reporting, client relations management or other similar and/or related fields. These projects should have been accepted and 	40%

		<p>rated at least Satisfactory by the clients.</p> <ul style="list-style-type: none"> • With survey experience using computer assisted personal interviews (CAPI) or electronic data capture • 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). • 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 	
<p>Quality of Key Personnel to be assigned to this project</p>	<p>Experience: in the field of survey research and management, client relations management and other similar and/or relevant fields.</p> <p>Education: in the field of statistics, industrial engineering, hospitality management, public/business administration, and other similar and/or relevant fields.</p> <p>Training: in survey design and development, statistical data processing and reporting, statistical tools and software, client relations management, and other similar and/or relevant trainings.</p>	<ul style="list-style-type: none"> • <u>Survey Team Manager</u> <ul style="list-style-type: none"> ○ At least MA/MS in Statistics, Economics, or research-related field of study; a PhD in Statistics or Economics preferred ○ At least three (3) years of experience in conducting and supervising surveys in the Philippines, preferably with fieldwork exposure ○ Must have been a Survey Team Manager in similar and/or relevant consulting services. • <u>Field Supervisors</u> <ul style="list-style-type: none"> ○ At least a BS/BA holder ○ At least five years (5) years of experience in conducting and/or supervising surveys and interviewers in the Philippines, preferably face-to-face household socio-economic surveys • <u>Data Manager</u> <ul style="list-style-type: none"> ○ At least BS/BA holder; MA/MS in Statistics, Economics, or related field of study preferred 	<p>30%</p>

		<ul style="list-style-type: none"> ○ At least two (2) years of experience in data management and analysis of survey research data in the Philippines, preferably face-to-face household socio-economic surveys using CAPI ○ Proficient in data entry/ data analysis software 	
Overall Work Commitment	Current workload relative to capacity Refers to the absorptive capacity of the project team members to do additional works other than those that they are currently undertaking.	Preferably handling three (3) on-going contracts/projects only, including awarded but not yet started contracts/projects	30%

The suggested qualifications for the data interviewers are as follows:

- **Qualifications of Enumerator/Field Interviewer**
 - At least two-years in college or Senior High School graduate; College graduate an advantage
 - One (1) year experience in conducting household surveys
 - Good command of interview techniques
- **Qualifications of Healthcare Provider Survey & Clinical Vignette Enumerator**
 - At least a degree in any health-related fields (e.g. nursing, public health, medicine)
 - Experience in implementing cognitive assessment tools and clinical vignettes an advantage
 - Good communication skills and good command of interview techniques

6. Project Duration

The engagement is 14 weeks from the issuance of the Notice to Proceed. The Consultant's work must be completed by September 30, 2024, at the latest, and no man days will be chargeable after this date.

7. Approved Budget for the Contract

The approved budget for this consulting service is PHP 22,344,542.20 charged against the following projects:

Project	Charged Amount
A Policy Scoping And Implementation Review on the Government's Function to Ensure Human Resources For Health Welfare in the Philippines	Php 10,406,770.00

Exploring Strategies and Schemes on Standardizing Salary and Benefits of HRH in the Philippines	Php 153,979.60
Evaluation Of The Health Facilities Enhancement Program	Php 491,923.20
Development Of Integrated Service Delivery / Public Health Programs Monitoring And Evaluation Framework and Application of Analysis in Relevant Quantitative Data	Php 2,897,225.40
Universal Healthcare (UHC) Provider Payment Reforms In 2023 Comprehensive Outpatient Benefit Package (COBP) and Coordinated Approach to Community Health Towards UHC (CATCH) Project: Baseline Assessment of the Implementation of Provider Payment and Outpatient Benefit Reforms in the Philippines	Php 8,394,644.00

This amount is inclusive of all applicable government taxes and covers all expenses for conducting surveys, including fares and training fees. No additional expenses shall be shouldered by the PIDS. Pro-rated payment will apply should the survey firm fail to deliver the entire 6,500 completed responses. Moreover, PIDS shall not cover hospitalization and other COVID-related health expenses of the survey firm’s consultants and staff as no employer-employee relationship shall exist between the PIDS and the Consultant.

8. Evaluation Criteria and Detailed Rating Sheet

a. Evaluation Criteria:


The PIDS shall select the most qualified service provider using the Quality-Cost Based Evaluation (QCBE) pursuant to the pertinent provisions of R.A. No. 9184 or the Government Procurement Reform Act. The 70% - 30% quality to cost ratio shall be used for the evaluation of the shortlisted bidders, allocated as follows:

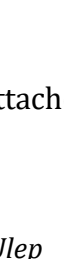
Criteria	Weight
Technical Proposal <i>a. Applicable Experience (15%)</i> <ul style="list-style-type: none"> a. Number of years of experience in survey design and operations (10%) b. Number of completed projects with a nationwide survey component (3%) c. survey experience using computer assisted personal interviews (CAPI) or electronic data capture (1%) d. Engaged in managing/administering similar and/or relevant professional and consulting services or data generation (1%) <i>b. Quality of Key Personnel (30%)</i> <ul style="list-style-type: none"> a. Percentage of key personnel with desirable educational background (15%) b. Number of years of experience of key personnel in survey research – see above per position (15%) <i>c. Overall Work Commitment (15%)</i> <i>d. Plan of Approach and Methodology (40%)</i>	70%

a. Clarity, feasibility, innovativeness, and comprehensiveness of the approach – 25%	
b. Incisive interpretation of problems and suggested solutions – 15%	
Financial Proposal	30%
Total	100%

The bidder with the highest rated score based on the technical and financial proposals submitted, provided that the score shall pass the hurdle score of 80 points, shall be the Highest Rated Bidder.

b. Detailed rating sheet (see attached file)

Prepared by:  Dr. Valerie Gilbert T. Ulep
Project Director

Reviewed by:  Ms. Christine Ruth P. Salazar
Division Chief II - RPMD (Research Project Management Division)

-Original Signed-
Approved by: Ms. Renee Ann Jolina C. Ajayi
Department Manager III, Research Services

Annex A:

1. Disclosure and Release of Information

The CONSULTANT shall not disclose and/or release to anyone any information collected and generated under the Project. The CONSULTANT shall process any information or material (i.e. personal data/information and sensitive personal/data/information) gathered and generated in the implementation of the project subject to the applicable provisions of the Republic Act No. 10173, known as the "Data Privacy Act of 2012 (hereinafter referred to as "Act") and its Implementing Rules and Regulations (IRR) and relevant issuances of the National Privacy Commission (NPC). The Non-Disclosure Undertaking contained in Annex "B" is hereby made as an integral part of this Contract.

As part of the final deliverables under the contract, the CONSULTANT shall return to PIDS all privileged, propriety, or confidential information, raw data containing personal and sensitive personal information, including copies in all forms of storage regarding said information; destroy and not retain such information; and submit a certification indicating the same.

2. Compliance to the Data Privacy Act (DPA) of 2012, its IRR and relevant issuances by the National Privacy Commission (NPC).

- a. Registration of Data Processing System. The CONSULTANT and its employees shall register their personal data processing system with the NPC in accordance with the Act and its IRR for contracts that may involve the accessing or requiring sensitive personal information from one thousand (1,000) or more individuals (IRR Sections 33 and 47 of the Act). The CONSULTANT, as personal information processor, shall comply with the other provisions of the Act and its IRR.
- b. Protection and Processing of personal and sensitive personal data/information.

The CONSULTANT shall:

- i. Implement appropriate organizational, physical, and technical security measures for the protection and processing of personal data, as stipulated in Section 25 of the Act. The security measures shall aim to maintain the availability, integrity, and confidentiality of personal data and are intended for the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing. The CONSULTANT shall provide the Procuring Entity with sufficient guarantees to implement appropriate security measures specified in the Act and its Implementing Rules and Regulations, and ensure the protection of the rights of the data subject (Act IRR Sections 26, 34, 44).

The **Survey Firm's Data Processing Manual** shall form part of the contract (Annex ___) and shall contain the following information:

1. The "Description of Data Processing". It shall provide a detailed description of the subject-matter and duration of the processing, the nature and purpose of the processing, the type of personal data and categories of data subjects, and the geographic location of the processing;
2. The "Description of Internal Data Handling and Management Implemented by the Consultant / Personal Information Processor"
3. The "Description of Data Storage and Transmission Implemented by the Consultant / Personal Information Processor" and
4. The "Description of Data Cleaning and Validation by the Consultant / Personal Information Processor".

- ii. Process the personal data only upon the documented instructions of the personal information controller of the Procuring Entity, including transfers of personal data to another country or an international organization, unless such transfer is authorized by law.
 - iii. Ensure that an obligation of confidentiality is imposed on persons authorized to process the personal data.
 - iv. Not engage another processor without prior instruction from the Procuring Entity's personal information controller: Provided, that any such arrangement shall ensure that the same obligations for data protection under the contract or legal act are implemented, taking into account the nature of the processing.
 - v. Assist the Procuring Entity's personal information controller, by appropriate technical and organizational measures and to the extent possible, fulfill the obligation to respond to requests by data subjects relative to the exercise of their rights.
 - vi. Assist the Procuring Entity's personal information controller in ensuring compliance with the Act, its IRR, other relevant laws, and other issuances of the NPC, taking into account the nature of processing and the information available to the CONSULTANT as personal information processor.
 - vii. Return, and thereafter delete, all personal data to the Procuring Entity's personal information controller after the end of the provision of services relating to the processing, unless storage is authorized by the Act or another law;
 - viii. Make available to the Procuring Entity's personal information controller all information necessary to demonstrate compliance with the obligations laid down in the Act, and allow for and contribute to audits, including inspections, conducted by the personal information controller or another auditor mandated by the latter.
 - ix. Provide a report for the Procuring Entity upon knowledge of or the reasonable belief that personal data breach requiring notification to the NPC and the data subjects has occurred, taking into consideration the seventy-two (72) hour period imposed upon the Procuring Entity (Personal Information Controller) to make the necessary notification/s (NPC Circular 2016-03).
 - x. Immediately inform the Procuring Entity's personal information controller if, in its opinion, an instruction infringes the Act, these Rules, or any other issuance of the Commission.
- c. Duty of personal information processor. The CONSULTANT, as personal information processor, shall comply with the requirements of the Act, its IRR, other applicable laws, and other issuances of the NPC, in addition to obligations provided in this contract, or other legal act with a personal information controller (Act IRR section 45).

3. Ownership of Data

All information, studies, data, reports, data collection program or any other material, graphic software or otherwise prepared, collected and gathered by the CONSULTANT under this Project shall belong to and remain to be the exclusive property of the Procuring Entity. Said materials should be properly documented and turned over to the Procuring Entity before final payment is released to the Consultant. The Consultant shall not use in any manner the information and data gathered for commercial or other purposes and such information and data shall be for the exclusive use of the Procuring Entity.

4. Participation in Dissemination Activities

The CONSULTANT may be called upon by the Procuring Entity to participate in meetings, brown bags, workshops, seminars, or other fora that may be convened or organized during the term of this Contract for the purpose of presenting and discussing the research design, progress of the project, as well as its findings and/or outputs.

5. Prohibition of Simultaneous Funding

The CONSULTANT warrants that it is not in receipt of any financial grant or funding from another entity or individual for the undertaking of a similar project as the one provided in this Contract and that throughout the duration of this Contract, it will not receive any funding or financing from any third party to be used simultaneously for the undertaking of the Project herein provided. Any violation of this provision shall be sufficient ground for the Procuring Entity to cancel this Contract and seek other legal remedies against the CONSULTANT which it may deem necessary.

6. Intellectual Property Rights and Acknowledgment of Sources

All manuscripts submitted to the Procuring Entity are expected to have properly credited those upon whose work they draw and use. It is the responsibility of the CONSULTANT to properly acknowledge all sources. For directly quoted texts, these should be set in quotation marks with the page number/s of the source and date of publication specified. The CONSULTANT is also responsible for using the proper methods of paraphrasing and footnoting, and other forms of citation, to ensure that the original author or source of the material is clearly acknowledged. Further, the Procuring Entity values the intellectual honesty in all its research outputs, hence, the CONSULTANT is also expected to practice the same. Failure to observe this provision shall be grounds for disqualification from future engagement of services of the CONSULTANT by the Procuring Entity in its projects whether in-house or externally funded.

Any violation of Intellectual Property Rights or failure to acknowledge proper sources, resulting in plagiarism as above mentioned, will allow the Procuring Entity to take immediate corrective action, such as but not limited to removing or delisting the offensive material/s from the Procuring Entity's website without prejudice on the part of the Procuring Entity to publicly identify said material/s as an infringement of the copyright laws.

The CONSULTANT shall protect and hold harmless the Procuring Entity, its officers, employees, agents and its assigns from any suit, claim, action, or demand by any third party whose intellectual property rights is allegedly violated.

7. Employee-Employer Relationship

There shall be no employee-employer relationship between the Procuring Entity and the employees of the CONSULTANT. The CONSULTANT shall render the Procuring Entity free and harmless from any claim of its employees for violation of labor laws and other claims for damages, caused to third parties, whether or not in connection with the performance of its employee's duties under this Agreement.

8. Dispute Settlement or Arbitration

Any and all disputes, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof shall be submitted to arbitration in the Philippines according to the provision of Republic Act No. 876 otherwise known as the "Arbitration Law" as amended by Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."

For this purpose, the parties mutually agree to appoint a single arbitrator within fifteen days from receipt of the demand for arbitration. In case the parties cannot agree to appoint a single arbitrator, the National President of the Integrated Bar of the Philippines or his duly designated representative shall appoint the sole arbitrator.

9. Severability Clause

In the event that one or more provisions contained herein shall held invalid, illegal or unenforceable in any respect and for any reason, the remaining provisions shall remain valid, legal and enforceable.

Section V. Eligibility Submission Forms

Eligibility Documents Submission Form - ANNEX A.....	20
Statement of the Consultant's Nationality - ANNEX B.....	21
Format of Curriculum Vitae of Proposed Professional Staff - ANNEX C.....	32
Statement of Completed Contracts - ANNEX D	34
Statement of Ongoing Contracts and Awarded But Not yet Started Contract - ANNEX E	35

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

STATEMENT OF THE CONSULTANT'S NATIONALITY

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In compliance with the requirements of the **Philippine Institute for Development Studies**, for the **[Project Title]** under **[Reference No.]**, I/We hereby declare the following:

1. [Select one and delete the rest]

[If domestic entity bidder] That (Name of Bidder) is a domestic *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the Philippines;

[If foreign entity bidder] That (Name of Bidder) is a foreign *sole proprietorship/partnership/corporation/joint venture* organized or formed under the laws of the (Name of Country);

[If foreign entity bidder] That (Name of Bidder) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are/is the proposed Consultants:

Name of Proposed Consultant	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

3. That attached herewith are the Curriculum Vitae of the abovementioned personnel (*Annex/es _____*); and

4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached **NOTARIZED AUTHORITY**.

Very truly yours,

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

Address: _____

Email Address: _____

Contact Nos: _____

ANNEX C

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.

[Signature of staff member and authorized representative of the firm] Date: _____
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 _____.

STATEMENT OF COMPLETED CONTRACTS

This is to certify that _____ (consultant) _____ has the following completed contracts:

PROJECT NAME (including NAME, ADDRESS OF CLIENT, CONTACT NO.)	DATE OF CONTRACT	TYPE OF CONTRACT	START DATE	COMPLETION DATE	AMOUNT OF CONTRACT	CONSULTANT'S ROLE (DESCRIPTION OF ACTUAL SERVICES PROVIDED)

Name and Signature of Authorized Representative

Date

STATEMENT OF ONGOING CONTRACTS AND AWARDED BUT NOT YET STARTED CONTRACTS

This is to certify that _____ (consultant) _____ has the following ongoing and awarded but not yet started contracts:

DATE OF CONTRACT	CONTRACTING PARTY	NAME OF CONTRACT	TYPE OF CONTRACT	BRIEF DESCRIPTION OF CONSULTING SERVICE	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT	CONSULTANT IS: a. main consultant b. subcontractor c. partner in a JV

Name and Signature of Authorized Representative

Date

