

PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES

PART I

**Survey Firm for the Primary Data Collection
for the Conduct of Baseline Study on the
State of Participation in Local
Government Units**

**REQUEST FOR EXPRESSION OF INTEREST NO.
2024-164**

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. Certificate of PhilGEPS Registration under Platinum Membership

Technical Documents

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

Financial Documents

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

Class “B” Document

9. 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 Primary Data Collection for the Conduct of Baseline Study on the State of Participation in Local Government Units

REI No. 2024-164

1. The **Philippine Institute for Development Studies (PIDS)** intends to apply the sum of **One Million Six Hundred Seventy-Five Thousand Eight Hundred Pesos (PhP1,675,800.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Survey Firm for Primary Data Collection for the Conduct of Baseline Study on the State of Participation in Local Government Units**.
2. The PIDS Bids and Awards Committee now calls for the submission of eligibility documents for the **Survey Firm for Primary Data Collection for the Conduct of Baseline Study on the State of Participation in Local Government Units**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **May 23, 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 16, 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 **One Thousand Five Hundred Pesos (PhP1,500.00)**.

5. Opening of Eligibility Documents shall be on **May 23, 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 – **40%**; and,
 - (iii) Current workload of the Firm - **20%**.
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-Cost Based Evaluation/Selection (QCBE/QCBS)*** 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 **16 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 seven (7) 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. 2024-164 Survey Firm for Primary Data Collection for the Conduct of Baseline Study on the State of Participation in Local Government Units
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 23, 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

	<p>onsite while videoconferencing with the BAC. Bidders' representatives have the option to attend onsite or online.</p> <p>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.</p> <p>Instructions to join the online conference shall be sent to the email addresses indicated in the authorization letters.</p> <p>The date and time of opening of eligibility documents is May 23, 2024 (1:00PM)</p>																
9.1	No further instructions																
9.2	<p>The criteria and rating system for short listing are:</p> <table border="1"> <thead> <tr> <th>Criteria</th><th>Weight</th></tr> </thead> <tbody> <tr> <td>Applicable/Related Experience of Consulting Firm (40%)</td><td></td></tr> <tr> <td> a. Number of years of experience in survey design and operations (15%) <div> No. of years More than 8 6 to 7 5 Below 5 </div> </td><td> Score 20 15 10 Not qualified </td></tr> <tr> <td> b. Number of completed projects with a nationwide survey component with at least a Satisfactory rating by clients (5%) <div> More than 8 6 to 7 5 Below 5 </div> </td><td> Score 20 15 10 Not qualified </td></tr> <tr> <td> c. survey experience using computer-assisted personal interviews (CAPI) or electronic data capture (10%) <div> None With </div> </td><td> Score 0 10 </td></tr> <tr> <td> d. Engaged in managing/administering similar and/or relevant professional and consulting services or data generation (10%) <div> None With </div> </td><td> Score 0 10 </td></tr> <tr> <td>Qualification of Personnel (40%)</td><td></td></tr> <tr> <td> a. Percentage of key personnel with desirable educational background (15%) <div> PhD in related field </div> </td><td> Score 20 </td></tr> </tbody> </table>	Criteria	Weight	Applicable/Related Experience of Consulting Firm (40%)		a. Number of years of experience in survey design and operations (15%) <div> No. of years More than 8 6 to 7 5 Below 5 </div>	Score 20 15 10 Not qualified	b. Number of completed projects with a nationwide survey component with at least a Satisfactory rating by clients (5%) <div> More than 8 6 to 7 5 Below 5 </div>	Score 20 15 10 Not qualified	c. survey experience using computer-assisted personal interviews (CAPI) or electronic data capture (10%) <div> None With </div>	Score 0 10	d. Engaged in managing/administering similar and/or relevant professional and consulting services or data generation (10%) <div> None With </div>	Score 0 10	Qualification of Personnel (40%)		a. Percentage of key personnel with desirable educational background (15%) <div> PhD in related field </div>	Score 20
Criteria	Weight																
Applicable/Related Experience of Consulting Firm (40%)																	
a. Number of years of experience in survey design and operations (15%) <div> No. of years More than 8 6 to 7 5 Below 5 </div>	Score 20 15 10 Not qualified																
b. Number of completed projects with a nationwide survey component with at least a Satisfactory rating by clients (5%) <div> More than 8 6 to 7 5 Below 5 </div>	Score 20 15 10 Not qualified																
c. survey experience using computer-assisted personal interviews (CAPI) or electronic data capture (10%) <div> None With </div>	Score 0 10																
d. Engaged in managing/administering similar and/or relevant professional and consulting services or data generation (10%) <div> None With </div>	Score 0 10																
Qualification of Personnel (40%)																	
a. Percentage of key personnel with desirable educational background (15%) <div> PhD in related field </div>	Score 20																

	MA/ MS in related field or PhD in non-related field	10
	MA/MS in non-related field or BS degree	Not qualified
	b. Number of years of experience of key personnel in survey research – see above per position (15%)	Score
	10 and above	20
	8-10	15
	4 to 7	10
	Below 4	Not qualified
	Overall Work Commitment (20%)	
	No. of projects	Score
	0 to 1	30
	2 to 3	25
	4 to 5	20
	6 and above	15
Minimum Score/Hurdle Rate: 75%		

Section IV. Terms of Reference

**Philippine Institute for Development Studies
TERMS OF REFERENCE**

**Survey Firm
for the
Primary Data Collection for the Conduct of Baseline Study on the State of Participation in Local
Government Units**

1. Background and Rationale

The Local Government Code of 1991, also known as R.A. 7160, mandates the local government units (LGUs) to formulate comprehensive multi-sectoral development plans, establish visions, set sectoral goals, define objectives, and craft development strategies and policies specific to their respective localities. The pivotal role of the Local Development Council (LDC)¹, along with its functional and sectoral committees, is emphasized in actively engaging with the decision-making processes. These councils are expected to provide technical support and assistance crucial for the development and growth of the LGUs. The presence of citizen representatives in the LDC necessarily translates to influence in local government decisions, however, while presence is a vital step in encouraging citizen influence, the implementation and oversight of the LDCs over the past years have not sufficiently addressed the variables of role clarity and citizen capacity to make the LDC-as-platform reach the outcomes desired.²

Recognizing the need for accountability, the Department of the Interior and Local Government (DILG) has initiated the monitoring of LDC functionality, as prescribed by the Local Government Code of 1991, through the Seal of Good Local Governance (SGLG). The Code outlines six crucial elements for the LDC: composition, meetings, plan and investment programs, sectoral/functional committees, secretariat support, and an executive committee.

However, the question persists regarding the quality and substantive nature of citizen participation. To address this, the study aims to assess and evaluate the efficiency of citizen participation in local government, establishing a baseline for the current functions and capacities of the member LGU functionaries and Civil Society Organizations (CSOs) in the LDCs. This evidence-based assessment is intended to gauge LDC performance and progress in the adoption of devolved functions.

The study will primarily focus on three dimensions of participatory governance: (a) space (the environment of participation); (b) engagement (the process of participation); and (c) outcomes (the results of participation). Through this comprehensive analysis, the study seeks to contribute valuable insights into improving the effectiveness of LDCs and fostering a more inclusive and participatory local governance framework.

2. Objectives of the Study

¹ Sec. 106, Local Government Code of 1991 R.A. 7160

² Medina-Guce, C. & Galindes M. (2017). *A Review of Citizen Participation Issues, Responses, and Prospects for Reform in Local Development Councils*.

The primary aim of this project is to conduct a comprehensive analysis of the quality of participation exhibited by Civil Society Organizations (CSOs) in Local Development Councils (LDCs). This evaluation will be facilitated through the implementation of the Participatory Governance Metrics (PGM) tool, as recommended by the Department of the Interior and Local Government (DILG).. The study will provide a baseline on the state of participation of CSOs and LGU functionaries in LDCs, their capacities as well as clarity of roles and outcomes. The project seeks to provide inputs to effectively implement participatory governance in LDCs.

To gauge the current state of participation quality in LDCs, the project will utilize the Participatory Governance Metrics (PGM) Tool. This tool will be systematically deployed to selected provinces, cities, and municipalities nationwide, with the process guided by the existing LGU and CSO Enumerators Guide. This guide will serve as the principal technical reference for field enumerators involved in the deployment of the PGM.

Through this meticulous approach, the project endeavors to capture a detailed and accurate portrayal of CSO participation in local governance structures. The information gathered will not only offer insights into the existing state of affairs but will also lay the groundwork for the development of effective deployment models. These models, once established, can then be recommended and implemented in various LGUs, contributing to the enhancement of participatory governance mechanisms across diverse regions in the years to come.

3. Objectives of the Consultancy

A set of two semi-structured questionnaires provided by the PIDS shall be administered to selected representatives/personnel from the Local Government Units (LGU) and civil society organizations (CSOs). For the 168 sampled LGUs, approximately 336 sessions (1 FGD session for LGU functionaries; and 1 FGD session for CSO representatives) shall be conducted, with each session corresponding to one survey respondent. The first session is an interview with respondents consisting of three from the LGU functionaries – offices with direct functions on LDC operations (i.e., PDO, Sanggunian Secretary, and CSO Desk). Moreover, the second session consists of interviews with any three representatives from CSO members of Executive Committee, Chari/Cochair of functional and sectoral committees, and/or as endorsed by the People's Council.

The consulting firm selected, with coordination of the PIDS team, will be responsible for collecting and processing data (i.e., generating summaries and aggregation to identify patterns, trends, and relationships) in all targeted LGUs. The surveys will be implemented using electronic tablets enabling the field teams to collect and transmit data from the field to a cloud-based server. This method allows for real time monitoring of data quality, eliminates the need to print survey forms, reduces enumerator error and eliminates the need for data entry. The survey firm will be responsible for providing the tablets to be used for the survey, as well as the appropriate software and hardware, training and supervision to guarantee high quality data recording.

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

Under the guidance and technical oversight of the Project Director, the Consultant (Survey Firm) is expected to work with the Project Team and undertake the following tasks/activities³

4.1 Survey Preparation/ Inception Phase

- a. 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 version):
 - 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 instruments to local languages for use in non-Tagalog-speaking sites
 - 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
 - Mobilize team members for data collection, data encoding, and data cleaning.
- b. . After the instrument has been approved by Philippine Statistics Authority (PSA), the questionnaires shall be reviewed and converted into Electronic Data Capture (EDC) forms in tablets/mobile devices or online platform, with the appropriate sequence and skip patterns. 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. The Consultant/Survey firm shall also translate the questionnaires to local languages of the study sites.
- c. Develop the enumerator's manual based on the final questionnaires and guidance from the PIDS project team.
- d. Develop a quality control plan and quality control instruments for the survey.
- e. 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 protocol and forms/instruments

³ Since 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.

- 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 concerned government agencies pertaining to health and safety.
- f. Recruit the enumerators and other members of the data collection team.
- g. Organize and facilitate a comprehensive training curriculum for survey team members. It is vital that the training curriculum include discussions on the overview of participatory governance metrics for LDCs which may be provided by either the PIDS team or resource speakers from the DILG.

A report on the highlights of the conduct of fieldwork training including copies of the materials/ presentations used for the training sessions should be prepared by the Consultant/Survey firm. The PIDS Project Team may assist in the training and will provide technical assistance, as needed.

- h. Develop data entry program and manual with verification routines acceptable to PIDS.
- i. Develop and configure the web server to receive the completed survey questionnaires.
- j. Attend meetings with Project Director/Team as needed.
- k. Coordinate with DILG-LGU personnel, in consultation with PIDS study team, to ensure that the required composition of respondents is present during the respective survey visits.

The deliverables under this stage are the tablet-based version of the questionnaires and the field manuals which will contain quality control plan and quality control instruments, and the field procedure plan which will contain detailed information on how to conduct an interview based on the questionnaire and should discuss special cases that may arise and how to deal with them.

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.

4.2 Data Collection

- a. Deploy field enumerators and supervisors to administer the survey questionnaires approved by PIDS to a total of 336 FGD sessions from the sampled 168 LGUs (*insert number of respondents*). The Consultant/Survey firm will make every effort to contact each targeted respondent and complete all interviews, as per the approved PIDS sampling plan, and attain 100% rate of response. A replacement sample of 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 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 as well as their safety and security in the field
 - Manage the field staff team to collect the data based on the specific requirements described in these TOR and in coordination with the PIDS team
 - Ensure implementation of data collection plan and quality control plan
 - Ensure that consent of respondents is obtained prior to interview using the consent forms to be provided by the PIDS project team.
 - 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 and data-collection equipment
- 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 different stages of work.
 - 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 reasonable time.

4.3 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. using a secure/encrypted link, 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 PIDS⁴.
- 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.
- Digitize consent forms, paper questionnaires (if any), and other supplemental forms filled in during the data collection. The digital copies should be systematically filed, clearly labeled, and stored in PDF format.

4.4 Reports and Turnover of Materials

- a. Submit a project Data Collection Report containing: (1) detailed 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; (4) summary of data editing and cleaning done during data validation phase and (5) identified gaps and relevant recommendations based on collected data, if any.
- b. Submit a Terminal Report following PIDS template. The document will contain a brief summary of overall project accomplishments and activities conducted for all stages from inception to finalization of the report. The document will also list good practices, problems, and lessons learned related to the project, both in terms of project design (i.e. materials, type of activities, expected accomplishments, objectives, etc.) and project implementation (i.e., collaborations, implementation structures, etc.).

⁴ 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.

- c. Submit the original and digitized copies of the consent forms, paper questionnaires, and other supplemental forms in PDF format
- d. 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.

4.5 Others

- a. Sign a Non-Disclosure Undertaking with PIDS. Any information gathered and generated in the implementation of the project shall be processed subject to the applicable provisions of the Republic Act No. 10173, known as the “Data Privacy Act of 2012” and its Implementing Rules and Regulations and relevant issuances of the National Privacy Commission (NPC).
- b. Others as may be assigned by the Project Director.

5. Deliverables, submission dates and payment terms

The survey firm will prepare the following outputs based on the schedule below:

Activities and Deliverables ⁵	Due Dates	Payment Tranches
Inception Report following PIDS template and with the following main contents <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 processing and analysis. ▪ Schedule of deliverables 	2 weeks after issuance of the Notice to Proceed (NTP)	10%
Fieldwork materials <ul style="list-style-type: none"> ▪ Final survey instruments ▪ Enumerator’s manual ▪ Quality control plan and quality control instruments ▪ Field procedure plan 	4 weeks after issuance of the NTP	20%
Training report and Data entry program <ul style="list-style-type: none"> ▪ Training report containing summary of training results and materials used ▪ Data entry applications and manual 	6 weeks after issuance of the NTP	20%
Fortnightly progress reports Assessment of the overall progress of fieldwork, the response rate, an update on data quality and main quality issues encountered	Every week after start of fieldwork	-

⁵ 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.

Raw Datasets and filled-in forms <ul style="list-style-type: none"> Raw version of the datasets in Excel format All original and digital copies of filled-in consent forms, paper questionnaires and supplementary forms (if any) 	12 weeks after issuance of the NTP	20%
Final Data Collection Report (as discussed in 4.4.a) Clean and Validated Datasets (as discussed in 4.3) Terminal Report following PIDS template (as discussed in 4.4.b) Turnover of materials used and certification indicating the turnover of as well as the deletion of such data and that it will allow PIDS to verify if the data is complete.	15 weeks after issuance of the NTP	30%

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

6. Qualifications of the Consultants

The Consulting/Survey Firm or consulting team to be assigned should meet the following qualifications:

A. Qualification of the Survey Firm

- A research or related institution which has the professional capacity to collect data from households, local government units and civil society organizations and conduct descriptive analyses of the collected data
- Experience in conducting survey projects/researches using participatory methodologies commissioned by international and national agencies, and/or donor agencies in the last five years.
- Experience in managing and coordinating evaluation/research exercise, delivering agreed outputs on time and budget
- Ability to work with communities in relevant local languages.
- Strong quantitative data entry and analysis skills and previous experience using statistical analysis software
- Ability to respond to comments and questions in a timely appropriate manner
- Ability to write highly quality, clear and concise reports in English.

B. Qualifications of the Team Leader

- At least Master's Degree holder in economics/statistics or related field
- PhD in Economics/Sociology, or other related to social sciences is an advantage
- At least 10 years of experience in conducting and supervising surveys in the Philippines, preferably with fieldwork exposure
- Experience on empirical analyses of economic and public policy issues

- Experience in working directly or indirectly with local governments, civil society organizations and other government or private entities
- Experience in working with academic research institutions
- Should possess excellent communication and facilitation skills.

C. Qualifications of Field Supervisors / Field Survey Team Leader

- Report to the Team Leader any issues that may arise and recommend solutions
- Train enumerators in cooperation with the Team Leader
- Take charge of the team vehicle rental and other logistical arrangements ensuring that it is used ONLY for this project work
- Assign work to enumerators, ensuring that there is an equitable distribution of the workload
- Review the questionnaires and edit all completed questionnaires to correct errors and/or inconsistencies in the field every day
- Conduct regular review sessions with each enumerator and advise him/her of any problems found in his/her questionnaires
- Send an enumerator back to a respondent in order to correct some errors and/or inconsistency if necessary
- Undertake fieldwork and make sure his/her assignments are carried out
- Observe some of the interviews to ensure that enumerators are asking the questions in the right manner and recording the answer correctly
- Supervise enumerators

D. Qualifications of Data programmer

- Participate in training and understand the objective of the survey as well as the questionnaire
- Construct data encoding program for data entry
- Construct data cleaning system (consistency check of data, outliers, etc.) supervise the data encoders to ensure that all information in the questionnaires are entered correctly

E. Qualifications of Enumerator/Field Interviewer

- Participate in training and understand the objective of the survey as well as the questionnaire
- Identify and locate sample respondents
- Interview sample respondents using the questionnaire
- Check completed interviews to be sure that all questions were asked and the responses neatly and legibly recorded
- Revisit respondents if necessary or upon requests of the team leader and supervisors

The prospective offerors must also submit the **legal, technical, and financial documents** under Section 24 of the Revised IRR of R.A. No. 9184, including the **Data Processing Manual** as described in the Annex of this TOR. Only eligible offerors will be considered for shortlisting.

7. Project Duration

The engagement will be 16 weeks long starting from the issuance of the Notice to Proceed. The Consultant's work must be completed by within this period, and no man days will be chargeable after this date.

8. Approved Budget for the Contract

The estimated cost of this consulting service is One million six hundred seventy-five thousand (PHP **1,675, 800.00**) inclusive of all applicable government taxes. This amount 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 336 completed responses/sessions. Moreover, PIDS shall not cover hospitalization and other COVID-related health expenses of the survey firm's consultants and staff.

9. Evaluation Criteria

Sample:

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 a. <i>Applicable Experience (15%)</i> <ol style="list-style-type: none"> Number of years of experience in survey design and operations (10%) Number of completed projects with a nationwide survey component (3%) survey experience using computer assisted personal interviews (CAPI) or electronic data capture (1%) Engaged in managing/administering similar and/or relevant professional and consulting services or data generation (1%) b. <i>Quality of Key Personnel (30%)</i> <ol style="list-style-type: none"> Percentage of key personnel with desirable educational background (15%) Number of years of experience of key personnel in survey research – see above per position (15%) c. <i>Overall Work Commitment (15%)</i> d. <i>Plan of Approach and Methodology (40%)</i> <ol style="list-style-type: none"> Clarity, feasibility, innovativeness, and comprehensiveness of the approach – 25% Incisive interpretation of problems and suggested solutions – 15% 	70%

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.

a. Evaluation Criteria:


The shortlisting of the bidders/Consulting Firm will observe the following shortlisting evaluation criteria where ONLY three (3) eligible bidders will be shortlisted:

Shortlisting Criteria	Weight
A. Applicable Experience of Consultant/Consulting Firm	40%
B. Qualification of Personnel to be Assigned to the Project Team	40%
C. Current workload (relative to capacity)	20%

The technical proposal of the partner institution or the shortlisted bidders/consulting firms will be evaluated using the following criteria:

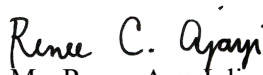
Criteria	Weight
Experience and proven track record in data collection, verification, processing, and analysis	25%
Project team composition	10%
Overall project management and supervision	25%
-Proposed methodology for project management and supervision, including a detailed work plan with a realistic time schedule for completing assignments in the pre-survey, survey and post-survey phases.	
Survey organization including field personnel	15%
-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	
Adequacy of quality assurance mechanism in field work operations and data encoding and editing	15%
-Description of the Consultant's quality assurance plan, i.e., how the Consultant will ensure quality at all levels, including through checks and balances	
Evidence of compliance with physical, technical, and organizational security measures required by the Data Privacy Act	10%

b. Detailed rating sheet (see attached file)

Prepared by:  Digitally signed by Ballesteros
Marife Magno
Date: 2024.05.02 16:08:40 +08'00'

Dr. Marife M. Ballesteros
Project Director

Reviewed by: 
Ms. Christine Ruth C. Salazar
Division Chief II, RPMD

Approved by:  Digitally signed by Ajayi Renee
Ann Jolina Catibog
Date: 2024.05.02 18:15:27 +08'00'

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 Vitaé 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

