

PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES

PART I

**Survey Firm for the Primary Data Collection
for Terminal Evaluation Cum Impact
Assessment of the SAAD Program**

**REQUEST FOR EXPRESSION OF INTEREST NO.
2025-028**

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Checklist of Eligibility Requirements

(One Set of Original Copies and One Set of Electronic Copies)

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 the Primary Data Collection for Terminal Evaluation Cum Impact Assessment of the SAAD Program

REI No. 2025-028

1. The **Philippine Institute for Development Studies (PIDS)** intends to apply the sum of **Eleven Million Five Hundred Thousand Pesos (PHP 11,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Survey Firm for the Primary Data Collection for Terminal Evaluation Cum Impact Assessment of the SAAD Program**.
2. The PIDS Bids and Awards Committee now calls for the submission of eligibility documents for the **Survey Firm for the Primary Data Collection for Terminal Evaluation Cum Impact Assessment of the SAAD Program**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **10 February 2025 (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 **3 February 2025** 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 **Eleven Thousand Five Hundred Pesos (PhP11,500.00)**.


5. Opening of Eligibility Documents shall be on **10 February 2025 (1:30 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 Team Leader – **40%**; and,
 - (iii) Current workload of the Consultant (relative to capacity) - **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 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 **5 months**.
 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. AUBREY D. TABUGA
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 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. 2025-028 Survey Firm for the Primary Data Collection for Terminal Evaluation Cum Impact Assessment of the SAAD Program.
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>10 February 2025 (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 **10 February 2025 (1:30PM)**

9.1 No further instructions

9.2 The detailed criteria and rating system for short listing are:

Particulars		Weight
A. Applicable/Relevant Experience of Consulting Firm		40%
1. Number of years of experience in survey design and operations - at least 5 years		15
	No. of years	Score
	More than 10	15
	9 to 10	13
	7 to 8	11
	5 to 6	9
	Below 5	Not qualified
2. Number of completed projects with a household survey component - at least 2 completed projects		15
	No. of completed projects with household survey	Score
	10 and above	15
	8 to 9	13
	6 to 7	11
	2 to 5	9
	Below 2	Not qualified
3. No. of completed projects in the last 5 years		10
	No. of completed projects	Score
	10 and above	10
	8 to 9	9
	7 to 8	8
	6 to 7	7
	5 and below	5

B. Qualifications of Team Leader		40%
1. Education		20
Education		Score
PhD in related field		20
MA/MS in related field or PhD in non-related field		18
MA/MS in related field		16
MA/MS in non-related field or BS degree		Not qualified
2. Years of experience in survey research - at least 5 years		20
No. of Years		Score
15 and above		20
12 to 15		18
9 to 11		16
5 to 8		14
Below 5 years		Not qualified
C. Workload of the Consultant (relative to capacity)		20%
No. of projects		Score
0-1		20
2-3		18
4-5		16
6-7		14
8 and above		12

Note: Bidders must have no score less than fifty percent (50%) in any of the listed criteria.

Minimum Score/Hurdle Rate: **65%**

Section IV. Terms of Reference

Philippine Institute for Development Studies
TERMS OF REFERENCE
SURVEY FIRM
for
Terminal Evaluation Cum Impact Assessment of the SAAD Program

1. Background and Rationale

1.1. SAAD Project

The Special Area for Agricultural Development (SAAD) is a locally funded project under the Department of Agriculture (DA) that aims to help alleviate poverty incidence in its selected areas from FY 2017-2022. The scope covers both agriculture and fishery sectors with 30 provinces as selected areas. SAAD has 3 major components: Social Preparation Component, Food Production and Livelihood Component, and Program Management Component. The last component is led by the National Project Management Office (NPMO) of the SAAD. The PMO coordinates project activities implemented under agriculture (crops, livestock, and poultry) and under fisheries (managed by the Bureau of Fisheries and Aquatic Resources). These components aim to contribute to the overall development of SAAD beneficiaries. It provides a holistic approach of implementation both in the agriculture and fishery sector to uplift the lives of farmers and fisherfolk beneficiaries above and beyond the poverty threshold of the country.

1.2. Objectives of the Evaluation

The overall objective of the evaluation is to review the achievements made to deliver the specified objectives and outcomes/impact of the SAAD Phase 1 Program. The study specifically aims to:

- Provide an overall assessment on the program’s implementation from FY 2017- 2022.
- Establish the effectiveness, efficiency, relevance, performance, and success of the project, including the sustainability of results.
- Evaluate the strengths and weaknesses of project design, implementation, monitoring and adaptive management and sustainability of project outcomes, including the project exit strategy.
- Collate and analyze specific lessons and best practices pertaining to the strategies employed, and implementation arrangements, which may be utilized to inform future programming.
- Provide policy recommendations that may enhance the program’s implementation relevant to its Phase 2.

The evaluation will be conducted by a PIDS study team led by Roehlano M. Briones, a Senior Research Fellow and Principal Investigator.

2. Objectives of the Consultancy

The consultancy services are being contracted to conduct a survey for the study team for the conduct of an impact assessment. The consulting firm selected, in coordination with the PIDS team, will be responsible for collecting data in accordance with this TOR.

3. Impact evaluation method

3.1. Average treatment effect

Impact evaluation will be based on the **average treatment effect**, i.e. the difference in mean outcomes for a treated group and an untreated group. Outcomes consist of farm household income, per capita household expenditure, and per capita food expenditure. To ensure that the untreated group is comparable to the treated group, the study method adopts matching based on propensity scores which are estimates of the probability of being selected as a beneficiary of SAAD.

3.2. Data for propensity score matching

Data for propensity scores will be obtained from the impact assessment survey. However for the untreated group, estimation of propensity scores will be done in two stages:

1. Using Listahanan 3 data (to be requested by the DA-SAAD from DSWD), screen households to be sampled for the untreated group, using propensity scores for households in matched barangays, whose heads are primarily occupied in agriculture or fisheries.
2. Using survey data, recompute propensity scores for the untreated group. Based on propensity scores estimated

3.3. Variables for propensity score matching

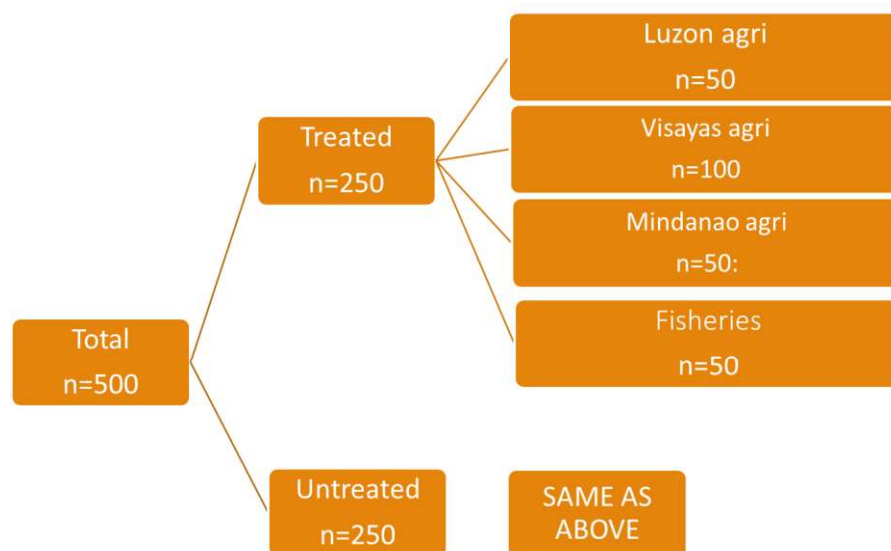
The explanatory variables are the household-level proxy means test (PMT) variables of the National Household Targeting System (NHTS). The PMT variables are as follows (Raitzer, Albis, and Mundo, 2022):

Housing characteristics	Household demographics	Employment
Water Source Toilet Facility Tenure Status Fuel Wood Kerosene Building Type Type of Roof Type of Walls Household Assets Number of Bedrooms Electricity in Housing Unit	Family Size Young Dependents Elderly Dependents Age of the Household Head Education of Household Members	Employment Status of Household Members For employed members: Basis of Payment Overseas Foreign Worker status Term of employment Class of worker Type of occupation

4. Description of the Survey

A structured questionnaire provided by the PIDS shall be administered to 5,000 households from 500 clusters consisting of barangays, with a uniform cluster size of 10 farm or fisherfolk household. The sample allocation is summarized by Figure 1.

Figure 1. Sample allocation



The sample households and clusters are equally divided into treated and untreated groups. Samples are allocated to strata, namely Luzon, Visayas, and Mindanao (agriculture), and Fisheries (nationwide).

4.1. Sampling for the treated group

The samples for the treated group will be drawn by the PIDS study team. The sampling frame consists of the master list of beneficiaries to be provided by the SAAD National Project Management Office (NPMO). The sampling frame will be limited to beneficiaries from 2019 to 2022. Clusters within a stratum will be randomly sampled with probability proportional to the number of beneficiaries. The secondary sampling unit is the household, selected using simple random sampling.

4.2. Sampling for the Untreated group

The sample for the untreated group will be drawn **after the conduct of the survey in the treated group**. Sampling will be done in two steps:

1. **Matching barangays in the SAAD municipalities:** The NPMO will provide the Registry System for Basic Sectors in Agriculture (RSBSA) and Fisherfolk Registration System (FishR) barangay statistics for the treated group municipalities. The PIDS Study Team will identify matched barangays from these municipalities, based on three considerations:

- a. The same barangay (if there are enough available non-SAAD farmers/fisherfolk with PMT variables)
 - b. If not available, from a barangay that shares a boundary with a treated group barangay. The adjacent barangay should have a similar proportion of farmers (for matching to an agricultural cluster) and fisherfolk (for fisheries clusters)
2. **First stage matching of households using propensity scores:** Using Listahanan 3 data provided by the NPMO (to be requested by the DA-SAAD from DSWD), the PIDS Study Team will conduct the first stage propensity score estimation and trial matching of the fifteen nearest farmer of fishery households, separated into ten nearest and five replacements, to serve as samples for the untreated group.

4.3. Replacement Samples

The PIDS Team shall provide: a) sample replacement clusters for treated and untreated groups, equivalent to 10% of the target clusters; b) sample replacement households for treated and untreated groups. The Consultant shall interview and record data from the replacement samples.

Replacements shall be done only following best efforts and randomization protocols to be documented in the Manual for Enumerators. If the preceding replacement strategy based on SAAD beneficiary list and Listahanan 3 lists are found to be infeasible, more feasible options for replacement shall be developed by the Consultant based on actual field conditions, in consultation with the PIDS Study Team.

4.4 Conduct of the survey

The recall period is the preceding twelve months prior to the interview. For asset/stock variables, values are recalled to the end of the recall period. The survey questionnaire will elicit data on PMT variables, together with the following:

1. Impact measures: farm income, total income; food consumption score; subjective measures of hunger (hunger experience) and food insecurity (household food insecurity experience scale); food expenditure; total expenditure
2. Farm-related variables:
3. SAAD interventions (treated group): farm production technologies, livelihood support, benefits from supported enterprises, etc.
4. Other government programs – DA, DSWD, etc.

In the case of the treated group, respondents will also be asked to recall values of the PMT variables at end-2019, to enable first stage matching of propensity scores.

The surveys will be administered through face-to-face, household-level computer assisted personal interviews (CAPI) using electronic tablets, allowing them to collect and transmit data from the field to a cloud-based server, to which only authorized users will have access.

5. Responsibilities of PIDS

The PIDS shall be responsible for oversight and research design, including:

1. Draft English version questionnaire in paper form
2. Draft Enumerator's Manual

3. Pre-test of the draft questionnaire
4. Securing PSA Survey Clearance
5. Initial orientation to the survey design and questionnaire for leaders of the Consultant's Survey Team
6. Approval of Consultant's survey operations and submissions, described in this TOR.
7. Coordinate with the SAAD NPMO and DA for facilitating the conduct of the impact assessment survey, including obtaining endorsement from DA, and the relevant data sets as prescribed in this TOR.

6. Consultant's Tasks

The Consultant shall undertake the following tasks/activities:

6.1. Survey Preparation

1. Submit an Inception Report in PIDS template, for approval of PIDS Study Team, covering the following:
 - a. Personnel plan covering: composition of survey team(s) and their respective responsibilities; and recruitment plan for enumerators and other members of the team
 - b. The training plan for supervisors and enumerators, covering: training curriculum and training materials; conduct of simulated interviews; and training schedule.
 - c. Detailed Survey Plan (see 6.1.2)
 - d. Schedule of deliverables, including submission of initial and final clean data set
 - e. Description of data validation procedure and database format.
2. Develop a Survey Plan covering the following:
 - a. Composition of survey teams and responsibilities of each member of the team
 - b. Quality control plan
 - c. Calendar of activities/workplan. **Note that the TOR requires two visits to each survey location, the first for the treated group, the second for the untreated group.**
 - d. Contingency plan to address anticipated challenges and risks (e.g., connectivity; power outages, community quarantine, infeasibility of replacement samples, etc.)
 - e. Health and safety protocols for field teams aligned with the relevant guidelines issued by the concerned government agencies.
3. Review and convert the paper survey questionnaire into Electronic Data Capture (EDC) forms on tablets/mobile devices. The EDC forms will be in a common free software format (e.g., CPro, Kobo Toolbox, etc.). The EDC forms shall be in the vernacular of the target respondents, as needed.
4. Conduct pre-test of the EDC forms.

5. Refine the EDC forms based on the result of the pre-test, which shall be reported to the PIDS Study Team.
6. Refine and finalize the Manual for Enumerators.

6.2. *Conduct of survey*

1. Implement the Survey 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, which shall also discuss measures to address the deviations within the wider scope of the TOR.
2. Ensure safety of the field teams at all times.
3. Coordinate in advance and pay courtesy calls/visits to the following:
 - a. SAAD Provincial Program Management Support Office
 - b. Municipal/City Agricultural Offices
 - c. Barangay LGU
4. Equip the field teams with the needed devices and materials for data collection (tablets, show cards, identification cards, etc.)
5. Procure transportation of field staff for all field activities.
6. Ensure that a respondent's refusal to answer any questions during the interview is properly documented.
7. Ensure the security and privacy of the data collected.
8. 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:
 - a. Checking of all answered questionnaires by local supervisors at the end of each workday. Answered questionnaires with missing or inconsistent responses must be completed as soon as possible.
 - b. Random checks by supervisors during and after the interviews to ensure proper procedures and protocols are being strictly followed.
 - c. Coordination with the PIDS Study Team members in the fieldwork checks implemented according to established procedures.
 - d. Random validation checks to verify accuracy of enumerators' submissions.
9. Submit a fortnightly progress report to the PIDS Study Team, covering:
 - a. Assessment of the overall progress of fieldwork
 - b. Response rate
 - c. Update on data collection and quality issues encountered in the field
 - d. Alert and discussion of deviations from the Survey Plan, if any.
10. Cooperate with the PIDS Study Team for any field monitoring to be conducted by the latter. The PIDS Study Team shall be given access to all fieldwork operations and be allowed to perform random checks at all stages of data collection and processing.

6.3. *Post-survey activities*

After completion of the survey, the Consultant shall:

1. Provide PIDS with a set of encrypted electronic files containing datasets, both raw and revised, in Excel and/or Stata-ready format, along with a data dictionary. It should be directly transmitted via a secure link that has a validity period, and the password should be sent separately to the Information and Communications Technology Services Division under the Research Program Management Division of PIDS. The submitted data sets must be compliant with the following:
 - a. Data entries must be complete, consistent, and validated.
 - b. All data entries and definitions must be in English.
 - c. Must include a data dictionary providing clear definitions for all variable labels and codes.
 - d. With data entries that are easily traceable to the original survey questionnaire.
 - e. With data entries under well-defined variable labels, in the well-defined codes, numbers, or categories, including missing values and, where necessary, open-ended responses.
 - f. Must include identified merging variables to permit proper merging of separate submitted data files.
2. Submit a project Data Collection Report containing:
 - a. 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.
 - b. Tabulations of all variables, consisting of descriptive statistics for continuous variables and frequency tabulations for categorical variables including missing and special values.
 - c. Description of protocol for data entry and quality control as actually implemented.
 - d. Summary of data editing and validation performed.
 - e. Identified gaps and recommendations, if any.
3. Submit a Terminal Report following PIDS template. The document will contain:
 - a. A brief summary of overall project accomplishments and activities conducted for all stages from inception to finalization of the report.
 - b. Identified gaps, lessons learned, and recommendations based on the conduct of the survey.

6.4. *Others*

The Consultant shall also 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).

The Consultant shall also: a) Attend meetings with Project Director/Team as needed; b) Undertake other tasks related to this TOR may also be assigned by the Principal Investigator.

7. Deliverables, submission dates and payment terms

The Survey Firm will prepare the following outputs based on the schedule below:

Activities and Deliverables	Months from contract signing	Payment Tranches (%)
Inception Report Including all the required information as enumerated in section 6.1 of this Terms of Reference	Month 1.0	15
Fieldwork Materials: <ul style="list-style-type: none"> • Report on pre-test of the draft EDC forms • Final EDC forms • Refined/enhanced Enumerator's Manual 	Month 1.0	20
Progress reports (6) <ul style="list-style-type: none"> • 1st progress report • 2nd progress report • 3rd progress report • 4th progress report • 5th progress report (submitted together with the raw datasets) • 6th progress report 	Month 1.5 Month 2.0 Month 2.5 Month 3.0 Month 3.5 Month 4.0	25
Clean datasets in Stata and Excel format and scanned copy of signed consent forms;	Month 4.0	30
Data Collection Report	Month 4.0	
Terminal Report Turnover of data and information and certification of turnover and deletion of information as well as clearance for PIDS to verify if the data is complete.	Month 4.5	10

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

8. Qualifications of the Consultant

The Consultant shall field a survey team consisting of at least a Team Leader and a Data Manager. Qualifications of the Consultant are as follows:

8.1. Survey Firm

- A research or related institution with experience in conducting survey projects/research in the last five years, involving collection of socio-economic data from rural communities.
- Experience with working with communities in relevant local languages.
- Experience with collecting accurate socio-economic data and organize into an easy-to-read data set in both Stata and Excel.
- Past record of submitting high quality, clear and concise reports in English.

8.2. Survey Team Leader

- At least Master's Degree holder in economics/statistics or related field. PhD in Economics/Sociology, or other field related to social sciences an advantage.
- At least 5 years of experience in conducting surveys and supervising survey teams in the Philippines.
- Should possess excellent communication and facilitation skills.

8.3. Data programmer

- Experience in developing EDC forms, compiling, cleaning, and validating survey data.
- Experience in coordinating with the field personnel to ensure that all information in the questionnaires is entered correctly.

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.

9. Project Duration

The engagement will commence upon the signing of the contract and shall be completed in **five (5) months**. In the event of a *force majeure* extension, no additional costs shall be shouldered by PIDS.

10. Approved Budget for the Contract

The estimated cost of this consulting service is Eleven Million Five Hundred Thousand Pesos (**PHP 11,500,000**) 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 5,000 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 exists between the PIDS and the Consultant.

11. Evaluation Criteria

Only three (3) eligible bidders will be shortlisted based on the following criteria and corresponding weights (%):

Experience of Consultant	40
Qualifications of Team Leader	40
Workload of the Consultant (relative to capacity)	20

The technical proposal of shortlisted bidders shall be evaluated using the following criteria with corresponding weights (%):

Relevant experience and proven track record of the firm in terms of data collection, verification, processing, and analysis, and in the preparation of technical reports.	40
Project Team Leader’s Experience	10
Plan of Approach and Methodology 1. Description of the methodology for collecting data 2. Survey team organization, mobilization, and deployment 3. Adequacy of quality assurance mechanism in field work operations Description of Organizational, Physical, Technical Security Measures Implemented by the Consultant, for compliance with data privacy 4. Plan for data collection, compilation, and validation	50

For both shortlisting and technical evaluation, the bidders must have no score less than fifty percent (50%) in any of the listed criteria.



Prepared by: ROEHLANO M. BRIONES
Principal Investigator

Reviewed by: CHRISTINE RUTH P. SALAZAR
Division Chief II, RPMD

Approved by: DIR. RENEE ANN C. AJAYI
Department Manager III, Research Services

Digitally signed by Ajayi
Renee Ann Jolina Catibog
Date: 2025.01.21 15:25:30

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

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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.

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

Full name of staff member: _____

Full name of authorized representative: _____

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ **until** _____

Roll of Attorneys No. _____

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

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

Doc. No. ____

Page No. ____

Book No. ____

Series of ____.

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/ ACCEPTANCE 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

