




REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Copyeditor of Manuscripts for PIDS Publications**.
2. The Approved Budget for the Contract (ABC) is **PhP80,000.00**.
3. Interested consultants must submit the following documents using PIDS the prescribed forms:
 - a) Curriculum Vitae of the proposed Consultant(s)¹
 - b) Technical Proposal Form¹
 - c) Financial Proposal Form¹
 - d) Filled out Data Privacy Notice and Personal Data Protection Form¹
 - e) Statement of Completed contracts²
 - f) Statement of All Ongoing and Awarded But Not Yet Started Contracts²
 - g) Notarized Omnibus Sworn Statement (for ABC above PhP50,000.00)¹
 - h) Income/Business Tax Returns (for ABC above PhP500,000.00)¹
 - i) PhilGEPS Registration Number (certificate or screenshot)¹
 - j) Valid Mayor's/Business Permit (Firm) or BIR Certificate of Registration³ (Individual).
4. Interested consultants may obtain further information from the Procurement Management Division at telephone via email at procurement@pids.gov.ph.
5. The Institute shall adopt the Quality-Based Evaluation procedure in selecting consultants based on the attached Terms of Reference.
6. The deadline for submission of proposals is on **15 April 2025 (5:00 PM)** addressed to:

The BAC Chairperson for Consultancy
Services c/o The BAC Secretariat
Procurement Management Division
18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City

Proposals may also be submitted through email at procurement@pids.gov.ph.

7. PIDS reserves the right to reject any or all of the proposals, declare a failure of bidding, or not award the contract if there is evidence of collusion, including any act that restricts, suppresses, or nullifies competition, or if there is a failure to follow the prescribed bidding procedures. PIDS also reserves the right to waive any required formality in the proposals received and select the proposal it determines most advantageous to PIDS.


DR. AUBREY D. TABUGA
Chairperson
PIDS-BAC for Consultancy Services

Reference No.:2025-088

¹Applicable for individual consultants and firms

²Applicable for firms only

³ Individual consultants must issue Official Receipt (OR) during payment.

Philippine Institute for Development Studies

TERMS OF REFERENCE

One Copyeditor of Manuscripts for PIDS Publications

1. Background and Objective

The Philippine Institute for Development Studies (PIDS) conducts policy-oriented studies to assist policymakers and decisionmakers in crafting evidence-informed plans, policies, and programs. These are disseminated through different types of publications, such as Books, Research Paper Series, Philippine Journal of Development, Development Research News, Policy Notes, Economic Policy Monitor, Annual Public Policy Conference proceedings, and Annual Report.

The Institute upholds a quality policy in the conduct and dissemination of its research studies. It, therefore, seeks to engage the services of a **Copyeditor** to ensure the quality of its publications and their timely release.

2. Scope of Work, Deliverables, and Schedule of Payment Release/s

Under the technical oversight of the PIDS Director/Manager of the Research Information Department, assisted by the Division Chief of the Publications and Circulation Division, the Copyeditor is expected to do the following:

- 1) Copyedit and proofread all items (text, tables, figures, appendices, references, acronyms, and other parts) for spelling, correctness of grammar, use of punctuation, and adherence to the PIDS style guide.
- 2) Verify factual correctness of information, such as statistics, dates, and web addresses.
- 3) Revise text, when needed, to improve clarity, readability, and flow and organization of the ideas presented.
- 4) Check inconsistencies, errors, and missing data across the papers and flag these to the author and volume editor for appropriate action.
- 5) Revise vague and/or redundant portions to ensure conciseness and coherence of ideas.

Note: The Copyeditor must enter his/her editing marks and enable track changes on the soft copy so that the authors can quickly check/identify the portion(s) where editing or rewriting was done.

Activities and Deliverables	Deliverables	Due Dates
Editing of paper (10,000 words)	Edited Manuscript: A revised version of the paper with enhancements in grammar, punctuation, style, coherence, and flow, clearly marked using tracked changes in Microsoft Word.	7 calendar days after the copyeditor receives the manuscript for copyediting
Finalization of the paper following the author's feedback and submission of final version	Finalized Manuscript: The revised and polished version of the paper, incorporating all of the author's feedback	5 calendar days after the copyeditor receives the paper with the author's feedback

NOTE: Payment will be based on PIDS' acceptance and approval of the corresponding output. The due date may be adjusted based on the manuscript's length, with an additional 7 calendar days granted for every 10,000 words.

3. Project Cost

The editing fee is PHP 1.00 per word of the original/unedited paper. The total cost of the project is approximately **PHP 80,000**, covering up to 10 manuscripts with an estimated length of 8,000 to 10,000 words per manuscript. Any increase/decrease in the total number of words per manuscript shall be charged/deducted accordingly at PHP 1.00 per word.

The payment shall be per copyedited manuscript and can be made after the submission of each final output/copyedited manuscript.

4. Project Duration

The engagement is **from May 1, 2025 to April 30, 2026**, from the issuance of the notice to proceed.

Qualifications of the Consultant and Evaluation Criteria:

Below are the required qualifications of the Copyeditor and the evaluation criteria:

a. Bachelor's degree in any social science discipline (preferably development studies, development communication, journalism, and the like);	30%
b. Strong professional writing and/or editing skills and experience of at least five (5) years; and	40%
c. Extensive knowledge and background in editing policy-oriented studies.	30%
Total	100%


5. Ownership of Data

All information, data, reports, or any other material, graphic software or otherwise prepared, collected, and gathered by the Copyeditor under the project's duration shall belong and remain the exclusive property of PIDS. Said materials should be properly documented and turned over to the Institute before the end of the engagement. The Contractor 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 PIDS.


7. Compliance with PIDS Data Privacy Policy

Before commencing work on this specific project, the Copyeditor shall be asked to sign a nondisclosure agreement 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 10173, known as the “Data Privacy Act of 2012” and its Implementing Rules and Regulations and relevant issuances of the National Privacy Commission (NPC).

Prepared by:


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Research Information Department

Reviewed and approved by:


Melinda T. Quiñones
Department Manager III
Research Information Department

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