



**REQUEST FOR PROPOSAL**

**PURCHASE REQUEST NO. 21-0048**

**CANVASS PERIOD: 21 to 27 October 2021**

**Name of Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Tax ID Number (TIN):** \_\_\_\_\_

**PhilGEPS Registration Number:** \_\_\_\_\_

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the procurement of **Consultancy Services for the Conduct of the Third-Party Survey on GCG Stakeholders' Satisfaction Survey**.

Attached is Purchase Request No. 21-0048 with an Approved Budget for the Contract (ABC) of Nine Hundred Thousand Pesos Only (PHP 900,000.00) and the Terms of Reference (TOR)/Technical specifications for the project.

All submissions must be labeled and addressed:

<b>ATTENTION:</b>	<b>The Bids and Awards Committee, GCG</b>
<b>RE:</b>	Submission for the Procurement of <b><i>CONSULTANCY SERVICES FOR THE CONDUCT OF THE THIRD-PARTY SURVEY ON GCG STAKEHOLDERS' SATISFACTION SURVEY.</i></b>

The submission must likewise contain the following documentary requirements:

1. Supplier's/Service Provider's 2021 Mayor's/Business Permit ;
2. PhilGEPS Certificate of Registration or Registration Number;
3. Annual Income Business Tax Return (year-ended, 2020) or Updated BIR Form 1702;
4. Omnibus Sworn Statement (Please see attached template); and

5.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate of registration. and, a.2.) Notarized Corporate Secretary's Certificate delegating authority to transact on behalf of the service provider;
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) Notarized Special Power of Attorney (SPA), if the authorized representative is not the proprietor himself/herself
c.) A Partnership	c.1.) SEC Registration of partnership and c.2.) Notarized resolution conferring authority for representative to transact on behalf of the same

In addition to the above required eligibility documents, the Third Party shall also submit supporting documents that confirm its qualifications based on **all the provisions** of the TOR. These supporting documents include but are not limited to the following:

1. Certificates of Completion or Acceptance from contracts similar or related to the conduct of stakeholders' satisfaction surveys, from formulating the methodology to reporting the analyses.
2. Certificates of Completion or Acceptance from contracts similar or related to the conduct of focus group discussions on stakeholders' satisfaction or market research.
3. List of completed government and private contracts similar or related to the conduct of stakeholders' satisfaction surveys, from formulating the methodology to reporting the analyses. The list shall include the following details:
  - a. Project Name;
  - b. Client's Name, Address, Contact Information;
  - c. Project Start Date;
  - d. Project End Date;

- e. Amount of Contract; and
  - f. Description of Third Party's Role or Description of Services Provided.
4. List of completed government and private contracts similar or related to the conduct of focus group discussions on stakeholders' satisfaction or market research. The list shall include the following details:
- a. Project Name;
  - b. Client's Name, Address, Contact Information;
  - c. Project Start Date;
  - d. Project End Date;
  - e. Amount of Contract; and
  - f. Description of Third Party's Role or Description of Services Provided.
5. Curriculum Vitae of Proposed Professional Staff;
6. Proposed Project Work Plan and Time Frame or Technical Proposal; and
7. Proposed Project Cost or Financial Proposal

Failure to submit **ALL** of the required documents with the **Signed Proposal Form before the deadline on 27 October 2021, 10:00am** renders the submission, **NON-COMPLIANT**.

**Compliant submissions** will be evaluated based on a criteria.

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or email us at: [procurement@gcg.gov.ph](mailto:procurement@gcg.gov.ph)

Thank you



## PROPOSAL FORM

### INSTRUCTIONS

- 1.) Accomplish this Quotation Form Correctly and Accurately
- 2.) Do not alter the contents of this form in any way.
- 3.) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will render the quotation, non-compliant.
- 4.) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5.) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the items as follows:

<b>CONSULTANCY SERVICES FOR THE CONDUCT OF THE THIRD-PARTY SURVEY ON GCG STAKEHOLDERS' SATISFACTION SURVEY (PERIOD OF CANVASS: 21 TO 27 OCTOBER 2021)</b>			
<b>Technical Specifications</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>QUALIFICATIONS OF THE SERVICE PROVIDER</b>			
1. The Third Party possesses relevant valid business licenses to provide such services to the Parties.			
2. The Third Party has at least five (5) years of experience in conducting stakeholders' satisfaction surveys, from formulating the methodology to reporting the analyses;			
3. The Third Party has at least three (3) years of experience in conducting focus group discussions on stakeholders' satisfaction or market research;			
4. The Third Party has adequate (a team of five (5) personnel) and experienced resources to conduct such engagement as well as to prepare for and attend meetings as required by the Governance Commission.			

**CONSULTANCY SERVICES FOR THE CONDUCT OF THE THIRD-PARTY SURVEY ON GCG  
STAKEHOLDERS' SATISFACTION SURVEY**

**(PERIOD OF CANVASS: 21 TO 27 OCTOBER 2021)**

<b>Technical Specifications</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
5. The Third Party must meet the minimum eligibility requirements for consulting services under R.A. No. 9184, otherwise known as the "Government Procurement Reform Act."			
6. The Third Party shall sign a Non-Disclosure Agreement to prevent divulging confidential information.			

**SCOPE OF WORK AND DELIVERABLES**

The engagement involves the procurement of a Third Party to provide the following services within an agreed timeline:

1. Submit a project inception report detailing the satisfaction survey methodology, tools, and timeline to GCG for approval;			
2. Submit improved survey instruments based on the recommendations from the 2020 GCG Stakeholders' Satisfaction Survey, which include but are not limited to:			
a. Logic questions which test the quality or merit of the respondents' answers;			
b. Survey items that can be independently verified or attributed to specific services of the Governance Commission;			
c. Questions about observable behavior or disposition of the respondent; and			
d. Modified questions wherein the desired response is negative.			
3. The survey questionnaires and results will be formulated, presented, and analyzed in accordance with the Terms of Reference ( <i>Please see item 3, Scope of Work and Deliverables</i> )			
4. Conduct meetings and pre-testing of the survey questionnaire with GCG counterparts;			
5. To ensure the safety of the team and the survey respondents, conduct the off-site survey for all stakeholders;			
6. Conduct a total of four (4) focus group discussions (two [2] FGDs with internal stakeholders and two [2] FGDs with external stakeholders) with satisfied and dissatisfied respondents to gather qualitative insights into Stakeholders' Satisfaction;			

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<b>Technical Specifications</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
7. Use secure, user-friendly, and, if applicable, paper-less equipment and applications in the conduct of the survey for all stakeholders;			
8. Provide regular status reports, to be submitted on agreed timelines, on the progress of the project;			
9. Present initial and final results of the survey, focusing on in-depth quantitative and qualitative analysis of the same;			
10. Observe and evaluate any improvements or regressions based on the results of GCG's previous Stakeholder Satisfaction Surveys;			
11. Submit a project terminal report containing highlights of the engagement, results of the survey, in-depth qualitative and quantitative analysis of the survey, actionable recommendations to address survey findings, documentation of various activities, raw and processed data, and guidance on possible improvements to the succeeding conduct of Third Party Survey on GCG Stakeholders' Satisfaction;			
12. Receive feedback through a client satisfaction survey conducted by GCG with the project's end-users and participants; and			
13. Treat all documents and information gathered with utmost confidence during the course of the project.			
<b>PROPOSED PROFESSIONAL STAFF</b>			
1. One (1) Project Manager			
- Bachelor's and/or Master's Degree in relevant fields			
- At least five (5) years' experience in designing, developing, and conducting surveys which measure customer/stakeholder satisfaction; and			
- At least five (5) years' experience in project management.			
2. Two (2) Survey Specialists			
- Bachelor's Degree in relevant fields			
- At least three (3) years' experience in designing, developing, and conducting surveys which measure customer/stakeholder satisfaction.			

**CONSULTANCY SERVICES FOR THE CONDUCT OF THE THIRD-PARTY SURVEY ON GCG  
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(PERIOD OF CANVASS: 21 TO 27 OCTOBER 2021)**

Technical Specifications	Yes	No	Comments				
3. Two (2) Support Staff							
- Bachelor's Degree							
- At least a year's experience in staff support in project management and implementation							
<b>CONFIDENTIALITY</b>							
1. The service provider will ensure that all information shared by GCG under this project will remain confidential even after the termination of the contract.							
2. The service provider will be required to follow the rules on confidentiality and code of ethics as applicable to officials of the public service.							
<b>TIME FRAME AND PAYMENT SCHEDULE</b>							
1. The project shall last (including the delivery of final outputs) for a maximum of one hundred and five (105) calendar days after the issuance of the Notice to Proceed (NTP).							
2. The project shall be undertaken following the timeline of activities after receipt of the NTP, which may be modified as mutually agreed and formalized by both Parties, below:							
<table border="1"> <thead> <tr> <th align="center">WEEK</th> <th align="center">ACTIVITY</th> </tr> </thead> <tbody> <tr> <td align="center">0</td> <td align="center">Receipt of the NTP</td> </tr> </tbody> </table>	WEEK	ACTIVITY	0	Receipt of the NTP			
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Technical Specifications		Yes	No	Comments
<b>WEEK</b>	<b>ACTIVITY</b>			
Within the 1st week from receipt of NTP or on/before the 7th calendar day from receipt of the NTP	Conduct of the Inception Meeting			
<b>WEEK</b>	<b>ACTIVITY</b>			
Within the 2nd to 3rd week from receipt of NTP or on/before the 21st calendar day from receipt of the NTP	Development and pilot testing of Improved Questionnaire			
<b>WEEK</b>	<b>ACTIVITY</b>			
Within the 3rd week from receipt of NTP or on/before the 21st calendar day from receipt of the NTP	Submission of the Draft Inception Report, Questionnaires, and Pre-Test Report			
<b>WEEK</b>	<b>ACTIVITY</b>			
Within the 4th week from receipt of NTP or on/before the 28th calendar day from receipt of the NTP	Submission of GCG comments on the Draft Inception Report			



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Technical Specifications		Yes	No	Comments
<b>WEEK</b>	<b>ACTIVITY</b>			
Within the 4th week from receipt of NTP or on/before the 28th calendar day from receipt of the NTP	Submission of Final Inception Report, Questionnaires, and Pre-Test Report			
<b>WEEK</b>	<b>ACTIVITY</b>			
Within the 5th week from receipt of NTP or on/before the 35th calendar day from receipt of the NTP	GCG approval of Final Inception Report, Questionnaires, and Pre-Test Report and sending of invitation/endorsement letters to target participants			
<b>WEEK</b>	<b>ACTIVITY</b>			
Within the 6th to 13th week from receipt of NTP or on/before the 91st calendar day from receipt of the NTP	Conduct of survey proper/Data Gathering (via survey links, telephone calls, focus group discussions)			
<b>WEEK</b>	<b>ACTIVITY</b>			
Within the 14th week from receipt of NTP or on/before the 98th calendar day from receipt of the NTP	Submission and presentation to SMD of Draft Terminal Report and Submission of SMD comments on Draft Terminal Report			

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STAKEHOLDERS' SATISFACTION SURVEY  
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Technical Specifications		Yes	No	Comments
WEEK	ACTIVITY			
Within the 15th week from receipt of NTP or before the 105th calendar day from receipt of the NTP	Presentation to GCG Management of Revised Draft Terminal Report			
WEEK	ACTIVITY			
On or before the 105th calendar day from receipt of the NTP	Submission of Final Terminal Report			
3. ABC is inclusive of local taxes applicable for contractor of services such as 15% Expanded Withholding Tax (EWT) and 5% Withholding Tax on Government Money Payments (GMP).				
4. Processing of payment will begin upon submission of all required outputs or documents, acceptance of the project terminal report, and receipt of the invoice and complete supporting documents in accordance with applicable government rules and regulations.				

**Terms of Payment:**

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank"

**Supplier's/Service Provider's Bank Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Branch: \_\_\_\_\_

**FINANCIAL OFFER:**

Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable).

<b>CONSULTANCY SERVICES FOR THE CONDUCT OF THE THIRD-PARTY SURVEY ON GCG STAKEHOLDERS' SATISFACTION SURVEY (PERIOD OF CANVASS: 21 TO 27 OCTOBER 2021)</b>	
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]</b>
<b>Nine Hundred Thousand Pesos Only (₱ 900,000.00)</b>	

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the specified technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

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Signature over Printed Name

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Position/Designation

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Office Telephone /Fax/Mobile Nos

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Email address/es