



CALL FOR THE SUBMISSION OF PROPOSAL FOR THE PROCUREMENT OF SERVICE PROVIDER FOR THE CONDUCT OF MID-TERM MONITORING SURVEY OF RCEF SEED PROGRAM BENEFICIARIES UNDER NEGOTIATED PROCUREMENT SECTION 53.1 OF THE RIRR OF RA 9184 TWO FAILED BIDDINGS

Due to the second failure of bidding for this project, we are entering into Negotiated Procurement Section 53.1 of the RIRR of RA 9184, as such we would like to invite you to submit your best proposal for the **PROCUREMENT OF SERVICE PROVIDER FOR THE CONDUCT MID-TERM MONITORING SURVEY OF RCEF SEED PROGRAM BENEFICIARIES** on or before **December 06, 2021; 09:30AM** at the RICE COMPETITIVENESS ENHANCEMENT FUND-PROGRAM MANAGEMENT OFFICE (RCEF-PMO) to be followed by the **opening of sealed bids at 10:00AM**;

The Approved Budget for the Contract (ABC) is **FOURTEEN MILLION PESOS AND 00/100 (PhP 14,000,000.00) and shall be delivered/conducted within twelve (12) months from the issuance of Purchase Order.** Bids received in excess of the ABC shall be automatically rejected at bid opening.

Along with your proposal, please submit the following documentary requirements, non-submission of the required documents shall mean disqualification to obtain an award or be considered in the evaluation.

DOCUMENTARY REQUIREMENTS:

1. Photocopy of PhilGEPS Registration Certificate with Annex A
2. Statement of all on-going government and private contracts including contracts awarded but not yet started, if any;
3. Certified photocopy of Latest Income and Business Tax Return for the last six (6) months paid thru the Electronic Filing and Payment System;

Interested bidders shall comply with the following **TERMS AND CONDITIONS** and **other REQUIREMENTS:**

- Must be at least more than 5 years in operation;
- Comply with the minimum specifications needed by the end user;
- One Project having several items that shall be awarded as one contract.
- Payment shall be **30 days after final delivery/conduct of the goods/services** subject to the government accounting terms and conditions;
- If awarded, must willing to post a Performance Bond before entering into contract in any of the following form: cashier or manager's check, Bank Guarantee or Surety Bond.

Please submit your sealed proposal thru courier or personal to the BAC Secretariat Office, Rice Competitiveness Enhancement Fund-Program Management Office located at PhilRice Central Experiment Station, Science City of Munoz, Nueva Ecija on or before December 06, 2021; 09:30AM.

For any queries, you may call the BAC Secretariat Office at cellphone number 0997-245-2608 or email at philricercep_bac@yahoo.com

ROEL R. SURALTA
RCEF – BAC Chairperson

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BID PROPOSAL

INSTRUCTIONS:

1. Accomplish this form correctly.
2. Price quoted are subject to deduction of 5% VAT & 1% EWT.
3. Supplier/bidder warrants that he/she has not given nor promised to give any money or gift to any PhilRice employee to secure this offer and to obtain an award.

Title of the Project: Procurement of Service Provider to Render Logistical Documentation and Support (See attached term of reference below)

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation and Statement of Compliance for the details as indicated in this RFQ and the attached Terms and Conditions:

PRINTED NAME & SIGNATURE/DATE SIGNED

Designation: _____

Company Name: _____

Business Address: _____

Telephone Number: _____

Email address: _____

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TERMS OF REFERENCE

Procurement of Services for the Conduct of Mid-term Monitoring Survey of RCEF Seed Program Beneficiaries

I. BACKGROUND

In 2019, the Philippines shifted to open rice trade policy when its import quota system was replaced with tariff through the enactment of Republic Act No. 11203, otherwise known as Rice Tariffication Law (RTL). Equally vital, this enabled the creation of the Rice Competitiveness Enhancement Fund (RCEF) – a safety net measure which annually allocates Php 5 billion for mechanization, Php 3 billion for seeds, Php 1 billion for extension, and Php 1 billion for credit. budget allocation. The law mandated the Philippine Rice Research Institute (PhilRice) to lead the RCEF Seed Program for the development, propagation, and promotion of inbred rice seeds including the organization of rice farmers into groups engaged in seed production and trade. PhilRice also co-implements the RCEF Extension Program along with Agriculture Training Institute, Philippine Center for Postharvest Development and Mechanization, and Technical Education and Skills Development Authority.

The RCEF Seed Program commenced in 2020 Dry Season and is expected to be completed in 2025 Dry Season. It covers 57 major rice producing provinces selected using the criteria of yield, area harvested, cost of production, and percentage of irrigated area. The distribution of certified seeds of inbred rice varieties to farmers is the major component project of the RCEF Seed Program. Greater access to high quality seeds can boost farmers' yield and income, and contribute in achieving higher rice production for the country's food security.

For the first two seasons of implementation, PhilRice managed to distribute 3,665,099 of 20-kg bag of certified inbred seeds to more than 1.3M farmers in 1,699 municipalities nationwide. The wide reach and massive distribution were made possible by the coordination and collaboration efforts of PhilRice with the Local Government Unit-Agriculture Offices and assistance from the DA-Regional Field Offices. its partners. As of 2021, almost 5 million bags of certified inbred seeds were distributed since the seed component launch in 2020 DS.

The RCEF program is now on its third year of implementation. The immensity of public resources and efforts poured into the RCEF Seed Program warrants empirical evidence on its target outcomes. This prompted the conduct of mid-term monitoring and evaluation (M&E) covering 2021 wet season (WS) and 2022 dry season (DS) – to gauge the success of the interventions and to determine the constraints to implementation. Informed decision making is only plausible with sound statistics. From its baseline and seasonal monitoring and evaluation (SM&E), the mid-term progress of the project will be critically and objectively reviewed. Results will then be used in improving the project's effectivity in achieving its targets – improvement of the Filipino farmers' competitiveness. Further, it will ensure that any interventions and mitigations placed will remain relevant and factual.

II. OBJECTIVES

This project aims to monitor and evaluate the progress and developments of the RCEF Seed Program on its three-year implementation. Specifically, it aims to:

1. Determine the adoption rate of certified inbred seeds among rice farmers;
2. Generate basic information on the actual utilization of seeds distributed to farmer-beneficiaries;

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3. Estimate actual area planted, usage of seeds distributed, costs, and yields of farmer-beneficiaries;
4. Incorporate sex disaggregated analysis in applicable indicators;
5. Assess farmers' access to information during RCEF seed program implementation;
6. Determine convergence of RCEF components among farmer-beneficiaries; and
7. Provide recommendations to improve the implementation of the program.

III. SCOPE OF WORK

The Service provider shall carry out the following tasks based on the task order/s provided by PhilRice:

Pre-survey Activities

A. Plan, design and implement training for site coordinators, enumerators, data encoders and field supervisors

- a. Recruit site coordinators, and enumerators
- b. Facilitate coordination in training on data collection, and on handling questions and problems that may arise during the field work.

Deliverables:

1. Report on the composition of the field team including the number of enumerators, field supervisors and data encoding staff, and their qualifications and responsibilities; and
2. Report on the number of trained staff by jurisdiction.

Data Collection, Processing and Reports

B. Deploy field enumerators and supervisors for the actual survey

- a. Adhere to the project evaluation protocol from PhilRice (methodology for data gathering, sampling design, sampling frame, questionnaire, target respondents, sample size, data collection tools, timeline or duration of survey, needed personnel, etc.)
- b. Conduct data gathering in selected sites based on the approved protocol
- c. Document data gathering and submit photos and videos to project implementers
- d. Submit completed and finalized survey returns based on agreed period (e.g. weekly, every two weeks)

Deliverables:

1. Report on the status of the survey including difficulties encountered and possible deviations from the original plan.
2. Data gathering conducted based on the approved protocol in selected sites
3. Clean and validate data files.
4. Finalized entries and ensure quality of data collected

Post-survey Activities

C. Deliver reports and maintain coordination with PhilRice

- a. Deliver reports and other materials used in the survey.

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- b. Respond to inquiries from PhilRice on survey implementation, and data encoding and management within 4 weeks after the delivery of the complete set of electronic files of datasets and data dictionary.
- c. Surrender all gadgets/equipment provided by PhilRice during the survey period. In case of damaged items, a replacement is required

Deliverables:

1. Narrative report to the PhilRice on the outcome of the survey including issues encountered throughout the project.
2. Hard copy and electronic form (in .pdf, .doc or .xlsx as applicable) of documents and other materials used in the survey; and
3. Gadgets/equipment returned.

Other Terms and Condition of the Contract

- a. Any information, its derivatives, and all other documents produced out of this study during and after the period of this engagement will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely to PhilRice.
- b. PhilRice shall reserve the right to observe the data gathering process at any given time during the implementation of the evaluation study. All the necessary equipment and office supplies must be provided or procured by the service provider.
- c. The service provider must submit deliverables on time. Failure to comply will result in liquidated damages.
- d. The service provider shall turn over all reports, raw and processed data, photos, videos, software or any data system files in a hard drive and equipment to project implementers.
- e. The payment to the service provider is inclusive of all applicable taxes, commissions, bank charges, supplies, salaries, travel, accommodation, and food expenses; and other fees/expenses as may be incurred in the process of conducting the campaign.
- f. PhilRice reserves the right to terminate the contract should the deliverables be deemed unsatisfactory.

Survey mode and length. Face to face interviews with an electronic application will be conducted with the qualified respondents. Each interview is expected to last for 30 to 45 minutes.

Target respondents, sampling and sample size. The target respondents of the survey are representatives of sampled households. The survey will be national in scope, spread across different geographical conditions where RCEF seed distributions were implemented. At least 7,364 completed interviews are required for this engagement.

IV. SERVICES TO BE PROVIDED BY PHILRICE

The following are the services to be provided by PhilRice to the service provider:

- PhilRice shall provide the available data/information essential about the project to the service provider. This includes project evaluation protocol (methodology for data gathering, sampling design, sampling frame, questionnaire, target respondents, sample size, data collection tools, timeline or duration of survey, needed personnel, etc.)
- Server, databases, appropriate gadgets installed with an android data encoding system that will be used during the survey.
- Provide the service provider a directive to facilitate the execution of the survey

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- Regularly coordinate with the service provider on the planning and implementation of the survey.

The service provider shall be engaged by PhilRice and shall submit outputs directly to the designated project manager within PhilRice for review and endorsement for payment.

V. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PROCUREMENT

The Approved Budget for the Contract (ABC) is **Fourteen Million Pesos (PhP14,000,000.00)**, inclusive of all applicable government taxes, and shall include all remunerations, costs or profits arising from or in relation to the services rendered in connection with and/or in preparation for this engagement, such as, among others, survey preparation to the actual conduct of the survey and delivery of post-survey documents and reports.

The ABC shall fully cover the conduct of the survey. In no cases that the total actual cost for the surveys shall exceed the ABC for this project, or the actual contract amount of the winning service provider.

For the purposes of financial proposal, use the Financial Proposal Submission Form enumerated in PhilRice Request for Proposal. The ABC shall be the cap for the total financial proposal of the bidder. Bidders shall have the flexibility to reallocate the fixed and variable costs for the household survey.

VI. TIMELINES, DELIVERABLES, SCHEDULE, AND MODE OF PAYMENT

The service provider shall be engaged for twelve (12) months immediately after the issuance of the Notice to Proceed to the Service Contractor – with twenty (20) calendar days for preparation and pre-survey activities, four (4) months of each survey round (wet and dry season) for the actual survey.

Reports and other relevant documents are to be submitted to and should be duly received by PhilRice project manager. Below is the summary of the deadline of submissions for each deliverable:

MILESTONES	DELIVERABLES	% Of contract amount
Issuance of the Notice to Proceed (Day 1)	<ul style="list-style-type: none"> • Approved activity proposal with work and financial plan • Printed and original signed documents duly received and accepted by PhilRice, as follows: Submission date: Within 7 calendar days from the issuance of the Notice to Proceed 	15
Pre-survey Activities a. Recruit site coordinators, and enumerators b. Facilitate coordination in training on data collection, and on handling questions and problems that may arise	Printed and original signed documents duly received and accepted by PhilRice, as follows: <ul style="list-style-type: none"> • Report on the composition of the field team including the number of enumerators, field supervisors and 	

<p>during the field work.</p>	<p>data encoding staff, and their qualifications and responsibilities; and</p> <ul style="list-style-type: none"> • Report on the number of trained staff by jurisdiction • Facilitate coordination of training (online or face-to-face) using the survey mobile application <p>Submission date:</p> <p>January-June Survey (2021 WS) round:</p> <p>1 month (January) after notice to proceed (NTP)</p> <p>July-December Survey (2022 DS) round:</p> <p>6 months (June) after NTP</p>	
<p>Data Collection, Processing and Reports</p> <ol style="list-style-type: none"> Deploy field enumerators and supervisors for the actual survey Adhere to the project evaluation protocol from PhilRice (methodology for data gathering, sampling design, sampling frame, questionnaire, target respondents, sample size, data collection tools, timeline or duration of survey, needed personnel, etc.) Conduct data gathering in selected sites based on the approved protocol Document data gathering and submit photos and videos to project implementers Submit completed and finalized survey returns based on agreed period (e.g. weekly, every two weeks) Surrender all gadgets/equipment provided by PhilRice during the survey period. In case of damaged items, a replacement is required. 	<p>Printed and original signed documents duly received and accepted by PhilRice, as follows:</p> <ul style="list-style-type: none"> • Report on the status of the survey including difficulties encountered and possible deviations from the original plan. • Data gathering conducted based on the approved protocol in selected sites • Clean and validate data files. • Finalized entries and ensure quality of data collected <p>Submission date:</p> <p>January-June Survey (2021 WS) round:</p> <p>Within 4 months (Feb-May) after 1 month of NTP</p> <p>July-December Survey (2022 DS) round:</p> <p>Within 4 months (July-October) after 6 months of NTP</p>	

<p>Post-survey Activities</p> <p>a. Deliver reports and other materials used in the survey.</p> <p>b. Respond to inquiries from PhilRice on survey implementation, and data encoding and management within 4 weeks after the delivery of the complete set of electronic files of datasets and data dictionary.</p> <p>c. Surrender all gadgets/equipment provided by PhilRice during the survey period. In case of damaged items, a replacement is required</p>	<p>Printed and original signed documents duly received and accepted by PhilRice, as follows:</p> <ul style="list-style-type: none"> • Narrative report to the PhilRice on the outcome of the survey including issues encountered throughout the project. • Hard copy and electronic form (in .pdf, .doc or .xlsx as applicable) of documents and other materials used in the survey; and • Gadgets/equipment returned. <p>Submission date:</p> <p>January-June Survey (2021 WS) round:</p> <p>Within 1 month (June) after data gathering</p> <p>July-December Survey (2022 DS) round:</p> <p>Within 1 month (November) after data gathering</p>	<p>60</p> <p>25</p>
<p>TOTAL</p>	<p>Completion of engagement within six months from the issuance of the Notice to Proceed</p>	<p>100</p>

The timeline for the survey shall begin when the service provider is notified by PhilRice through a task order to be sent through an email or formal letter; while counting of the number of days elapsed shall begin strictly from the date of issuance of the Notice to Proceed.

All printed documents to be submitted to PhilRice should be properly and duly signed by the Project Leader or the highest officer/personnel in-charge of the project.

All payments shall be supported by the original signed statement of account or billing statement, Certificate of Completion for each tranche payment, and shall be released upon inspection/ review and acceptance of the deliverables above.

VII. QUALIFICATIONS OF THE SERVICE PROVIDER AND ITS PERSONNEL

The service provider should meet all the requirements set by the Government Procurement Reform Act (R.A. No. 9184) to be eligible to participate in the procurement.

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To determine if the prospective bidder is eligible to participate in the bidding of this Project, all the legal, technical and financial documents enumerated in PhilRice Request for Proposal, and other relevant documents necessary for evaluation as identified in this TOR and other relevant provisions of the RIRR of R.A. No. 9184 should be submitted and be present upon opening of the bids.

Further, the following are the minimum qualifications required for this Project and shall be evaluated based on the documents submitted by the bidder:

Criteria	Minimum Qualifications	Bases	Weight (60%)
Initial plan/proposal	<ul style="list-style-type: none"> The service provider has sufficiently ensured the capacity of its personnel to perform the survey (number of dedicated personnel to the survey, workload of project manager, etc.) Feasible distribution and management of resources to conduct the survey activities 	<ul style="list-style-type: none"> Work and financial plan 	20
	<ul style="list-style-type: none"> Substance of the data collection proposal 		
	<ul style="list-style-type: none"> Clarity of methodologies and approaches 		
Experience and Capability of the bidder	<ul style="list-style-type: none"> At least five years in business. Engaged with at least 5 (five) companies/institutions in similar or relevant nature of work (i.e., preparation of survey instruments and sampling designs, provision of trainings for enumerators, data encoders, conduct of survey, collection and analysis of data, and reporting of survey results) Engaged with at least two (2) institutions belonging to the public/government sector in similar or relevant nature of work as mentioned above 	<p>Records of previous engagement and quality of performance in projects related to competition and other similar fields, and geographical distribution of current/impending projects.</p> <p>(a) DTI or SEC registration submitted indicating the year of registration and/or other relevant documents; (b) list of completed and on-going contracts; (c) copies of Certificates of Satisfactory Service Rendered / Certificates of Completion</p>	15
			15

<p>Quality of personnel to be assigned to the project</p>	<p>Overall Survey Leader</p> <ul style="list-style-type: none"> Graduate of any four (4)-year degree course Two (3) years of experience in managing the conduct of surveys; With at least 24 hours of relevant training <p>Field Leader</p> <ul style="list-style-type: none"> Graduate of any four (4)-year degree course Two (2) years of experience in managing the conduct of surveys; With at least 24 hours of relevant training <p>Enumerators (see memo for enumerator hiring)</p>	<p>Original signed curriculum vitae submitted indicating relevant work experience and educational background, and trainings attended supported by certificates of attendance / participation</p> <p><i>Note: Pursuant to Section 33.3 of the revised IRR, there should be no replacement of key personnel before the awarding of the contract, except for justifiable reason, such as illness, death, or resignation provided it is duly supported by relevant certificates, or any delay caused by the procuring entity. Once the contract has been awarded, no replacement shall be allowed until after fifty percent (50%) of the personnel's man-months have been served, except for justifiable reasons, subject to appropriate sanctions as prescribed in the IRR of RA 9184</i></p>	
<p>Firm financial capability</p>		<p>Audited Financial Statements (certified true copy)</p> <p>Work and financial plan</p>	<p>10</p>

VIII. SELECTION CRITERIA

- The technical and financial proposals of the bidders will be evaluated using the Quality Cost-Based Evaluation (QCBE), pursuant to the pertinent provisions of R.A. No. 9184 or the Government Procurement Reform Act.
- The 60% - 40% Quality Cost-Based Evaluation (QCBE) shall be used for this purpose, and the criteria for the presentation of proposal shall be allocated as follows:

Criteria	Bases	Weight
Technical Proposal		60%
Work and financial plan (10%)	As specified in the qualifications above, and the submission of a duly notarized Omnibus Sworn Statement using the prescribed format of R.A. No. 9184	
Quality of personnel to be assigned to the project (15%)		
Experience and capability of the service provider (15%)		
Plan of approach and methodology (20%)	Timeliness, clarity, feasibility of the written proposal, and overall quality of proposed work	
Financial Proposal		40%
TOTAL		100%

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The bidder with the highest rated score based on the technical proposal submitted, provided that the score shall pass the hurdle rate of 85 points, all eligible documents and other relevant documents for the procurement of this project are legal and valid in reference to the requirements of R.A. No. 9184, shall be the Highest Rated and Responsive Bidder.

IX. CONFIDENTIALITY OF DATA AND INFORMATION

The Service provider shall be engaged by PhilRice and shall submit outputs directly to the designated project manager within PhilRice for review and endorsement for payment. All the materials, data and information used and generated through the survey will be the sole property of PhilRice. The service provider shall not use nor disseminate these documents for their own research purposes without the written consent of PhilRice.

X. LIQUIDATED DAMAGES

If the Service provider fails to provide any of the services in accordance with the contract, PhilRice may reduce or recover payments proportionally to the seriousness of the unperformed obligations. This includes in particular cases where PhilRice cannot approve a result, report or deliverable required in this Terms of Reference after the consultant has submitted the required additional information, correction or new version.

Should the Service provider not be able to conduct the survey based on the released task orders, or by the end of the specified timeframe and/or submission of the required outputs, a proportionate reduction in fees shall apply.

If the Service provider fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

XI. DISPUTE RESOLUTION

Should any dispute related to the TOR and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Nueva Ecija.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Nueva Ecija, to the exclusion of all other courts; and

Any amendment or additional terms and conditions to the TOR must be in writing, signed and acknowledged by the Parties.

Approved by:

MARCO ANTONIO BALTAZAR
Project Lead

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