

**PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE  
KNOWLEDGE, ATTITUDE, AND PRACTICES (KAP) STUDY OF  
SOCIAL MEDIA USE IN THE PHILIPPINES**

**BID REFERENCE NO.: BAC4FREEWIFI-2016-07-011**

**APPROVED BUDGET FOR THE CONTRACT: PhP6,200,000.00**

**DEPARTMENT OF INFORMATION AND COMMUNICATIONS  
TECHNOLOGY**

**SPECIAL BIDS AND AWARDS COMMITTEE  
FOR FREE WI-FI INTERNET ACCESS IN PUBLIC PLACES  
PROJECT  
(BAC4FREEWIFI)**

**AUGUST 2016**

## TABLE OF CONTENTS

### PART 1

SECTION I.	REQUEST FOR EXPRESSION OF INTEREST.....	3
SECTION II.	ELIGIBILITY DOCUMENTS.....	7
SECTION III.	ELIGIBILITY DATA SHEET .....	16
SECTION IV.	ELIGIBILITY FORMS.....	24
SECTION V.	TERMS OF REFERENCE.....	35
SECTION VI.	CHECKLIST OF REQUIREMENTS FOR ELIGIBILITY AND SHORTLISTING FOR BIDDERS.....	60

**PART 1**

**SECTION I.**

**REQUEST FOR EXPRESSION OF INTEREST**

**PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE  
KNOWLEDGE, ATTITUDE, AND PRACTICES (KAP) STUDY OF  
SOCIAL MEDIA USE IN THE PHILIPPINES**

1. The **DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (DICT)**, through the **2016 General Appropriations Act** intends to apply the sum of **Six Million Two Hundred Thousand Pesos (Php6,200,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE KNOWLEDGE, ATTITUDE, AND PRACTICES (KAP) STUDY OF SOCIAL MEDIA USE IN THE PHILIPPINES**.
2. The DICT now calls for the submission of eligibility documents for the **PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE KNOWLEDGE, ATTITUDE, and AND PRACTICES (KAP) STUDY OF SOCIAL MEDIA USE IN THE PHILIPPINES**.
3. The DICT will hold a **Pre-Eligibility Conference** on **8 August 2016** at **Room 305, the DICT Building, Carlos P. Garcia Avenue, UP Diliman, Quezon City** starting from 10:00 AM which will be open to all interested consultants.
4. Interested consultants must submit their eligibility documents on or before **12 August 2016, 12 Noon** at the **DICT Building, C.P. Garcia Avenue, UP Diliman, Quezon City**. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
5. **The Special Bids and Committee for the Free Wi-Fi Internet Access in Public Places Project (BAC4FREEWIFI)** shall draw up the shortlist of consultants from those who have submitted 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 shortlist shall consist of **not more than five (5) prospective bidders** who will be entitled to submit bids. **Minimum average rating to be considered for shortlisting is 80%**. The criteria and rating system for short listing are:

	CRITERIA	DOCUMENTS	RATING SYSTEM			WEIGHT
1	<b>Applicable Experience</b>	SEC or DTI Registration	100%	-	5 – 9 years in business or more	35%
			80%	-	3 – 4 years in business	
			60%	-	1 – 2 years in business	
			20%	-	Less than 1 year in business	
2	<b>Qualification of the Company</b>	Single Largest Completed Contract Similar to the Project (i.e. national survey) in terms of size and complexity.	100%	-	Completed contract as Main Contractor	40%
			80%	-	Completed contract as Partner Contractor	
			60%	-	Completed contract as Subcontractor	
3	<b>Current Workload</b>	Net Financial Contracting Capacity (NFCC) as computed based on submitted Audited Financial Statements and Statement of All On-going Government and Private Contracts	100%	-	NFCC is more than 100% of the ABC	25%
			80%	-	NFCC is 50% to 100% of the ABC	
			60%	-	NFCC is 25% to 49% of the ABC	
			40%	-	NFCC is 1% to 24% of the ABC	
<b>TOTAL</b>					<b>100%</b>	

NFCC is computed based on  $(NFCC = (CA-CL) * K) - \text{Outstanding portion of all ongoing contracts}$ . K= 10

- 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, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

- The Procuring Entity shall evaluate bids using the **Quality-Cost Based Evaluation/Selection (QCBE/QCBS)** procedure. The DICT shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
- The contract shall be completed **within six (6) months** after the issuance of Notice to Proceed.

9. The DICT reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

**Rosa Pilipinas M. Mendoza**

Head, BAC4FREEWIFI Secretariat  
Department of Information and Communications Technology  
Carlos P. Garcia Avenue, UP Diliman, Quezon City  
TeleFax No.: 9286071  
Email Address: bac4freewifi@dict.gov.ph  
Website: www.dict.gov.ph

**MARIA TERESA MAGNO-GARCIA**

Chairperson, BAC4FREEWIFI

**PART 1**

**SECTION II.**

**ELIGIBILITY DOCUMENTS**

## 1. Eligibility Criteria

- 0.1. 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 the laws of the Philippines, and of which at least sixty percent (60%) interest belongs to citizens of the Philippines; or
  - (e) 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.
- 0.2. 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**.
- 0.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the qualifications stated in the **EDS**.
- 0.4. Government corporate entities 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 dependent agencies of the GOP or the Procuring Entity.

## 1. Eligibility Requirements



1.1. The following eligibility requirements 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) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **EDS**;
- (ii) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (iii) Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)

*Technical Documents*

- (iv) 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:
  - (iv.1) the name and location of the contract;
  - (iv.2) date of award of the contract;
  - (iv.3) type and brief description of consulting services;
  - (iv.4) consultant's role (whether main consultant, subcontractor, or partner in a JV)
  - (iv.5) amount of contract;
  - (iv.6) contract duration; and

- (iv.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (v) 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.

*Financial Document*

- (vi) The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- (b) Class "B" Document –
- Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, 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, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.
- 1.2. In the case of foreign consultants, the foregoing eligibility requirements under Class "A" Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign consultant's country.
  - 1.3. The eligibility requirements or statements and all other documents to be submitted to the BAC must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the eligibility requirements under Classes "A" and "B" Documents if they are in other foreign language.
  - 1.4. 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, subcontractors 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.

- 1.5. If a prospective bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class "A" Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

## **2. Format and Signing of Eligibility Documents**

- 2.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 2.2. 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.
- 2.3. The eligibility documents, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the prospective bidder.
- 2.4. 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.

## **3. Sealing and Marking of Eligibility Documents**

- 3.1. Unless otherwise indicated in the EDS, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy of 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.
- 3.2. The original and the number of copies of the eligibility documents as indicated in the EDS shall be typed or written in indelible ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 3.3. 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.

3.4. If the eligibility documents are not sealed and marked as required, the Procuring Entity will assume no responsibility for its misplacement or premature opening.

#### **4. 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**.

#### **5. Late Submission of Eligibility Documents**

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 4 shall be declared "Late" and shall not be accepted by the Procuring Entity.

#### **6. Modification and Withdrawal of Eligibility Documents**

6.1. 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.

6.2. 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.

- 6.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder 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. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

## **7. Opening and Preliminary Examination of Eligibility Documents**

- 7.1. The Procuring Entity's 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.
- 7.2. 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. If the withdrawing prospective bidder's representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the opening of eligibility documents. If no representative is present, the eligibility documents shall be returned unopened by registered mail.
- 7.3. A prospective bidder determined as "ineligible" has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility documents until such time that the request for reconsideration or protest has been resolved.

- 7.4. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (a) the name of the prospective bidder;
  - (b) whether there is a modification or substitution; and
  - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 7.5. 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.

## **8. Short Listing of Consultants**

- 8.1. 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.
- 8.2. The BAC of the Procuring Entity 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**.
- 8.3. Short listed consultants shall be invited to participate in the bidding for this project through a Letter of Invitation to Bid issued by the BAC of the Procuring Entity.

- 8.4. Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.

**PART 1**

**SECTION III.**

**ELIGIBILITY DATA SHEET**



**Eligibility Data Sheet**

<b>Eligibility Documents</b>	
0.2	The type of Consulting Services to be procured is National Survey.  Note: See Terms of Reference (TOR) Section V for details.
0.3	No further instructions.
2.	<p><b><u>In accordance with Clause 3.3 of the Eligibility Documents, the bid, except for the unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s to the Bidder.</u></b></p> <p><b>ELIGIBILITY DOCUMENTS –</b></p> <p><b><u>Class “A” Documents:</u></b></p> <p><b><u>A. Legal Documents:</u></b></p> <ul style="list-style-type: none"> <li>i. Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;</li> <li>ii. Business/Mayor's permit for 2016 issued by the city or municipality where the principal place of business of the prospective bidder is located;</li> <li>iii. Valid and Current Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR;</li> </ul> <p><b><u>B. Technical Documents:</u></b></p> <ul style="list-style-type: none"> <li>i. Eligibility Documents Submission Form per <b>Annex 1A</b></li> <li>ii. Statement of all its Ongoing Contracts (including awarded contract/s not yet started, if any) within the last three (3) years (<b>Annex 1B</b>)                         <ul style="list-style-type: none"> <li>a. For each of listed on-going contracts, the following must attach/submit the copy of Contract showing value of contract, scope of works and number of participants.</li> <li>b. For each listed completed contracts, the following must be submitted:</li> </ul> </li> </ul>

	<p>(1) Copy of Contract showing value of contract, scope of works, and number of participants;</p> <p>(2) certified true copy of Official Receipt/s; and</p> <p>(3) Certificate of Satisfactory Completion issued by the client for completed contracts as per <b>Annex 1C</b></p> <p>iv. Statement of Completed Single Largest Contract from January 2011 up to the day before the deadline for the submission bids of similar in nature equivalent to at least fifty percent (50%) of the ABC of the project per <b>Annex ID;</b></p> <p>v. Duly signed Net Financial Contracting Capacity Computation (NFCC) per <b>Annex IE,</b> in accordance with ITB Clause 5.5</p> <p>NFCC = [(Current Assets minus Current Liabilities) (K)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.</p> <p>Where:</p> <p style="padding-left: 40px;">K: 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li><b>1. The values of the bidder's current assets and current liabilities shall be based on the data submitted to BIR through its Electronic Filing and Payment System.</b></li> <li><b>2. Value of all outstanding or uncompleted contracts refers those listed in Annex-I.</b></li> <li><b>3. The detailed computation using the required formula must be shown as provided above.</b></li> </ol> <p>vi. 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 2.1.(v) per <b>Annex 1G</b></p>
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	<p><b>C. <u>Financial Documents</u></b></p> <p>i. Copy of <b>2015 Annual Income Tax Return</b> submitted through <b>BIR's Electronic Filing and Payment System (EFPS)</b> together with the following Audited Financial Statements for 2015 and 2014 (in comparative form or separate reports):</p> <ul style="list-style-type: none"> <li>(a) Independent Auditor's Report;</li> <li>(b) Balance Sheet (Statement of Financial Position);</li> <li>(c) Income Statement (Statement of Comprehensive Income);</li> </ul> <p>Each of the above statements must have stamped <b>"received"</b> by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions</p> <p><b><u>Class "B" Documents: (For Joint Venture)</u></b></p> <p>A. For Joint Ventures, Bidder to submit either:</p> <ul style="list-style-type: none"> <li>1. Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence,</li> <li style="text-align: center;">or</li> <li>2. Copy of Protocol / Undertaking of Agreement to Enter into Joint Venture signed by 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. <b>(Annex IG)</b></li> </ul> <p><b><u>The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex IG) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</u></b></p> <p><b>For Joint Venture, the following documents must likewise be submitted:</b></p> <ul style="list-style-type: none"> <li>(a) For Joint Venture <b><u>Between Two (2) Local Companies</u></b>, each partner should submit: <ul style="list-style-type: none"> <li>1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or</li> </ul> </li> </ul>
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	<p>Cooperative Development Authority (CDA) for cooperatives;</p> <p>2. Business/Mayor's permit for 2016 issued by the city or municipality where the principal place of business of the prospective bidder is located;</p> <p>3. Valid and Current Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.</p> <p><b>For the required Technical Documents and Financial Documents, submission by any of the Joint Venture partner constitutes compliance.</b></p>
(i)	No additional Requirements.
(iv)	<p>The statement of all ongoing and completed government and private contracts shall include all such contracts within the last three (3) years prior to the deadline for the submission and receipt of eligibility documents. <b>(Annex 1B)</b></p> <p>The Statement shall include, for each contract, the following:</p> <ul style="list-style-type: none"> <li>a) The name and location of the contract</li> <li>b) Date of award of the contract</li> <li>c) Type and brief description of consulting services</li> <li>d) Consultant's role (whether main consultant, subcontractor, or partner in a JV)</li> <li>e) Amount of contract</li> <li>f) Contract duration</li> <li>g) Certificate of Satisfactory Completion for completed contracts per <b>Annex 1C.</b></li> </ul>
(iv.7)	Certificate of Satisfactory Completion for completed contracts per <b>Annex 1C.</b>
3.2	<p>Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.</p> <p>First envelope must contain three (3) copies of Eligibility Documents duly marked as "Original Copy", "Duplicate Copy", and "Triplicate Copy".</p> <p>All envelopes shall:</p> <ul style="list-style-type: none"> <li>a) Contain the name of the contract to be bid in capital letters;</li> </ul>

- b) Bear the name and address of the Bidder in capital letters;
- c) Be addressed to the Procuring Entity's ;
- d) Bear the specific identification of this bidding process—  
**"PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE KNOWLEDGE, ATTITUDE, AND PRACTICES (KAP) STUDY OF SOCIAL MEDIA USE IN THE PHILIPPINES;** and

Bear a warning "DO NO OPEN BEFORE..." the date and time for the opening of eligibility documents.

TO	:	<b>DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY</b>
FROM	:	_____
		(Name of Bidder in Capital Letters)
ADDRESS	:	_____
		(Address of Bidder in Capital Letters)
PROJECT	:	<b>PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE KNOWLEDGE, ATTITUDE, AND PRACTICES (KAP) STUDY OF SOCIAL MEDIA USE IN THE PHILIPPINES</b>
BID REF NO	:	<b>BAC4FREEWIFI-2016-07-011</b>
(In Capital Letters, Indicate the Phrase):		
<b>"DO NOT OPEN BEFORE: 12 AUGUST 2016, 1PM"</b>		

3.3.(c)	Special Bids And Awards Committee For Free Wi-Fi Internet Access In Public Places Project (BAC4FREEWIFI)																																			
3.3.(d)	<b>PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE KNOWLEDGE, ATTITUDE, AND PRACTICES (KAP) STUDY OF SOCIAL MEDIA USE IN THE PHILIPPINES</b>																																			
4	The address for submission of eligibility documents is the <b>DICT Building, Carlos P. Garcia Avenue, UP Diliman, Quezon City.</b>  The deadline for submission of eligibility documents is <b>12 August 2016, 12 Noon.</b>																																			
7.1	The place of opening of eligibility documents is <b>DICT Building, Carlos P. Garcia Avenue, UP Diliman, Quezon City.</b>  The date and time of opening of eligibility documents is <b>12 August 2016, 1PM.</b>																																			
8.1	Similar contracts shall refer to "Conduct of National Survey".																																			
8.2	<p><b>Criteria for Eligibility and Short listing:</b></p> <table border="1"> <thead> <tr> <th></th> <th>CRITERIA</th> <th>DOCUMENTS</th> <th colspan="2">RATING SYSTEM</th> <th>WEIGHT</th> </tr> </thead> <tbody> <tr> <td rowspan="4">1</td> <td rowspan="4"><b>Applicable Experience</b></td> <td rowspan="4">SEC or DTI Registration</td> <td>100%</td> <td>-</td> <td>5 – 9 years in business or more</td> <td rowspan="4">35%</td> </tr> <tr> <td>80%</td> <td>-</td> <td>3 – 4 years in business</td> </tr> <tr> <td>60%</td> <td>-</td> <td>1 – 2 years in business</td> </tr> <tr> <td>20%</td> <td>-</td> <td>Less than 1 year in business</td> </tr> <tr> <td rowspan="3">2</td> <td rowspan="3"><b>Qualification of the Company</b></td> <td rowspan="3">Single Largest Completed Contract Similar to the Project (i.e. national survey) in terms of size and complexity.</td> <td>100%</td> <td>-</td> <td>Completed contract as Main Contractor</td> <td rowspan="3">40%</td> </tr> <tr> <td>80%</td> <td>-</td> <td>Completed contract as Partner Contractor</td> </tr> <tr> <td>60%</td> <td>-</td> <td>Completed contract as Subcontractor</td> </tr> </tbody> </table>		CRITERIA	DOCUMENTS	RATING SYSTEM		WEIGHT	1	<b>Applicable Experience</b>	SEC or DTI Registration	100%	-	5 – 9 years in business or more	35%	80%	-	3 – 4 years in business	60%	-	1 – 2 years in business	20%	-	Less than 1 year in business	2	<b>Qualification of the Company</b>	Single Largest Completed Contract Similar to the Project (i.e. national survey) in terms of size and complexity.	100%	-	Completed contract as Main Contractor	40%	80%	-	Completed contract as Partner Contractor	60%	-	Completed contract as Subcontractor
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			60%	-	1 – 2 years in business																															
			20%	-	Less than 1 year in business																															
2	<b>Qualification of the Company</b>	Single Largest Completed Contract Similar to the Project (i.e. national survey) in terms of size and complexity.	100%	-	Completed contract as Main Contractor	40%																														
			80%	-	Completed contract as Partner Contractor																															
			60%	-	Completed contract as Subcontractor																															

DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

BAC4FREEWIFI-2016-07-011

	3	<b>Current Workload</b>	Net Financial Contracting Capacity (NFCC) as computed based on submitted Audited Financial Statements and Statement of All On-going Government and Private Contracts	100%	-	NFCC is more than 100% of the ABC	25%
				80%	-	NFCC is 50% to 100% of the ABC	
				60%	-	NFCC is 25% to 49% of the ABC	
				40%	-	NFCC is 1% to 24% of the ABC	
	<b>TOTAL</b>						<b>100%</b>
NFCC is computed based on $(NFCC = (CA-CL) * K)$ – Outstanding portion of all ongoing contracts. K= 10							

**PART 1**  
**SECTION IV. ELIGIBILITY FORMS**



**Annex 1A**

**Eligibility Documents Submission Form**

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*[Date]*

**MARIA TERESA MAGNO-GARCIA**

Chairperson, BAC4FREEWIFI

**DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY**

DICT Building, Carlos P. Garcia Avenue

UP Diliman, Quezon City

**Subject: PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE KNOWLEDGE, ATTITUDE, AND PRACTICES (KAP) STUDY OF SOCIAL MEDIA USE IN THE PHILIPPINES**

**Dear Director Garcia,**

In connection with your Request for Expression of Interest dated **4 August 2016** for **PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE KNOWLEDGE, ATTITUDE, and AND PRACTICES (KAP) STUDY OF SOCIAL MEDIA USE IN THE PHILIPPINES** with Bid Reference No. **BAC4FREEWIFI-2016-08-011**, *[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 therefore.

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, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; 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.

Yours sincerely,

***Signature***

***Name and Title of Authorized Signatory***

***Name of Consultant***

***Address***

**Annex 1B**

**PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE KNOWLEDGE, ATTITUDE, AND PRACTICES (KAP) STUDY OF SOCIAL MEDIA USE IN THE PHILIPPINES**

**BAC4FREEWIFI-2016-07-011**

**STATEMENT OF ALL ONGOING CONTRACTS AND COMPLETED CONTRACTS**

**1. ALL ON-GOING CONTRACTS (including Contracts awarded but not yet started, if any)**

Name of Client	Title of Contract	Date of Award	Type and Brief Description of the Survey/Consulting Services	Consultant's Role (Main Proponent, Partner, Sub-Contractor)	Amount of Contract	Number of Participants	Completion Date

**For each listed on-going contracts, the following must attach/ submit:**

- a) Copy of Contract showing value of contract, scope of works and number of participants.

**2. COMPLETED CONTRACTS**

Name of Client	Title of Contract	Date of Award	Type and Brief Description of the Survey/Consulting Services	Consultant's Role (Main Proponent, Partner, Sub-Contractor)	Amount of Contract	Duration of Contract	Number of Participants

**For each listed completed contract/s, the following must be submitted:**

- a) Copy of Contract showing value of contract, scope of works, and number of participants.
- b) Certified true copy of Official Receipt/s.
- c) Certificate of Satisfactory Completion or equivalent document issued by the client as **per Annex 1C.**

**CERTIFIED CORRECT:**

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**

Annex 1C

PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE KNOWLEDGE, ATTITUDE, AND PRACTICES (KAP) STUDY OF SOCIAL MEDIA USE IN THE PHILIPPINES

BAC4FREEWIFI-2016-07-011

CERTIFICATE OF SATISFACTORY COMPLETION OF COMPLETED CONTRACT

This is to certify that (NAME OF BIDDER) has supplied our company/agency with (Name of Product/s). Based on our evaluation on timely delivery, compliance to specifications and performance, warranty and after sales service, we give (NAME OF BIDDER) a rating of:

- VERY SATISFACTORY
SATISFACTORY
POOR

This Certification shall form part of the Eligibility Documentary Requirements in line with (Name of Bidder) participation in the Procurement of Consultancy Services to Conduct the Knowledge, Attitude, and Practices (KAP) Study of Social Media Use in the Philippines for the Department of Information and Communications Technology.

Issued this day of 2016 in Philippines.

Name of Company (Bidder's Client)

Full name of Authorized Representative

Address

Signature of Authorized Representative

Tel. No. / Fax

E-Mail Address

**Annex 1D**

**PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE KNOWLEDGE, ATTITUDE, AND PRACTICES (KAP) STUDY OF SOCIAL MEDIA USE IN THE PHILIPPINES**

**BAC4FREEWIFI-2016-07-011**

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT WITHIN THE LAST FIVE (5) YEARS OF SIMILAR NATURE AMOUNTING TO AT LEAST FIFTY PERCENT (50%) OF THE ABC**

<i>(Please fill up required information)</i>	
<b>1) Name of Client</b>	
<b>2) Title of Contract</b>	
<b>3) Date of Award</b>	
<b>4) Type and Brief Description of the Project</b>	
<b>5) Consultant's Role (Main Proponent, Partner, Sub-Contractor)</b>	
<b>6) Amount of the Contract</b>	
<b>7) Number of Users/participants</b>	
<b>8) Completion Date</b>	

**CERTIFIED CORRECT:**

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**

**Notes:**

**For above cited contract, the following must be attached/submitted:**

1. Copy of Contract or Notice to Proceed value of contract, scope of works, and number of participants
2. Any of the following documents:
  - a) End User's Acceptance or
  - b) Official Receipt/s

**Annex 1E**

**PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE KNOWLEDGE, ATTITUDE, AND PRACTICES (KAP) STUDY OF SOCIAL MEDIA USE IN THE PHILIPPINES**

**BAC4FREEWIFI-2016-07-011**

**CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY**

*(PLEASE SHOW FIGURES AT HOW YOU ARRIVED AT THE NFCC)*

This is to certify that our **Net Financial Contracting Capacity (NFCC)** is **Philippine Pesos** \_\_\_\_\_ (**P** \_\_\_\_\_). The amount is computed as follows:

$$NFCC = (CA-CL) (K) - C$$

Where :

CA = Current Assets

CL = Current Liabilities

K = 10 for a contract duration of one year or less,

15 for a contract duration of more than one year up to two years and

20 for a contract duration of more than two years

C = value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this Project

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**CERTIFIED CORRECT:**

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**

**Annex 1F**

**PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE  
KNOWLEDGE, ATTITUDE, AND PRACTICES (KAP) STUDY OF SOCIAL MEDIA  
USE IN THE PHILIPPINES**

**BAC4FREEWIFI-2016-07-011**

**STATEMENT OF THE CONSULTANT SPECIFYING ITS NATIONALITY AND  
CONFIRMING THE REGISTRATION OF PERSONNEL INVOLVED IN THE  
PRACTICE OF PROFESSIONS REGULATED BY LAW**

Name of Client	Nationality	Regulatory Body (Indicate N/A if not applicable)

I hereby confirm that the above listed consultant/s, if required to be registered by the appropriate regulatory body, have done so in accordance with clause 1.2(iv), Section II of the bidding documents.

**CERTIFIED CORRECT:**

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**

**Annex 1G**

(page 1 of 3)

**PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE KNOWLEDGE, ATTITUDE, AND PRACTICES (KAP) STUDY OF SOCIAL MEDIA USE IN THE PHILIPPINES**

**BAC4FREEWIFI-2016-07-011**

**PROTOCOL / UNDERTAKING OF AGREEMENT TO ENTER INTO JOINT VENTURE**

This **PROTOCOL / UNDERTAKING OF AGREEMENT TO ENTER INTO JOINT VENTURE**, executed by:

\_\_\_\_\_ a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at \_\_\_\_\_, \_\_\_\_\_, representative herein by \_\_\_\_\_, \_\_\_\_\_, hereinafter referred to as "\_\_\_\_\_";  
-and-

\_\_\_\_\_ a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at \_\_\_\_\_, \_\_\_\_\_, representative herein by \_\_\_\_\_, \_\_\_\_\_, hereinafter referred to as "\_\_\_\_\_";  
-and-

\_\_\_\_\_ a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at \_\_\_\_\_, \_\_\_\_\_, representative herein by \_\_\_\_\_, \_\_\_\_\_, hereinafter referred to as "\_\_\_\_\_"; (hereinafter referred to collectively as "Parties")

For submission to the **Special Bids and Awards Committee for the Free Wi-Fi Internet Access in Public Places Project (BAC4FREEWIFI)** of the **Department of Information and Communications Technology**, pursuant to **Section 23.1 (b)** of the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) 9184.

WITNESSETH That:

WHEREAS, the Parties desire to participate as a Joint Venture in the public bidding that will be conducted by the **Department of Information and Communications Technology**, pursuant Republic Act (R.A.) 9184 and its Implementing Rules and Regulations, with the following particulars:

Bid Reference No.	<b>BAC4FREEWIFI-2016-07-011</b>
Name/Title of Procurement Project	<b>Procurement Of CONSULTANCY SERVICES TO CONDUCT THE KNOWLEDGE, ATTITUDE, AND PRACTICES (KAP) STUDY OF SOCIAL MEDIA USE IN THE PHILIPPINES</b>
Approved Budget for the Contract	<b>PhP6,200,000.00</b>



**Annex 1G**

(page 2 of 3)

NOW THEREFORE, in consideration of the foregoing, the Parties undertake to enter into a **JOINT VENTURE** and sign a **Joint Venture Agreement** relative to the joint cooperation for this bid project, in the event that their bid successful, furnishing the copy thereof within **ten (10) calendar days** from receipt of Notice from the BAC that our bid has the lowest calculated bid or highest rated responsive bid (as the case may be).

For the purposes of this bid project, and unless modified by the terms of the Joint Venture Agreement, the following party shall be the authorized representative of the JV:

CERTIFIED CORRECT:

_____ Authorized Representative of the JV Partner: (Per attached Secretary's Certificate)	_____ Authorized Representative of the JV Partner: (Per attached Secretary's Certificate)
_____ Name	_____ Name
_____ Date	_____ Date

Furthermore, the parties agree to be bound jointly and severally under the said Joint Venture Agreement;

THAT Finally, failure on our part of enter into the Joint Venture and/or sign the Joint Venture Agreement for any reason after the Notice of Award has been issued by shall be a ground for non-issuance by the DICT of the Notice to Proceed, forfeiture of our bid security and such other administrative and/or civil liabilities as may be imposed by ICT Office under the provisions of R.A. 9184 and its Revised IRR, without any liability on the part of ICT Office.

This Undertaking shall form an integral part of our Eligibility documents for the above-cited project.

IN WITNESS WHEREOF, the parties have signed this Protocol/Undertaking on the date fist above-written.

**Bidder's Representative/Authorized Signature**

*[JURAT]*

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines, affiant exhibited to me his/her competent Evidence of Identity (as defined by 2004 Rules on Notarial Practice issued at \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

**Annex 1G**  
(page 3 of 3)

**Note:**

"Sec.12. Competent Evidence of Identity - The phrase" competent evidence of identity" refers to the identification of an individual based on:

At least one current identification documents issued by an official agency bearing the photograph and signature of the individual, such as but limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay Certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, PhilHealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification.

**PART 1**

**SECTION V.**

**TERMS OF REFERENCE**

## TERMS OF REFERENCE

### PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE KNOWLEDGE, ATTITUDE, AND PRACTICES (KAP) STUDY OF SOCIAL MEDIA USE IN THE PHILIPPINES

#### I. BACKGROUND

Information and communications technologies (ICTs) have been increasingly recognized as catalysts for economic and social development, producing opportunities and developing capabilities for livelihood, employment, learning, and even social and political participation. The acquisition of digital literacy, encompassing both technological and functional knowledge and skills is also often acknowledged as a fundamental tool for development<sup>1</sup> and economic growth<sup>2</sup>. The diffusion of ICTs in Philippine communities has been happening intensively for over a decade via numerous initiatives led by governments, development institutions, and private institutions.

Internet penetration in the Philippines almost doubled from 27 percent in 2010 to 52 percent in 2014<sup>3</sup>. However, as Internet access and use becomes ubiquitous in major urban centers, access remains a challenge in low-income and rural communities with poor infrastructure. Various public access initiatives such as the government's Community e-Center project, "pisonet" and computer shop microenterprises have been established to provide access support to low-income communities that have no personal PC or mobile ownership. Recently, low-cost internet-capable mobile devices is also becoming widely available in the market, providing affordable hardware. Yet we need to map the varying Internet access levels and experiences of Filipinos to be able come up with useful interventions related to connectivity and content.

One of the significant implications of this increased Internet access is the rise in the use of social media in the Philippines. According to Global Study *Wave7*, a social media study running annually since 2006, Filipinos remain as a social media capital, where social media platforms are used for 53 hours per week, 11 hours more than the 42-hour global average<sup>4</sup>. The Philippines consistently ranks highly in terms of both Facebook and Twitter

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<sup>1</sup>Paran, A., & Williams, E. (2007). Editorial: reading and literacy in developing countries. *Journal of Research in Reading*, 30(1), 1-6; See also Jones-Kavalier, B., & Flannigan, S. (2006). Connecting the digital dots: Literacy of the 21<sup>st</sup> century. *Educause Quarterly*, 2, 8-10

<sup>2</sup>Proenza, F. J. (Ed.). *Public Access ICT across Cultures*. Cambridge, Massachusetts: The MIT Press.; See also Sundaram, A., & Vanneman, R. (2008). Gender differentials in literacy in India: The intriguing relationship with women's labor force participation. *World Development*, 36(1), 128-143.

<sup>3</sup>ITU (International Telecommunication Union) (2011). Key Global Telecom Indicators for the World Telecommunication Service Sector. Available at: [http://www.itu.int/ITU-D/ict/statistics/at\\_glance/KeyTelecom.html](http://www.itu.int/ITU-D/ict/statistics/at_glance/KeyTelecom.html) (Accessed on May, 2012)

<sup>4</sup>The same report notes that seventy four (74) percent use social media as a means of connecting to their family and friends

subscription. We rank 10th in the list of countries with the most number of users in Twitter<sup>5a</sup> and 8<sup>th</sup> amongst Facebook users. With social media emerging as a modern mode of everyday communication, users are seen to become more proactive in various forms of engagement

Yet, most of these data on social media use in the Philippines are part of broader global studies and encompass a limited set of variables that do not capture an in-depth understanding of the nature and extent of social media use of Filipinos. Further, such studies do not make available disaggregated data across various demographic considerations that can allow us to contextualize the nature of social media use. Such detailed demographic information can help understand Filipinos' attitudes and behavior in social media that can be useful for better targeting and programming of future policy interventions. Finally, such research results often only publicly release general findings, and the cost of access to the raw data is often prohibitive to agencies and researchers in developing countries.

In this regard, the Department of Information and Communications Technology (DICT) Information Division seeks to launch regular national surveys called KAP (Knowledge, Attitudes and Practices) Survey of Social Media Use in the Philippines to generate data that can be useful to government, private sector, and academia. Such data becomes more crucial with the planned rollout of the Juan, Konek! Free Wi-Fi Internet Access in Public Places Project of the DICT, which is envisioned to further broaden the Filipinos' access to the Internet (in general) and social media (in particular). The Juan, Konek! Project aims to enhance Internet connectivity in various public spaces in six municipalities in the country to facilitate economic, social, and educational opportunities.

The DICT seeks to commission the services of a survey research organization to conduct the Phase 1 of the KAP survey. The consultant firm should demonstrate expertise in conducting comprehensive base line and research studies and have significant experience performing national surveys in the Philippines. The consultancy firm would have to work within a specified period to complete the base line study activities and report to the DICT.

## II. PURPOSES AND OBJECTIVES

The DICT Information Division seeks to commission a national social media survey under KAP for the year 2016 to monitor the knowledge, attitudes and practices of social media users in the country. Mapping out the extent and nature of social media use will allow the DICT to establish a baseline from which other ICT projects (infrastructure and content), (many of them seek to connect to overseas family members), 63 percent to share ideas; 65 percent seek to have fun; and 70 percent to meet new people. Mislos, V. (2014, July 3). Research confirms. The Philippines is still the social media capital of the world. *Yahoo News!* Retrieved from: <https://sg.news.yahoo.com/research-confirms-philippines-still-social-033045566.html>

<sup>5</sup>Montecillo, P. (2012, August 9). *Philippines has 9.5M Twitter users, ranks 10th*. Philippine Daily Inquirer. Retrieved from <http://technology.inquirer.net/15189/philippines-has-9-5m-twitter-users-ranks-10th>

including the Free Wi-Fi project, can build on. The purpose of this study is to provide an information baseline against which to monitor and assess the development and progress of social media use in the country after implementation of the Juan, Konek! project.

## Phase 1

*Objective 1: Map out the extent and nature of social media use during the early rollout of the Free Wi-Fi project*

- Understand the context and nature of social media use (including access modalities) across user demographics (i.e. age, gender, educational attainment, and city/municipality of residence)
- Understand the extent of use and purposes of Filipinos' social media use (i.e. information, education, entertainment, socializing, expression, etc.)
- Compare the activity of users across cities and municipalities of various incomes and geographic locations
- Understand the extent and purposes of use of various social media sites
- Understand Filipinos' information/knowledge seeking behavior in social media
- Understand Filipinos' engagement and sharing patterns in social media
- Understand the extent of social media use for interacting and engaging with government
- Assess the potential of social media for the delivery of government information and service

*Objective 2: Determine Filipinos' attitudes towards social media*

- Understand user perceptions and attitudes towards social media in terms of:
  - Ease of use
  - Usefulness / benefit
  - Reliability as an information source
  - Safety/risk
  - Relevance to everyday life
- Identify factors that influence such attitudes and behavior of social media users.

## Phase 2

*Objective 1: Understand the people's experiences of using the free Wi-Fi project and nature of social media use after the rollout of the Free WI-FI project*

To be carried out in six municipalities where the Juan, Konek! Project will be rolled out, the study seeks to understand the experiential dimensions of Filipinos' Internet and social media use using the free Wi-Fi project. The data gathered provides insight into setting priorities more specific for project implementation. Through the KAP Survey, a basis for refining, strategizing and evaluating the Juan, Konek! Project is sought to be established. The DICT

can use the social media use as indicator expanding the project in other areas and in targeting needed interventions.

### III. DURATION OF THE CONTRACT

The duration of the contract shall be for six (6) months from the date of issuance of the Notice to Proceed.

### IV. SCOPE OF WORK

The survey firm to be hired for executing the survey shall work on the following tasks:

- A. Sampling.** The survey firm will design and propose the sampling methodology in accordance with the minimum sampling techniques recommended by the DICT. The representative sample may be chosen using stratified random sampling or multi-stage area probability sampling method and should reflect the proportion of the general Philippine population based on the latest census. It should also ensure that Socio-Economic Class ABCDE and Class 1 to 6 municipalities are adequately represented. Corresponding margins of error should be cited.
- B. Survey Instrument.** The DICT will develop the survey instrument. However, the survey firm is expected to work closely with the DICT in the finalization of the survey instrument including its pre-testing and translation to Filipino and other languages, as necessary, and execute the instrument in accordance with agreed specifications. The questionnaire has 25 items and is expected to run for approximately 30 minutes.
- C. Data collection method.** The survey firm will execute the data collection method according to the minimum specifications recommended by the DICT. Area coverage, respondent selection and substitution rules should be detailed. Quality control mechanisms and field resource capacity should be enumerated and thoroughly discussed. The DICT shall approve the data collection and sampling methodology.

The survey firm shall oversee the data collection process to include a survey pre-test and ensure effective management of data collection teams by supervisors. It shall code, encode and analyze collected data using the appropriate software.

- D. Recruitment of field managers and data collectors.** The survey firm will ensure that only well-trained and experienced field staffs are recruited and deployed to carry out the data collection. Further, the survey firm shall be in-charge of the following:
- Payment for the field staff;
  - Payment of the transportation, accommodation, and food of field staff;

- Provision for the supplies needed by field staff;
- Reproduction of the questionnaires, as necessary; and
- All other expenses necessary to conduct the survey.

#### **E. Report Submission**

- Produce and submit to the DICT the draft report on findings (per required format and data request).
- Incorporate input from the DICT into draft report and produce final report.
- Prepare a comprehensive presentation of findings to the DICT team after the report submission
- Coordinate as required by the DICT in the dissemination of study findings to respondents and other stakeholders.

### **V. METHODOLOGY**

For Project Phase 1, which is the subject of this Terms of Reference, the baseline study is expected to take a total of 4 months from the date of Notice to Proceed, including field visits for data collection, analysis, and submission of reports.

#### **Step 1: Inception Report**

The survey firm is required to submit and/or present an inception document which outlines the research design, methodology, and project delivery work plan for the whole duration of the contract; and will include the itinerary for the field visits across the country.

The DICT staff will provide key documents and assign staff to assist the survey firm in better understanding the project's purposes and design the appropriate methodology.

#### **Step 2: Field work/visits:**

The survey firm shall administer structured interviews with respondents  $n=3,000$  (the number may be changed depending on the statistical computation of the survey firm approved by the DICT) from all 17 regions (the figure may be changed depending on the justifications of the survey firm anchored in statistical computations approved by the DICT), according to the following specifications:

- Conduct face-to-face administered survey interviews with social media users of all ages, gender, and income classes
- The survey firm will only deploy field staff/enumerators who have at least six months relevant and adequate training in rigorous and ethical survey research. The roster of the field staff complete with qualifications should be submitted to DICT.
- The DICT will conduct a spot check for data gathering and encoded data
- The field staff is required to indicate their names and sign all accomplished



questionnaires to be turned over to the DICT by the end of the project

- Data entered should have consistency checks, strictly follows skipping instructions as instructed in the questionnaire and valid codes are encoded
- Data collection must follow standard ethical procedures and guidelines

**Step 3: Interim and final draft report**

- Shall include raw data of all survey results in Microsoft Excel format
- Includes summary of the survey results and analysis of the findings in word format, including relevant tables and graphs. Tabulated results should be given to the DICT with interpretation

**VI. OBLIGATIONS OF THE PROCURING ENTITY**

1. The DICT will define the scope and schedule of deliverables.
2. The DICT shall be obligated to pay the winning service provider the quoted billing rates stipulated in the contract, subject to existing government auditing and accounting rules and regulations, for and in consideration of the services rendered by the winning service provider and upon presentation of a statement of account.

**VII. KEY DELIVERABLES**

The deliverables/ outputs will include:

<b>Deliverables</b>	<b>Coverage Period</b>	<b>Remarks</b>
1. <b>Consultative meeting(s)</b> with DICT	Within fourteen (14) days from the date of Notice to Proceed	To finalize the project scope, research design, instrument, methodology, detailed work plan, assessment protocol, data collection tools, and field resource. Aside from negotiating with the assigned DICT staff, the survey firm may also be requested to meet with the research consultant/s.  Signing of contract
2. <b>Inception Report</b>	Within fourteen (14) days from signing of contract  The inception report will be reviewed by the DICT at first seven (7) days, revised and signed-off by the end of the next	This will include a finalized study design, methodology, detailed project delivery work plan, assessment protocol, data collection tools and field resource.  <i>(First tranche of payment upon approval of Inception Report by the DICT -15%)</i>

Deliverables	Coverage Period	Remarks
<p><b>3. Field Data Collection and Progress Report</b></p>	<p>seven (7) days.</p> <p>To be conducted within sixty (60) days from the sign-off of the Inception Report</p> <p>Submit a mid-term data collection Progress Report on the 30<sup>th</sup> day of Field Data Collection</p>	<p>The survey firm is expected to submit the fieldwork schedule included in the Inception report, together with a list of field staff and their qualifications.</p> <p>The survey firm shall closely work with the DICT in providing updates on the data collection through the submission of a mid-term data collection Progress Report.</p> <p><i>(Second tranche upon review and approval of Progress Report by the DICT -10%)</i></p>
<p><b>4. Initial Report</b></p>	<p>For submission and presentation to the DICT within fifteen (15) days from the completion of Field Data Collection</p> <p>DICT to revert to survey firm by the end of the fifteen (15) days</p>	<p>The survey firm must deliver the raw disaggregated data (i.e. location, age, gender, education) of the survey results in excel and SPSS data formats, as well as an analysis report of the survey findings using appropriate tables, graphs, or other data visualization techniques</p> <p>The initial report must include an executive summary, with summarized raw data provided as annexes. The draft report should be presented and submitted for review by the DICT and stakeholders, and provide comments for incorporation into the report by the consultant. For quality assurance purposes, all statements made in the report should be evidence-based, and this evidence should be available, in full and specific to that particular statement (e.g. raw survey sheets), upon request.</p>

Deliverables	Coverage Period	Remarks
		<i>(Third tranche of payment upon completion of satisfactory review of preliminary report - 25%)</i>
<b>5. Final Report</b>	Final submission of report within fifteen (15) days of the approval of the Initial Report	<p>The survey firm will submit the final version of the report. All comments and concerns raised in the presentation of the Initial Report should have already been incorporated. Otherwise, the survey firm will be required to submit a revised version.</p> <p>Comprehensive analysis of the survey results in soft and hard copies of report formats must be turned in to DICT.</p> <p><i>(Final tranche of payment will be released after the report review of DICT– 50%)</i></p>

**VIII. PROJECT COST AND MILESTONES**

**Total Approved Budget for the Contract (ABC) is PhP6,200,000.00**

Project cost is classified as MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE).

Below is the budget breakdown for execution of the Project. The budget breakdown includes all the costs that will be incurred:

Payment	Condition/remarks
15% of total project cost	Upon acceptance by the DICT of inception report
10% of total project cost	Upon acceptance by the DICT of Progress report
25 % of total project cost	Upon review and acceptance by the DICT of preliminary report and findings
50% of total project cost	Upon acceptance by the DICT of Final Report

**IX. CONFIDENTIALITY OF DATA**

All project staff of the service provider shall be required to sign a non-disclosure agreement immediately at the start of the project and before commencing work.

All technical and non-technical materials, and data gathered from the project (collectively referred to here as "Confidential Information") are confidential and proprietary to the DICT.

The service provider agrees to hold the Confidential Information in strict confidence and further agrees not to reproduce, transcribe, or disclose the Confidential Information to third parties without the prior written approval of the DICT.

#### **X. PRE-TERMINATION OF CONTRACT**

The contract for the service may be pre-terminated by the DICT for any violation of the terms of the contract or when it has determined that continuing it would no longer be advantageous for the government. In case of pre-termination, the service provider shall be informed by the DICT thirty (30) days prior to such pre-termination.

In case of pre-termination, the service provider shall be liable to forfeiture of Performance Security.

The DICT shall have the right to blacklist the service provider in case of pre-termination due to any violation of the terms in the contract.

**PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE KNOWLEDGE, ATTITUDES, AND PRACTICES (KAP) STUDY OF SOCIAL MEDIA USE IN THE PHILIPPINES**

**A. DEFINITION OF TERMS**

**Assessment Protocols**

These are the quality control mechanisms identified by the survey firm to ensure the integrity of the data collection process.

**Data Collection Method**

It refers to the process by which the survey firm plans to execute the data collection. It outlines the area coverage, respondent selection and substitution rules as well as the technology/ equipment to be employed.

**Field Resource Capacity**

It outlines the management of the limits of a survey firm’s human and non-human resources, such as its labor force and technology/ equipment to be employed.

**Project Delivery Work Plan**

It pertains to the work plan by which the survey firms plans to complete the conduct of the research study within the contract period and in compliance with the total ABC of the project.

**Research Design**

It refers to the detailed outline on which a survey firm plans to execute the research study vis-à-vis the identified research questions. It includes the proposed research instrument execution, data collection methods, analysis of the yielded data, and results delivery to DICT.

**B. CRITERIA FOR ELIGIBILITY AND SHORTLISTING**

	CRITERIA	DOCUMENTS	RATING SYSTEM			WEIGHT
1	<b>Applicable Experience</b>	SEC or DTI Registration	100%	-	5 – 9 years in business or more	35%
			80%	-	3 – 4 years in business	
			60%	-	1 – 2 years in business	
			20%	-	Less than 1 year in business	
2	<b>Qualification of the Company</b>	Single Largest Completed Contract Similar to the Project (i.e. national	100%	-	Completed contract as Main Contractor	40%
			80%	-	Completed contract as Partner Contractor	

		survey) in terms of size and complexity.	60%	-	Completed contract as Subcontractor	
3	<b>Current Workload</b>	Net Financial Contracting Capacity (NFCC) as computed based on submitted Audited Financial Statements and Statement of All On-going Government and Private Contracts	100%	-	NFCC is more than 100% of the ABC	25%
			80%	-	NFCC is 50% to 100% of the ABC	
			60%	-	NFCC is 25% to 49% of the ABC	
			40%	-	NFCC is 1% to 24% of the ABC	
<b>TOTAL</b>						<b>100%</b>

NFCC is computed based on  $(NFCC = (CA-CL) * K)$  – Outstanding portion of all ongoing contracts. K= 10  
 NOTE: Minimum average to be considered for shortlisting is 80%.

**C. CRITERIA FOR QUALITY-COST BASED EVALUATION**

	<b>CRITERIA</b>	<b>BASIS/ DOCUMENTS</b>	<b>RATING SYSTEM</b>			<b>WEIGHT</b>
A	<b>Proposed sampling methodology in relation to study’s scope and objectives</b>	(Per bidders submission of Research Plan/ Design)	A1. The proposed research methodology/ies sufficiently justify its capability of answering its research questions (e.g. survey, focus group discussions).			5%
			100%	-	Exceeds the minimum requirement	
			66%	-	Meets the minimum requirement	
			33%	-	Below the minimum requirement	
			0%	-	Does not meet the minimum requirement	
			A2. The proposed representative sample reflects the proportion of the general Philippine population based on the latest census.			3%
100%	-	Exceeds the minimum requirement				

	CRITERIA	BASIS/ DOCUMENTS	RATING SYSTEM			WEIGHT
			66%	-	Meets the minimum requirement	
			33%	-	Below the minimum requirement	
			0%	-	Does not meet the minimum requirement	
			A3.The proposed sampling technique ensures that Filipinos in Socio-Economic Class ABCDE are adequately represented.			3%
			100%	-	Exceeds the minimum requirement	
			66%	-	Meets the minimum requirement	
			33%	-	Below the minimum requirement	
			0%	-	Does not meet the minimum requirement	
			A4. The proposed sampling technique ensures that Filipinos in Class 1 to 6 municipalities are adequately represented.			3%
			100%	-	Exceeds the minimum requirement	
			66%	-	Meets the minimum requirement	
			33%	-	Below the minimum requirement	
			0%	-	Does not meet the minimum requirement	
			A5. The corresponding margins of error sufficiently justifies the proposed representative sample.			3%
			100%	-	Exceeds the	

	CRITERIA	BASIS/ DOCUMENTS	RATING SYSTEM			WEIGHT
					minimum requirement	
			66%	-	Meets the minimum requirement	
			33%	-	Below the minimum requirement	
			0%	-	Does not meet the minimum requirement	
			A6. The proposed execution of the survey instrument is readable among the target respondents (i.e. pre-testing methods and translation to Filipino and other languages, as necessary).			
			100%	-	Exceeds the minimum requirement	5%
			66%	-	Meets the minimum requirement	
			33%	-	Below the minimum requirement	
			0%	-	Does not meet the minimum requirement	
			A7. The data collection method sufficiently details the respondent selection and substitution rules.			
			100%	-	Exceeds the minimum requirement	4%
			66%	-	Meets the minimum requirement	
			33%	-	Below the minimum requirement	
			0%	-	Does not meet the minimum requirement	
			A8. The proposed quality			4%



	CRITERIA	BASIS/ DOCUMENTS	RATING SYSTEM			WEIGHT
			assessment protocols ensures the integrity of the data collection process.			
			100%	-	Exceeds the minimum requirement	
			66%	-	Meets the minimum requirement	
			33%	-	Below the minimum requirement	
			0%	-	Does not meet the minimum requirement	
B.	<p><b>Proposed data gathering and results delivery vis-à-vis human and non-human resource</b></p> <p>(Collegial scoring of the Technical Working Group, End-User, and Research Consultant/s)</p>	(Per bidders submission of Research Plan/ Design)	B1. The proposed project delivery schedule comprehensively details the timeline of deliverables within the issued contract.			3%
			100%	-	Exceeds the minimum requirement	
			66%	-	Meets the minimum requirement	
			33%	-	Below the minimum requirement	
			0%	-	Does not meet the minimum requirement	
			B2. The roster of the Project Management Team sufficiently enumerates the position and functions of each of the members.			2%
			100%	-	Exceeds the minimum requirement	
			66%	-	Meets the minimum requirement	
			33%	-	Below the minimum requirement	
			0%	-	Does not meet the	

	CRITERIA	BASIS/ DOCUMENTS	RATING SYSTEM		WEIGHT
				minimum requirement	
			B3. The roster of the field staff clearly indicates the qualifications of the enumerators. (Note that each enumerator should have at least six months of relevant experience in administering surveys.)		2%
			100%	- Exceeds the minimum requirement	
			66%	- Meets the minimum requirement	
			33%	- Below the minimum requirement	
			0%	- Does not meet the minimum requirement	
			B4. The proposed work plan sufficiently details the provision of supplies/ equipment to be used in the data collection process.		2%
			100%	- Exceeds the minimum requirement	
			66%	- Meets the minimum requirement	
			33%	- Below the minimum requirement	
			0%	- Does not meet the minimum requirement	
			B5. The proposed work plan sufficiently details the provision of wage, transportation, accommodation, and meals of the field staff.		2%
			100%	- Exceeds the minimum requirement	

	CRITERIA	BASIS/ DOCUMENTS	RATING SYSTEM			WEIGHT
			66%	-	Meets the minimum requirement	
			33%	-	Below the minimum requirement	
			0%	-	Does not meet the minimum requirement	
			B6. The proposed submission of the data collection progress reports includes itinerary and field work schedule.			
			100%	-	Exceeds the minimum requirement	3%
			66%	-	Meets the minimum requirement	
			33%	-	Below the minimum requirement	
			0%	-	Does not meet the minimum requirement	
			B7. The proposed submission of initial and final reports should sufficiently discuss how the analysis of the survey of the results will be delivered to DICT.			
			100%	-	Exceeds the minimum requirement	3%
			66%	-	Meets the minimum requirement	
			33%	-	Below the minimum requirement	
			0%	-	Does not meet the minimum requirement	
			B8. The proposed work plan should comprehensively details how the survey firm will disseminate the			3%

	CRITERIA	BASIS/ DOCUMENTS	RATING SYSTEM	WEIGHT
			study findings to the respondents.	
			100% - Exceeds the minimum requirement	
			66% - Meets the minimum requirement	
			33% - Below the minimum requirement	
			0% - Does not meet the minimum requirement	
C.	<b>Completed projects with government agencies</b>	(Per bidders submitted/ listed contracts/ Attach executive summaries)	C1. Number of government agencies have worked with:	3%
			100% - More than 5 GAs	
			75% - 4-5 GAs	
			50% - 2-3 GAs	
			25% - 1 GA	
			0% - 0 GAs	
			C2. Number of projects	2%
			100% - More than 5 projects	
			75% - 4-5 projects	
			50% - 2-3 projects	
			25% - 1 project	
			0% - 0 projects	
D.	<b>Accreditations</b>	(Per bidders submitted Certifications from organizations)	D1. Certifications from accrediting organizations	3%
			100% - More than 3 accreditations	
			75% - 3 accreditations	
			50% - 2 accreditation	
			35% - 1 accreditations	
			0% - 0 accreditations	
E.	<b>Awards and/or Recognitions Received</b>	(Per bidders submitted True Copy of Certificates)	E1. Number of international awards and/or recognitions received	3%
			100% - More than 5 international awards	
			75% - 4-5 international awards	
			50% - 2-3 international	

	CRITERIA	BASIS/ DOCUMENTS	RATING SYSTEM			WEIGHT
					awards	
			35%	-	1 international award	
			0%	-	0 international awards	
			E2. Number of national awards and/or recognitions received			2%
			100%	-	More than 5 national awards	
			75%	-	4-5 national awards	
			50%	-	2-3 national awards	
			35%	-	1 national awards	
			0%	-	0 national awards	
F.	Qualification of <b>Project Lead:</b> Market Research Specialist to be assigned to the job vis-à-vis extent and complexity of undertaking	Curriculum Vitae, Certificate True Copy of Diploma or Transcript of Records for the highest educational attainment	F1. Highest educational attainment			4%
			100%	-	Completed a Doctorate degree in New Media, Communication Research, Statistics, Sociology, Business Management, Marketing or other related fields	
			80%	-	Completed a Master's degree in New Media, Communication Research, Statistics, Sociology, Business Management, Marketing or other related fields	
			60%	-	Completed an undergraduate degree in Communication Research, Psychology, Statistics, Sociology, Business Management,	

	CRITERIA	BASIS/ DOCUMENTS	RATING SYSTEM			WEIGHT
					Marketing or other related fields	
			40%	-	Any other related field and relevant certifications	
		Background or work experience which would be verified during post-qualification or supported by certification issued by the client that they were engaged to work as described in the CV.	F2. Years of professional experience			3%
			100%	-	More than 10 years of experience	
			80%	-	10 years of experience	
			60%	-	8-10 years of work experience	
			40%	-	5-7 years of experiences	
			0%	-	Less than 5 years of experiences	
		Background or work experience which would be verified during post-qualification or supported by certification issued by the client that they were engaged to work as described in the CV	F3. Relevant work experience			3%
			100%	-	Project lead for more than 5 market research studies	
			75%	-	Project lead for 4 to 5 market research studies	
			50%	-	Project lead for 2 to 3 market research studies	
			35%	-	Project lead for 1 market research study	
			0%	-	No experience as project lead	
G.	Qualification of	Curriculum	G1. Highest educational attainment			3%

DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

BAC4FREEWIFI-2016-07-011

	CRITERIA	BASIS/ DOCUMENTS	RATING SYSTEM			WEIGHT
	<b>Project Manager:</b> Market Research Specialist to be assigned to the job vis-à-vis extent and complexity of undertaking	Vitae, Certificate True Copy of Diploma or Transcript of Records for the highest educational attainment	100%	-	Completed a Doctorate degree in New Media, Communication Research, Statistics, Sociology, Business Management, Marketing or other related fields	2%
80%			-	Completed a Master's degree in New Media, Communication Research, Statistics, Sociology, Business Management, Marketing or other related fields		
60%			-	Completed an undergraduate degree in Communication Research, Psychology, Statistics, Sociology, Business Management, Marketing or other related fields		
40%			-	Any other related field and relevant certifications		
Background or work experience which would be verified during post-qualification or supported		G2. Years of professional experience				
		100%	-	More than 10 years of experience		
		80%	-	10 years of experience		
		60%	-	8-10 years of work experience		

	CRITERIA	BASIS/ DOCUMENTS	RATING SYSTEM			WEIGHT	
		by certification issued by the client that they were engaged to work as described in the CV.	40%	-	5-7 years of experiences		
			0%	-	Less than 5 years of experiences		
		Background or work experience which would be verified during post-qualification or supported by certification issued by the client that they were engaged to work as described in the CV	G3. Relevant work experience			2%	
			100%	-	Project manager for more than 5 market research studies		
			75%	-	Project manager for 4 to 5 market research studies		
			50%	-	Project manager for 2 to 3 market research studies		
			35%	-	Project manager for 1 market research study		
			0%	-	No experience as project manager		
	<b>FINANCIAL BID</b>		100%	-	<b>Lowest Bid</b>		15%
				80%		<b>2<sup>nd</sup> Lowest Bid</b>	
				60%		<b>3<sup>rd</sup> Lowest Bid</b>	
				40%		<b>4<sup>th</sup> Lowest Bid</b>	
				20%		<b>5<sup>th</sup> Lowest Bid</b>	
<b>TOTAL</b>						<b>100%</b>	

NOTE: Minimum average to be considered pass is 80%.





**PART 1**

**SECTION VI.**

**CHECKLIST OF REQUIREMENTS FOR ELIGIBILITY  
AND SHORT LISTING FOR BIDDERS**

Ref. No.	Particulars	√
<b>DICT BAC4FREEWIFI</b>		
<b>CHECKLIST OF REQUIREMENTS FOR ELIGIBILITY AND SHORT LISTING FOR BIDDERS</b>		
<b>Name of Company</b> : _____		
<b>Name of Project</b> : <b>PROCUREMENT OF CONSULTANCY SERVICES TO CONDUCT THE KNOWLEDGE, ATTITUDE, AND PRACTICES (KAP) STUDY OF SOCIAL MEDIA USE IN THE PHILIPPINES</b>		
<b>Bid Reference No.</b> : <b>BAC4FREEWIFI-2016-07-011</b>		
<b>APPROVED BUDGET FOR THE CONTRACT : PhP6,200,000.00</b>		
<b>ELIGIBILITY DOCUMENTS</b>		
<b>CLASS "A" DOCUMENTS</b>		
<b>Legal Documents</b>		
	1. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives	
	2. Business/Mayor's permit for 2016 issued by the city or municipality where the principal place of business of the prospective bidder is located	
	3. Valid and Current Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.	
<b>Technical Documents</b>		
	3. Eligibility Documents Submission Form per <b>Annex 1A</b>	
	4. 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 last 3 years per <b>Annex 1B</b> . The statement shall include, for each contract, the following: <ul style="list-style-type: none"> <li>(i) the name and location of the contract;</li> <li>(ii) date of award of the contract;</li> <li>(iii) type and brief description of consulting services;</li> <li>(iv) consultant's role (whether main consultant, subcontractor, or partner in a JV)</li> <li>(v) amount of contract;</li> <li>(vi) contract duration; and</li> </ul>	

	(vii) certificate of satisfactory completion (Annex 1C) issued by the client, in the case of a completed contract;	
	5. Certificate of Satisfactory Completion per <b>Annex 1C</b>	
	6. Statement of Single Largest Completed Contract within the last five (5) years of similar nature amounting to at least fifty percent (50%) of the ABC per <b>Annex 1D</b>	
	7. Certificate of Performance Evaluation issued by the bidder's client for the Single Largest Contract of similar nature per <b>Annex 1E</b>	
	8. Certificate of Net Financial Contracting Capacity per <b>Annex 1F</b>	
	9. 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 2.1.(v) per <b>Annex 1G</b>	
<b>Financial Document</b>		
	10. The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission	
<b>CLASS "B" DOCUMENTS (FOR JOINT VENTURE)</b>		
	<p><b>For Joint Ventures, bidder to submit either:</b></p> <ol style="list-style-type: none"> <li>1. Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or</li> <li>2. Copy of Protocol / Undertaking of Agreement to Enter into Joint Venture signed by 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. <b>(Annex 1H)</b></li> </ol> <p><b>The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex1H) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</b></p> <p><b>For Joint Venture, the following documents must likewise be submitted:</b></p> <p>For Joint Venture <b><u>Between Two (2) Local Companies</u></b>, each partner should submit:</p> <ol style="list-style-type: none"> <li>1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;</li> <li>2. Business/Mayor's permit for 2016 issued by the city or municipality where the</li> </ol>	

	principal place of business of the prospective bidder is located; 3. Valid and Current Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.	
	<b>For item 4 to 11 of the required eligibility documents, submission by any of the Joint Venture partner constitutes compliance.</b>	
<b>NOTE:</b>	<b>In case of inconsistency between the Checklist of Requirements for Eligibility and Short listing for Bidders and the provisions in the Eligibility Documents/Eligibility Data Sheet, the Eligibility Documents/Eligibility Data Sheet shall prevail</b>	