PHILGUARANTEE
Philippine Guarantee Corporation

BIDS AND AWARDS COMMITTEE
BID BULLETIN No. 2

Procurement of the Services of a Research/Survey Company to Conduct the
2021 PHILGUARANTEE Customer Satisfaction Survey
(PSSD/BAC-RFQ No. 2021-147)

The proposals for this procurement shall be evaluated according to the following criteria:

Criteria	%
1. Description of the Methodology and Workplan for Performing the Project	30%
2. Applicable Experience of the Consultant/Firm	
a. No. of years in the business	10%
b. No. of projects in market research, customer perception and/or customer satisfaction survey for the last three (3) years with government agencies, indicating the names of contract, date of contract, and amount	5%
c. Client Feedback from at least five (5) government and private institutions for a similar project	10%
3. Qualification of the Key Staff to be assigned by the Firm	
a. Qualifications and work experience of the Project Manager	15%
b. Qualifications and work experience of the team members	10%
4. Bid Price	20%
TOTAL	**100%**

I.   For Criteria 1 to 3, bidders shall be ranked accordingly from highest to lowest. The highest rank number is the total number of bidders. If there are four eligible bidders, the highest in the ranking will be ranked four (4), second highest is ranked three (3), third highest is ranked two (2), and the lowest in the ranking will be ranked one (1).

To get the bidder's percentage score, their rank will be divided by the total number of eligible bidders (e.g. 4). The quotient will, then, be multiplied by the corresponding percentage.

$$\text{Percentage score} = \frac{\text{Rank of the bidder}}{\text{No. of bidders}} \times \text{percentage of the item}$$

To apply this formula on Description of the Methodology and Workplan, which has a weight of 30%, as an example:

If Bidder A is ranked 3: 3/4 x 30% = 22.5%
If Bidder B is ranked 4: 4/4 x 30% = 30%
If Bidder C is ranked 1: 1/4 x 30% = 7.5%
If Bidder D is ranked 2: 2/4 x 30% = 15%

II.   For Criteria 4 – Bid Price, the lowest amount shall get the highest rank. The highest rank number is the total number of bidders. If there are four eligible bidders, the lowest bid will get the highest rank of four (4), the highest bidder will get the lowest rank of one (1).

To get the bidder's percentage score, the same formula as above shall be applied, for example:

Bidder C submitted the lowest bid and is ranked 4: 4/4 x 20% = 20%
Bidder A submitted the 2nd lowest bid and is ranked 3: 3/4 x 20% = 15%
Bidder B submitted the 3rd lowest bid and is ranked 2: 2/4 x 20% = 10%
Bidder D submitted the highest bid and is ranked 1: 1/4 x 20% = 5%

IAN A. BRIONES
Chairperson
Bids and Awards Committee

06 October 2021