

RFQ No./Date: 18-08-201 /
August 10, 2018

1. Indicate or write your quotation using this form or your company letterhead. Supplemental information, if any, using your company stationery may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, etc.
2. Put your quotation in a **SEALED ENVELOPE** and label the envelope with the PR and RFQ numbers or PhilGEPS Reference Number;
3. Address/send your quotation to the **NBAC Secretariat c/o the undersigned** at 2nd floor of the address below; and
4. The deadline for submission of your quotation is on 9:00AM of AUGUST 10, 2018.

- ☒ **Registered with PhilGEPS (Attach copy during submission of offer).***
- ☒ **Quotation must be inclusive of all applicable government taxes** and subject to 5% F-VAT and 1% (PO) or 2% (JO) deductions. **Cash on Delivery (COD) will not be accepted.**
- ☒ Bids should not exceed the Approved Budget for the Contract (ABC) in the amount of PhP300,000.00
- ☐ Award shall be made by lot (please bid for all items to avoid disqualification of bid).
- ☒ Award shall be made by item✓
- ☒ Bids should be valid for a **minimum of 30 calendar days** from deadline of submission of bids as indicated above.
- ☒ Procured items shall be delivered to NEDA sa Pasig.
- ☐ An Authority to Sell shall be submitted in bidding for branded ICT items (except supplies).
- ☐ For the repair of equipment/vehicle, on-site inspection of the unit shall be required before submission of bids.

For clarifications, please contact the Procurement Management Division, c/o Ms. Gilda A. Ibno in the address/telephone numbers below.

Indicated below is our quotation in response to the RFQ above.....

NEDA sa Pasig, 12 Saint Josemaría Escrivá Drive, Ortigas Center, Pasig City 1605
Tel. Nos. 631-0945 to 64 local 204, 631-3732 | Fax No. 631-7916 | E-mail: procurement@neda.gov.ph | <http://www.neda.gov.ph>

TERMS OF REFERENCE
One-year NEDA Subscription to Media Monitoring Services
for September 03, 2018 to September 03, 2019

I. BACKGROUND & RATIONALE

In August 2017, the National Economic and Development Authority (NEDA), through the Development Information Staff (DIS), contracted a media agency to monitor the news for one year.

The service involves daily emails of news updates to NEDA officials and staffs. The emails consist of a comprehensive list of the day's news related to NEDA, and details such as date and time of publication, media type, media company name, article section, page number, article size, and PR value. The selection is based on keywords that serve as the basis on which entries are filtered and sent.

This type of media-monitoring service has particularly made it easier for NEDA officials and staffs to be updated about pressing economic issues. This also has been very helpful to NEDA-DIS be proactive in creating content, and anticipative of issues that NEDA may have to clarify, explain, or write an official statement on.

With the contract ending soon, the DIS is seeking to procure the same service for September 2018-September 2019.

II. SCOPE OF WORK

The project involves the subscription to media monitoring services for one (1) year. The news monitoring service shall provide comprehensive daily news updates to NEDA officials and staffs.

A. Service provider will monitor print, radio, television, and online media for NEDA-related news and issues. The information should include the following:

PRINT - title of article, body of article, name of news agency, section in the newspaper, name of reporter or columnist (if available), date of publication, page number, media value, and tonal assignment (positive/negative for news under the NEDA category only).

ONLINE - title of article, body of article, name of news agency, name of reporter, date of publication, section in the website, media value, tonal assignment (positive/negative)

RADIO - name of show, name of host/interviewer, time and date of the show, name of interviewee, subject of the interview or conversation, media value, tonal assignment (positive/negative)

TELEVISION—name of network, name of show, date of show, name of host/interviewer, name of interviewee, subject of interview or conversation, media value, tonal assignment (positive/negative). At the minimum, the service provider should include in its monitoring the following:

1. Broadsheets
 - a. Philippine Daily Inquirer
 - b. Philippine Star
 - c. Business Mirror
 - d. BusinessWorld
 - e. Manila Bulletin
 - f. Manila Times
 - g. Malaya Business Insight
 - h. Daily Tribune
 - i. Manila Standard Today
2. Television
 - a. ABS-CBN
 - b. PTV4
 - c. ABS-CBN News Channel (ANC)
 - d. GMA Network
 - e. CNN Philippines
 - g. DZMM Teleradyo
 - h. TV5
 - i. One News (Philippines)
3. Radio
 - a. DZMM
 - b. DZBB
 - c. DZRH
4. Online – Includes local/provincial and national publications/networks that have online versions and stand-alone online news, such as:
 - a. ABS-CBN News including ANC
 - b. GMA News Online
 - c. InterAksyon
 - d. Rappler.com
 - e. CNN Philippines
 - f. Philippine News Agency
 - g. SunStar
5. Wire agencies
 - a. Reuters
 - b. Bloomberg
 - c. AFP

B. News digest to include “Unsubscribe” feature for those who refuse to receive daily news updates.

C. Service provider to send daily news digest to &NEDA-CO@neda.gov.ph as well as individual email addresses of NEDA Regional Office staffs.

Deliverable	Quantity	Estimated Cost	Approved Budget for the Contract
Comprehensive list of publications/dailies/broadsheets, websites, networks/stations that will be monitored	1	PhP25,000.00/month	PhP300,000.00
Daily news alerts, including weekends and holidays, submitted electronically in a customized format not later than 8:00AM on weekdays and not later than 3:00PM the following day for weekends and holidays. Format should at least include: <ul style="list-style-type: none"> *USD and PhP exchange rate based on latest figures released by the BSP * Summary of news stories * News stories grouped according to pre-determined categories * Clippings with complete details 	365		

Daily news alerts, including weekends and holidays, submitted electronically in a customized format not later than 12:00 NN for weekdays and not later than 3:00 PM of the following day for weekends and holidays. The version of this submission shall contain similar information as indicated in deliverable no. 2 but the articles under the NEDA category will already have tone classifications or assignments.	365		
One-year access to an online database system for daily monitored news. The database should make available all the information required, as stated in the scope of works of this Terms of Reference. The following features must also be available: <ul style="list-style-type: none"> * Downloadable clips * Printable content * Downloadable and printable reports or statistics on news monitored 	1		

The following keywords will be used for searching and monitoring news stories:

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

National Economic and Development Authority
Ernesto M. Pernia
Philippine Development Plan
Regional Development Plan
Public Investment Program
Socioeconomic Report
AmBisyon Natin 2040
NEDA Board
Investment Coordination Committee
Infrastructure Committee
Social Development Committee
Development Budget Coordination Committee
Committee on Tariff and Related Matters
Regional Development Committee
National Land Use Committee
Official Development Assistance
Philippine Statistics Authority
Philippine Institute for Development Studies
Public-Private Partnership Center
Philippine National Service Coordinating Agency
Tariff Commission
Philippine Statistical Research and Training Institute
Legislative-Executive Development Advisory Council

GOVERNANCE

NEDA + Governance
NEDA + Worldwide Governance Indicators
NEDA + Corruption Perception Index
NEDA + Global Competitiveness

NEDA + Ease of Doing Business

ADMINISTRATION OF JUSTICE

NEDA + Justice

CULTURE AND VALUES

NEDA + Culture and Values
NEDA + Cultural heritage
NEDA + Indigenous people
NEDA + Department of Culture

AGRICULTURE, FISHERIES, AND FORESTRY

NEDA + Agriculture, Fisheries, and Forestry
NEDA + Agrarian reform
NEDA + Quantitative restriction

INDUSTRY AND SERVICES

NEDA + Industry
NEDA + Services
NEDA + Manufacturing
NEDA + Micro, small, and medium enterprises
NEDA + Foreign Direct Investment
HUMAN CAPITAL DEVELOPMENT
NEDA + Education
NEDA + Health
NEDA + Employment
NEDA + K to 12
NEDA + Technical-Vocational Education and Training

REDUCING VULNERABILITY

NEDA + Reducing Vulnerability
NEDA + *Pantawid Pamilyang Pilipino Program*
NEDA + Social Pension
NEDA + Social Protection
NEDA + *Listahanan*

NEDA + Climate Change
NEDA + Disaster Risk Reduction and Management

BUILDING COMMUNITIES

NEDA + Housing
NEDA + Shelter
NEDA + Resettlement Program
NEDA + Recovery and Rehabilitation Program
NEDA + Urban Development and Housing
NEDA + Comprehensive Land Use

REACHING FOR THE DEMOGRAPHIC DIVIDEND

NEDA + Population
NEDA + Labor
NEDA + Responsible Parenthood and Reproductive Health
NEDA + Demographic and Health Survey

SCIENCE, TECHNOLOGY, AND INNOVATION

NEDA + Science, Technology, Innovation
NEDA + Science, Technology, Engineering and Mathematics
NEDA + Intellectual Property Rights

MACROECONOMIC POLICY

NEDA + Exports
NEDA + Imports
NEDA + Inflation
NEDA + Interest Rates
NEDA + Credit rating
NEDA + Tax reform
NEDA + Monetary policy

NATIONAL COMPETITION POLICY

NEDA + Competition

ATTAINING PEACE

NEDA + *Bangsamoro*
NEDA + Peace
NEDA + *Payapa at Masaganang Pamayanan*

SECURITY, PUBLIC ORDER, AND SAFETY

NEDA + Security, Public Order, and Safety

NEDA + West Philippine Sea

NEDA + Trafficking

NEDA + Terrorism

INFRASTRUCTURE DEVELOPMENT

NEDA + Infrastructure
NEDA + Traffic
NEDA + Water
NEDA + Power
NEDA + Energy
NEDA + Information, Communication and Technology
NEDA + Transport
Build, Build, Build

ECOLOGICAL INTEGRITY

NEDA + Ecological Integrity
NEDA + Coastal Management
NEDA + Forest Management
NEDA + Sustainable Land
NEDA + Waste Management
NEDA + Sustainable Development
NEDA + Environment

PH ECONOMIC CLUSTER

Economic Managers
Economic Cluster
Department of Budget and Management
Department of Finance
Bangko Sentral ng Pilipinas
Department of Trade and Industry
Secretary Carlos Dominguez
Secretary Benjamin Diokno
Governor Nestor Espenilla
Secretary Ramon Lopez
Dutertenomics

Other keywords may occasionally be changed or added by NEDA within the duration of the contract without additional cost. Similarly, the news brief format may be changed by NEDA within the duration of the contract without additional cost.

III. APPROVED BUDGET OF THE CONTRACT

The ABC is PHP300,000 inclusive of all applicable taxes and service charges.

IV. MODE OF PROCUREMENT

Procurement of service providers shall be done through small value procurement.

V. DUTIES AND RESPONSIBILITIES OF SERVICE PROVIDER

1. The service provider shall designate one account executive to ensure timely delivery of outputs and to coordinate with the NEDA in carrying out the services,
2. The service provider shall ensure the consistency of news categorization with the Philippine Development Plan 2017-2022 chapters.
3. The service provider shall provide necessary manpower and facilities, and conduct all necessary work and other activities to accomplish the agreed scope

of work and deliverables. Any additional costs incurred relative to any aspect of the contract shall be solely charged to the service provider.

4. The service provider shall submit all deliverables to NEDA on schedule.
5. The service provider shall maintain the confidentiality of the documents/reports generated, until such is determined declassified by NEDA.
6. The service provider shall provide a one-week trial period of NEDA's required news monitoring services, for purposes of validation of its compliance to NEDA's requirements for this procurement.

Deliverables	Due Date
One-week Trial Period	August 27-31, 2018
Start of media monitoring service	September 03, 2018 (Monday)

VI. DUTIES AND RESPONSIBILITIES OF NEDA

1. Pay the service provider the indicated amount in accordance with the existing accounting and auditing rules and regulations.
2. Coordinate with the service provider for the purpose of this project.
3. Exercise its approving authority on all deliverables of the service provider.
4. Take actions on requests and recommendations as appropriate.
5. Impose sanctions/penalties consistent with section 68 of the Revised IRR of RA 9184

VII. PAYMENT SCHEME

Monthly payment of the contract shall be paid after the issuance of the following:

- a. Billing statement by the Service Provider;
- b. Certificate of Satisfactory Service issued by NEDA.

VIII. LIQUIDATED DAMAGES

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to 1/10 of 1% of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, NEDA shall rescind the contract, without prejudice to other courses of action and remedies open to it.

IX. OWNERSHIP

All reports and other documents prepared by the firm shall be owned by NEDA with full and exclusive rights on future use thereof both in the Philippines and internationally.

X. DISPUTE RESOLUTION

1. In the matter of dispute, should any dispute related to the Contract 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 Pasig City. In case of a court suit, the venue shall be the courts of competent jurisdiction in Pasig City, to the exclusion of all other courts.

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

Conforme:

Signature over Printed Name/Designation

Name of Media Intelligence Firm

Date

CHECKLIST OF BID PROPOSAL
One-year NEDA Subscription to Media Monitoring Services

Particulars	Name of Service Provider: _____	
	Availability “/” if yes, “x” if no	Remarks
TECHNICAL PROPOSAL		
<i>A. Media Monitoring</i>		
List of national and regional/provincial print broadsheets and tabloids monitored		
List of online news sites monitored		
List of TV networks monitored		
List of radio stations monitored		
Daily news alerts, including weekends and holidays, submitted electronically in a customized format not later than 8:00AM for weekdays, and not later than 3:00PM on the following day for weekends and holidays, which include the following information: *US\$ and PhP exchange rate based on latest figures from the Bangko Sentral ng Pilipinas or BusinessWorld *Summary of news stories *News stories grouped according to category *Clippings with complete details		
Daily news alerts, including weekends and holidays, submitted electronically in a customized format not later than 8:00AM for weekdays and 3:00PM on the following day for weekends and holidays.		
<i>B. Access to online database</i>		
Downloadable clips of monitored media		
Printable content of monitored media		
Downloadable and printable reports or analytics on news monitored		
Training on use of database		
<i>C. Payment Scheme</i>		
Monthly payment of the contract shall be paid after the issuance of the following: *Billing statement from the Service Provider; *Certificate of Satisfactory Service issued by NEDA		
FINANCIAL PROPOSAL		
The approved budget cost of the project is PhP300,000.00 inclusive of all applicable taxes and service charges.		

Conforme:

Signature over Printed Name/Designation

Name of Media Intelligence Firm

Date