

Republic of the Philippines
Department of Health
NATIONAL NUTRITION COUNCIL
232 Chino Roces Avenue Extension
Taguig City

REQUEST FOR QUOTATION

The National Nutrition Council (NNC) invites interested parties to bid for the Hiring of Services for Conduct of Survey on Recall of Nutrition Messages (as per attached Terms of Reference).

Eligibility Requirements:


1. Certificate of Philgeps Registration
2. Mayor's Permit

Contract Duration: Three (3) months

Terms of Payment: as per attached Terms of Reference

Total Approved Budget for the Contract (ABC) - Php 870,000.00 (inclusive of all taxes)

The NNC reserves the right to reject any or all bids, to declare the bidding a failure or waive any or all information or to award such bids to the supplier whose bid is considered most advantageous to the government. For details, please call the BAC Secretariat at telephone number 8816-4239.


CHONA M. FERNANDEZ
Chief, Administrative Division and
Chair, Bids and Awards Committee

Republic of the Philippines
Department of Health
NATIONAL NUTRITION COUNCIL

**HIRING OF SERVICES FOR CONDUCT OF SURVEY ON RECALL OF NUTRITION MESSAGES
TERMS OF REFERENCE**

I. Rationale

The National Nutrition Council (NNC) continues to promote good nutrition using various media channels including television, radio, and Internet. For this purpose, one of NNC's performance indicators as an organization is the percentage of recall of nutrition messages to measure the effectiveness of its promotional campaigns.

In 2019, the NNC commissioned a recall survey to determine recall of nutrition messages particularly the Nutritional Guidelines for Filipinos and its popularized version – the 10 Kumainments. For 2020, the NNC continues to disseminate the nutritional guidelines with focus on proper nutrition on the First 1000 Days of Life to address high prevalence of stunting in the country. One of the platforms for increasing awareness on stunting prevention was through the 2020 Nutrition Month celebration with the theme "Batang Pinoy sana tall, iwas stunting sama all!"

With the current situation of pandemic brought by Covid-19, NNC ensures to strengthen its promotional campaign to inform the general public on the importance of nutrition. Various materials and strategies were produced and implemented to saturate the public with key nutrition messages. Nutrition messages were further disseminated by NNC's regional offices through local media campaigns.

For this purpose, the NNC would like to determine the recall of its promotional campaigns for 2020. Given the magnitude and scope of work necessary for the conduct of national recall survey and the limited technical staff, the NNC shall engage the services of a public opinion polling or research institution to carry out the project. The institution to be hired should have a planned survey to be conducted in December 2020. It is not feasible for NNC to hire individuals to implement the work required since it is very difficult to hire people with the appropriate qualifications necessary for the project. It is the best interest of the project that a contractor group be hired considering that such is allowed under RA 9184 or the Government Procurement Reform Act.

II. Objective

To hire the services of an institution to conduct a survey with a minimum of 1,200 survey respondents in December 2020 to determine the extent of recall of NNC promotional campaigns.

III. Expected Outputs

1. Analytical report on the survey results on the recall of nutrition messages in hard copy and USB format.

2. Financial report certified by internal auditor of the contractor.

IV. Duration

The project shall have a duration of three months to include the period covering a national survey for one quarter.

IV. Methodology

1. The contractor can utilize one or a combination of face-to-face, online or telephone survey as method which are subject to quarantine restrictions in the area to generate responses among respondents not lower than 1,200. Selection of respondents should use multi-stage probability sample representing the National Capital Region, rest of Luzon, Visayas and Mindanao.
2. The survey will include a minimum of 4 close-ended and 2 open-ended questions as follows:
 - a. Have you heard, read or watched anything about 10 Kumainments on nutrition? (Response: Yes, No)
 - b. Have you heard, read or watched anything about the First 1000 Days of Life? (Response: Yes, No)
 - c. If aware of the First 1000 Days, what do you understand about the First 1000 Days of Life? (Open-ended)
 - d. Have you heard, read or watched anything about stunting? (Response: Yes, No)
 - e. Have you heard, read about or watched anything about this year's Nutrition Month campaign? (Response: Yes, No)
 - f. What was the Nutrition Month theme last July? (Open ended)

VI. Roles and Responsibilities

1. Contractor

- a. Conduct nationwide survey for the National Nutrition Council with minimum of 4 closed-ended and 2 open-ended survey questions on recall of nutrition messages in December 2020. The questions will be discussed and finalized in consultation with NNC.
- b. Provide electronic copy (in USB flash drive) and hard copies of primary data tables of processed data (in chart, tables, frequencies and percentages) and other raw data for further data analysis;

- c. Submit analytical report of the result of the survey together with the insights and recommendations to NNC in electronic copy (in USB flash drive) and 3 hard copies of the report within one month after completion of the survey; and
- d. Submit financial report certified by internal auditor.

2. National Nutrition Council

- a. Provide the contractor with the questions for implementation in the national survey and, together with the contractor, revise the survey questions as necessary;
- b. Review the reports submitted by the contractor;
- c. Assign a focal person who will coordinate the requirements of the contractor; and
- d. Process payment of the contractor upon submission of complete deliverables.

VII. Project Cost

The total project cost is Php870,000 inclusive of taxes charged against NNC's 310100100003000 funds subject to existing government accounting and auditing rules and regulations. The budget includes the cost for generating the responses on the questions to be added to the survey and cost for analysis and reporting.

VIII. Payment terms

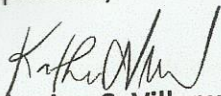
The contractor shall be paid in the following tranches:

Payment	Deliverable	Amount (Php)
First payment (15%)	Upon receipt of billing statement and submission of reformatted questions from the NNC	130,500
Second payment (55%)	Upon receipt of billing statement and submission of approved NNC questions	478,500
Third payment (30%)	Upon receipt of billing statement and submission of analytical report together with insights and recommendations with NNC in electronic format (USB file) and hard copies and financial report certified by internal auditor which shall not be later than 2 months from the date of the survey period.	261,000
TOTAL		870,000

IX. Penalty Clause

A penalty of 1/10 of one percent per day of delay on the submission of required outputs shall be imposed as provided by existing government accounting and auditing rules and regulations.

Prepared by:


Katherine C. Villanueva

Nutrition Officer II

Nutrition Information and Education Division

Reviewed by:


Jovita B. Raval

Nutrition Officer V

Nutrition Information and Education Division

Approved:


AZUCENA M. DAYANGHIRANG, MD, MCH, CESE
Executive Director