



REQUEST FOR PROPOSAL

Date: 21 September 2021

Reference: **RFP CO-21-0024SVP**

1. The **Philippine Institute of Traditional and Alternative Health Care (PITAHC)** through its **Bids and Awards Committee (BAC)** invites interested bidders to submit a proposal with the Approved Budget for the Contract (ABC) in the amount of **Two Hundred Fifty Thousand Pesos Only (PhP250,000.00) inclusive of VAT** for the procurement of the item stated below:

PITAHC 2021 APP Ref	PR Number	Item Description
5021103002 / 5020702002 / 5020201002	21-08-0117	ENGAGEMENT OF AN INDIVIDUAL CONSULTANT FOR THE DEVELOPMENT OF THE GENDER AND DEVELOPMENT OPERATIONS MANUAL OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE <i>(Please see attached Terms of Reference)</i>

2. Procurement shall be conducted through Small Value Procurement under Section 53.9 - Negotiated Procurement as prescribed under Rule XVI- Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the “*Government Procurement Reform Act*”.
3. PITAHC shall adopt the Quality Cost Based Evaluation (QCBE) in assessing the service provider’s competence/qualifications using the following rating: **Technical (60%) and Financial (40%)**. The service provider must get a score of **at least eighty percent (80%)** to qualify.
4. The proposal must be duly signed by the bidder and must be submitted to the PITAHC Building, Matapang St., East Avenue Medical Center Compound, Barangay Central, Quezon City or sent thru fax at (02) 8376-3067 or email at bacpitahc@gmail.com. The proposal shall be received until **01 October 2021**.
5. The bidder must submit the following documents as part of its technical requirements to establish its qualifications as provided in Item V of the Terms and Conditions.
6. PITAHC reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. PITAHC further reserves the right to reject all proposals, or declare a failure of Small Value Procurement, or not award the contract, and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability to the affected bidder or bidders in accordance with R.A. No. 9184 and its IRR.
7. For any clarification, you may contact **Andy G. Matula** at telephone no. (02) 8282-5193 local 103.

DR. FRANCIS VICENTE S. RAS
Chairperson, PITAHC BAC



TERMS OF REFERENCE

ENGAGEMENT OF AN INDIVIDUAL CONSULTANT FOR THE DEVELOPMENT OF THE GENDER AND DEVELOPMENT OPERATIONS MANUAL OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE

I. BACKGROUND

Pursuant to Section 36 of Republic Act No. 9710, otherwise known as the Magna Carta of Women (MCW), Section 37-C of its Implementing Rules and Regulations (IRR), and Memorandum Circular No. 2011-01 dated October 21, 2011 from the Philippine Commission on Women (PCW), the Gender and Development (GAD) Focal Point System (GFPS) of the Philippine Institute of Traditional and Alternative Health Care (PITAHC) was reconstituted to catalyze and accelerate gender mainstreaming towards the promotion of gender equity and women's empowerment.

One of the major functions of PITAHC's GFPS is to lead in mainstreaming gender perspective in its policies, plans, programs, projects, and activities. In order to effectively and efficiently carry out this function, the GFPS needs to develop the GAD Operations Manual (OM) of PITAHC.

This Terms of Reference (TOR) calls for technical assistance from a Consultant in the development of the GAD OM of PITAHC. The said manual will provide the policy framework and introduce institutional mechanisms to address gender concerns and mainstream GAD in the program, projects, and activities of PITAHC as well as to support greater emphasis on gender issues in all of PITAHC's operations.

II. OBJECTIVE

- To engage with an individual Consultant who will facilitate the development of PITAHC's GAD OM in order to achieve the following:
 1. Ensure that GAD is properly integrated in the mainstream processes, policies, plans, programs, projects, and activities of PITAHC;
 2. Ensure the conduct of assessment and evaluation on the gender-responsiveness of the systems, structures, policies, programs, processes, and procedures of PITAHC;
 3. Ensure the generation, processing, review and updating of sex-disaggregated data and GAD database to serve as basis in the performance-based gender responsive planning of PITAHC;
 4. Design the appropriate GAD capacity development program for PITAHC;
 5. Increase the GFPS's knowledge on GAD and capacitate them in performing their functions; and
 6. Gather and share the inputs needed to develop and finalize the GAD OM of PITAHC.

III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The total budget for this project is **Two Hundred Fifty Thousand Pesos (PHP 250,000.00)**, inclusive of all applicable government taxes.



IV. RESPONSIBILITIES OF THE PARTIES

A. Individual Consultant:

1. Conduct review and assessment of the existing GAD policies and plans of PITAHC;
2. Conduct at least three (3) consultative meetings and at least two (2) write shops with PITAHC's GFPS to gather inputs for the GAD OM;
3. Provide up-to-date and relevant data or data sources and information for the GAD OM;
4. Develop and finalize the complete GAD OM of PITAHC;
5. Analyze and evaluate the existing GAD survey results and data of PITAHC;
6. Identify and facilitate the formulation of gender-sensitive policies for the PITAHC employees;
7. Recommend and plan for the appropriate GAD capacity development program for PITAHC; and
8. Conduct the following trainings and provide the Certificate of Participation for the attendees:
 - a. Basic GAD Orientation for all PITAHC employees;
 - b. Training on Gender Analysis using the existing PITAHC's data and information; and
 - c. Training on the Development of GAD Database for PITAHC's GFPS.

B. PITAHC

1. Provide the available data, documents, and reports needed for the development of the GAD OM;
2. Coordinate and facilitate the schedule of consultative meetings and write shops between the Consultant and PITAHC's GFPS;
3. Provide the inputs needed by the individual Consultant to develop and finalize the GAD OM;
4. Review all the reports as well as the draft and final GAD OM submitted by the Consultant;
5. Pay the Consultant based on the agreed Terms of Payment.

V. TIMELINE, DELIVERABLES AND PAYMENT SCHEME/SCHEDULE

The individual Consultant will be engaged for a period of six (6) months upon receipt of Notice to Proceed. Payment of professional fees shall be made in tranches upon submission to, and acceptance by, PITAHC of the following deliverables:

Payment	Deliverables	Percentage of Payment Based on the Contract Price
First Tranche	Assessment/Evaluation Report including the gaps that need to be addressed, recommendations, and suggested areas for improvement	30%
	Report on the analysis and evaluation of PITAHC's initial GAD survey results of on its employees' awareness on GAD mandates	



	Draft GAD Capacity Development Program for PITAHC including the list of GAD trainings for the PITAHC employees	
	Facilitate the conduct of initial consultative meetings with PITAHC GFPS	
	Activity Report highlighting the inputs during the consultative meetings and the areas that need to be enhanced	
	Outline of the content of the GAD Operations Manual	
Second Tranche	Conduct the Basic GAD Orientation	30%
	Facilitate the conduct of succeeding consultative meetings and initial write shops with PITAHC GFPS	
	Activity Report highlighting the inputs during the consultative meetings and write shops as well as the areas that need to be enhanced	
	Conduct the Training on Gender Analysis using the existing PITAHC's data and information	
	Provide up-to-date and relevant data or data sources and information for the GAD OM	
	First draft of the GAD OM	
Third Tranche	Facilitate the conduct of succeeding consultative meetings and write shops with PITAHC GFPS	30%
	Activity Report highlighting the inputs during the consultative meetings and write shops as well as the areas that will be enhanced	
	Conduct the Training on the Development of GAD Database	
	List of recommended policies on GAD-related support services for PITAHC employees	
	Final GAD Capacity Development Program for PITAHC including the list of GAD trainings for the PITAHC employees	
	Second draft of the GAD Operations Manual	
Fourth Tranche	Final draft of the GAD Operations Manual for approval and acceptance by PITAHC	10%
	Final approved GAD Operations Manual in hard copy as well as .doc and .pdf formats	
	TOTAL	100%

Payments shall be based on the completion of the identified activities and the submission of required deliverables/reports, subject to acceptance by PITAHC.

PITAHC may allow an advance payment to the winning Consultant, in the amount not to exceed fifteen percent (15%) of the total contract price, to cover the cost of mobilization, subject to the posting of an irrevocable standby letter of credit to be issued by an authorized entity and of an amount equal to the advance payment, and upon submission of the Work Plan.



VI. QUALIFICATIONS

The Consultant must possess the following qualifications:

1. With a Master's Degree in relevant field;
2. Must have at least three (3) years' experience in the development of GAD related tools, policies, concepts, and plans, including GAD Operations Manual for government institutions;
3. Must have at least three (3) years' experience in the conduct of GAD trainings;
4. Must have extensive training and/or knowledge on GAD concepts and current trends on gender issues at the national and international levels;
5. Must be included in the PCW's National GAD Resource Pool;
6. Should be registered online with the Philippine Government Electronic Procurement System (PhilGEPS) as a legitimate service provider for government requirements; and
7. Must be familiar with government processes and procedures.

VII. DOCUMENTARY REQUIREMENTS

The following documents must be submitted by the interested Consultant:

1. List of completed and ongoing GAD-related works
2. Sample of GAD-related works

VIII. CRITERIA FOR EVALUATION

A. TECHNICAL EVALUATION (60%)

TECHNICAL	RATING
i. Educational attainment (Master's Degree) in relevant field; Professional licenses and trainings attended of proposed Professional Staff; ii. Must have extensive training and/or knowledge on GAD concepts and current trends on gender issues at the national and international levels.	30%
i. At least three (3) years' experiences in the development of GAD-related tools; policies, concepts and plans, including GAD Operations Manual for government institutions; ii. Must have at least (three) 3 years' experience in the conduct of GAD trainings; iii. Must be included in the PCW's National GAD Resource Pool;	35%
Detailed Work Plan according to prescribed timeline and deliverables.	35%
RATING	100%

B. FINANCIAL EVALUATION (40%)

FINANCIAL	FINDINGS
ABC: PHP 250,000.00	



QUALITY COST BASED EVALUATION (QCBE) RATING			
CRITERIA	REQUIREMENTS	COMPUTATION	SCORE
Technical	60%	Tech Score x 60%	
Financial	40%	Lowest Bid/Bid 100 x 40%	
Overall Rating	100%	Technical + Financial	



OTHER TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Six (6) months** from receipt of Notice to Proceed.
3. Delivery Site: **PITAHC CENTRAL OFFICE, East Avenue Medical Center Compound, Matapang St., Brgy. Central, Quezon City**
4. Payment Term: Payments shall be based on the completion of the identified activities and the submission of required deliverables/reports, subject to acceptance by PITAHC as specified in the **Terms of Reference Item No. V: Timelines, Deliverables, and Payment Scheme/Schedule.**
5. Price proposal must be valid for a period of **fifteen (15) calendar days** from the date of submission.
6. Price proposal to be denominated in **Philippine Peso**, include all taxes and duties and/or levies payable.
7. Proposals exceeding the ABC shall be automatically rejected.
8. The **award of contract** shall be made to the Lowest Calculated and Responsive Proposal which complied with the minimum technical specifications and other terms and conditions stated herein.
9. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or any of his/her duly authorized representative/s.
10. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. PITAHC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open.
11. The bidder must **submit a copy** of the following documents, **together with the proposals**, to ensure that the said bidder is technically, legally and financially capable to undertake the proposed project:
 - BIR Certificate of Registration
 - Curriculum Vitae
 - Professional License, if applicable
 - Business/Income Tax Return for CY 2019/2020
 - PHILGEPS Registration Number (to be indicated in the Price Proposal Form)
 - Duly Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 22-2013



PRICE PROPOSAL FORM

Date: _____

The Bids and Awards Committee

PITAHC Building, Matapang Street, East Avenue Medical Center Compound,
Barangay Central Quezon City

Sir/Madam:

After having carefully read and accepted the Terms and Conditions, I/we submit our proposal for the item as follows:

Item No	Item Description	Qty.	Unit Price PhP	Total Price (VAT inclusive) PhP	Compliance to Technical Specification	
					Yes	No
1	ENGAGEMENT OF AN INDIVIDUAL CONSULTANT FOR THE DEVELOPMENT OF THE GENDER AND DEVELOPMENT OPERATIONS MANUAL OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE <i>(Please see attached Terms of Reference)</i>	1	_____	_____		

Amount in Words: _____

The above-quoted price is inclusive of **all costs**, shipping and applicable taxes.

Very truly yours,

Signature : _____

Printed Name : _____

Date : _____

Company Name: _____

Contact Number : _____

PHILGEPS Registration Number: _____