



## REQUEST FOR PROPOSAL

Date: 02 November 2022

Reference: RFP CO-22-032SVP

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 for the procurement of the items stated below with the total Approved Budget for the Contract (ABC) amounting to **Three Hundred Thousand Pesos (Php300,000.00) inclusive of VAT and other applicable taxes:**

PITAHC 2022 APP Ref	PR Number	Item Description
5021103002 / 5020702002 / 5020201002	22-06-0087	ENGAGEMENT OF A CONSULTANCY SERVICES FOR THE CONDUCT OF WRITESHOP ON THE DEVELOPMENT OF TRAINING PROGRAM FOR THE INTEGRATION OF TRADITIONAL AND COMPLEMENTARY MEDICINE IN THE FIELD OF FAMILY MEDICINE  <i>(See Terms of Reference for detailed requirements)</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 (IRR) of Republic Act (R.A.) 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 (70%)** and **Financial (30%)**. **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 BAC Secretariat, 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](mailto:bacpitahc@gmail.com). The proposal shall be received until **07 November 2022**.
5. 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:
  - a. Valid and current Mayor's/Business Permit 2022 or BIR Certification of Registration for individuals
  - b. Curriculum Vitae and/or Professional License, if applicable
  - c. Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020
  - d. PHILGEPS Registration Number *(to be indicated in the Price Proposal Form)*
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 Implementing Rules and Regulations.
7. For any clarification, you may contact Mr. **Rodelio Mendez, Jr.** at telephone no. (02) 8376-3067

(Sgd)

**DR. FRANCIS VICENTE S. RAS**  
Chairperson, PITAHC BAC



## TERMS OF REFERENCE

# ENGAGEMENT OF CONSULTING SERVICES TO FACILITATE THE CONDUCT OF WRITESHOP ON THE DEVELOPMENT OF TRAINING PROGRAM FOR THE INTEGRATION OF TRADITIONAL AND COMPLEMENTARY MEDICINE IN THE FIELD OF FAMILY MEDICINE

### I. BACKGROUND AND RATIONALE

The Philippine Institute of Traditional and Alternative Health Care (PITAHC), an attached agency of the Department of Health, is the primary agency for traditional and complementary medicine (T&CM) in the Philippines. The Institute was created through Republic Act 8423, also known as the Traditional and Alternative Medicine Act (TAMA Law) of 1997 with focus on: research and development, promotion and advocacy, and the formulation of standards, guidelines and codes of ethical practice for the integration of T&CM modalities into the National Health Care Delivery Systems.

One of the identified strategies of PITAHC is to create and capacitate a critical mass of doctors to support the Institute objective in integrating T&CM into the national health care system. PITAHC strategic partnership with different medical organizations such as the Philippine Academy of Family Physicians (PAFP), a group of specialized doctors, aims to integrate and upskill those who are supportive of T&CM practice as part of the Family and Community medicine course.

To finally implement the endeavor, the Institute requires the assistance of a third-party consultant that will be of service to PITAHC in facilitating the development of the said training program.

### II. OBJECTIVE

To hire a Consultancy Firm that will facilitate the write shop on the development of a training program to integrate Traditional and Complementary Medicine to Philippine Academy of Family Physicians (PAFP) and Family and Community Medicine course.

### III. SCOPE OF WORK

The Consultant for the write shop will carry out the following:

1. Develop and submit an Inception Report;
2. Conduct of Training needs assessment;
3. Conduct of meetings (Face-to-face and hybrid)
  - a. Alignment meeting;
  - b. Preparatory meeting
  - c. Post consultative meeting
4. Facilitate the **conduct of four (4)-day hybrid comprehensive write shop** by:
  - a. Ensure other logistics requirements for effective write shop such as, but not limited to:
    - a.1 Availability of Internet & WiFi connections;
    - a. 2 Write shop materials and equipment such as laptops, overhead



- projectors, extension cords, printers, and office supplies;
- b. Minutes, photo documentation and other pertinent documentation of the write shop as well as alignment meeting, preparatory meeting, and post consultative meeting;
  - c. Write shop evaluation and training report including participants assessments and suggestions for improvement;
  - d. Initial progress report with the initial participants drafts output.
5. Equip the participants with the understanding of the principles of designing training programs for adult learners, and the skills necessary to design training programs for Family Medicine doctors;
  6. Provide participants with hands-on, coached writing sessions on the identified topics;
  7. Submit progress and final report and documentation of the activity
  8. Finalize the write shop output and provide feedback on the participants' output at the end of the workshop; and
  9. Submit a final report.

#### PROGRAM FRAMEWORK

DAY	ACTIVITY	DETAILS
1	Lecture Day	<ol style="list-style-type: none"><li>1. Principles of Training design for adult learners;</li><li>2. Presentation of Competencies for the practice of Traditional and Complementary Medicine (T&amp;CM);</li><li>3. Learning objectives writing;</li><li>4. Structure and order of course outlines;</li><li>5. Creating presentations.</li></ol>
2&3	Write Shop	<ol style="list-style-type: none"><li>1. Coach writing sessions. Class will be divided into pairs who will work to develop their assigned program;</li><li>2. Developing training program for the three (3) T&amp;CM modalities; and</li><li>3. Announcement of assignments for the next set of courses.</li><li>4. Presentation and review of content for courses;</li><li>5. Refinement and development of courses;</li></ol>
4 (1 week after day 3)	Write Shop	<ol style="list-style-type: none"><li>1. Consultation and coaching of learners.</li><li>2. Presentation of the course outline and syllabus (presentation materials) for review and comments; and</li><li>3. Finalization.</li></ol>



#### **IV. IMPLEMENTING ARRANGEMENTS**

The Office of the Director General and the Social Advocacy and Training Division of PITAHC shall be the focal office in this endeavor and the highest oversight authority.

**DR. ANNABELLE PABIONA-DE GUZMAN**

*Director General, PITAHC*

**DR. FRANCIS VICENTE S. RAS**

*Division Chief, Social Advocacy and Training Division*

#### **V. RESPONSIBILITIES OF CONTRACTING PARTIES**

**A. The Consultant shall have the following responsibility:**

1. All the deliverables shall be submitted in accordance with the contract period;
2. The consultant is expected to level off and secure approval of PITAHC before initiating any activity relative to the objectives of the project and should work closely with the PITAHC Director General and Division Chief of Social Advocacy and Training Division;
3. All deliverables of the consulting firm as stipulated in the contract shall become and remain the property of PITAHC; and
4. Shall oversee the progress and implementation of the project.

**B. PITAHC shall have the following responsibility:**

1. Shall coordinate closely with the Consultant;
2. Shall review all submitted deliverables and approve according to the approved inception report;
3. Shall provide accommodation and provision of transport for the write shop;
4. The Social Advocacy and Training Division will be responsible for quality assessment of each workshop based on the write shop design and session guide provided by the Consultant and deliberate each assessment during the session evaluation or lesson learn session; and
5. Evaluate the third Consultant's performance and issue certificate of acceptance once the output meets the expected quality.

#### **VI. DURATION AND ENGAGEMENT OF TIMELINE**

The engagement will cover **three (3) months** from the receipt of notice to proceed and signing of contract.

#### **VII. BUDGETARY REQUIREMENTS**

1. **Estimated cost: PhP300,000.00 inclusive of 12% VAT**
2. **Source of fund: PITAHC's Social Advocacy and Training Division**



## VIII. EVALUATION CRITERIA

The following minimum criteria shall be the basis of evaluation using the Quality-Cost Based Evaluation, which the Technical is seventy per cent (70%) and the Financial is thirty per cent (30%):

CRITERIA	RATE (in %)
<b>1. RELATED EXPERIENCE</b>	<b>20</b>
a. Minimum of three (3) years proven track record on write shop facilitation and on developmental communication particularly for development projects, adult learning and effective training techniques and strategies;	100%
b. Less than three (3) years proven track record on write shop facilitation and on developmental communication particularly for development projects, adult learning and effective training techniques and strategies;	75%
c. Non-related Experience	50%
<b>2. QUALIFICATION</b>	<b>30</b>
a. Education ( <i>for individual to be involved in the project</i> ):  § Post Graduate Degree in education, development communication or other relevant degree either  o <i>International 100% or</i> o <i>Local 95%</i>  § Bachelor's Degree in education, development communication or other relevant degree  o <i>International 85% or</i> o <i>Local 75%</i>  § Other Post Graduate or Bachelor's non-related Degree in development communication 50%	10%



CRITERIA	RATE (in %)
<p>b. Training:</p> <ul style="list-style-type: none"> <li>• Minimum of three (3) years training in education, curriculum development, development communication, adult learning and effective training techniques and strategies.               <ul style="list-style-type: none"> <li>○ <i>International</i> 100% or</li> <li>○ <i>Local</i> 95%</li> </ul> </li> <li>• Less than three (3) years training in education, curriculum development, development communication, adult learning and effective training techniques and strategies.               <ul style="list-style-type: none"> <li>○ <i>International</i> 85% or</li> <li>○ <i>Local</i> 75%</li> </ul> </li> <li>• Other non-related training in development communication, effective communication, adult learning and effective training techniques and strategies. 50%</li> </ul>	10%
<p>c. Not previously/currently an internal stakeholder of PITAHC, so as to maintain objectivity of research baseline findings.</p>	5%
<p>d. A multidisciplinary team of education and communication experts' proficient in delivering write shops and with proper grounding and familiarity with Philippine government institutions and processes.</p>	5%
<b>3. EXPERTISE</b>	<b>30</b>
<p>With expertise in the following fields:</p> <ul style="list-style-type: none"> <li>a. Education specifically in training and curriculum development (50%);</li> <li>b. Andragogy (Adult Learning) (30%); and</li> <li>c. Effective training techniques and strategies (20%).</li> </ul>	100%
<b>4. TRAINING DESIGN</b>	<b>20</b>
<p>Submitted training design must be in line with Item Nos. II &amp; III of this TOR.</p>	100%





For the Consultant to qualify, they have to garner at least eighty per cent (80%) in total rating using this Criteria.

#### IX. TERMS OF PAYMENT BY MAJOR OUTPUT

The release of payment per tranche shall be based on the schedule of deliverables percentage (%) of payment and upon approval and acceptance of the progress reports, as follows:

TRANCHE(s)	DELIVERABLE(s)	PAYMENT (in %)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>● Submission and acceptance of Inception report (Project outline, write shop design, methodology, session guide &amp; timelines, training needs assessment;</li> <li>● Minutes of meeting for the: alignment meeting/s; preparatory meeting; and post consultative meeting;</li> <li>● Submission and acceptance of training materials specifically the write shop manual, visual aids, and exercise materials.</li> </ul>	20
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>● Draft syllabus and course outline of the three (3) T&amp;CM modalities and Draft instructional design;</li> <li>● Conduct and completion of the 4 days extensive training program development write shop;</li> <li>● Write shop evaluation and training report with photos; and</li> <li>● Progress report with participants (TWG) assessment and suggestions for improvements.</li> </ul>	50
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>● PITAHC approved and TWG recommended final copy of the syllabus and course outline for the three (3) T&amp;CM modalities;</li> <li>● Write shop documentation; and</li> <li>● Financial report.</li> </ul>	30

#### X. PROPRIETARY RIGHTS/OWNERSHIP

1. All developed materials, and references acquired for this project, including digital files, shall become and remain the property of PITAHC;
2. All Intellectual Properties (IPs) resulting from the project shall be owned by both PITAHC and the Consultant. The project results, including publication, shall be consistent with R.A. 8393 (Intellectual Property Code of the Philippines); and
3. The Consultant shall refrain from publishing /presenting /making known to others the results /outputs of this project without prior written approval of PITAHC.



## **XI. OTHER REQUIREMENTS**

Aside from the Eligibility Documents as stated in the Request for Proposal, the bidder is required to submit the following documents for the purpose of evaluation:

1. Company Profile;
2. List of Completed and On-going related and non-related projects;
3. Curriculum Vitae of Personnel to be involved in the project; and
4. Proposed Training Design.

## **XII. SUSTAINABILITY PLAN**

The PITAHC and PAFP can enter into a Memorandum of Agreement/Understanding that the Final output will be shared to PITAHC partners from the academe such for the integration of T&CM in their Family Medicine Courses. This can also be shared to colleges and universities that will signify support and interest to include T&CM in their curriculum. The course outline & curriculum can be modified only slightly to fit their criteria and qualifications. Any major modification will require justification, study and approval by PITAHC.





## TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Refer to Item VI: DURATION AND ENGAGEMENT OF TIMELINE**
3. Place of Delivery: **PITAHC Bldg. Brgy. Central, Quezon City**
4. Payment Term : **Payment 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. IX: Terms of Payment by Major Output**
5. Price proposal must be valid for a period of **thirty (30) calendar days** from the date of submission.
6. Price proposal to be denominated in **Philippine Peso (PhP)**, include all taxes and duties and/or levies payable.
7. Proposals exceeding the ABC per lot shall be automatically rejected.
8. As part of the submission aside from Item No. 4 of the RFP and the Price Proposal Form, **bidder shall submit a Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC**, if applicable.
9. The **award of contract** shall be made to the lowest calculated and responsive proposal per lot, which complied with the minimum technical specifications and other terms and conditions stated herein.
10. 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.
11. 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.



### 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 Description	Total Price (VAT exclusive) (in PhP)	Total Price (VAT inclusive and all other applicable taxes) (in PhP)
<b>ENGAGEMENT OF A CONSULTANCY SERVICES FOR THE CONDUCT OF WRITESHOP ON THE DEVELOPMENT OF TRAINING PROGRAM FOR THE INTEGRATION OF TRADITIONAL AND COMPLEMENTARY MEDICINE IN THE FIELD OF FAMILY MEDICINE</b>		

Amount in Words: \_\_\_\_\_

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

Very truly yours,

Signature : \_\_\_\_\_

Printed Name : \_\_\_\_\_

Date : \_\_\_\_\_

Company Name : \_\_\_\_\_

Contact Number : \_\_\_\_\_

PHILGEPS Registration Number: \_\_\_\_\_



## TECHNICAL SPECIFICATION/TERMS OF REFERENCE COMPLIANCE

Technical Specifications	Compliance to Technical Specification (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
ENGAGEMENT OF A CONSULTANCY SERVICES FOR THE CONDUCT OF WRITESHOP ON THE DEVELOPMENT OF TRAINING PROGRAM FOR THE INTEGRATION OF TRADITIONAL AND COMPLEMENTARY MEDICINE IN THE FIELD OF FAMILY MEDICINE	Yes ( )	No ( )	
SCOPE OF WORK	Yes ( )	No ( )	
PROGRAM FRAMEWORK	Yes ( )	No ( )	
RESPONSIBILITIES OF CONTRACTING PARTIES	Yes ( )	No ( )	
DURATION AND ENGAGEMENT OF TIMELINE	Yes ( )	No ( )	
BUDGETARY REQUIREMENTS	Yes ( )	No ( )	
EVALUATION CRITERIA	Yes ( )	No ( )	
TERMS OF PAYMENT BY MAJOR OUTPUT	Yes ( )	No ( )	
PROPRIETARY RIGHTS/OWNERSHIP	Yes ( )	No ( )	
OTHER REQUIREMENTS	Yes ( )	No ( )	
SUSTAINABILITY PLAN	Yes ( )	No ( )	
• TERMS AND CONDITIONS	Yes ( )	No ( )	
• Delivery Schedule: Refer to Item VI: DURATION AND ENGAGEMENT OF TIMELINE	Yes ( )	No ( )	
• Place of Delivery: PITAHC Bldg. Brgy. Central, Quezon City	Yes ( )	No ( )	
• Payment Term: Payment shall be based on the completion of	Yes ( )	No ( )	



the identified activities and the submission of required deliverables/reports, subject to acceptance by PITAHC as specified in the Terms of Reference Item No. IX: Terms of Payment by Major Output			
<ul style="list-style-type: none"> <li>• Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC, if applicable.</li> </ul>	Yes ( )	No ( )	

Conforme:

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Name of the Authorized Representative  
And signature

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Name of Company

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Date