



REQUEST FOR PROPOSAL

Date: 04 November 2022

Reference: RFP CO-22-034SVP

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 item stated below with the total Approved Budget for the Contract (ABC) amounting to **Three Hundred Sixty-Eight Thousand Pesos (Php368,000.00) 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 PROCESS REVIEW AND SYSTEMS IMPROVEMENT FOR THE STANDARDS AND ACCREDITATION DIVISION OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE (PITAHC) <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 (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 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. The proposal shall be received until **10 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

CONSULTANCY SERVICES FOR THE PROCESS REVIEW AND SYSTEMS IMPROVEMENT FOR THE STANDARDS AND ACCREDITATION DIVISION OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE (PITAHC)

1. BACKGROUND

The effective implementation of a Government Management Systems Standards (GMSS) provides an excellent tool for public sector organizations to increase confidence of all its clientele ensuring that their needs and expectations are fully understood and are capable of being met consistently and efficiently.

In order for a public sector organization to be successful in the implementation of its GMSS, it needs to be guided and controlled in a systematic and transparent way. This is particularly true for any public sector organizations like PITAHC where transparency and accountability to its various TAHC practitioners are vital to gain their trust and confidence.

Given this, processes and activities of PITAHC, including the Standards and Accreditation Division's database and records management systems, need to be reviewed and enhanced to address satisfactorily the changing needs and requirements of the TAHC practitioners covering all modalities.

Consistent with the ISO 9001 requirement of continually improving its business processes, PITAHC is constantly looking for ways to improve how things are done by making the appropriate improvements in its activities and procedures considering applicable methods and technological innovation.

2. OBJECTIVES

- a. To review, analyze and identify probable improvements in the Standards and Accreditation Division's business processes;
- b. To operationally enhance the Standards and Accreditation Division's documented information to address and satisfy the changing needs and requirements of TAHC practitioners covering all modalities;
- c. To provide technical inputs for the Standards and Accreditation Division's personnel to enhance their knowledge and competence in monitoring and analyzing process performance, and identifying areas of improvements; and
- d. To conduct systems review and assessment of the Standards and Accreditation Division's database and records management and to provide recommendations for its improvement.

3. SCOPE OF SERVICES

The scope of the services of the engagement shall include the following:

- a. Review and analyze existing processes of the Standards and Accreditation Division;
- b. Recommend improvements/enhancements to make the processes more client-centric;



- c. Review and make recommendations for the clean-up and reconciliation of existing databases of TAHC practitioners;
- d. Evaluate and make recommendations for the enhancement of the existing database system and the acquisition of appropriate database application, including system design, for the Standards and Accreditation Division to increase effectiveness and efficiency in its service delivery;
- e. Provide technical assistance to the Standards and Accreditation Division's staff in the enhancement and development of its documented procedures, quality objectives and plans, and other ISO documents consistent with the PITAHC's strategic commitments and strategies; and
- f. Provide appropriate trainings to the Standards and Accreditation Division's staff and other PITAHC personnel.

4. PROJECT DURATION

The CONSULTANT shall perform the services for a period of **FOUR (4) months** starting **November 2022 to February 2023**.

5. QUALIFICATIONS OF THE CONSULTANT

The CONSULTANT shall have the minimum qualifications:

- a. University education (graduate or post graduate in Industrial Engineering is an added advantage)
- b. Must have an extensive experience of not less than ten (10) years in conducting process review and improvement, both in government and private sector;
- c. Must be an expert or knowledgeable on the requirements of ISO 9001:2015 standards and other relevant international standards;
- d. Must have relevant experience to conduct training;
- e. Preferably with exposure and/or experience with other government institutions in the design, development, and implementation of ISO 9001 Quality Management Systems;
- f. Must have an adequate experience of not less than five (5) years in the evaluation/assessment and/or design of an appropriate application system similar to a certification, or registration;
- g. Be able to demonstrate strong analytical capabilities, including ability to identify capacity gaps, review existing process and make recommendations in a clear and practical manner.

6. CRITERIA FOR EVALUATION/SELECTION

PITAHC shall apply the Quality-Cost Based Evaluation (QCBE) procedure which considers both the Technical and Financial Proposals in the ranking of the CONSULTANTS pursuant to the provisions of RA 9184 and its Revised IRR.

For this purpose, the quality (Technical Proposal) is given a weight of 60% while the cost (Financial Proposal) is 40% and is allocated as follows:



CRITERIA	PERCENTAGE
Technical Aspect: (60.0%)	
a. Qualification of the Proposed Professional Staff	20.0%
b. Consultant Experience and Capability	20.0%
c. Methodology and Work Plan	20.0%
Financial Proposal (40.0%)	
a. Price Quotation	40.0%
TOTAL	100.0%

7. APPROVED BUDGET FOR THE CONTRACT (ABC) AND PAYMENT SCHEDULE

- a. The approved budget for the contract is Three Hundred Thousand Sixty Eight Pesos (P368,000.00).
- b. For and in consideration of the services of the CONSULTANT, PITAHC shall make the following payment.

PAYMENT TRANCHE	ACCOMPLISHMENT	PERCENT	AMOUNT
1 st Tranche	Submission and presentation of inception report with S&AD Staff Deliverable/s: <ul style="list-style-type: none">• Signed NTP• Inception report with work plan to include initial list of documents & existing system for review• Documentation on the presentation of inception report (transcript/minutes of the meeting, photo documentation, recordings, etc)	20%	73, 600.00
2 nd Tranche	Review and Analysis of Standard and Accreditation Division's systems and processes Deliverable/s: <ul style="list-style-type: none">• Comprehensive Report on the Review and Analysis of Standard and Accreditation Division's Processes<ul style="list-style-type: none">– Review & Analysis of existing Documented Information– Analysis of existing databases and its structure	55%	202,400.00



PAYMENT TRANCHE	ACCOMPLISHMENT	PERCENT	AMOUNT
	<ul style="list-style-type: none">• Proposal on the Process enhancements and modifications on relevant documented information and forms• Summary list of relevant documented information and forms for enhancement• Proposal on systems' functionalities and database structure for an application system that Standards & Accreditation Division may consider Recommendation/Analysis of an "off-the-shelf system" for possible acquisition		
3 rd Tranche	Cascading and Training on Process Enhancements: Deliverable/s: Signed-off all agreed deliverables <ul style="list-style-type: none">• Training design on Process Enhancements• Schedule and actual trainings conducted (documentation ie, photos, etc)• PITAHC Orders and Attendance Compilation of signed-off / agreed deliverables (hard, soft and e-copy, if applicable)	25%	92,000
		TOTAL ABC	<u>368,000.00</u>

- Payments shall be based on the completion of the above-mentioned activities and submission of required deliverables/reports subject to acceptance of the authorized representative of the Head of the Procuring Entity.
- The transportation and accommodations of the consultants and staff for the period of the contract shall be inclusive.

8. WARRANTIES OF CONSULTANT

The CONSULTANT warrants that he/she shall:

- Conform strictly with all the conditions set forth in this Term of Reference;
- Secure and maintain, at his/her own expense, all registration, licenses and/or permits required by law; and
- Comply with legal requirements as well as rules, regulations and directions of regulatory authorities.



9. CONFIDENTIALITY

The CONSULTANT shall not use (except for CLIENT's benefit) or divulge to anyone-either during the term of this Agreement or thereafter - any of the CLIENT's trade secrets, the propriety information, or other proprietary data, personal information covered by the Data Privacy Act, or information of any kind whatsoever acquired by the CONSULTANT in carrying out the terms of this agreement. In this regard, the CONSULTANT shall:

- a. Warrant, represent and undertake reliability of the service required;
- b. Agree to hold the propriety information in strict confidence;
- c. Agree not to reproduce, transcribe or disclose the propriety information to third parties without prior written approval from the CLIENT; and
- d. Uphold strict confidentiality of all information that will come to CONSULTANT's knowledge.

10. TERMINATION

The CLIENT may, in case of material default on the part of the CONSULTANT, terminate the contract, through written notice to the CONSULTANT at least thirty (30) days prior to the termination, and that the CONSULTANT failed to resolve the fault within the conditions and period specified in the Notice. The CLIENT shall only be liable to pay the CONSULTANT on the accomplishments delivered prior to the termination of the contract, and shall not in any way, prevent or prejudice any other claims which the parties may have against each other.



TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Refer to the Terms of Reference Item IV: PROJECT DURATION**
3. Place of Delivery: **PITAHC Bldg. Brgy. Central, Quezon City**
4. Payment Term : **Refer to the Terms of Reference Item No. VII: PAYMENT SCHEDULE**
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)
ENGAGEMENT OF A CONSULTANCY SERVICES FOR THE PROCESS REVIEW AND SYSTEMS IMPROVEMENT FOR THE STANDARDS AND ACCREDITATION DIVISION OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE (PITAHC)		

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: _____



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 PROCESS REVIEW AND SYSTEMS IMPROVEMENT FOR THE STANDARDS AND ACCREDITATION DIVISION OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE (PITAHC)	Yes ()	No ()	
TERMS OF REFERENCE	Yes ()	No ()	
OBJECTIVES	Yes ()	No ()	
SCOPE OF SERVICES	Yes ()	No ()	
PROJECT DURATION	Yes ()	No ()	
QUALIFICATIONS OF THE CONSULTANT	Yes ()	No ()	
CRITERIA FOR EVALUATION/SELECTION	Yes ()	No ()	
ABC AND PAYMENT SCHEME	Yes ()	No ()	
EVALUATION CRITERIA	Yes ()	No ()	
TERMS OF PAYMENT BY MAJOR OUTPUT	Yes ()	No ()	
WARRANTIES OF CONSULTANT	Yes ()	No ()	
CONFIDENTIALITY	Yes ()	No ()	
TERMINATION	Yes ()	No ()	
TERMS AND CONDITION	Yes ()	No ()	
Delivery Schedule: Refer to the Terms of Reference Item IV: PROJECT DURATION	Yes ()	No ()	



Place of Delivery: PITAHC Bldg. Brgy. Central, Quezon City	Yes ()	No ()	
Payment Term : Refer to the Terms of Reference Item No. VII: PAYMENT SCHEDULE	Yes ()	No ()	
<ul style="list-style-type: none">• Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC, if applicable.	Yes ()	No ()	

Conforme:

Name of the Authorized Representative
And signature

Name of Company

Date