



## REQUEST FOR PROPOSAL

Date: 10 September 2024

Reference: **RFP CO-24-038SVP**

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 **Nine Hundred Eighty Thousand Pesos (PhP980,000.00)** inclusive of all costs, applicable taxes, and service charges:

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5020700000	24-08-0183	<b>IMPACT ASSESSMENT OF PITAHC'S COMMUNITY-BASED TRAINING (CBTS) ON HERBAL MEDICINE PREPARATION, TUINA MASSAGE, AND ACUPRESSURE IN SELECTED SITES</b>  (See Terms of Reference for detailed requirements)

3. 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".
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 bac@pitahc.gov.ph. The proposal shall be received until **16 September 2024, 12:00 NOON**.
5. The bidder must **submit a copy** of the **proposal**, to ensure that the said bidder is technically, legally and financially capable to undertake the proposed project:
  - a. *Mayor's/Business Permit 2024*
  - b. *Professional License/Curriculum Vitae*
  - c. *Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020*
  - d. *Latest Income /Business Tax Returns*
  - e. *PhilGEPS Registration Number*
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 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 D. Mendez Jr.** at telephone no. (02) 8282-8194 loc 542.

  
**ATTY. KEENTH N. ALMEÑA**  
Chairperson, PITAHC BAC 



## OTHER TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Duration of Engagement and Contract Implementation: **Six (6) months upon receipt of the Notice to Proceed**
3. Delivery Site: **PITAHC Building, EAMC Compound, Matapang Street, Brgy. Central, Quezon City**
4. Payment Term: **Refer to Item 10 of the TOR**
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 shall be automatically rejected.
8. As part of the submission aside from Item No. 5 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 **Single or Highest Rated and Responsive Proposal**, 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 (Exclusive of all costs, applicable taxes, and service charges:)	Total Price (Inclusive of all costs, applicable taxes, and service charges)
<b>IMPACT ASSESSMENT OF PITAHC'S COMMUNITY-BASED TRAINING (CBTS) ON HERBAL MEDICINE PREPARATION, TUINA MASSAGE, AND ACUPRESSURE IN SELECTED SITES</b>  (PROVIDE BREAKDOWN OF THE COST)		

Amount in Words: LOT 1 \_\_\_\_\_  
\_\_\_\_\_

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

Very truly yours,

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

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

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

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

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



## TERMS AND CONDITIONS COMPLIANCE

Terms and Conditions	Compliance to Terms and Conditions / Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
<b>IMPACT ASSESSMENT OF PITAHC'S COMMUNITY-BASED TRAINING (CBTS) ON HERBAL MEDICINE PREPARATION, TUINA MASSAGE, AND ACUPRESSURE IN SELECTED SITES</b>  QUANTITY: ONE (1) LOT	Yes ( )	No ( )	
<b>I: OBJECTIVE:</b>  THE OVERALL OBJECTIVE OF THE STUDY IS TO DETERMINE THE IMPACT THE PITAHC COMMUNITY-BASED TRAINING (CBTs) HAVE MADE, IN TERMS OF DEVELOPMENTAL RESULTS AND IMPACT ON THE COMMUNITY COMPARED TO THE SITUATION WITHOUT.	Yes ( )	No ( )	
1. Determine the impact of the PITAHC Social Advocacy and Training Division's (incoordination of the three (3) Herbal Processing Plants) Community-based Trainings (CBTs) from the perspective of the beneficiaries, program partners, implementing units, and other possible stakeholders, in selected areas;	Yes ( )	No ( )	
2. ASSESS THE BENEFITS (DIRECT AND INDIRECT) OF THE CBT ON ITS PRIMARY AND SECONDARY BENEFICIARIES;	Yes ( )	No ( )	
3. DETERMINE THE EFFECTIVENESS OF THE TRAINING PROGRAMS, MATERIALS, AND FEEDBACK MECHANISMS THROUGH THE APPLICATION OF THE APPROPRIATE TRAINING/ PROGRAM EVALUATION MODELS;	Yes ( )	No ( )	





4. IDENTIFY BOTH THE SUCCESSES AND BARRIERS ENCOUNTERED IN THE IMPLEMENTATION OF THE CBTs;	Yes ( )	No ( )		
5. TO PROVIDE RECOMMENDATIONS FOR IMPROVING THE CONTENT, DELIVERY, AND SUSTAINABILITY OF THE TRAINING PROGRAMS.	Yes ( )	No ( )		
<b>II: METHODOLOGY</b>  The Consulting Firm may utilize any combination of research designs and strategies, including but not limited to desk review, qualitative survey, key informant interviews, in-depth interviews, and focused group discussions.	Yes ( )	No ( )		
<b>III. SCOPE OF WORK</b>  <b>A. Responsibilities of the Consulting Firm</b>  1. Implement the project within the period of the contract;	Yes ( )	No ( )		
2. Conduct data gathering and processing, and all other activities to achieve the objectives of the project and the required deliverables;	Yes ( )	No ( )		
3. Hire project personnel on a contractual and co-terminus basis with this Agreement. It shall be understood, however, that they are not considered employees of PITAHC and no employer-employee relationship exists between them for this project;	Yes ( )	No ( )		
4. Ensure that the hired project personnel have the capabilities and expertise to perform the project;	Yes ( )	No ( )		
5. Obtain ethical clearance from the PHREB-accredited ethics committee for the project;	Yes ( )	No ( )		
6. Analyze the training modules, materials, and methodologies used in the community-based training programs.				



7. Review the profiles of the participants and the communities involved.	Yes ( )	No ( )		
8. Conduct surveys, interviews, and focus group discussions with participants undergone CBTs from PITAHC.				
9. Collect quantitative and qualitative data on knowledge retention, skill application, and changes in healthcare practices.				
10. Analyze the data to evaluate the impact of the training programs on participants' knowledge, skills, and community health outcomes.				
11. Identify success stories, challenges, and lessons learned from the implementation of the training programs.				
12. Prepare a comprehensive impact assessment report, including findings, conclusions, and recommendations for future training programs.				
13. Submit Letters Requesting Payments, Technical Progress Reports, Final Technical Report, and Statements of Billing on schedule as indicated in the contract;				
14. Assist PITAHC in pursuance of transfer and utilization, including commercialization, of research and development results, where applicable				
<b>IV: QUALIFICATIONS OF THE CONSULTING FIRM, LEAD CONSULTANT, AND KEY STAFF</b>  <b>A. Consulting Firm</b>  1. The firm should have a proven track record in administering evaluations of training or other learning and	Yes ( )	No ( )		



development intervention in any of the following fields: traditional and alternative health care or public health and education. Experience in qualitative research methods, including but not restricted to structured and unstructured interviews, focused group discussions, and document study, is essential;				
2. The firm should have completed at least three contracts of similar nature and complexity within the last 10 years.	Yes ( )	No ( )		
3. The firm should have experience working in the Philippines or similar contexts. Experience working in the specific regions where the training programs are conducted would be an advantage.	Yes ( )	No ( )		
4. The firm should have a strong ethical framework, excellent communication skills, and a commitment to delivering high-quality, actionable insights.	Yes ( )	No ( )		
<b>B. Lead Consultant</b>				
1. Minimum master's degree in any of the following fields: public health and allied health sciences, medical anthropology, data analytics;	Yes ( )	No ( )		
2. At least three (3) years experience in public health and/or policy development and related works;	Yes ( )	No ( )		





3. At least two (2) years of relevant social research and work experience in qualitative research methodologies using different research and statistical techniques, software packages, and computer-based programs;	Yes ( )	No ( )		
4. Demonstrated capacity to communicate research findings to diverse audiences; and	Yes ( )	No ( )		
5. With previous work with other government and private agencies in a similar area/topic.	Yes ( )	No ( )		
<b>C. KEY STAFF</b>  The following key staff are expected to be included in the project:	Yes ( )	No ( )		
1. Administrative Staff/Project Manager				
2. Staff specializing in training program development	Yes ( )	No ( )		
3. Staff specializing in health education and promotion	Yes ( )	No ( )		
<b>V: Budgetary Estimate, Mode of Procurement, and Schedule of Payments and Deliverables</b>				
A. The approved budget for the contract (ABC) for the project is inclusive of all research costs and taxes.	Yes ( )	No ( )		
B. Per revised Implementing Rules and Regulations of RA 9184, PITAHC may allow advanced payment to the winning Consulting Firm in the amount not exceeding 15% of the contract amount, subject to the posting of an irrevocable	Yes ( )	No ( )		





standby letter of credit issued by an entity acceptable to the agency and of an equal amount of the advanced payment.				
D. The mobilization cost by the Consulting Firm shall be repaid by deducting it from their progress payment.	Yes ( )	No ( )		
E. The service contract is a fixed-price contract. Any extension of contract time shall not involve any additional cost to PITAHC.	Yes ( )	No ( )		
F. Schedule of Payment and Deliverables  <i>Refer to the Item 6, table in the Terms of Reference</i>	Yes ( )	No ( )		
<b>VI: ESTIMATED DURATION OF ENGAGEMENT AND CONTRACT IMPLEMENTATION</b>  The duration of the engagement shall be <b>six (6) months</b> , the implementation of which shall be from the date of receipt of the Notice to Proceed (NTP). Extension of the project shall be subject to the approval of the Head of the Procuring Agency. Any extension of contract time shall not involve any additional cost to PITAHC. <b>A request for an extension must be submitted a month before the contract ends.</b>	Yes ( )	No ( )		
<b>VII: ENGAGEMENT WITH OTHER INSTITUTIONAL PARTNERS</b>  Should the Consulting Firm engage with other institutional partners, the consultant may do so, provided that PITAHC shall be informed of said engagement in writing and without additional cost on the part of PITAHC. Further, PITAHC shall have no contractual obligations with the consulting firm's institutional partners. Subcontracting is not allowed.	Yes ( )	No ( )		



<b>VIII: Proprietary Rights/Ownership</b>			
<b>A. PITAHC shall have ownership of all the below-mentioned, and the Consulting Firm must abide.</b>			
1. All tools, manuals, reports, and material references (including digital files) acquired for this Project shall be the property of PITAHC but the copyright shall remain with the creator (Consulting Firm), unless there is a written stipulation to the contrary, following RA 8293 Intellectual Property Code of Philippines; and	Yes ( )	No ( )	
2. All tools, manuals, reports, and material references (including digital files) acquired for this Project shall be returned to PITAHC after completion.	Yes ( )	No ( )	
<b>B. PITAHC and the Consulting Firm shall refrain from publishing/presenting/ making known to others the results/output of the research without prior written approval.</b>	Yes ( )	No ( )	
<b>IX: CRITERIA FOR EVALUATION</b>			
PITAHC shall adopt the Quality Cost Based Evaluation (QCBE) in assessing the competence/qualifications of the Consulting Firm using the following rating: Technical (60%) and Financial (40%).	Yes ( )	No ( )	





The Consulting Firm must get a score of at least 80% to qualify.  <i>Refer to the Item 10, table in the Terms of Reference</i>	Yes ( )	No ( )		
<b>X: DOCUMENTARY REQUIREMENTS</b>				
A. List of ongoing and completed similar projects with both government and private institutions;	Yes ( )	No ( )		
B. Documents establishing the qualification of the Consulting Firm	Yes ( )	No ( )		
• As part of the submission aside from Item No. 5 of the RFP and the Price Proposal Form, <b>bidder shall submit a Certificate of Satisfactory Completion/Performance</b> for those who have previous contracts with PITAHC, if applicable.	Yes ( )	No ( )		N/A ( )

Conforme:

\_\_\_\_\_  
Name of the Authorized Representative  
And signature

\_\_\_\_\_  
Name of Company      Date



## TERMS OF REFERENCE

### IMPACT ASSESSMENT OF PITAHC'S COMMUNITY-BASED TRAINING (CBTS) ON HERBAL MEDICINE PREPARATION, TUINA MASSAGE, AND ACUPRESSURE IN SELECTED SITES

#### 1. Rationale

The Philippine Institute of Traditional and Alternative Health Care (PITAHC) was established through Republic Act No. 8423, also known as the "Traditional and Alternative Medicine Act of 1997". PITAHC is mandated to lead research and development, promotion and advocacy, and formulate standards for traditional and complementary medicine in the Philippines.

The institute has been actively implementing training programs on traditional and complementary medicine (T&CM). The Social and Advocacy Division conducts the Community-based Trainings (CBTs) on Herbal Medicine Preparation, Acupressure, and Tuina Massage for the communities. These programs aim to empower communities by providing knowledge and skills in traditional, complementary and integrative medicine (TCIM) practices, thereby promoting health and wellness at the grassroots level. However, to ensure these programs are effective and meet the needs of the community, assessing their impact is crucial.

Conducting an impact assessment of community-based T&CM training is essential for ensuring program effectiveness, identifying areas for improvement, and informing future program development. By evaluating the program's impact, stakeholders can make informed decisions about T&CM integration within the healthcare landscape.

The assessment will evaluate how well the training achieved their intended outcomes. It can pinpoint areas where the training fell short and identify opportunities for improvement in future iterations. By understanding the program's impact, stakeholders can make data-driven decisions when designing future T&CM training programs. It will help determine the program's cost-effectiveness in providing T&CM knowledge and skills to the community. It can also serve as evidence to advocate for wider adoption of T&CM training programs at a national level.

#### 2. Objectives

##### 2.1. General Objective

The overall objective of the study is to determine the impact the PITAHC Community-Based Training (CBTs) have made, in terms of developmental results and impact on the community compared to the situation without.

##### 2.2. Specific Objectives

- 2.2.1. Determine the impact of the PITAHC Social Advocacy and Training Division's (incoordination of the three (3) Herbal Processing Plants) Community-based Trainings (CBTs) from the perspective of the beneficiaries, program partners, implementing units, and other possible stakeholders, in selected areas;





- 2.2.2. Assess the benefits (direct and indirect) of the CBT on its primary and secondary beneficiaries;
- 2.2.3. Determine the effectiveness of the training programs, materials, and feedback mechanisms through the application of the appropriate training/ program evaluation models;
- 2.2.4. Identify both the successes and barriers encountered in the implementation of the CBTs;
- 2.2.5. To provide recommendations for improving the content, delivery, and sustainability of the training programs.

### **3. Methodology**

The Consulting Firm may utilize any combination of research designs and strategies, including but not limited to desk review, qualitative survey, key informant interviews, in-depth interviews, and focused group discussions.

### **4. Scope of Work**

#### **4.1. Responsibilities of the Consulting Firm**

- 4.1.1. Implement the project within the period of the contract;
- 4.1.2. Conduct data gathering and processing, and all other activities to achieve the objectives of the project and the required deliverables;
- 4.1.3. Hire project personnel on a contractual and co-terminus basis with this Agreement. It shall be understood, however, that they are not considered employees of PITAHC and no employer-employee relationship exists between them for this project;
- 4.1.4. Ensure that the hired project personnel have the capabilities and expertise to perform the project;
- 4.1.5. Obtain ethical clearance from the PHREB-accredited ethics committee for the project;
- 4.1.6. Analyze the training modules, materials, and methodologies used in the community-based training programs.
- 4.1.7. Review the profiles of the participants and the communities involved.
- 4.1.8. Conduct surveys, interviews, and focus group discussions with participants undergone CBTs from PITAHC.
- 4.1.9. Collect quantitative and qualitative data on knowledge retention, skill application, and changes in healthcare practices.
- 4.1.10. Analyze the data to evaluate the impact of the training programs on participants' knowledge, skills, and community health outcomes.
- 4.1.11. Identify success stories, challenges, and lessons learned from the implementation of the training programs.
- 4.1.12. Prepare a comprehensive impact assessment report, including findings, conclusions, and recommendations for future training programs.
- 4.1.13. Submit Letters Requesting Payments, Technical Progress Reports, Final Technical Report, and Statements of Billing on schedule as indicated in the contract;
- 4.1.14. Assist PITAHC in pursuance of transfer and utilization, including commercialization, of research and development results, where applicable



#### 4.2. Responsibilities of PITAHC

- 4.2.1. Allocate the amount of **NINE HUNDRED EIGHTY THOUSAND (P980,000.00)** for the project, inclusive of all taxes, chargeable against the funds of the PITAHC Research and Development Division, the disbursement of which shall follow the schedule of payment in Section VII of this ToR;
- 4.2.2. Provide technical assistance relevant to the achievement of the project objectives;
- 4.2.3. Monitor the implementation of the project;
- 4.2.4. Review and evaluate progress and final reports submitted by the Consulting Firm;
- 4.2.5. Issue certification of acceptance and recommendation for payment;
- 4.2.6. Assist in the facilitation of administrative activities for this project; and
- 4.2.7. Shoulder expenses to the monitoring of the project's progress.

#### 5. Qualifications of the Consulting Firm, Lead Consultant, and Key Staff

##### 5.1. Consulting Firm

- 5.1.1. The firm should have a proven track record in administering evaluations of training or other learning and development intervention, in any of the following fields: traditional and alternative health care or public health and education. Experience in qualitative research methods, including but not restricted to structured and unstructured interviews, focused group discussions, and document study, is essential;
- 5.1.2. The firm should have completed at least three contracts of similar nature and complexity within the last 10 years.
- 5.1.3. The firm should have experience working in the Philippines or similar contexts. Experience working in the specific regions where the training programs are conducted would be an advantage.
- 5.1.4. The firm should have a strong ethical framework, excellent communication skills, and a commitment to delivering high-quality, actionable insights.

##### 5.2. Lead Consultant

- 5.2.1. Minimum master's degree in any of the following fields: public health and allied health sciences, medical anthropology, data analytics;
- 5.2.2. At least three (3) years experience in public health and/or policy development and related works;
- 5.2.3. At least two (2) years of relevant social research and work experience in qualitative research methodologies using different research and statistical techniques, software packages, and computer-based programs;
- 5.2.4. Demonstrated capacity to communicate research findings to diverse audiences; and
- 5.2.5. With previous work with other government and private agencies in a similar area/topic.





### 5.3. Key Staff

The following key staff are expected to be included in the project:

- 5.3.1. Administrative Staff/Project Manager
- 5.3.2. Staff specializing in training program development
- 5.3.3. Staff specializing in health education and promotion

## 6. Budgetary Estimate, Mode of Procurement, and Schedule of Payments and Deliverables

- 6.1. The approved budget for the contract (ABC) for the project is **NINE HUNDRED EIGHTY THOUSAND (P980,000.00)** inclusive of all research costs and taxes.
- 6.2. The service shall be undertaken through Alternative Methods of Procurement.
- 6.3. Per revised Implementing Rules and Regulations of RA 9184, PITAHC may allow advanced payment to the winning Consulting Firm in the amount not exceeding 15% of the contract amount, subject to the posting of an irrevocable standby letter of credit issued by an entity acceptable to the agency and of an equal amount of the advanced payment.
- 6.4. The mobilization cost by the Consulting Firm shall be repaid by deducting it from their progress payment.
- 6.5. The service contract is a fixed-price contract. Any extension of contract time shall not involve any additional cost to PITAHC.
- 6.6. Schedule of Payment and Deliverables:

Activity	Deliverables	% Release of Funds
Acceptance of Notice to Proceed	1. Three (3) hard copies with electronic copies of the following: <ul style="list-style-type: none"><li>a. Signed Notice of Award; and</li><li>b. Notice to Proceed</li><li>c. Inception report with a work plan</li><li>d. Documentation of the presentation of the inception report (transcript/minutes of meetings, photo-documentation)</li></ul>	15%
Submission and Presentation of Inception Report to the Management Committee	2. Certificate of Acceptance of Inception Report	
Submission of 1st Progress Report (within one month of after the signing of the contract)	1. Three (3) hard copies with electronic copy of the 1st Progress Report to include the following: <ul style="list-style-type: none"><li>a. report on the preparation of study protocol and related documents;</li><li>b. report on recruitment and training of research staff;</li><li>c. report on meetings and consultations;</li></ul> 2. Ethical clearance issued by a PHREB-accredited evaluating committee.	20%



Activity	Deliverables	% Release of Funds
Submission of 2nd Progress Report (two months after the submission of the first progress report)	Three (3) hard copies with electronic copy of the 2nd Progress Report to include the following: <ul style="list-style-type: none"><li>a. report on social preparation and conduct of IDIs;</li><li>b. report on finalization of data collection tool/s and manual/s;</li><li>c. report on coordination with key stakeholders</li><li>d. report on the initial review of the CBTs</li></ul>	50%
Submission of 3rd Progress Report (two months after the submission of the second progress report)	Three (3) hard copies with electronic copy of the 3rd Progress report to include the following: <ul style="list-style-type: none"><li>a. report on data collection and data processing</li><li>b. Report on the conduct of training needs assessment and development of the capacity building plan for the implementing unit/s</li><li>c. Report on the preparation of the training plan for each CBT</li><li>d. Report on the conduct of knowledge transfer to PITAHC personnel on the design and conduct of impact evaluations for continued capacity development</li></ul>	
Submission and presentation of the draft final report (one month after the submission of the third progress report)	1. Three (3) <b>hard-bound</b> copies with electronic copy of the Final Technical Report Report to include the following: <ul style="list-style-type: none"><li>a. Results of the impact assessment;</li><li>b. Results of the assessment of the effectiveness of the CBTs and its feedback mechanism/s;</li><li>c. Policy/guideline recommendations to improve the CBTs;</li><li>d. Roles of CBT stakeholders and proposed strategies for engagement;</li><li>e. Results of training needs assessment</li><li>f. Capacity building plan for the CBT implementing unit;</li><li>g. Training plan for each community-based training inclusive of objective, competencies, content, suggested learning activities, and evaluation techniques;</li><li>h. Best practices and pedagogical strategies for the delivery of the program</li></ul>	15%
Acceptance of the final report	2. Certificate of Acceptance from the Research and Development Division	
	<b>TOTAL</b>	<b>100%</b>





## 7. Estimated Duration of Engagement and Contract Implementation

The duration of the engagement shall be **six (6) months**, the implementation of which shall be from the date of receipt of the Notice to Proceed. Extension of the project shall be subject to the approval of the Head of the Procuring Agency. Any extension of contract time shall not involve any additional cost to PITAHC. ***A request for an extension must be submitted a month before the contract ends.***

## 8. Engagement with other Institutional Partners

Should the Consulting Firm engage with other institutional partners, the consultant may do so, provided that PITAHC shall be informed of said engagement in writing and without additional cost on the part of PITAHC. Further, PITAHC shall have no contractual obligations with the consulting firm's institutional partners. Subcontracting is not allowed.

## 9. Proprietary Rights/Ownership

9.1. PITAHC shall have ownership of all the below-mentioned, and the Consulting Firm must abide.

9.1.1. All tools, manuals, reports, and material references (including digital files) acquired for this Project shall be the property of PITAHC but the copyright shall remain with the creator (Consulting Firm), unless there is a written stipulation to the contrary, following RA 8293 Intellectual Property Code of Philippines; and

9.1.2. All tools, manuals, reports, and material references (including digital files) acquired for this Project shall be returned to PITAHC after completion.

9.2. PITAHC and the Consulting Firm shall refrain from publishing/presenting/making known to others the results/output of the research without prior written approval

## 10. Criteria for Evaluation

PITAHC shall adopt the Quality Cost Based Evaluation (QCBE) in assessing the competence/qualifications of the Consulting Firm using the following rating: Technical (60%) and Financial (40%). **The Consulting Firm must get a score of at least 80% to qualify.**

CRITERIA	PERCENTAGE
Technical Aspect: (60%)	
<b>a. Applicable Experience and Track Record (30%)</b> No. of years of experience in providing verifiable data, analysis, consulting expertise, and services in the pharmaceutical sector, locally <u>or</u> globally <b>(10%)</b> 10 years and above: 10% 5 - 9 years: 7% 1 - 4 years: 5% Similar projects completed within the last 5 years <b>(10%)</b> Above 10 projects: (10%)	30%



5 - 10 projects: 7% Less than 5 projects: 5% Similar projects conducted from government institutions within the last ten (10) years <b>(10%)</b> Above 10 projects: (10%) 5 - 10 projects: 7% Less than 5 projects: 5%		
<b>b. Methodology (20%)</b> Clarity, feasibility, innovativeness, and comprehensive of the plan approach <b>(10%)</b>  Quality of the interpretation of project problems, risks, and suggested solutions <b>(10%)</b>		<b>20%</b>
<b>c. Competency of the Lead Researcher/s and Key Staff (10%)</b> Lead researcher/s and key staff shall have actual hands-on experience on public health, health system policies and management and related discipline. 100% of the staff has the qualification above 3 years: 10% 80% of the staff has the qualification above 3 years: 7% 50% of the staff has the qualification above 3 years: 5% Below 50% of the staff has the qualification above 3 years: 3%		<b>10%</b>
<b>Financial Proposal (40.0%)</b>		
a. Price Quotation		<b>40.0%</b>
<b>TOTAL</b>		<b>100%</b>

## 11. Documentary Requirements

- 11.1. Mayor's/Business Permit;
- 11.2. Professional license/curriculum vitae;
- 11.3. PhilGEPS Registration Number;
- 11.4. Income/Business Tax Return;
- 11.5. List of ongoing and completed similar projects with both government and private institutions;
- 11.6. Documents establishing the qualification of the Consulting Firm
- 11.7. Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020