REQUEST FOR PROPOSAL

Date: 16 September 2024

Reference: **RFP CO-24-042SVP**

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 **Five Hundred Thousand Pesos (PhP500,000.00) inclusive of all costs, applicable taxes, and service charges**:
2.

PITAHC 2024 APP Ref	PR Number	Item Description
5020700000	24-08-0177	**ENGAGEMENT OF A CONSULTANCY SERVICE TO CONDUCT THE MODIFICATION OF PACKAGING FOR ULASIMANG BATO 500 MG TABLET OF THE PITAHC TACLOBAN HERBAL PROCESSING PLANT** *(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 **23 September 2024, 12:00 NOON**.

5. The bidder must **submit a copy** of the **proposal**, including the following documents, 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.

Sgd.
DR. FROILAINNE A. DELA CRUZ
Vice-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: **Nine (9) months upon receipt of the Notice to Proceed from the THPP**

3. Delivery Site: **PITAHC Building, EAMC Compound, Matapang Street, Brgy. Central, Quezon City**

4. Payment Term: **Refer to Item VII 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)
ENGAGEMENT OF A CONSULTANCY SERVICE TO CONDUCT THE MODIFICATION OF PACKAGING FOR ULASIMANG BATO 500 MG TABLET OF THE PITAHC TACLOBAN HERBAL PROCESSING PLANT ***(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)**
ENGAGEMENT OF A CONSULTANCY SERVICE TO CONDUCT THE MODIFICATION OF PACKAGING FOR ULASIMANG BATO 500 MG TABLET OF THE PITAHC TACLOBAN HERBAL PROCESSING PLANT **QUANTITY: ONE (1) LOT**	Yes ( )	No ( )	
I: OBJECTIVE: The General Objective of the activity is to hire a firm/consultant to modify the packaging of Ulasimang Bato 500mg tablets to ensure product protection, quality maintenance, and user safety. This includes the selection of suitable packaging materials and testing package design for sturdiness.	Yes ( )	No ( )	
a. Conduct a comprehensive study to identify suitable packaging materials for Ulasimang bato 500 mg tablets, considering factors such as durability, protection against environmental factors, and compliance with regulatory standards.	Yes ( )	No ( )	
b. Test the proposed package design for sturdiness to safeguard the pharmaceutical product during storage, transportation, and usage.	Yes ( )	No ( )	
c. Ensure that the packaging provides an airtight and sterile environment to prevent contamination and maintain the chemical and physical stability of the drug substance.	Yes ( )	No ( )	
d. Enhance brand recognition and consumer engagement by developing aesthetically pleasing, functional, and informative packaging that effectively conveys the company message.	Yes ( )	No ( )	
e. Implement eco-friendly packaging solutions, such as recyclable and biodegradable materials, to reduce	Yes ( )	No ( )	

environmental impact and promote sustainability.			
II: METHODOLOGY The main purpose of this proposal is to develop alternative primary, secondary, and tertiary container closure systems for Ulasimang bato tablets and to assess the appropriateness of these packaging systems for handling during land and sea transport. This contract of service shall also include the development of information and artworks to be shown in the principal display panel and information display panel of the drug product in accordance with the requirements defined in FDA A.O. 172 s. 2004.	Yes ( )	No ( )	
1. Selection of Container Closure System The contract service provider shall propose a maximum of three (3) combinations of container closure systems (including dimensions) from which the team from DOH-PITAHC shall select the one (1) most appropriate to pursue as the alternative closure system based on risk assessment. Table 1 shall define the limitations of packaging types that must be selected from by the service provider. *(Please see table 1 of the Terms of Reference)* *After the appropriate packaging material has been selected, the team from DOH-PITAHC and the contract service provider shall define the target packaging material in a mutually-acknowledged Quality Target Product Profile (QTPP).*	Yes ( ) Yes ( ) Yes ( )	No ( ) No ( ) No ( )	
2. **Packaging Material Technical Specifications Development** The contract service provider shall identify the appropriate material specifications for the individual components of the container closure system and record these in Packaging Material Technical Specifications Sheets (PMTSS) which shall be used to assess the quality of all subsequent packaging materials used for pilot testing.	Yes ( )	No ( )	

3. **Label and Artworks Technical Specifications Development** The contract service provider shall develop several iterations of the product's artwork for the principal display panel and information panels of the primary, secondary, and tertiary packaging materials. In combination and for the purposes of efficiency, a maximum of three (3) rounds of selection shall be done for each packaging component, with a maximum of five (5) iterations per round. All artworks developed must comply with the complete label requirements defined in FDA A.O. 172 s. 2004.	Yes ( )	No ( )	
4. Process Development and Pilot Testing A pilot batch of the drug product in the new container closure system shall be manufactured by the contract service provider, who shall define the amount of the drug to be provided by the team from DOH-PITAHC. This batch shall be used for packaging transport testing.	Yes ( )	No ( )	
5. Packaging Transport Testing The transport of the product in the complete container closure system shall be simulated by delivery of the actual product to a predefined location which requires delivery by both land and sea routes. The product shall be sampled at both the point of origin and point of delivery, after which the samples will be tested for compliance to the specifications defined in Table 2 below. *(Please see table 2 of the Terms of Reference)* Additionally, the presence of any defects in the tablets and packaging system (e.g., dents, leaks) shall be observed. The packaging system will be considered suitable if no significant changes in specifications are observed before and after transport.	Yes ( ) Yes ( ) Yes ( )	No ( ) No ( ) No ( )	
III: SCOPE OF WORK A. Responsibilities of the Firm: To meet the above-mentioned objectives, the Firm should be able to: 1. Implement the project on the design/development the institutional contracting mechanism;	Yes ( )	No ( )	

2. Conducting research to identify suitable packaging materials based on their compatibility with Ulasimang bato tablets, durability, and environmental impact.	Yes ( )	No ( )	
3. Designing packaging prototypes that meet the requirements of protecting the product, ensuring sterility, and enhancing brand visibility	Yes ( )	No ( )	
4. Performing laboratory tests and simulations to evaluate the sturdiness and effectiveness of the proposed packaging design.	Yes ( )	No ( )	
5. Developing packaging artwork and labeling that comply with regulatory guidelines and effectively communicate product information to consumers.	Yes ( )	No ( )	
6. Providing recommendations for implementing eco-friendly packaging solutions and optimizing packaging size and material	Yes ( )	No ( )	
IV: QUALIFICATIONS The Firm must possess the following qualifications: 1. Firm must have a valid FDA License to Operate (LTO) and certified with Current Good Manufacturing Practices (cGMP);	Yes ( )	No ( )	
2. Product development team lead must be a graduate of BS Pharmacy, Chemistry, Biotechnology, or equivalent	Yes ( )	No ( )	
3. Certification that the bidder has at least ten (10) years of experience in providing verifiable data, analysis, consulting expertise, and services in the pharmaceutical sector, locally **or** globally	Yes ( )	No ( )	
4. Firm must have experience dealing with Government-Owned and Controlled Corporations (GOCCs) State Universities, and/or national government agencies in the provision of market share data/information and analysis;	Yes ( )	No ( )	
5. Firm must have experience with working with pharmaceutical companies in product development and contract manufacturing.	Yes ( )	No ( )	

V. CRITERIA FOR EVALUATION PITAHC shall evaluate the bids using the Quality-Cost Based Evaluation (QCBE). The minimum or passing score shall be 75%. For this purpose, the quality (Technical Proposal) is given a weight of 60% while the cost (Financial Proposal) is 40%. *(Please see Item VI of the Terms of Reference)*	Yes ( ) Yes ( ) Yes ( )	No ( ) No ( ) No ( )	
VI: APPROVED BUDGET FOR THE CONTRACT (ABC) AND PAYMENT SCHEDULE The approved budget for the contract is inclusive of all costs, applicable taxes, and service charges For and in consideration of the services of the Firm, PITAHC shall make the following payment: *(Please see Item VII of the Terms of Reference)*	Yes ( ) Yes ( ) Yes ( )	No ( ) No ( ) No ( )	
VII: DURATION OF ENGAGEMENT AND IMPLEMENTING ARRANGEMENT The engagement shall be completed within **nine (9) months** from the receipt of the Notice to Proceed. The PITAHC Tacloban HPP and Business Development Department of PITAHC shall be the focal office in this engagement and the highest oversight authority. **MARIA TERESA CO IÑIGO, MD, FPCAM, CESE** Director General **JANICE ALOTA, CPA, MPRM** OIC, Plant Manager Tacloban Herbal Processing Plant **MICHAEL D. JUNSAY, RPh, CPS, MBAH** OIC, Research and Development	Yes ( ) Yes ( ) Yes ( ) Yes ( ) Yes ( )	No ( ) No ( ) No ( ) No ( ) No ( )	
VIII: CONFIDENTIALITY The Firm shall not use (except for PITAHC's benefit) or divulge to anyone- either during the term of this Agreement or thereafter - any of the PITAHC's trade secrets, the proprietary information, or other proprietary data, personal information covered by the Data Privacy	Yes ( )	No ( )	

Act, or information of any kind whatsoever acquired by the Firm in carrying out the terms of this agreement. In this regard, the Firm shall: 1. Warrant, represent, and undertake reliability of the service required; 2. Agree to hold the proprietary information in strict confidence; 3. Agree not to reproduce, transcribe, or disclose the proprietary information to third parties without prior written approval from the CLIENT; and 4. Uphold strict confidentiality of all information that will come to Consultant/s or Firm knowledge.	 Yes ( ) Yes ( ) Yes ( ) Yes ( )	 No ( ) No ( ) No ( ) No ( )	
IX: TERMINATION The PITAHC may, in case of material default on the part of the Firm, terminate the contract, through written notice to the Firm at least thirty (30) days prior to the termination, and that the Firm failed to resolve the fault within the conditions and period specified in the Notice. The CLIENT shall only be liable to pay the Firm 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.	Yes ( )	No ( )	
X: OTHER DOCUMENTARY REQUIREMENTS 1. Proposed Methodology/ Approach; 2. List of ongoing and/or completed project/s.	 Yes ( ) Yes ( )	 No ( ) No ( )	
• 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.	Yes ( )	No ( )	N/A ( )

Conforme:

_____ _____ _____
Name of the Authorized Representative And signature
Name of Company
Date

TERMS OF REFERENCE

CONSULTANCY SERVICE TO CONDUCT THE MODIFICATION OF PACKAGING FOR ULASIMANG BATO 500 MG TABLET OF THE PITAHC TACLOBAN HERBAL PROCESSING PLANT

I. BACKGROUND AND RATIONALE

The Philippines Institute of Traditional and Alternative Health Care (PITAHC) is the lead agency in the research and development, promotion and advocacy, and development of standards on traditional and complementary medicine (T&CM); and the Institute ensures its accessibility, availability, sustainability, and integration into the national health care system.

Currently, PITAHC has a licensing agreement with the University of the Philippines (UP) Manila for five (5) herbal medicines, under which PITAHC has secured a non-exclusive license for the commercial development, production, manufacture, use, and sale of the licensed goods. One of the licensed products is the Ulasimang Bato 500 mg Tablet.

PiTAHC Tacloban HPP (Philippine Traditional and Alternative Health Care - Tacloban Herbal Processing Plant) is dedicated to producing high-quality traditional herbal medicines, and now developing its own Ulasimang Bato tablets.

When it comes to medications, it is critical to use the same prudence in packing as you do when creating the drug itself. According to market research, labeling or packaging errors account for more than half of all pharmaceutical product recalls. The packaging of pharmaceutical products plays a crucial role in maintaining product quality, ensuring safety, and enhancing brand recognition.

The Philippine Institute of Traditional and Alternative Health Care (PITAHC - Tacloban) is responsible for ensuring the safety, efficacy, and quality of herbal medicine being produced. As part of this mission, PITAHC Tacloban HPP is in need of a firm to assist them in modifying the packaging of their Ulasimang bato 500 mg tablet.

II. OBJECTIVES

The General Objective of the activity is to hire a firm/consultant to modify the packaging of Ulasimang Bato 500mg tablets to ensure product protection, quality maintenance, and user safety. This includes the selection of suitable packaging materials and testing package design for sturdiness.

The specific objectives of this procurement are as follows:

a. Conduct a comprehensive study to identify suitable packaging materials for Ulasimang bato 500 mg tablets, considering factors such as durability, protection against environmental factors, and compliance with regulatory standards.
b. Test the proposed package design for sturdiness to safeguard the pharmaceutical product during storage, transportation, and usage.
c. Ensure that the packaging provides an airtight and sterile environment to prevent contamination and maintain the chemical and physical stability of the drug substance.
d. Enhance brand recognition and consumer engagement by developing aesthetically pleasing, functional, and informative packaging that effectively conveys the company message.
e. Implement eco-friendly packaging solutions, such as recyclable and biodegradable materials, to reduce environmental impact and promote sustainability.

III. METHODOLOGY

The main purpose of this proposal is to develop alternative primary, secondary, and tertiary container closure systems for *Ulasimang bato* tablets and to assess the appropriateness of these packaging systems for handling during land and sea transport. This contract of service shall also include the development of information and artworks to be shown in the principal display panel and information display panel of the drug product in accordance with the requirements defined in FDA A.O. 172 s. 2004.

1. Selection of Container Closure System
The contract service provider shall propose a maximum of three (3) combinations of container closure systems (including dimensions) from which the team from DOH-PITAHC shall select the one (1) most appropriate to pursue as the alternative closure system based on risk assessment. Table 1 shall define the limitations of packaging types that must be selected from by the service provider.

Table 1. Limitations for container closure system types to be selected from.

Packaging Level	Packaging Type
Primary	Plastic Bottle (e.g., HDPE) of cap types Glass Bottle of various cap types Strip Foil Blister Foil
Secondary	Paper Box
Tertiary	Corrugated Cardboard Master Box

After the appropriate packaging material has been selected, the team from DOH-PITAHC and the contract service provider shall define the target packaging material in a mutually-acknowledged Quality Target Product Profile (QTPP).

2. Packaging Material Technical Specifications Development
The contract service provider shall identify the appropriate material specifications for the individual components of the container closure system and record these in Packaging Material Technical Specifications Sheets (PMTSS) which shall be used to assess the quality of all subsequent packaging materials used for pilot testing.
3. Label and Artworks Technical Specifications Development
The contract service provider shall develop several iterations of the product's artwork for the principal display panel and information panels of the primary, secondary, and tertiary packaging materials. In combination and for the purposes of efficiency, a maximum of three (3) rounds of selection shall be done for each packaging component, with a maximum of five (5) iterations per round. All artworks developed must comply with the complete label requirements defined in FDA A.O. 172 s. 2004.
4. Process Development and Pilot Testing
A pilot batch of the drug product in the new container closure system shall be manufactured by the contract service provider, who shall define the amount of the drug to be provided by the team from DOH-PITAHC. This batch shall be used for packaging transport testing.
5. Packaging Transport Testing
The transport of the product in the complete container closure system shall be simulated by delivery of the actual product to a predefined location which requires delivery by both land and sea routes. The product shall be sampled at both the point of origin and point of delivery, after which the samples will be tested for compliance to the specifications defined in Table 2 below.

Table 2. Technical specifications for *ulasimang bato* tablets.

Parameter	Specification	Test Method
Organoleptic Description	Plain, uncoated, brown tablets with characteristic pungent odor	Sensory Evaluation
Moisture Content	NMT 10%	Gravimetry
pH	Informative	Conductivity
Microbial Limits Aerobic Plate Count Yeast and Mold Count *Escherichia coli* *Salmonella* spp. *Staphylococcus aureus* *Pseudomonas aeruginosa* Other Enterobacteriaceae	 NMT 1 x 10^5 NMT 1 x 10^3 Absent Absent Absent Absent NMT 1 x 10^3	 Microbial Enumeration Microbial Enumeration Microbial Enumeration Microbial Enumeration Microbial Enumeration Microbial Enumeration Microbial Enumeration
Identification Test	Conforms to Phytochemical Profile for *Peperomia pellucida*	TLC
Weight Variation	675 mg ± 5% RSD	Gravimetry

Disintegration Time	NMT 30 mins	Disintegration Test
Hardness	<98 N	Hardness Test
Friability	<1.0%	Friability Test

Additionally, the presence of any defects in the tablets and packaging system (e.g., dents, leaks) shall be observed. The packaging system will be considered suitable if no significant changes in specifications are observed before and after transport.

IV. SCOPE OF WORK

A. Responsibilities of the Firm:

To meet the above-mentioned objectives, the Firm should be able to:

1. Implement the project on the design/development the institutional contracting mechanism;
2. Conducting research to identify suitable packaging materials based on their compatibility with Ulasimang bato tablets, durability, and environmental impact.
3. Designing packaging prototypes that meet the requirements of protecting the product, ensuring sterility, and enhancing brand visibility.
4. Performing laboratory tests and simulations to evaluate the sturdiness and effectiveness of the proposed packaging design.
5. Developing packaging artwork and labeling that comply with regulatory guidelines and effectively communicate product information to consumers.
6. Providing recommendations for implementing eco-friendly packaging solutions and optimizing packaging size and material

B. Responsibilities of the PITAHC

1. Allocate the amount of Php 500,000.00 inclusive of applicable taxes, chargeable against the funds of PITAHC- THPP and Business Development Department (BDD), the disbursement of which shall follow the schedule of payment;
2. PITAHC through the PITAHC-THPP and BDD shall oversee the overall conduct of this project;
3. Responsible for the timely provision of access, information, decision-making which are necessary for the achievement of the project
4. Make prompt review of the work produced and presented by the Firm in the different phases of the project;
5. Review and evaluate all the technical progress reports and final report submitted by Firm;
6. Process payment on schedules as stated in the section VII of this terms;
7. Issue certification of acceptance and recommendation for payment.

V. QUALIFICATIONS

1. The Firm must possess the following qualifications:

   a. Firm must have a valid FDA License to Operate (LTO) and certified with Current Good Manufacturing Practices (cGMP);
   b. Product development team lead must be a graduate of BS Pharmacy, Chemistry, Biotechnology, or equivalent
   c. Certification that the bidder has at least ten (10) years of experience in providing verifiable data, analysis, consulting expertise, and services in the pharmaceutical sector, locally and globally
   d. Firm must have experience dealing with Government-Owned and Controlled Corporations (GOCCs) State Universities, and/or national government agencies in the provision of market share data/information and analysis;
   e. Firm must have experience with working with pharmaceutical companies in product development and contract manufacturing.

VI. CRITERIA FOR EVALUATION

PITAHC shall evaluate the bids using the Quality-Cost Based Evaluation (QCBE). The minimum or passing score shall be 75%.

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%)	
a. Applicable Experience and Track Record *No. of years of experience in providing verifiable data, analysis, consulting expertise, and services in the pharmaceutical sector (10%)* 10 years above: 10% 6 – 9 years: 7% 3 – 5 years: 5% *Similar projects completed within the last 5 years* Above 10 projects: (10%) 5-10 projects: 7 % Less than 5 projects: 5% *Similar projects conducted from government institutions within the last ten (10) years (5%)* 5 projects and above: 5% 3-4 projects: 3% 1-2 projects: 2% *Firm with minimum experience working with pharmaceutical companies in Product Development and contract manufacturing of ten (10) years (5%)* Above 10 years: 5% 8 years - 9 years: 4% 5 years – 7 years: 3% below 5 years: 0%	30%
b. Qualification of Firm *Education of Project Leader (10%)* a. Postgraduate degree Health-related (10%) b. Postgraduate degree not Health-related (5%) *Expertise of the Project Leader (5%)* a. Specialized in the field of health, science, economics, research management, policy development, or social research (5%) *Expertise of the Personnel involved (5%)* a. With 3-4 team members, excluding the project leader, specialized in the field of health, science, economics, research management, policy development, or social research (5%) b. With 1-2 team members excluding the project leader, specialized in the field of health, science, economics, research management, policy development, or social research (3%)	20%
c. Detailed Work Plan specifying the number of manpower to be assigned for the project and the number of days/months to be allocated for the duration of the project *Manpower Allocation (4%)*	10%

a. Detailed manpower plan with roles and number of personnel clearly specified (4%). b. Basic manpower plan with general roles or numbers, but lacking details (2%). c. No manpower plan provided (0%). *Timeline Allocation (3%)* a. Complete and detailed timeline for the project, with clear phase allocation (3%). b. Basic timeline with some details missing (1.5%). c. No timeline provided (0%). *Task Breakdown (3%)* a. Thorough task breakdown with clear deliverables for each phase (3%). b. General task breakdown with some missing details (1.5%). c. No task breakdown provided (0%).	
Financial Proposal (40.0%)	
a. Price Quotation	40%
TOTAL	100.0%

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

1. The approved budget for the contract is Five Hundred Thousand Pesos (Php 500,000.00).
2. For and in consideration of the services of the Firm, PITAHC shall make the following payment:

PAYMENT TRANCHE	ACCOMPLISHMENT	PERCENT	AMOUNT
1st (Start implementation within two weeks from the submission of the inception report.)	1. Acceptance of Notice to Proceed 2. Signed contract of service 3. Submission of Inception Report	15%	75,000.00
2nd (Delivery of progress reports within 6 months from the submission of the inception report)	Submission of Progress Report/s (4 hard copies with electronic copy) a. A detailed report outlining the findings of the packaging material research, including recommendations for material selection. b. Prototypes of the proposed packaging design for Ulasimang bato tablets, accompanied by technical specifications and testing results. c. Proposed Artwork and labeling designs for the packaging, ensuring compliance with regulatory requirements and effective communication with consumers.	65%	325,000.00

PAYMENT TRANCHE	ACCOMPLISHMENT	PERCENT	AMOUNT
	Delivery of progress reports within 6 months from the submission of the inception report.		
Final (Delivery of final reports within 3 months from the submission of the progress reports)	Submission of Final Report a. Final recommended packaging design for Ulasimang bato tablets, accompanied by technical specifications and testing results. b. Test results conducted c. Final Artwork and labeling designs for the packaging, ensuring compliance with regulatory requirements and effective communication with consumers. d. Recommendations for eco-friendly packaging solutions and strategies for implementation. e. Finalized packaging designs ready for production	20%	100,000.00
		TOTAL ABC	**500,000.00**

3. 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.

VIII. DURATION OF ENGAGEMENT AND IMPLEMENTING ARRANGEMENT

The engagement shall be completed within **nine (9) months** from the receipt of the Notice to Proceed.

The PITAHC Tacloban HPP and Business Development Department of PITAHC shall be the focal office in this engagement and the highest oversight authority.

MARIA TERESA CO IÑIGO, MD, FPCAM, CESE
Director General

JANICE ALOTA, CPA, MPRM
OIC, Plant Manager
Tacloban Herbal Processing Plant

MICHAEL D. JUNSAY, RPh, CPS, MBAH
OIC, Research and Development

IX. CONFIDENTIALITY

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

5. Warrant, represent, and undertake reliability of the service required;
6. Agree to hold the proprietary information in strict confidence;
7. Agree not to reproduce, transcribe, or disclose the proprietary information to third parties without prior written approval from the CLIENT; and
8. Uphold strict confidentiality of all information that will come to Consultant/s or Firm knowledge.

X. TERMINATION

The PITAHC may, in case of material default on the part of the Firm, terminate the contract, through written notice to the Firm at least thirty (30) days prior to the termination, and that the Firm failed to resolve the fault within the conditions and period specified in the Notice. The CLIENT shall only be liable to pay the Firm 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.

XI. OTHER DOCUMENTARY REQUIREMENTS

The consultant shall submit his/her proposal together with the following documentary requirements:

1. Professional License and/or curriculum vitae/company profile;
2. PhilGEPS registration number;
3. Business Permit;
4. Proposed Methodology/ Approach; and
5. List of ongoing and/or completed project/s.