



Republic of the Philippines
DEPARTMENT OF HEALTH
*Philippine Institute of Traditional and
Alternative Health Care*



REQUEST FOR EXPRESSION OF INTEREST FOR ENGAGEMENT OF A CONSULTANCY SERVICE ON THE IDENTIFICATION AND SECTORAL POLICY DEVELOPMENT FOR THE NEXT 'SAMPUNG HALAMANG GAMOT': A SYSTEMATIC REVIEW OF SELECTED PHILIPPINE MEDICINAL PLANTS

1. The *Philippine Institute of Traditional and Alternative Health Care (PITAHC)*, through the *General Appropriations Act for the year 2024* intends to apply the sum of **Four Million Pesos (PhP4,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **ENGAGEMENT OF A CONSULTANCY SERVICE ON THE IDENTIFICATION AND SECTORAL POLICY DEVELOPMENT FOR THE NEXT 'SAMPUNG HALAMANG GAMOT': A SYSTEMATIC REVIEW OF SELECTED PHILIPPINE MEDICINAL PLANTS** with Reference No. CB 015-2024.

Lot No.	Description	Qty	UOM	ABC per Lot (in PhP)
1	ENGAGEMENT OF A CONSULTANCY SERVICE ON THE IDENTIFICATION AND SECTORAL POLICY DEVELOPMENT FOR THE NEXT 'SAMPUNG HALAMANG GAMOT': A SYSTEMATIC REVIEW OF SELECTED PHILIPPINE MEDICINAL PLANTS	1	Lot	4,000,000.00
Total				4,000,000.00

Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

2. The *PITAHC* now calls for the submission of eligibility documents **ENGAGEMENT OF A CONSULTANCY SERVICE ON THE IDENTIFICATION AND SECTORAL POLICY DEVELOPMENT FOR THE NEXT 'SAMPUNG HALAMANG GAMOT': A SYSTEMATIC REVIEW OF SELECTED PHILIPPINE MEDICINAL PLANTS**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **07 November 2024, 12:00PM** at **PITAHC Central Office, EAMC Compound, Brgy. Central, Quezon City** or via **BAC e-mail**

address. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

3. Interested bidders may obtain further information from **PITAHC** and inspect the Bidding Documents at the address given below during 8:00am – 5:00 PM.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **30 October 2024** from the address
 - a) **Cashier Section, 1st Floor**, PITAHC Building, Matapang Street, East Avenue Medical Center Compound, Barangay Central, Quezon City; or
 - b) **LAND BANK OF THE PHILIPPINES**

Current Account Name: **PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE**

Account No. : **1872-1035-18**

Upon deposit, the bidders must submit the scanned copy of the deposit slip to **bac@pitahc.gov.ph** and **finance@pitahc.gov.ph**.

Payment of the non-refundable fee for the Bidding Documents is in pursuant to the latest Guidelines issued by the GPPB, in the amount intended to be bid:

Lot	Description	ABC per Lot (in PhP)	Non-Refundable Fee per Lot (in PhP)
1	ENGAGEMENT OF A CONSULTANCY SERVICE ON THE IDENTIFICATION AND SECTORAL POLICY DEVELOPMENT FOR THE NEXT 'SAMPUNG HALAMANG GAMOT': A SYSTEMATIC REVIEW OF SELECTED PHILIPPINE MEDICINAL PLANTS	4,000,000.00	5,000.00

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of **Three (3) to Seven (7) consultants**. **Should only (1) or less than the required number apply for eligibility and short listing,**

pass the eligibility check, and /or pass the minimum score required in the shortlisting, the BAC shall consider the same. The criteria and rating system for short listing are:

CRITERIA	PERCENTAGE	
Applicable experience of the consultants		50%
Years in Business/Consultancy/Research - professional experience in business or consultancy or research particularly in the field of Research and Development, the individual or entity has either led or contributed to numerous projects in critical areas such as market share analysis, product development, policy enhancement, process optimization, sectoral planning, and the implementation of innovative solutions. These projects span across a variety of industries, including but not limited to, health sciences and related sectors.		
<i>5 years and above</i>	20%	
<i>3-4 years</i>	15%	
<i>1-2 years</i>	10%	
Individual experiences of the Lead Consultant and Key Staff - including both the Lead Consultant (5 years and above experience) and Key Staff (3 years and above experience), possesses extensive experience) in research and development, specifically focused on key disciplines such as product development, market share analysis, policy enhancement, process optimization, sectoral planning, and the implementation of innovative solutions. These projects span across a variety of industries, including but not limited to, health sciences and related sectors.	20%	
<i>100% of the team</i>	20%	
<i>80% to 90% of the team</i>	15%	
<i>Below 80% of the team</i>	10%	
Times when employed by Other Consultant (10%)	10%	
<i>With engagement on at least five (5) institutions</i>		
<i>With engagement on at least three (3) institutions</i>	5%	
<i>With engagement on 2 institutions or below</i>	0%	
Qualification of principal and key staff of the consultant who may be assigned to the job vis-à-vis extent and complexity of the undertaking		30%

Educational Attainment (10%)		
Lead Consultant		
<i>Relevant Doctoral Degree</i>	5%	
<i>Relevant Master's Degree</i>	4%	
<i>Other Degrees</i>	3%	
Key Staff		
<i>Relevant Master's Degree</i>	5%	
<i>Completion of at least 15 academic units towards a Master's Degree</i>	4%	
<i>Other Degrees</i>	3%	
Work Experience (10%)		
Lead Consultant		
General Experience <i>5 years and above experience in related field of research and development</i>	3%	
<i>at least 3 years - 4 years in related field of research and development</i>	2%	
Relevant experience <i>3 years and above experience in market research, data interpretation, economic and market trend analysis, and market segmentation</i>	2%	
<i>at least 1 year - 2 years' experience in market research, data interpretation, economic and market trend analysis, and market segmentation</i>	1%	
Key Staff		
General Experience <i>3 years and above in related field of research and development</i>	3%	
<i>at least 1 year - 2 years related field of research and development</i>	2%	
Relevant Experience <i>1 year above experience in market research, data interpretation, economic and market trend analysis, and market segmentation</i>	2%	
<i>at least 6 months - 1 year experience in market research, data interpretation, economic and market trend analysis, and market segmentation</i>	1%	

No. of Years in the Firm (10%)		
Lead Consultant <i>5 years and above</i>	5%	
<i>at least 3 years - 4 years</i>	3%	
Key Staff <i>3 years and above</i>	5%	
<i>at least 1 year - 2 years</i>	3%	
Current workload relative to job capacity		20%
1 -2 projects	20%	
3-5 projects	15%	
6 and above projects	10%	
Passing rate of 75%		
TOTAL		100%

6. Bidding will be conducted through open competitive bidding procedures using **non-discretionary “pass or fail”** criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations **with at least sixty percent (60%) interest or outstanding capital stock** belonging to citizens of the Philippines.

7. The Procuring Entity shall evaluate bids using the ***Quality-Cost Based Evaluation/Selection (QCBE/QCBS)*** procedure. The Procuring Entity use the weights to be allocated for the Technical (60%) and Financial Proposals (40%) The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within ***twelve (12) months***.
9. The *PITAHC* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

MR. RODELIO D. MENDEZ JR.

Head, BAC Secretariat

PITAHC

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

Telephone No.: (+632) 376-3067/376-3068 local 320, Facsimile No.: (+632) 376-3067

E-mail: bac@pitahc.gov.ph

30 October 2024

ATTY. KEENTH N. ALMEÑE
BAC Chairperson