



REQUEST FOR PROPOSAL

Date: 26 November 2024

Reference: **RFP CO-24-036SVP**

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 Seventy Thousand Pesos (PhP970,000.00) inclusive of all costs, applicable taxes, and service charges:**

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5020700000	24-08-0184	IMPACT ASSESSMENT OF PITAHC'S BASIC AND ADVANCED ACUPUNCTURE TRAINING IN SELECTED DOH HOSPITALS (REPOST) (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 **2 December 2024, 12:00 NN**.
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, attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable
 - d. Latest Income / Business Tax Returns for the year 2023
 - 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.
ATTY. KEENTH N. ALMEÑE
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 VI 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)
IMPACT ASSESSMENT OF PITAHC’S BASIC AND ADVANCED ACUPUNCTURE TRAINING IN SELECTED DOH HOSPITALS (REPOST) (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)
IMPACT ASSESSMENT OF PITAHC'S BASIC AND ADVANCED ACUPUNCTURE TRAINING IN SELECTED DOH HOSPITALS (REPOST) QUANTITY: ONE (1) LOT	Yes ()	No ()	
I: OBJECTIVE: THE OVERALL OBJECTIVE OF THE STUDY IS TO DETERMINE THE IMPACT OF THE BASIC AND ADVANCED ACUPUNCTURE TRAINING PITAHC CONDUCTED, IN TERMS OF DEVELOPMENTAL RESULTS AND IMPACT ON THE COMMUNITY COMPARED TO THE SITUATION WITHOUT.	Yes ()	No ()	
1. DETERMINE THE IMPACT OF THE SOCIAL ADVOCACY AND TRAINING DIVISION'S BASIC AND ADVANCED ACUPUNCTURE TRAINING FROM THE PERSPECTIVE OF THE BENEFICIARIES, PROGRAM PARTNERS, IMPLEMENTING UNITS, AND OTHER POSSIBLE STAKEHOLDERS, IN SELECTED DEPARTMENT OF HEALTH HOSPITALS;	Yes ()	No ()	
2. ASSESS THE BENEFITS (DIRECT AND INDIRECT) OF THE TRAINING AMONG ITS PRIMARY AND SECONDARY BENEFICIARIES;	Yes ()	No ()	
3. DETERMINE THE EFFECTIVENESS OF THE TRAINING PROGRAM, 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 TRAINING;	Yes ()	No ()	



5. FORMULATE SOUND AND FEASIBLE RECOMMENDATIONS (E.G. EFFECTIVE APPROACHES AND STRATEGIES, LESSONS LEARNED, ETC.) BASED ON THE FINDINGS OF THE EVALUATION IN TERMS OF POLICY, PROCESSES, DESIGN, AND IMPLEMENTATION OF SIMILAR PROJECTS;	Yes ()	No ()	
6. RECOMMEND BEST PRACTICES AND PEDAGOGICAL STRATEGIES FOR DELIVERING THE PROGRAM;	Yes ()	No ()	
7. RECOMMEND POLICIES, GUIDELINES, OR MEASURES TO IMPROVE THE PROGRAM;	Yes ()	No ()	
8. DETERMINE PROSPECTIVE STAKEHOLDERS AND HOW THEY MAY PLAY A ROLE IN THE SUCCESSFUL IMPLEMENTATION OF THE BASIC AND ADVANCED ACUPUNCTURE TRAINING AND RECOMMEND STRATEGIES FOR STAKEHOLDER ENGAGEMENT;	Yes ()	No ()	
9. CONDUCT TRAINING NEEDS ASSESSMENT AND DEVELOP A CAPACITY-BUILDING PLAN FOR THE IMPLEMENTING UNIT/S;	Yes ()	No ()	
10. PREPARE A TRAINING PLAN FOR BOTH BASIC AND ADVANCED ACUPUNCTURE TRAINING, INCLUSIVE OF OBJECTIVES, COMPETENCY ASSESSMENT, CONTENT, SUGGESTED LEARNING ACTIVITIES, AND EVALUATION TECHNIQUES;	Yes ()	No ()	
11. FACILITATE KNOWLEDGE TRANSFER TO PITAHC PERSONNEL ON THE DESIGN AND CONDUCT OF IMPACT EVALUATION FOR CONTINUED CAPACITY DEVELOPMENT	Yes ()	No ()	
II: 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. Also, the consultant may utilize, but is not limited to, the Kirkpatrick Model , focusing on Level	Yes ()	No ()	



3 (Behavior) and Level 4 (Results) in conducting the impact assessment. Further, the consultant may integrate other assessment tools and methodologies as appropriate to ensure a comprehensive evaluation of the training program.			
Key Performance Indicators (KPIs) but not limited to: <ul style="list-style-type: none">● Percentage of trainees who effectively integrate acupuncture into their clinical practice.● Improvement in patient outcomes as a result of acupuncture treatments.● Increase in the number of acupuncture services provided in DOH hospitals.● Participant feedback on the relevance and effectiveness of the training.	Yes ()	No ()	
III. SCOPE OF WORK			
A. Responsibilities of the Consulting Firm			
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. Submit Letters Requesting Payments, Technical Progress Reports, Final Technical Reports, and Statements of Billing on schedule as indicated in the contract;	Yes ()	No ()	
7. Assist PITAHC in pursuance of transfer and utilization, including commercialization, of research and development results, where applicable	Yes ()	No ()	
IV: QUALIFICATIONS OF THE CONSULTING FIRM, LEAD CONSULTANT, AND KEY STAFF A. Consulting Firm 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.	Yes ()	No ()	
2. Experience in qualitative research methods, including but not restricted to structured and unstructured interviews, focused group discussions, and document study, is essential;	Yes ()	No ()	
3. The firm should have completed at least three contracts of similar nature and complexity within the last 10 years.	Yes ()	No ()	
4. The firm should have experience working in the Philippines or similar contexts. Experience working in the specific regions where the training	Yes ()	No ()	



programs are conducted would be an advantage.			
5. The firm should have a strong ethical framework, excellent communication skills, and a commitment to delivering high-quality, actionable insights.	Yes ()	No ()	
B. Lead Consultant 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 of 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 ()	
C. KEY STAFF 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 ()	
V: Budgetary Estimate, Mode of Procurement, and Schedule of Payments and Deliverables			
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 standby letter of credit issued by an entity acceptable to the agency and of an equal amount of the advanced payment.	Yes ()	No ()	
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	Yes ()	No ()	
<i>Refer to the Item VI, table in the Terms of Reference</i>			
VI: ESTIMATED DURATION OF ENGAGEMENT AND CONTRACT IMPLEMENTATION			



<p>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 (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. <i>A request for an extension must be submitted a month before the contract ends.</i></p>	Yes ()	No ()	
<p>Failure to fulfill the obligations stipulated within the six (6) months, or within the approved extension thereof, shall render the party liable for damages due to delay. The party shall be obligated to pay PITAHC liquidated damages amounting to one-tenth (1/10) of one percent (1%) of the total project cost for each day of delay. Such liquidated damages shall be payable upon the completion of the project. In the event that the cumulative liquidated damages reach ten percent (10%) of the total contract amount, PITAHC reserves the right to rescind or terminate the contract, without prejudice to pursuing any other remedies or courses of action available under the law.</p>	Yes ()	No ()	
<p>VII: ENGAGEMENT WITH OTHER INSTITUTIONAL PARTNERS</p> <p>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.</p>	Yes ()	No ()	



<p>VIII: Proprietary Rights/Ownership</p> <p>A. PITAHC shall have ownership of all the below-mentioned, and the Consulting Firm must abide.</p> <p>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</p>	Yes ()	No ()	
<p>2. All tools, manuals, reports, and material references (including digital files) acquired for this Project shall be returned to PITAHC after completion.</p>	Yes ()	No ()	
<p>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.</p>	Yes ()	No ()	
<p>IX: CRITERIA FOR EVALUATION</p> <p>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%).</p>	Yes ()	No ()	



The Consulting Firm must get a score of at least 80% to qualify. <i>Refer to the Item X, table in the Terms of Reference</i>	Yes ()	No ()	
X: DOCUMENTARY REQUIREMENTS 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 ()	
<ul style="list-style-type: none">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

PITAHC Building, Matapang Street, East Avenue Medical Center Compound, Barangay Central, Quezon City, Philippines
Telefax: (632) 8376-3067 / 8376-3068 Trunklines: (632) 8282-5193 /8282-5194
Email Address: pitahc@gmail.com Website: www.pitahc.gov.ph



TERMS OF REFERENCE

Impact Assessment of PITAHC's Basic and Advanced Acupuncture Training in Selected DOH Hospitals

I. 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.

Acupuncture is a complementary practice and field of Traditional Chinese Medicine (TCM) with the potential to address a wide range of health concerns. PITAHC has been actively implementing basic and advanced acupuncture training programs in DOH hospitals as early as 2008 as part of its promotion and advocacy efforts. These training sessions are essential to ensure safe, effective, ethical practice, and continued evolution of acupuncture as a valuable healthcare modality. Basic training establishes a strong foundation, while advanced training allows practitioners to refine their skills and specialize in specific areas, ultimately leading to improved patient care and a stronger acupuncture profession.

The Kirkpatrick Model is a common tool to analyze and evaluate the result of training and educational programs. Regardless of the style of training, both informal or formal, the model recommends the four levels criteria of evaluation. The Level 3 assessment analyzes the differences in the participant's behavior at work after completing the program. This may figure out if the knowledge, mindset, or skills the program taught are being used the workplace

The training programs have not been evaluated since its implementation. By conducting a comprehensive impact assessment, stakeholders involved in acupuncture training (e.g., instructors, trainees, regulatory bodies) will gain valuable insights to ensure these programs deliver the highest quality education and prepare practitioners for successful careers in acupuncture. Data gathered in the impact assessment will be valuable to evaluate learning outcomes, identify areas for improvement, and benchmark against accepted standards. It will help: assess if the training programs are successfully equipping graduates with the knowledge and skills necessary for safe and effective acupuncture practice; pinpoint weaknesses in the curriculum or teaching methods to allow for targeted adjustments and enhance the overall learning experience; and assess if graduates can effectively utilize acupuncture techniques to achieve positive patient outcomes for various conditions.

II. Objectives

A. General Objective

The overall objective of the study is to determine the impact of the basic and advanced acupuncture training PITAHC conducted, in terms of developmental results and impact on the community compared to the situation without.



B. Specific Objectives

1. Determine the impact of the Social Advocacy and Training Division's Basic and Advanced Acupuncture Training from the perspective of the beneficiaries, program partners, implementing units, and other possible stakeholders, in selected Department of Health Hospitals;
2. Assess the benefits (direct and indirect) of the training among its primary and secondary beneficiaries;
3. Determine the effectiveness of the training program, materials, and feedback mechanisms through the application of the appropriate training/ program evaluation models;
4. Identify both the successes and barriers encountered in the implementation of the training;
5. Formulate sound and feasible recommendations (e.g. effective approaches and strategies, lessons learned, etc.) based on the findings of the evaluation in terms of policy, processes, design, and implementation of similar projects;
6. Recommend best practices and pedagogical strategies for delivering the program;
7. Recommend policies, guidelines, or measures to improve the program;
8. Determine prospective stakeholders and how they may play a role in the successful implementation of the Basic and Advanced Acupuncture Training and recommend strategies for stakeholder engagement;
9. Conduct training needs assessment and develop a capacity-building plan for the implementing unit/s;
10. Prepare a training plan for both Basic and Advanced Acupuncture Training, inclusive of objectives, competency assessment, content, suggested learning activities, and evaluation techniques;
11. Facilitate knowledge transfer to PITAHC personnel on the design and conduct of impact evaluation for continued capacity development.

III. 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. Also, the consultant may utilize, but is not limited to, the **Kirkpatrick Model**, focusing on **Level 3 (Behavior)** and **Level 4 (Results)** in conducting the impact assessment. Further, the consultant may integrate other assessment tools and methodologies as appropriate to ensure a comprehensive evaluation of the training program.

Key Performance Indicators (KPIs) but not limited to:

- Percentage of trainees who effectively integrate acupuncture into their clinical practice.
- Improvement in patient outcomes as a result of acupuncture treatments.
- Increase in the number of acupuncture services provided in DOH hospitals.
- Participant feedback on the relevance and effectiveness of the training.

IV. Scope of Work



A. Responsibilities of the Consulting Firm

1. Implement the project within the period of the contract;
2. Conduct data gathering and processing, and all other activities to achieve the objectives of the project and the required deliverables;
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. Ensure that the hired project personnel have the capabilities and expertise to perform the project;
5. Conduct interviews and surveys with healthcare professionals and trainees to assess the impact of the training on their practice.
6. Obtain ethical clearance from the PHREB-accredited ethics committee for the project;
7. Submit Letters Requesting Payments, Technical Progress Reports, Final Technical Reports, and Statements of Billing on schedule as indicated in the contract;
8. Assist PITAHC in pursuance of transfer and utilization, including commercialization, of research and development results, where applicable

B. Responsibilities of PITAHC

1. Allocate the amount of **NINE HUNDRED SEVENTY THOUSAND (₱970,000.00)** 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 7 of this ToR;
2. Provide technical assistance relevant to the achievement of the project objectives;
3. Monitor the implementation of the project;
4. Review and evaluate progress and final reports submitted by the Consulting Firm;
5. Issue certification of acceptance and recommendation for payment;
6. Assist in the facilitation of administrative activities for this project; and
7. Shoulder expenses to the monitoring of the project's progress.

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

A. Consulting Firm

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.
2. Experience in qualitative research methods, including but not restricted to structured and unstructured interviews, focused group discussions, and document study, is essential;
3. The firm should have completed at least three contracts of similar nature and complexity within the last 10 years.



4. 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. The firm should have a strong ethical framework, excellent communication skills, and a commitment to delivering high-quality, actionable insights.

B. Lead Consultant

1. Minimum master's degree in any of the following fields: public health and allied health sciences, medical anthropology, data analytics;
2. At least three (3) years experience in public health and/or policy development and related works;
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;
4. Demonstrated capacity to communicate research findings to diverse audiences; and
5. With previous work with other government and private agencies in a similar area/topic.

C. Key Staff

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

1. Administrative Staff/Project Manager
2. Staff specializing in training program development
3. Staff specializing in health education and promotion

VI. Budgetary Estimate, Mode of Procurement, and Schedule of Payments and Deliverables

- A. The approved budget for the contract (ABC) for the project is **NINE HUNDRED SEVENTY THOUSAND (₱970,000.00)** inclusive of all research costs and taxes.
- B. The service shall be undertaken through **Alternative Mode of Procurement**.
- C. 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.
- D. The mobilization cost by the Consulting Firm shall be repaid by deducting it from their progress payment.
- E. The service contract is a fixed-price contract. Any extension of contract time shall not involve any additional cost to PITAHC.
- F. Schedule of Payment and Deliverables:

Activity	Deliverables	% Release of Funds
Acceptance of Notice to Proceed (NTP)	1. Three (3) hard copies with electronic copies of the following: a. Signed Notice of Award (NOA); and b. Notice to Proceed (NTP) c. Inception report with a work plan	15%



Activity	Deliverables	% Release of Funds
Submission and Presentation of Inception Report to the Management Committee fifteen (15) calendar days upon the receipt of NTP	d. Documentation of the presentation of the inception report (transcript/minutes of meetings, photo-documentation) 2. Certificate of Acceptance of Inception Report	
Submission of 1st Progress Report (within thirty (30) calendar days after the signing of the contract)	1. Three (3) hard copies with electronic copy of the 1st Progress Report to include the following: a. report on the preparation of study protocol and related documents; b. report on recruitment and training of research staff; c. report on meetings and consultations; 2. Ethical clearance issued by a PHREB-accredited evaluating committee.	20%
Submission of 2nd Progress Report (within forty-five (45) calendar days after the submission of the first progress report)	Three (3) hard copies with electronic copy of the 2nd Progress Report to include the following: a. report on social preparation and conduct of IDIs; b. report on finalization of data collection tool/s and manual/s; c. report on coordination with key stakeholders d. report on the initial review of the CBTs	50%
Submission of 3rd Progress Report (within forty-five (45) calendar days after the submission of the second progress report)	Three (3) hard copies with electronic copy of the 3rd Progress report to include the following: a. report on data collection and data processing b. Report on the conduct of training needs assessment and development of the capacity building plan for the implementing unit/s c. Report on the preparation of the training plan for Basic and Advanced Acupuncture Training d. Report on the conduct of knowledge transfer to PITAHC personnel on the design and conduct of impact evaluations for continued capacity development	
Submission and presentation of the draft final report (within forty-five (45) calendar days after the submission of the third progress report)	1. four (4) <u>hard-bound</u> copies with electronic copy of the Final Technical Report Report to include the following: a. Results of the impact assessment; b. Results of the assessment of the effectiveness of the Basic and Advanced Acupuncture Training and its feedback mechanism/s;	15%



Activity	Deliverables	% Release of Funds
Acceptance of the final report	<ul style="list-style-type: none">c. Policy/guideline recommendations to improve the Basic and Advanced Acupuncture Training;d. Roles of Basic and Advanced Acupuncture Training stakeholders and proposed strategies for engagement;e. Results of training needs assessmentf. Capacity building plan for the Basic and Advanced Acupuncture Training implementing unit;g. Training plan for each community-based training inclusive of objective, competencies, content, suggested learning activities, and evaluation techniques;h. Best practices and pedagogical strategies for the delivery of the program <p>2. Certificate of Acceptance from the Research and Development Division</p>	
	TOTAL	100%

VII. 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 (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. ***A request for an extension must be submitted a month before the contract ends.***

Failure to fulfill the obligations stipulated within the six (6) months, or within the approved extension thereof, shall render the party liable for damages due to delay. **The party shall be obligated to pay PITAHC liquidated damages amounting to one-tenth (1/10) of one percent (1%) of the total project cost for each day of delay. Such liquidated damages shall be payable upon the completion of the project.** In the event that the cumulative liquidated damages reach ten percent (10%) of the total contract amount, PITAHC reserves the right to rescind or terminate the contract, without prejudice to pursuing any other remedies or courses of action available under the law.

VIII. 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.

IX. Proprietary Rights/Ownership



- A. PITAHC shall have ownership of all the below-mentioned, and the Consulting Firm must abide.
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
 2. All tools, manuals, reports, and material references (including digital files) acquired for this Project shall be returned to PITAHC after completion.
- 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.

X. 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 70% to qualify.

CRITERIA	PERCENTAGE
Technical Aspect: (60%)	
<p>a. Applicable Experience and Track Record (30%)</p> <p>No. of years of experience in providing verifiable data, analysis, consulting expertise, and services in the pharmaceutical sector, (10%)</p> <p>10 years and above: 10%</p> <p>5 - 9 years: 7%</p> <p>1 - 4 years: 5%</p> <p>Similar projects completed within the last 5 years (10%)</p> <p>Above 10 projects: (10%)</p> <p>5 - 10 projects: 7%</p> <p>Less than 5 projects: 5%</p> <p>Similar projects conducted from government institutions within the last ten (10) years (10%)</p> <p>Above 10 projects: (10%)</p> <p>5 - 10 projects: 7%</p> <p>Less than 5 projects: 5%</p>	30%
<p>b. Methodology (20%)</p> <p>Clarity, feasibility, innovativeness, and comprehensive of the plan approach (10%)</p> <p>Quality of the interpretation of project problems, risks, and suggested solutions (10%)</p>	20%



c. Competency of the Lead Researcher/s and Key Staff (10%) 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%	10%
Financial Proposal (40.0%)	
a. Price Quotation	40.0%
TOTAL	100%

XI. Documentary Requirements

- A. Mayor's/Business Permit;
- B. Professional license/curriculum vitae;
- C. PhilGEPS Registration Number;
- D. Income/Business Tax Return;
- E. List of ongoing and completed similar projects with both government and private institutions;
- F. Documents establishing the qualification of the Consulting Firm (Curriculum Vitae)
- G. Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020, attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)