



## REQUEST FOR QUOTATION

Date: 07 September 2023

RFQ No.: R1 100-23-07-1501

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

Address: \_\_\_\_\_

Name of Store/Shop: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Consultancy Services for the Policy Formulation Workshop on Mental Health – Human Resource Development Office** with an Approved Budget for the Contract (ABC) of **Php 910,000.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	QTY	UOM	Approved Budget		Price Offer	
				Unit Cost	Total Cost	Unit cost	Total Cost
1	<b>Consultancy Services,</b> - Policy Formulation Workshop on Mental Health in the Workplace of City Government of Pasig  September 13, 2023 - 150 pax September 18, 2023 - 55 pax September 25, 2023 - 55 pax (Online) October 03, 2023 - 150 pax  - <b>SEE ATTACHED TERMS OF REFERENCE</b>	1	lot	910,000.00	910,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.		<b>Total</b>		<b>910,000.00</b>			

**DELIVERY TERM:** Please refer to the Terms of Reference.



TERMS OF REFERENCE

I. PROJECT TITLE

Policy Formulation Workshop on Mental Health in the Workplace of the City Government of Pasig

II. LOCATION

Pasig City

III. PROJECT DESCRIPTION

This workshop aims to design a coherent, comprehensive, and effective Mental Health Policy in the City Government of Pasig that will benefit the health of employees, increase productivity, and contribute to the well-being of the community at large.

IV. PROPONENT AND IMPLEMENTING AGENCY

City Government of Pasig

V. APPROVED BUDGET OF THE CONTRACT (ABC)

The ABC for the procurement under this Terms of Reference for the Policy Formulation Workshop on Mental Health in Workplace of the City Government of Pasig is Nine Hundred Ten Thousand Pesos (Php 910,000.00).

VI. PROJECT BACKGROUND AND RATIONALE

Under Civil Service Commission (CSC) Resolution No. 1901265 or the Guidelines on the Development of Mental Health Program, in relation to CSC Memorandum Circular No. 4 S. 2020, government agencies are mandated to craft and implement a Mental Health Program (MHP) that will promote the over-all mental wellness and provide an inclusive, conducive, and supportive work environment for all public servants to ensure healthy and productive workforce. This Resolution is anchored on Republic Act No. 11036 or the Mental Health Act and Republic Act No. 11223, known as the Universal Health Care.

In compliance thereto, consultation workshop will be conducted to create a policy on MHP for the City Government of Pasig. This workshop will facilitate the exchange of knowledge, perspectives, and strategies among participants to ensure the feasibility and affordability of proposed policies.

Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila



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(02) 8643-1111 \* (02) 8641-1111 loc 1461 \* bidsandawards@pasigcity.gov.ph \*

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## VII. OBJECTIVES

The City Government of Pasig will procure and engage the skills and expertise of Project Consultant to craft a Mental Health Policy and deliver the necessary technical workshop that will:

1. Address stigma and discrimination suffered by employees with mental health conditions;
2. Strengthen effective leadership and governance for mental health;
3. Protect the rights of employees with mental health needs; and
4. Integrate mental health care in the basic health services for employees.

## VIII. SCOPE OF WORK:

### A. General Scope of Work/Service

Upon completion of the workshop, the Project Consultant will be able to formulate a Mental Health Policy for the City Government of Pasig.

### B. Specific Scope of Work/Service

The Project Consultant is expected to:

1. Prepare and submit the final Mental Health Policy of the City Government of Pasig;
2. Design and facilitate four (4) sessions of Mental Health Policy Formulation Workshop;
3. Prepare soft copies of the instructional materials;
4. Provide logistical and technical requirements such as the e-workshop platform;
5. Collect and consolidate participants' output as prescribed by the modules/outline;
6. Conduct one consultancy session to discuss the proposed Mental Health Policy of the City Government of Pasig; and

## IX. PROJECT SCHEDULE

The four (4)-day consultation workshop shall be conducted on September 11, 13, 25, and October 3, 2023 at a venue within Pasig City, with the following participants:

1. Department Heads; and
2. One (1) Administrative Officer per office/department







ACTIVITIES	DELIVERABLES	OFFICE/ PERSON RESPONSIBLE
<b>1<sup>st</sup> Session – September 11, 2023 (150 participants; face to face; whole day session)</b>		
<ol style="list-style-type: none"> <li>Discussion of the objectives of the activity</li> <li>Lecture on the following topics:               <ul style="list-style-type: none"> <li>Understanding Mental Health and Well-Being</li> <li>Skills on Mental Health Response</li> <li>Communicating and Building Capabilities for Mental Health Support</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>Briefing/Orientation conducted</li> <li>Discussed Mental Health-related topics</li> </ul>	Project Consultant
<b>2<sup>nd</sup> Session – September 13, 2023 (55 participants; face to face; whole day session)</b>		
<ol style="list-style-type: none"> <li>Analysis of Mental Health needs of City Government of Pasig employees</li> <li>Facilitation of write-up session/drafting of policy for mental health of the City Government of Pasig</li> </ol>	<ul style="list-style-type: none"> <li>Analyzed the mental health needs of City Government of Pasig Employees</li> <li>Facilitated write-up session/ drafting of policy</li> </ul>	Project Consultant
<b>3<sup>rd</sup> Session – September 25, 2023 (55 participants; online; half day session)</b>		
<ol style="list-style-type: none"> <li>Continuation of write-up session/drafting of policy for mental health of the City Government of Pasig</li> </ol>	<ul style="list-style-type: none"> <li>Facilitated write-up session/ drafting of policy</li> </ul>	Project Consultant
<b>4<sup>th</sup> Session – October 3, 2023 (150 participants; face to face; half day session)</b>		
<ol style="list-style-type: none"> <li>Presentation of draft mental health policy of the City Government of Pasig</li> <li>Evaluation of draft policy on Mental Health of the City Government of Pasig</li> </ol>	<ul style="list-style-type: none"> <li>Presented the draft Mental Health Policy</li> <li>Evaluated the draft policy Mental Health of the City Government of Pasig</li> </ul>	Project Consultant and Participants



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PANAHON NG PASIGUERO

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<b>October 10, 2023</b>		
1. Consultation on the proposed Mental Health Policy of the City Government of Pasig	<ul style="list-style-type: none"> <li>Comments on the proposed Mental Health Policy of the City Government of Pasig</li> </ul>	Project Consultant
<b>October 17, 2023</b>		
1. Submission of draft Mental Health Policy with terminal reports	<ul style="list-style-type: none"> <li>Submitted the draft Mental Health Policy with terminal reports containing workshop process/outputs and workshop evaluation</li> </ul>	Project Consultant
<b>October 24, 2023</b>		
1. Finalization of Mental Health Policy of the City Government of Pasig	<ul style="list-style-type: none"> <li>Finalized Mental Health Policy of the City Government of Pasig</li> </ul>	Project Consultant

**X. METHODOLOGY**

The Project Consultant, to ensure the objectives of this workshop are realized, shall utilize various methods such as lecture and group discussions, multimedia/presentation, online meeting, simulation/ peer coaching, and offline coaching (feedback on mental health policies and strategies).

**XI. QUALIFICATION OF CONSULTANT**

The Prospective Consultant shall be a training provider accredited by the CSC that has been involved in providing policy formulation workshop on mental health for at least three (3) years.

The following documents must be submitted by the Prospective Consultant for verification of qualifications:

1. Certificate of Accreditation from the Civil Service Commission;
2. Curriculum Vitae of Project Lead/Manager; and
3. List of ongoing and/or completed engagements relating to Mental Health Policy Formulation Workshop with LGUs and/or national governments, attached Certificate of Completion, if applicable.


The Prospective Consultant must assign a Project Lead/Manager and four (4) research assistants/documenters.




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The Prospective Consultant shall be evaluated using the Quality-Based Evaluation Procedure. For it to be qualified, the Prospective Consultant must acquire a minimum score of **85 points**. The criteria thereof are, as follows:

CRITERIA	POINTS
<b>A. Educational Requirement of Project Lead/Manager and Research Assistants/Documenters</b>	<b>15 points</b>
I. Project Lead/Manager  <i>Related to the following fields: Organizational and human resource studies, psychology, or public administration and development</i> a. Graduate of Doctoral's Degree (15 pts) b. Graduate of Master's Degree (10 pts) c. Graduate of Bachelor's Degree (5 pts)	
<b>B. Professional Experience of the Project Consultant</b>	<b>15 points</b>
At least have three (3) ongoing and/or completed engagements with LGUs and/or national governments in terms conducting Mental Health Policy Formulation Workshop  a. <b>Three (3) or more</b> ongoing and/or completed engagements with LGUs and/or national governments in terms conducting Mental Health Policy Formulation Workshop (15 pts) b. <b>Two (2) ongoing and/or completed</b> engagements with LGUs and/or national governments in terms conducting Mental Health Policy Formulation Workshop (10 pts) c. <b>One (1) ongoing and/or completed</b> engagements with LGUs and/or national governments in terms conducting Mental Health Policy Formulation Workshop (5 pts)	
<b>C. Specialization</b>	<b>70 points</b>
At least three (3) years of experience in conducting Mental Health Policy Formulation Workshop and other Human Resource-related activities  a. <b>Three (3) years or more</b> of experience in conducting Mental Health Policy Formulation Workshop and other Human Resource-related activities (70 pts) b. <b>Two (2) years</b> of experience in conducting Mental Health Policy Formulation Workshop and other Human Resource-related activities (50 pts) c. <b>One (1) year</b> of experience in conducting Mental Health Policy Formulation Workshop and other Human Resource-related activities (25 pts)	
<b>TOTAL</b>	<b>100</b>



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**XII. DURATION**

The proposed consulting service for the project shall be undertaken within five (5) weeks, to commence upon the issuance of notice to proceed

**XIII. MODE/SCHEDULE OF PAYMENT**

ACTIVITIES/ OUTPUT SUBMITTED	PAYMENT SCHEDULE	ESTIMATED TIME OF COMPLETION
Signing of Memorandum of Agreement	50%	September 8, 2023
Completion of Workshop and Submission of Mental Health Policy with Terminal Reports	50%	October 31, 2023

**XIV. CONSULTANT DELIVERABLES**

1. Formulates the Mental Health Policy of the City Government of Pasig;
2. Provides the City Government of Pasig with the terminal report containing the workshop process/outputs and workshop evaluations
3. Prepares and distributes soft copies of the instructional materials; and
4. Issues e-Certificate of Attendance/Participation/Completion for the participants.

**XV. SUSPENSION**

The City shall, by written notice of suspension to the CONSULTANT, suspend all payments to the CONSULTANT, if the CONSULTANT fails to perform any of his obligations due to his own fault, except for failure due to force majeure or other circumstances beyond the control of the CONSULTANT.

The CONSULTANT may, without prejudice to within its right to terminate the Contract, by written notice of suspension, suspend the Services if the delivery of the consultant's services such as, non-receiving of money due to the consultants within thirty (30) days after receiving notice from the CONSULTANT that such payment is overdue.

**XVI. TERMINATION**

The CONSULTANT shall assume full responsibility for the contract work from the commencement to completion up to final acceptance by the City and shall be responsible for the delay of the works except those occasioned by force majeure.

The City may terminate the contract through a written notice of termination given to the consultant not less than thirty (30) days after the consultant fails to remedy a failure in the performance of obligations.



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**XVII. LIQUIDATED DAMAGES**

The CONSULTANT shall complete the Project stipulated herein. Failure to complete the same within the stipulated time shall entitle the City Government to Liquidated Damages ("LD") in an amount equal to at least one tenth (1/10) of the percent (1%) of the cost of the unperformed portion of the Project for every day of delay.

In case the delay in the completion of the work exceeds a period equivalent to ten percent (10%) of the specified contract time plus anytime extension duly granted to the CONSULTANT, the City Government may rescind the contact and awards the same to another qualified CONSULTANT through negotiated contract.

Prepared by:

**ELVIRA R. FLORES, MNSA, CESE**  
City Human Resource Development Officer

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Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:

- **Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- **PhilGEPS Registration Number**
- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
  2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized **Omnibus Sworn Statement** ([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
  - **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

**ADDITIONAL REQUIREMENTS:**

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted upon delivery*].

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.


Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4<sup>th</sup> Floor, Pasig City Hall, San Nicolas, Pasig City.**


All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4<sup>th</sup> Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

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The CITY GOVERNMENT OF PASIG 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph)



ATTY. PONCE MIGUEL D. LOPEZ  
Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.

Conforme:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position


Duly authorized to sign quotation/offer for and on behalf of \_\_\_\_\_  
(Please indicate Company Name)

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