



**REQUEST FOR PROPOSAL**

Date: 25 September 2023  
RFQ No.: 100-23-06-1351

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

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

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

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

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

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Learning Service Provider for the Conduct of Advanced Cardiac Life Support (ACLS) – Pasig City Disaster Risk Reduction and Management Office** ("Project") with an Approved Budget for the Contract (ABC) of **Php 297,000.00**, 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 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	Learning service provider for the Conduct of Advanced Cardiac Life Support (ACLS),  - Learning service for the conduct of Advanced Cardiac Life Support (ACLS) (inclusive: BLS-ACLS Handouts, ID, Certificates) Breakdown: (4,500.00 x 66 Participants = 297,000)  attached hereto is the terms of reference of Advanced Cardiac Life Support (ACLS)	1	service	297,000.00	297,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.				<b>Total</b>	<b>297,000.00</b>		
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.							

**TERMS OF REFERENCE**

**A. PROCUREMENT TITLE**

PROCUREMENT OF A LEARNING SERVICE PROVIDER FOR THE CONDUCT OF 3 BATCHES OF ONE (1) DAY TRAINING OF ADVANCE CARDIAC LIFE SUPPORT (ACLS) TRAINING FOR PASIG CITY DRRMO, DRRM COUNCIL MEMBERS, PASIG CITY HEALTH DEPARTMENT, PCGH AND PCCH PERSONNEL

**B. BACKGROUND**

Advance Cardiac Life Support Training provides the participants with in-depth technical knowledge they can use to support patients and deliver comprehensive care. To constantly integrate effective functional services on medical emergencies, there is a need to conduct a training of ACLS to comply with the requirements set by the Department of Health for the DOH Accreditation of our medical personnel. Through this training, the capabilities of our medical personnel from PCDRRMO, CHD, hospitals and BFP will be updated with the standards of giving comfortable, effective and quality care to all Pasigueños.

**C. OBJECTIVES**

At the end of the training, the participants will be able to:

- Demonstrate proficiency in providing BLS care, including prioritizing chest compressions & use of an AED.
- Recognize and manage respiratory arrest.
- Recognize and manage cardiac arrest until termination of resuscitation or transfer of care, including post-cardiac arrest care.

**D. SCOPE OF WORK and DELIVERABLES**

Particular	Brief Description	Lot	Estimated Unit Cost	Estimated Cost
Procurement of a Learning Service Provider for the conduct of 3 Batches of One (1) Day Training of Advanced Cardiac Life Support (ACLS) Training for Pasig City DRRMO, DRRM Council Members, Pasig City Health Department, PCGH and PCCH personnel	Inclusive of BLS-ACLS Handouts, ID and Certificates	1	Php 4,500.00 (66 Persons)	Php 297,000.00



Continuation:

The Learning Service Provider shall cover the following:

- Prepare a Course Design setting-out the course learning outcomes, strategy;
- Provide the materials such as Basic Life Support and Advance Cardiac Life Support Manuals / Handouts;
- Incorporate creative and engaging activities such as action planning, small group presentations and plenary discussions;
- Administer Post-program evaluation to participants;
- Issue the Certificates to qualified participants who passed and completed the training course;
- Any changes / adjustment in training schedules, the Training Division and the Training provider, will coordinate and meet halfway for the finality of the re-scheduling dates of the said Training.

On the other hand, the City Government of Pasig, through the Disaster Risk Reduction and Management Office – Training Division, shall ensure the following:

- Provision of training venue;
- Monitoring of the implementation of activities included in the work plan;
- Review and final approval of deliverables.

E. CONTRACT DURATION

The project duration is One (1) Day per Batches and will commence upon the Notice to Proceed

IMPLEMENTATION	SCHEDULED ACTIVITIES / TOPICS
DECEMBER 12 (Batch 1)	BiS and AED Lecture - Demo
	Foreign Body Airway
	Arrhythmia Recognition
	Airway Pulmonary
DECEMBER 13 (Batch 2)	Cardiac Drugs and Electrical Therapy in ACLS
	LUNCH
	Ethics in Resuscitation
DECEMBER 14 (Batch 3)	Bradycardia / Tachycardia
	ACS/MI
	Pulseless Arrest / Post Cardiac Arrest Syndrome
	Practice (Intubation, Defibrillation, Megacode)
	Written Exam / Megacode / Practical Exam



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**F. METHODOLOGY**

The Technical Proposals shall be evaluated first using the criteria below. The minimum technical passing score is Seventy-Five (75) points.

EVALUATION CRITERIA	CRITERIA	RATE
<b>APPLICABLE EXPERIENCE</b>		
Years of experience in providing training services on Advance Cardiac Life Support	10 years or more = 3 5 - 9 years = 2 1 - 4 = 1 less than 1 year = 0	
Number of Private Institutions engaged in providing training services on Advance Cardiac Life Support	20 or more = 3 10 - 19 = 2 1 - 9 = 1 less than 1 = 0	
Number of Public / Government institutions engaged as clients in providing training services on Advance Cardiac Life Support	10 or more = 3 5 to 9 = 2 1 - 4 = 1 less than 1 = 0	
<b>RATE ON APPLICABLE EXPERIENCE (40 %):</b>	<b>9 / 9 = 100 %</b>	
<b>QUALITY OF PERSONNEL</b>		
Qualification of the as Lecturer or Instructor in delivering training programs on Advance Cardiac Life Support	Emergency Room Doctor = 3 Nurse = 2 Emergency Medical Technician = 1 Non - Medical Instructor = 0	
Years of Work experience as Lecturer or Instructor in delivering training programs on Advance Cardiac Life Support	more than 5 years = 3 3 - 4 years = 2 1 - 2 years = 1 less than 1 year = 0	
<b>RATE ON QUALITY OF PERSONNEL (40 %):</b>	<b>6 / 6 = 100 %</b>	





Continuation:

PLAN OF APPROACH AND METHODOLOGY		
EVALUATION CRITERIA	CRITERIA	RATE
Work Plan	Based on: Philippine Heart Association = 3 American Heart Association = 2 Philippine Red Cross = 1 None on the above-mentioned = 0	
Approach and Methodology (Training Design & Content)	Based on: DOH (Department of Health) Course Outline = 2 Non - DOH (Department of Health) Course Outline = 0	
<b>RATE ON PLAN OF APPROACH AND METHODOLOGY (20 %):</b>	<b>5 / 5 = 100 %</b>	
<b>SUMMARY:</b>		
APPLICABLE EXPERIENCE	Rating x 0.40 =	
QUALITY OF PERSONNEL	Rating x 0.40 =	
PLAN OF APPROACH AND METHODOLOGY	Rating x 0.20 =	
<b>FACTOR VALUE</b>		

**G. APPROVED BUDGET FOR THE PROPOSAL**

The Approved Budget for the Contract is TWO HUNDRED NINETY-SEVEN THOUSAND in PHILIPPINE PESO (Php297,000.00) to be charged on the 70% of the City DRRM Fund, in in the 2023 AIP with Reference No. 9000-000 -2-3-16-002-005-006.

Prepared by

**RAMON CARLOS Z. CAYUBE, RN, EMT**  
PCDRRMO Training Division Chief  
#0928-2912053



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

**Submit this Proposal (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**

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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. **(for consulting firm)**
- **BIR Certificate of Registration (for individual consultant)**
- **Professional License/Curriculum Vitae of key Personnel to be assigned in the Project**
- **Technical Proposal which includes the approach, workplan, and schedule**
- **List of all completed contracts, and ongoing and awarded but not yet started contracts in the last 10 years**
- **PhilGEPS Registration Number**
- **Income/Business 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.

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.

For any clarification, you may contact us at telephone no. (02) 8641-1111 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**

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**certify that the products/services to be delivered will conform to the specifications stated in the Item Description/Terms of Reference.**

**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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