

September 30, 2022

REQUEST FOR QUOTATIONS

The Philippine Council for Health Research and Development (PCHRD), through its Bids and Awards Committee (BAC), requests PhilGEPS registered suppliers to submit **quotations for the Consulting Services for the Documentation of the 6th PhilHealth STUDIES Forum with a total approved budget for the contract (ABC) in the amount of Two Hundred Thousand Pesos (P 200,000.00).**

Outputs and Deliverables:

- **Please see attached Terms of Reference (TOR)**

Qualified bidders should submit their quotations to the address below **on or before October 7, 2022 (Friday), 10:00 AM.** Failure to strictly comply with the deadline and general conditions shall automatically disqualify the bidder/s from the bidding process. Winning bidder will be required to submit additional requirements as stipulated in the IRR of RA 9184.

PCHRD reserves the right to reject any or all quotations, to waive formality therein and to accept offers that may be considered most advantageous to the government.

For further information, please refer to:

Mr. Cirio D. Pangan Jr.

Secretariat, Bids and Awards Committee

Philippine Council for Health Research and Development

2nd Floor, PCHRD Saliksik Building, Sikap Street,

DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City

Email: procurement@pchrd.dost.gov.ph

Tel. Nos. 837-7536 or 837-7537 loc. 504 or 506

Fax No. 837-7536 or 837-2924

(sgd.)

PAUL ERNEST N. DE LEON

Chair, BAC

TERMS OF REFERENCE

Consultancy Services for the Documentation of the 6th PhilHealth STUDIES Forum

I. General Background

The Philippine Council for Health Research and Development (PCHRD) of the Department of Science and Technology (DOST) has an ongoing partnership with the Philippine Health Insurance Corporation (PhilHealth) called the PhilHealth STUDIES (Supporting the Thrust for UHC through Data, Information, and Knowledge-Exchange Systems) project. It provides funding for research projects and other related activities that serves the PhilHealth Research Agenda. Research dissemination is a critical component of this partnership and is mainly achieved through research symposiums, publication of policy notes, journal articles, and IEC materials.

Every November for the past five years, DOST-PCHRD and PhilHealth have been conducting the PhilHealth STUDIES Forum to disseminate the findings and outcomes of research commissioned by the Corporation. The Forum serves as a platform to communicate study results, advocate change, and highlight achievements in health research.

On November 9-10, 2022, the DOST-PCHRD and PhilHealth will hold the 6th PhilHealth STUDIES Forum under the theme: "Health Financing in Post-Pandemic Times: Exploring New Theories and Practices to Advance UHC." The event will center on topics related to the expansion of the three dimensions of Universal Health Care, population coverage, service coverage, and financial protection coverage.

The Forum will utilize a hybrid event format. The first day will be a whole day activity with a morning plenary session and three-afternoon breakout sessions. The second day will be a half-day activity with a single plenary session. Both days will be held on-site in Pasig City, Metro Manila, and participants may attend in-person or virtually through a live broadcast.

To document the entire event, DOST-PCHRD is seeking to engage the services of a consultant that will provide technical assistance in writing, graphic layout design, and printing.

II. Description of Consulting Services

The services required by the DOST-PCHRD is as follows:

1. Documentation & Technical Writing: Record the presentations, findings, recommendations, and discussions during the two-day forum.
2. Graphic Layout Design: Create a layout design for the cover, manuscript, tables, graphs, and images.
3. Printing: Print the proceedings according to the specifications.

III. Responsibilities and Scope of Work of the Consultant

The consultant shall have the following responsibilities:

- A. Recording and documentation
 1. Be physically present at the venue during the duration of the event;
 2. Take comprehensive notes on the presentations, findings, recommendations, and discussions;

3. Transcribe the welcome and closing speeches and the Keynote presentation;
 4. Write a summary of each session while ensuring clarity and maintaining brevity;
 5. Proofread the manuscript and incorporate corrections and revisions; and,
 6. Submit an editable electronic copy of approved outputs.
- B. Graphic Layout Design
1. Conceptualize an original layout design for the cover and content; and,
 2. Submit an electronic copy of approved outputs, preferably using Adobe InDesign and Adobe PDF formats.
- C. Printing
1. The submission of the first sample print is within seven (7) calendar days after the approved final layout. If there are revisions, the submission of the updated sample print is within five (5) calendar days.
 2. Delivery of the printed copies is within 15 calendar days after the receipt of the approved sample print.

IV. Data and Services Provided by DOST-PCHR

1. Provide meals and refreshments for the consultant during the event;
2. Provide recordings of the live broadcasts;
3. Designate staff to liaise with the consultant;
4. Review the submitted outputs and provide technical feedback to the consultant; and,
5. Pay the consultant based on approved deliverables and schedules.

V. Outputs and Deliverables

1. Manuscript: The consultant is expected to transcribe the ceremonial speeches write a summary of the session presentations and discussions. Summaries must capture the background of the topic, methodology, key outcomes, and recommendations. Important graphs, tables, charts, or lists must also be highlighted. These will be combined into a manuscript submitted electronically for proofreading and editing.
2. Graphic Layout Design: The printed and digital format of the proceedings must follow the prescribed outline:
 - i. Cover
 - ii. Table of Contents
 - iii. Acknowledgments
 - iv. List of Abbreviations
 - v. About the Forum
 - vi. Summary of Each Session:
 1. Welcome Remarks and Keynote Speech
 2. About the Session
 3. Presentation Summaries
 4. Discussions/Open Forum/Q&A
 5. Closing
 - vii. Appendices
 1. Event Photos
 2. Profile of the Presenters

3. Organizing Committees

The outline may change depending on the actual program.

3. Printed Proceedings

- i. Quantity: 52 Copies
- ii. Specifications:
 - Size: 6 in(W) x 8.5in(H)
 - Orientation: portrait
 - Binding: perfect binding
 - Cover paper: CS2#220lbs with matte lamination & embossed title
 - Inside paper: 100lbs with matte lamination
 - Color: cover and inside – full color
 - No. of pages: approximately 60 pages including front & back covers

VI. Project Duration

November 2022 to March 2023

- VII. Approved Budget for the Contract:** The consulting services for the Project has an Approved Budget for the Contract (ABC) of Two Hundred Thousand Pesos (200,000.00), inclusive of applicable taxes and fees.

VIII. Mode of Payment

In consideration of the services required under this TOR, payment to the Consultant will be released per the following schedule:

1. Fifteen Percent (15%) of the ABC upon signing of the Contract of Service.
2. Twenty-five Percent (25%) of the ABC upon approval of the manuscript.
3. Fifty Percent (50%) of the ABC upon approval of the graphic layout design.
4. Ten Percent (10%) of the ABC upon delivery of the printed proceedings.

IX. Qualification of the Consultant

Prospective consultants should possess the following:

1. Be a company or a similar organization with at least three (3) years of operations;
2. Personnel with a bachelor's degree in communication, science, health, or related courses, preferably with experience in event documentation and understanding of healthcare financing or economics; and,
3. Personnel with strong layout skills and background in publication layout.

X. Application requirements

Prospective consultants should possess the following:

1. CVs of technical personnel proposed for this project highlighting qualifications and experience relevant to the project.
2. Samples of recent similar undertakings, online portfolios, or links to other related works.

XI. Standard of Services

The Consultant shall fulfill its obligations under the agreement by using its technical expertise and according to the best-accepted professional and industry standards. The

Consultant shall exercise all reasonable skill, care, diligence, and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of DOST-PCHRD. To attain these, the Consultant shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services/undertakings.

The services shall be conducted by the Consultant following the instructions or directions made or to be made by DOST-PCHRD at any time before its completion. The Consultant shall conduct regular consultation with DOST-PCHRD concerning the undertaking of its responsibilities under the Contract of Service.

XII. General Terms and Conditions

a. Intellectual Property and Ownership of Project Outputs

All materials, papers, and documents developed and prepared in connection with the project shall be exclusively owned by DOST-PCHRD.

b. Confidentiality

Except with the prior consent of DOST-PCHRD, the Consultant or its Principals and Staff shall not at any time communicate to any persons or entity any information disclosed to them by DOST-PCHRD for this Project.

c. Third-Party Participation

Any activity in the course of the implementation of the Project assigned to or contributed by third parties including, but not limited to the use of materials/samples, collaborative research or use of facilities should be disclosed by the Consultant to DOST-PCHRD before engaging in said activity. Any agreement entered into by the Consultant without the prior consent of DOST-PCHRD will not be binding on the latter insofar as confidentiality, treatment, ownership, enforcement, and disposition of intellectual property rights resulting from the said activity is concerned. The DOST-PCHRD reserves the right to withhold consent to such agreement upon the determination that it is not in the best interest of the herein Parties or gives undue advantage to said parties and for similar causes.

Prepared by:


MYLENE B. MARCO
SRS II, RICUD

Approved by:


ULLYANN C. GARCIA
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