



October 01, 2021

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 Development of DOST PCHRD 2021 National Science and Technology Week Virtual Platform (please see attached Terms of Reference)** with a total approved budget for the contract (ABC) in the amount of **Nine Hundred Thousand Pesos (P 900,000.00)**.

Outputs and Deliverables (please see attached TOR):

1. **Proposal / Inception report.** The service provider shall prepare a detailed proposal which will serve as an inception report with the following minimum requirements:
 - Background of the project
 - Objectives
 - Implementation
 - Strategy/project methodology
 - Schedule of activities/timeline
 - Budget plan
 - Composition of project team (must include CVs)
2. **Progress Report.** The service provider shall provide and/or present weekly updates to monitor the progress of the engagement.
3. **NSTW 2021 Virtual platform.** This must include all requirements mentioned in Section 3.1.
4. **Event proceedings report.** This report contains the post-event report which includes the event analytics, customer feedback, and event proceedings.

Checklist of Requirements

- Duly signed statement of all Government & Private Contracts Completed within three (3) years similar to this project in terms of scope and budget;
- Curriculum Vitae for each of the following nominated key staff (please refer to Section 13 – Manning Requirement of the TOR)

Qualified bidders should submit their quotations to the address below **on or before October 08, 2021 (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: cdpangan@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

Development of DOST PCHRD 2021 National Science and Technology Week Virtual Platform

I. Background / Rationale

Under Presidential Proclamation No. 780, the fourth week of November was hereby declared as the National Science and Technology Week (NSTW). This authorized the Department of Science and Technology (DOST) and its agencies to undertake commemorative ceremonies and activities highlighting the contribution of science and technology (S&T) to national development.

This year's NSTW celebration aims to create awareness and encourage adoption, technology transfer, and commercialization of locally-developed technologies. With the theme, "*Agham at Teknolohiya: Tugon sa Hamon ng Panahon*," this year's main celebration will be from 22 – 28 November 2021. Due to the ongoing public health concern caused by the COVID-19 pandemic, this will be conducted virtually to ensure the health and safety of the guests, participants, and organizers.

II. Description of Consulting Services

For the development of the 2021 National Science and Technology Week Virtual Platform of the DOST PCHRD and the service provider must satisfy the following objectives:

- To conceptualize and execute plans for the development of the 2021 National Science and Technology Week Virtual Platform of the DOST PCHRD to be held on November 8 – 30, 2021.
- To showcase and increase awareness of the Council's stakeholders such as policymakers, industry, research institutions, among others about its health research technologies, programs, and services

III. Scope of Services

1. Submit the overall plan which includes:

- A virtual platform with the following features:
 - Landing page with registration system
 - Reception
 - With search tab, chat support system
 - Five (5) exhibit halls
 - Exhibit booth - display downloadables (e.g. posters, video, handouts, etc.), can interact with viewers through chat support system
 - Total of sixty-five (65) exhibit booths
 - Event directory
 - With registration system per event
 - With chat support system – for general queries and queries per exhibit booth
 - Evaluation system
 - Background music
 - Photo Booth with filters
- Live chat support system for eight (8) days with training (if needed)
- Collaterals for the virtual platform (e.g. posters per exhibit booth, event directory)
- Test run of the virtual platform
- Event analytics and event proceedings report



2. Prepare an Inception Report that will include the events plan and timeline with the following minimum requirements:
 - Background of the project
 - Objectives
 - Implementation
 - Strategy/project methodology
 - Schedule of activities/timeline
 - Budget plan
 - Composition of project team
3. Provide regular updates to PCHRD on the status of the project;
4. Submit all required deliverables on the agreed timeline.

IV. Responsibilities of the Service Provider

The responsibilities of the service provider include but not limited to:

1. Coordinate closely with PCHRD throughout the duration of the engagement.
2. Provide weekly updates to PCHRD on the progress of work.
3. Abide by all the terms and conditions stipulated in this engagement. The service provider shall report directly to the person-in-charge of the project to approve notices and deliverables based on TOR, activities, and other related tasks.
4. Seek coordination and consultation with DOST-PCHRD during planning, development, implementation and finalization/completion of project activities.
5. Be responsible for the timely provision of all outputs and conduct of activities that are necessary within the time schedule/ implementation schedule agreed upon. Fulfill all the requirements and deliverables of the project.
6. Coordinate with PCHRD for directions and requirements in the project implementation.
7. Call for meetings with PCHRD whenever deemed necessary.

V. Responsibilities of DOST-PCHRD

The responsibilities of PCHRD include but not limited to:

1. Oversee the implementation of the overall plan.
2. Provide recommendations and approval on the deliverables / work produced and presented in the different phases of the project.
3. Provide needed resources to implement the overall plan (e.g. event branding guidelines, list of activities, exhibit materials (photos, videos, description), event information, etc.)

VI. Expected Deliverables

The service provider shall prepare and submit the following:

1. **Proposal / Inception report.** The service provider shall prepare a detailed proposal which will serve as an inception report with the following minimum requirements:
 - Background of the project
 - Objectives
 - Implementation
 - Strategy/project methodology
 - Schedule of activities/timeline
 - Budget plan



- Composition of project team (must include CVs)
2. **Progress Report.** The service provider shall provide and/or present weekly updates to monitor the progress of the engagement.
 3. **NSTW 2021 Virtual platform.** This must include all requirements mentioned in Section 3.1.
 4. **Event proceedings report.** This report contains the post-event report which includes the event analytics, customer feedback, and event proceedings.

VII. Project Duration

The service provider will be engaged in the Project for a period of seventy-five (75) calendar days from the signing of the Contract of Service.

VIII. Approved Budget for the Contract

The consulting service for the Project has an Approved Budget for the Contract (ABC) of Nine Hundred Thousand Pesos only (Php 900,000.00), inclusive of applicable taxes and fees.

IX. Mode of Payment

In consideration of the services required under this TOR, the proposed payment scheme for the project will be billed progressively upon completion of the following milestones:

Approval of the overall event plan	15%
After official launching of 2021 NSTW virtual platform	60%
After implementation of the overall event plan (NSTW Virtual Platform) and acceptance of the event proceedings report	25%

X. Qualification of the Service Provider

Prospective Service Provider must meet the following minimum requirements in order to be considered for selection:

- Must have completed at least two (2) contracts for the last three (3) years similar to this project in terms of scope and budget;
- With good track record and extensive experience with various clients;
- Full Disclosure of in-house services vs. outsourced services that will be provided during the course of engagement; and
- Has enough personnel and needed equipment including software, and is capable of meeting the requirements.

XI. Determination of the Highest Rated Bid (HRB)

Shortlisted bidders shall be evaluated to determine the bidder with the HRB, wherein the criteria shall be as follows:

Criteria	Weight
Experience of Service Provider/ Firm <ul style="list-style-type: none"> • Company's work portfolio in similar projects in the last two years • Customer Feedback / Performance Evaluation Report 	30%



Qualifications of Key Personnel <ul style="list-style-type: none"> ● Engagement in similar projects in the last two years ● Educational Background ● Work portfolio 	30%
Methodology and Timeline <ul style="list-style-type: none"> ● Clarity, feasibility, innovativeness, and comprehensiveness of the plan approach ● Event plan satisfies the TOR ● Clear and specific timeline of activities in eight-month project duration 	40%
Total	100%

To be declared as HRB, the bidder shall pass the required minimum technical score of seventy percent (70%). Failure of the Service Provider to meet the specified requirements would result in a zero (0) rating for the specific criterion.

XII. Manning Requirement

The Service Provider shall form a team of qualified, experienced, physically and mentally fit key personnel, specialists, support and administrative staff (not necessarily limited to those listed below) with satisfactory experience in similar projects.

Key Personnel	Qty	Qualifications
Main Consultant / Project Manager	1	<ul style="list-style-type: none"> ● Must possess at least a Bachelor's Degree in Marketing/ Advertising and related courses ● At least 5 events for the last 3 years working experience gained as a lead in events management and coordination for scientific events
Project Assistants	3	<ul style="list-style-type: none"> ● Must possess at least a Bachelor's Degree ● At least 2 years of working experience gained in events management and coordination
Virtual Platform Developer	At least 2	<ul style="list-style-type: none"> ● Must possess at least a Bachelor's Degree related to ICT ● At least 2 years of working experience gained in developing virtual platform
Graphic Artists/ Graphic Designers	At least 2	<ul style="list-style-type: none"> ● Highly proficient in Adobe creative suite applications and related tools ● Must have demonstrable graphic design skills with good portfolio ● Strong eye for visual composition and elements of design ● Preferably familiar with basic programming skills

XIII. Performance Security

1. To guarantee the faithful performance by the winning service provider of its obligations under the Contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from PCHRD and in no case later than the signing of the Contract.



2. Performance security shall be denominated in Philippine Pesos and posted in favor of PCHRD in an amount equal to the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
a. Cash or cashier's/manager's check issued by a Universal or Commercial Bank b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and/or	Five percent (5%)
c. Surety bond callable on demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

3. The Performance Security shall be forfeited in favor of PCHRD should the Service Provider fail to fulfill any of its obligations under this TOR or the Contract. Additional penalties may be imposed upon the Service Provider for such failure.

XIV. Standard of Services

The Service Provider shall fulfill its obligations under the agreement by using its technical expertise and according to the best-accepted professional and industry standards. The Service Provider 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 PCHRD. To attain these, the Service Provider 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 Service Provider in accordance with the instructions or directions made or to be made by PCHRD at any time before its completion. The Service Provider shall conduct regular consultation with PCHRD in relation to the undertaking of its responsibilities under the Contract of Service.

XV. General Terms and Conditions

A. Intellectual Property and Ownership of Project Outputs

All materials developed and produced for the project shall be submitted to the PCHRD, and that the PCHRD has all perpetual rights to the finished products, including all the master copies, raw materials used to produce the finished products.

B. Confidentiality

Except with the prior Consent of PCHRD, the Service Provider or its Principals and Staff shall not at any time communicate to any persons or entity any information disclosed to them by PCHRD for the purposes of this Project, nor shall the Service Provider or its Principals and Staff make public any information as to the recommendations formulated in the course of or as a result of the 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 use of materials/samples, collaborative research, or use of facilities should be disclosed by the Service Provider to PCHRD prior to engaging in said activity. Any agreement entered into by the Service Provider without prior consent of PCHRD will not be binding on the latter insofar as confidentiality, treatment, ownership, enforcement and disposition of intellectual property rights resulting from said activity is concerned. The PCHRD reserves the right to withhold consent to such agreement upon determination that it is not to the best interest of the herein Parties or gives undue advantage to said parties and for similar causes.

Prepared by:

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