

October 12, 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 Documentation Services (please see attached Terms of Reference) for the 5th PhilHealth STUDIES Forum with a total approved budget for the contract (ABC) in the amount of One Hundred Ninety Thousand Pesos (P 190,000.00).**

Qualified bidders should submit their quotations to the address below **on or before October 19, 2021 (Tuesday), 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

Documentation Services for the 5th PhilHealth STUDIES Forum

I. General Background

PhilHealth STUDIES (Supporting the Thrust for Universal Health Care through Data, Information, and Knowledge Exchange Systems) is a collaborative health systems research management project between DOST-PCHRD and the Philippine Health Insurance Corporation. This partnership was initiated to address the need for evidence-informed policy-making and to support the implementation of the Universal Health Care Law. To achieve its goals, the project calls for mobilizing resources to administer grants to research studies under the PhilHealth Research Agenda, provide capacity building to stakeholders, and promote research utilization. To showcase the results of research commissioned by the Corporation under the PhilHealth STUDIES program, the PhilHealth STUDIES Forum is held annually every November.

The 5th PhilHealth STUDIES Forum will be held virtually on 9-11 November 2021. This year's theme, "**Re-examining Health Systems Towards a New Normal with UHC,**" seeks to explore how current events shape the adoption of new technologies in healthcare and its implications for healthcare financing. The forum will have three sessions lasting three hours each and will feature presentations of research studies and projects on topics relevant to eHealth, primary care benefits, and implementation research.

To document the entire event, DOST-PCHRD needs documentation services to write and produce the forum proceedings.

II. Objectives

1. To record the presentations, findings, recommendations, and discussions during all three sessions of the forum.
2. To produce forum proceedings ready for distribution.

III. Outputs and Deliverables

1. Forum Proceedings: Design and produce the proceedings of the event in printed and digital format with the following outline:
 - i. Table of Contents
 - ii. Executive Summary (Summary/Overview of the Event)
 - iii. Summary of Each Session:
 1. Welcome Remarks and Keynote Speech
 2. Presentation Summaries
 3. Discussion/Open Forum
 4. Closing Remarks
 - iv. Event Synthesis
 - v. Appendices
 1. Profile of the Presenters

2. Organizing Committees

IV. **Project Duration**

November 2021 to February 2022

- V. **Approved Budget for the Contract:** The documentation services for the Project has an Approved Budget for the Contract (ABC) of One Hundred Ninety Thousand Pesos (190,000.00), inclusive of applicable taxes and fees.

VI. **Mode of Payment**

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

1. Fifteen Percent (15%) of the ABC upon submission of Inception Report.
2. Seventy-five Percent (75%) of the ABC upon approval of electronic copy of the forum proceedings.
3. Ten Percent (10%) of the ABC upon delivery of the printed forum proceedings.

VII. **Qualification of the Consultant**

Prospective Consultants should possess the following:

1. A bachelor's degree in communication, science, health, or related courses, with experience in event documentation, communication and/or writing and editing jobs;
2. With excellent written English and Tagalog communication and editing skills;
3. Preferably with an understanding of health research and social healthcare financing.

VIII. **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-PCHR. 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 in accordance with the instructions or directions made or to be made by DOST-PCHR at any time before its completion. The Consultant shall conduct regular consultation with DOST-PCHR in relation to the undertaking of its responsibilities under the Contract of Service.

IX. **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-PCHR.
- b. **Confidentiality**
Except with the prior Consent of DOST-PCHR, 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-PCHR for the purposes of this Project.

- c. Delay: Extension of Project Duration due to *force majeure* circumstances
Except for delays resulting from circumstances beyond the control of the parties, such as, but not limited to, force majeure and others of similar nature, no extension of Project period shall be allowed. Where such uncontrollable situations, however arise, extensions may be allowed at no additional Project cost.
- d. 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 Consultant to DOST-PCHR D prior to engaging in said activity. Any agreement entered into by the Consultant without prior consent of DOST-PCHR D 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 DOST-PCHR D 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:



MARC ENRICO O. HASTA
SRS II, RICUD

Noted by:



MYLENE B. MARCO
SRS II, RICUD

Approved by:



ULLYANN C. GARCIA
Sr. SRS, OIC-RICUD