

May 4, 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 Layout and Design Services (please see attached Terms of Reference) for the Proceedings for the PCHRD Writeshop: Capacity Building in Technical Writing for Mental Health Research Development with a total approved budget for the contract (ABC) in the amount of Sixty Thousand Pesos (P 60,000.00).**

Outputs and Deliverables:

- Fully-formatted and ready-for-printing Proceedings as approved by the PCHRD Mental Health section.
- Editable version of the Proceedings in Photoshop (psd) format.
- Editable versions of the graphs and images used in the Proceedings in Photoshop (psd) format.

Qualified bidders should submit their quotations to the address below **on or before May 11, 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@pchr.dost.gov.ph
Tel. Nos. 837-7536 or 837-7537 loc. 504 or 506
Fax No. 837-7536 or 837-2924

(sgd)
ROSELLE L. MARTONITO
Chair, BAC



TERMS OF REFERENCE

Consultancy Services for the Layout and Design of the *Proceedings for the PCHRD Writeshop: Capacity Building in Technical Writing for Mental Health Research Development*

I. General Background

The PCHRD Writeshop: Capacity Building in Technical Writing for Mental Health Research Development was held to equip proponents with the necessary skills and knowledge that will prepare them for the upcoming call for Mental Health proposals. After the successful conduct of the writeshop, the PCHRD Mental Health Research Advisory Group recommended that the content and the process by which the writeshop was conducted could serve as a working manual to guide research proponents in their submission of their projects to PCHRD or to any research organization. As a relatively new field of research in the country, the development of the manual will be instrumental in the improved development of mental health research, especially for less experienced researchers.

II. Objectives

The activity aims to develop a resource document that will serve as a proposal writing guide for mental health researchers.

III. Data and Services to be Provided by PCHRD

DOST-PCHRD shall:

1. Furnish the Consultant with the contents of the manual including the write-ups and presentations made by the technical experts.
2. Make prompt reviews and recommendations for revisions of the work produced and presented by the Consultant in the different phases of the work/service.

IV. Outputs and Deliverables

1. Fully-formatted and ready-for-printing *Proceedings* as approved by the PCHRD Mental Health section.
2. Editable version of the *Proceedings* in Photoshop (psd) format.
3. Editable versions of the graphs and images used in the *Proceedings* in Photoshop (psd) format.

V. Project Duration

The Activity duration will be from May 2021 to June 2021.

VI. Approved Budget for the Contract

The consulting services for the Activity has an approved budget for the contract (ABC) of Sixty Thousand Pesos (PhP 60,000.00), inclusive of applicable taxes and fees.

VII. 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 Contract Price upon signing of the Contract of Service.
2. Eighty-five percent (85%) of the Contract Price upon submission and acceptance by DOST-PCHRD of the outputs and deliverables.

VIII. Qualification of the Consultant

Prospective consultants should possess the following:

1. Have access to technical equipment needed in designing and lay outting.
2. Have excellent skills or extensive experience in editing and lay outting of similar documents such as manuals/booklets.

IX. 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.

X. 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 purpose 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 Activity 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 prior to engaging in said activity. Any agreement entered into by the Consultant without prior consent of DOST-PCHR 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 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:


LEMUEL D. LOZADA
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Noted by:


MARIANNE JOY S. LAYA
SRS II, RDMD

Approved by:


PAUL ERNEST N. DE LEON, MDM
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Research and Development Management Division

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