

October 16, 2023

## 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 one (1) lot Consulting Services for the Documentation of the 7<sup>th</sup> PhilHealth STUDIES Forum with a total approved budget for the contract (ABC) in the amount of Eighty Thousand Pesos (P 80,000.00).**

### Outputs and Deliverables:

- See attached **Terms of Reference (TOR)**

Qualified bidders should submit their quotations to the address below **on or before October 23, 2023 (Monday), 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  
PCHRD Saliksik Building, Sikap Street,  
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City  
Email: [procurement@pchrd.dost.gov.ph](mailto:procurement@pchrd.dost.gov.ph)  
Tel. Nos. 8837-2942 loc. 504 or 506  
Fax No. 8837-7536 or 8837-2942

(sgd.)

**MARIA VIOLETA G. INTIA**  
Chair, BAC



## TERMS OF REFERENCE

Consultancy Services for the Documentation of the 7<sup>th</sup> PhilHealth STUDIES Forum

### I. General Background

The Philippine Council for Health Research and Development and the Philippine Health Insurance Corporation (PhilHealth) have an ongoing partnership called the PhilHealth STUDIES (Supporting the Thrust for UHC through Data, Information, and Knowledge-Exchange Systems) which provides funding for R&D projects and other related activities that serves the PhilHealth Research Agenda. Research dissemination is a crucial component of this partnership and is mainly achieved through research presentation events, publication of policy notes, journal articles, and IEC materials.

For the past six years, the Council has organized the PhilHealth STUDIES Forum for the Philippine Health Insurance Corporation. It was first launched in 2017 to disseminate the results and recommendations of studies commissioned by PhilHealth. Since then, the Forum convenes annually every November to serve as a platform for communicating research results, advocating change, and highlighting achievements in health research.

The 7<sup>th</sup> PhilHealth STUDIES Forum theme of “Towards a Healthier Nation: PhilHealth’s Contribution to Universal Health Care Through Sustainable Financing” emphasizes PhilHealth’s commitment to building a healthcare system that ensures, equitable, accessible, and quality health services for all Filipinos.

The event will be held on November 17, 2023, at the Philippine International Convention Center, Pasay City. It will also be broadcasted online to a virtual audience. To document the proceedings, DOST-PCHRD is seeking to engage the services of a consultant who will provide technical assistance in writing and graphic layout design.

### II. Description of Consulting Services

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

1. Documentation & Technical Writing: Document the presentations, findings, recommendations, and discussions during the forum.
2. Graphic Layout Design: Create the layout of manuscripts, tables, graphs, lists, and images.

### 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. Write a complete summary of presentations, findings, recommendations, and discussions of the 1-day event; and
  4. Submit an electronic copy of approved outputs.

- B. Graphic Layout Design
  - 1. Conceptualize and propose an original layout design of the content; and,
  - 2. Submit an electronic copy of approved outputs, preferably using Adobe InDesign and Adobe PDF formats.

**IV. Data and Services Provided by DOST-PCHRD**

- 1. Provide meals and refreshments for the consultant during the event;
- 2. Provide recordings of the live broadcasts;
- 3. Designate staff to liaise the with 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. Documentation Report. A brief 2 to 3-page summary of the event.
- 2. Manuscript: The consultant is expected to transcribe the speeches and keynote presentation, and write a summary of the session presentations and discussions. Important graphs, tables, charts, or lists will also be highlighted. These will be compiled into a manuscript submitted electronically for proofreading and editing.
- 3. Layout design of the Forum Proceedings: The digital format of the proceedings must follow the following outline, which may be modified according to the specifics of the event program:
  - i. Table of Contents
  - ii. Acknowledgments
  - iii. List of Abbreviations
  - iv. About the Forum
  - v. 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
  - vi. Appendices
    - 1. Event Photos
    - 2. Profile of the Presenters
    - 3. Organizing Committees

**VI. Project Duration**

November 2023 to December 2023

- VII. Approved Budget for the Contract:** The consulting services for the Project have an Approved Budget for the Contract (ABC) of Eighty Thousand Pesos (80,000.00), inclusive of applicable taxes, fees, and bank charges.

### **VIII. Mode of Payment**

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

1. Fifteen Percent (15%) of the ABC upon signing the Contract of Service.
2. Thirty-five Percent (35%) of the ABC upon submission and approval of the manuscript.
3. Fifty Percent (50%) of the ABC upon submission and acceptance of the layout design.

### **IX. Qualification of the Consultant**

Prospective Consultants should possess the following:

1. A bachelor's degree in communication, marketing, 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. With excellent visual design skills;
4. Preferably with an understanding of social science research and healthcare financing.

### **X. 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.

### **XI. 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. 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 prior to engaging in said activity. Any agreement entered into by the Consultant without 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 said activity is concerned. The DOST-PCHRD reserves the right to withhold consent to such agreement upon 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:

  
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SRS II, RICUD

Noted by:

  
**MYLENE B. MARCO**  
SRS II, RICUD

Approved by:

  
**ULLYANN C. GARCIA**  
Chief, RICUD

