

TERMS OF REFERENCE
SERVICE PROVIDER FOR THE MENTAL HEALTH LEARNING SESSIONS
30 - 31 May 2022 / 13 June 2022

I. RATIONALE

In line with the TPB's Help, Understand, and Give Support (HUGS) Mental Health Program, the PHRDD commits itself to promote the well-being of its personnel. One of the strategies to promote mental health in the workplace is the provision of learning sessions to all personnel and designated TPB Huggers.

The learnings provided for the session will enable TPB designated Huggers to integrate and advocate mental health initiatives in all human resource and organizational development policies and programs in the agency and ensure that every employee is consciously aware and sensitive to mental health issues and mental health is valued, promoted and protected.

II. OBJECTIVES

1. To provide basic education and training on mental health for TPB HUGGERS.
2. To provide information on how to handle employees at risk or those with mental health conditions.
3. To develop and establish a comprehensive mental health program responsive to the psychiatric, neurological and psychological needs of the employee.

III. SCOPE OF WORK/ DELIVERABLES

1. To provide licensed/registered psychologist serving corporate and individual clients to identify, plan, design a comprehensive mental health program and management of mental health issues.
2. Design a customized proposal with Course Outline of Learning Sessions tailor-fit to the organization's needs and objectives; not generic and one-size-fits-all materials.
3. Provide a Program Facilitator who can synthesize the objective of the learning sessions.
4. Provide a moderator and program management team that will take care of the program.
5. Submit a statement of acceptability of the schedule of the abovementioned Scope of Deliverables.

▪ Pre-Session:

1. Must submit a proposed course outline for approval of the end-user

▪ In-Session:

1. Moderator and program management team;
2. Program facilitation;
3. Synthetization of the result of the learning session/s

▪ Post-session:

1. Provision of certificates, post-program/terminal reports, copy of presentations

IV. ELIGIBILITY REQUIREMENTS

1. Submit a proposed course outline tailor-fit to the organization's needs and activity objectives.
2. The company must have at least three (3) years of experience in providing interactive face to face interventions in government and private offices.
 - a. Submit SEC registration and Article of Incorporation, DTI or CDA registration, whichever is applicable.
 - b. Submit a list of ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid within the past 3 years. The list shall include

the name of the contract and brief description of the consulting services, the client, date of award of contract, amount of contract, contract duration. The contract awarded must be supported with a copy of the contract/PO, Notice of Award, Notice to Proceed, or Certificate of project completion, whichever is applicable.

3. Subject Matter Expert must have conducted at least twenty (20) learning sessions of Face-to-Face Activities for large groups in the past three years.
4. Bidder must be able to provide the following key personnel that will take care of the training:
 - a. Key Personnel
 - should have at least 3 years of experience in conducting interactive face to face activities. List of completed activities for the past three (3) years.
 - b. Qualifications:
 - Resource speaker – must be a licensed/registered psychologist
 - minimum of 1 subject matter expert and 1 training assistant who can synthesize the objectives of the learning sessions.
 - The team must have a respective work assignment during preparation and actual learning session and submit their curriculum vitae using the TPF6 Form. (pls. see attached)

V. TECHNICAL CRITERIA

Bidders are required to make a 15-minute presentation of their proposal. The proposal shall be rated based on the following criteria:

RATING SHEET

CRITERIA		Score	Rating
I.	Firm Experience and Capability	20 points	
	1. Has been involved in providing interactive activities in government and private offices: <ul style="list-style-type: none"> ➤ More than 3 years (20) ➤ Minimum 3 years (10) 		
II.	Qualification of Program Facilitator who will be assigned to the Project	40 points	
	A. Resource Person <ol style="list-style-type: none"> 1. Conducted face to face activities with large groups in single session <ul style="list-style-type: none"> ➤ More than 20 sessions (15) ➤ Above 10 but less than 20 sessions (10) ➤ Minimum of 5 sessions (5) 2. Experience <ul style="list-style-type: none"> ➤ Above 3 years of relevant experience (15) ➤ Minimum 3 years of relevant experience (5) B. Training Assistant <ol style="list-style-type: none"> 1. Experience <ul style="list-style-type: none"> ➤ Above 3 years of relevant experience (10) ➤ Minimum 3 years of relevant experience (5) 		
III.	Plan of Approach and Methodology	40 points	
	The functionality of the presented customized proposal tailor-fit to the organization's needs and objectives – not generic, one-size-fits-all materials including:		

	<ol style="list-style-type: none"> 1. Bidder's proposal of the activity outline; new strategies/ideas/activities during the actual session (20) 2. Relevance of the customized topics to the organization's needs and objectives (20) 		
TOTAL		100 points	

The contract shall be awarded to the bidder with the Highest/Single Rated Responsive Bid (HRRB/SRRB) to be determined using the Quality Cost Based Evaluation.

The Technical and Financial Proposal is given the following percent weight:

Proposal	Weight
Technical Proposal	85%
Financial Proposal	15%

Technical Bid/Proposal Rating (80% passing score)

VI. Approved Budget for the Contract

The Approved Budget for the Contract is **THREE HUNDRED THOUSAND EIGHT HUNDRED PESOS (380,800.00)** inclusive of all applicable fees and taxes.

VII. Terms of Payment

Payment will be made upon full completion of the services with deliverables and submission of the invoice.

***** Nothing Follows *****