

Request for Proposal

26 April 2022

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below:

Quotation No. **TPB-RFP 2022-04-137**

PR No. 4.027

Project Title: Mental Health Learning Sessions

Requirement: Training Service Provider

Unit	Particulars	Total Cost
<p>Lot 1</p>	<p style="text-align: center;">Training Service Provider for the Mental Health Learning Sessions on 30-31 May 2022/13 June 2022</p> <ul style="list-style-type: none"> • Mental Health Learning Sessions (For Huggers) on 30-31 May 2022 • Wellness Learning Session (For TPB Employees) on 13 June 2022 <p>Terms of Reference:</p> <p><u>Rationale</u></p> <p>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.</p> <p>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.</p> <p><u>Objectives</u></p> <ol style="list-style-type: none"> 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. <p><u>Scope of Work/Deliverables</u></p> <ol style="list-style-type: none"> 1. To provide licensed/registered psychologist serving corporate and individual clients to 	<p style="text-align: center;">PhP380,8 00.00</p> <p style="text-align: center;">PhP179,2 00.00</p> <p style="text-align: center;">PhP201,6 00.00</p>

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

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)

Rating Guide for Technical Proposal

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

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)

Approved Budget for the Contract

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

Terms of Payment

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

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]