

REPUBLIC OF THE PHILIPPINES
Department of Health
National Center for Mental Health
PROFESSIONAL EDUCATION, TRAINING AND RESEARCH



TERMS OF REFERENCE Subscription of Similarity Matching Tool

I. Background:

To ensure the highest standards of academic integrity and research quality, the NCMH, as a leading training and research center in mental health, proposed the renewal of the similarity matching tool subscription. This essential tool plays pivotal role in identifying potential similarities between submitted research papers and existing published works, thereby safeguarding originality and authenticity of our research output.

This year, we have implemented the said tool in the review process for all research papers submitted to the NCMH and has demonstrated its effectiveness in identifying similarities and ensuring the originality of the work. By continuing to utilize this technology, we can maintain a rigorous standard of academic integrity, foster a culture of innovation, and contribute to the advancement of mental health research.

II. Project Objectives:

The objective of this procurement is to renew one-year subscription to the similarity matching tool that detects unauthorized use of copyrighted portions in research manuscripts and/or scientific papers among NCMH employees.

III. Scope of Work:

The scope of this procurement is to provide access to a cloud-based similarity detection tool in the research studies and scientific works content of NCMH employees as specified below:

Item	Specifications
Similarity matching detection OUREMENT SECTION	Content database: includes top cited journals, open access articles across every discipline, internet archive, and top publishers Online plagiarism checker explicitly is used by publishers to identify the similarities in the written content compared to other online sources and top specified journals from their vast content database Similarity report: detailed and downloadable similarity report providing a percentage of similarity of the uploaded document with the software's content database; Checket text manipulations, hidden text and character replacement Check multiple file formats such as doc, docx, html, rtf, txt odt, or pdf. Have a comprehensive database and secure data centers for wider cross-referencing and matching The software can check four types of sources: the internet scientific and academic articles in journals of world's mos prestigious publishers, NCMH's own document database of previous research and protocols, and other repositories. At least 500 paper submissions



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Item	Specifications
Integrity checker and collaborative teaching-learning process	Checks authenticity, originality and responsible scholarship Collaborative tools: authors, co-authors/ advisers, and/ or editors can review, share and collaborate on research or any other academic papers. Actionable insights: potential plagiarism issues, self-correct, similarity matches, scope of the problem, metadata, etc. Summary report and analysis: evaluation of the writer's patterns, writing habits and preferences and illustrate anomalies that could indicate contract cheating to provide grading & feedback. Assessment Dashboard: provides data visualizations of potential scale and risk of contract cheating within NCMH. Operate or integrate in a learning management system (LMS). At least 100 users (unlimited upload of documents)
Al writing and detection	Evaluate matches categorized for easy identification of problem areas. Review Al-content highlighted in the report.
Privacy and Security	The contents of written materials obtained and used in this project may not be disclosed to any third parties without the expressed advance written authorization of NCMH. Protection from unauthorized data sharing to third parties.
Technical support	24/ 7 technical support availability thru email, live chat, telephone or self-service methods (e.g. user guides) Provide training for the administrator/s and instructors of NCMH Training videos for users
User management	Single sign on Administrators can create and manage users

IV. Project Duration:

The contract will cover a period of one (1) year, renewable for another year subject to the conditions set by RA 9184. The NCMH, however, reserves the right to stop or extend the validity of contract, subject to the satisfaction or violation of the conditions stated in the Contract.

V. Project Cost:

The Approved Budget of the Contract (ABC) for the subscription of the similarity matching tool is Five Hundred Thousand Pesos (500,000.00 php) inclusive of all applicable taxes and fees, remuneration/professional fee, and all incidental expenses.



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This Contract is a fixed-price contract. Any costs in addition to the agreed Contract extension of the period of engagement, as approved by the HoPE, shall not involve any additional cost to the Government.

VI. Qualifications of the Service Provider:

Authorized vendor and/ or exclusive distributor of the similarity matching tool.

The Service Provider should be a company that has supplied, installed, and provided support of Anti-Plagiarism Software for a minimum of three (3) years.

The Service Provider must be registered online with the Philippine Government Electronic Procurement System (http://www.philgeps.gov.ph) as a legitimate service provider for government requirements.

VII. Liquidated Damages:

The Consultant obligates itself to perform and complete all the Services within the period specified in the TOR, beginning from the starting date exclusive of such extensions of time as may be mutually agreed upon in writing. Should the CONSULTANT fail to complete the Services within the stipulated time, liquidated damages, not by way of penalty, shall be paid to NCMH by the CONSULTANT in an amount equal to one-tenth of one percent (1/10 of 1%) of the total CONTRACT price minus the value of the completed portions of the CONTRACT certified by NCMH for each calendar day of delay until the Services are completed.

Submitted by:

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Approved by:

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