



# National Center for Mental Health

## NOTICE OF AWARD

January 8, 2024

**PHILIPPINE PSYCHIATRIC ASSOCIATION**

Suite 1011, Medical Plaza Building, San Miguel Ave,  
Ortigas Center, Pasig, 1600 Metro Manila  
Tel: (02) 8635 9598

Sir / Madam:

Please be advised that an Alternative Methods of Procurement – Direct Contracting is used by the National Center for Mental Health – Bids and Awards Committee for Contract Services and Consultancy for the *Procurement of Consultancy Service for Updating the 2017 Consensus Treatment Guidelines (CTG) for Mental Health Disorders in the Philippines (Bipolar, Mood Disorder, Anxiety Disorder, Schizophrenia and Depressive disorders) CY 2023* and is hereby awarded to your company the following:

ITEM / DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL PRICE
<p><i>Procurement of Consultancy Service for Updating the 2017 Consensus Treatment Guidelines (CTG) for Mental Health Disorders in the Philippines (Bipolar, Mood Disorder, Anxiety Disorder, Schizophrenia and Depressive disorders) CY 2023</i></p> <p>PROPOSAL FROM THE PHILIPPINE PSYCHIATRIC ASSOCIATION REGARDING THE UPDATING OF THE 2017 CONSENSUS TREATMENT GUIDELINES FOR MENTAL HEALTH DISORDERS</p> <p><b>Project Title:</b> Consultancy Service for the Update of the 2017 Consensus Treatment Guidelines for Mental Health Disorders in the Philippines (Bipolar Mood Disorder, Anxiety Disorder, Schizophrenia and Depressive Disorders) CY 2023</p> <p><b>Project Leader:</b> President, Philippine Psychiatric Association <b>Period:</b> 6 months commencing upon receipt of project funds <b>Implementing:</b> Philippine Psychiatric Association</p> <p><b>OBJECTIVES:</b> <b>A. General Objective</b> To update the 2017 PPA Consensus Treatment Guidelines for Mental Health Disorders in the Philippines <b>B. Specific Objectives</b> To procure consultancy services necessary in the development of the Updated Consensus Treatment Guidelines for Mental Health, specifically advisory services of technical and professional experts in the CTG development process and other technical services needed in the development of guidelines.</p>	1	Lot	P1,500,000.00	P1,500,000.00

*"There is no Health without Mental Health"*



**DELIVERABLES/PROPOSED WORK PLAN**

The MINIMUM outputs or deliverables shall include the following during the Contract Execution Stage:

Act	Scope of Works	Deliverables
1	Situational Analysis (including identification of clinical area to promote best practice and creation of an interdisciplinary guideline group)	Inception Report (to include CTG Protocol)
2	Guideline appraisal process, search and retrieval of guidelines, assessing the guidelines	Preliminary Report on search of guidelines and appraisal process and output
3	Adopt or adapt the guidelines for clinical use	Draft of Consensus Treatment Guidelines with adapted recommendations from consensus panel
4	Seek external review of the proposed local guidelines  Finalize local guideline, obtain official endorsement and adoption of the guideline by the organization	Final manuscript of Consensus Treatment after external panel review of expert

**BUDGET**

Activities	Unit Cost	Number	Meetings	Cost	Subtotals
<b>ONLINE MEETINGS:</b>					P780,000.00
Honoraria (Members of the Committee on Standards of Care)	P1,500.00	6	10	P90,000.00	
Honoraria (Expert Psychiatrists)	P1,500.00	33	10	P495,000.00	
Food Allowance	P500.00	39	10	P195,000.00	
<b>FACE TO FACE MEETINGS:</b>					P720,000.00
Honoraria (Members of the Committee on Standards of Care)	P1,500.00	6	2	P18,000.00	
Honoraria (Expert Psychiatrists)	P1,500.00	33	2	P99,000.00	
Hotel Conference Room Venue and Food	P70,000.00	1	2	P140,000.00	
Transportation Allowance From	P1,000.00	5	2	P10,000.00	
Metro Manila (Members of the Committee on Standards of Care)					
Transportation Allowance From Bataan (Member of the Committee on Standards of Care)	P3,000.00	1	2	P6,000.00	
Transportation Allowance From Metro Manila (Expert Psychiatrists)	P1,000.00	20	2	P40,000.00	

**NOTICE OF AWARD – PHILIPPINE PSYCHIATRIC ASSOCIATION (PPA)**

Direct Contracting - Consultancy Service for the Update of the 2017 Consensus Treatment Guidelines for Mental Health Disorders in the Philippines (Bipolar Mood Disorder, Anxiety Disorder, Schizophrenia and Depressive Disorders) CY 2023 | ACS

Transportation Allowance From Bataan (Expert Psychiatrists)	P3,000.00	2	2	P12,000.00	
Airfare Allowance + Airport Transfers From Iloilo (Expert Psychiatrists)	P6,100.00	4	2	P48,800.00	
Airfare Allowance + Airport Transfers From Cebu (Expert Psychiatrists)	P9,200.00	4	2	P73,600.00	
Transportation Allowance From Baguio (Expert Psychiatrist)	P3,000.00	1	2	P6,000.00	
Airfare Allowance + Airport Transfers From Davao (Expert Psychiatrists)	P12,200.00	2	2	P48,800.00	
Overnight Hotel Accommodation (13 Expert Psychiatrists and 1 member of Committee on Standards of Care)	P5,000.00	14	2	P210,000.00	
Miscellaneous: Printing Supplies (Bond Papers, printer ink)	P6,200.00	1	1	P6,200.00	
Transportation Allowance of Administrative Support (Jo or Iya)	P800.00	1	2	P1,600.00	
<b>GRAND TOTAL</b>				<b>P1,500,000.00</b>	

\*These projected computations are based on the presumption that all fourteen (14) psychiatrists from Luzon, Visayas and Mindanao will attend the two (2) Face to Face Meetings in Manila.

### TIMELINE

MONTHS					
1.November	2.December	3.January	4.February	5.March	6.April
Situational Analysis (Identifying panel of expert psychiatrists-Done)  Deliverable: Inception Report-Done	Guideline appraisal process, search and retrieval of newer guidelines, assessing the guidelines  Preliminary Report on search of guidelines and appraisal process and output	Adopt or adapt the guidelines for clinical use  Draft of updated Consensus Treatment Guidelines with adapted recommendations from consensus panel	Seek external review of the proposed guidelines  Finalize local guideline, obtain official endorsement and adoption of the guideline by the organization	Final manuscript of Consensus Treatment Guidelines after external review of expert panel	

<b>Brand and Model</b>	N/A
<b>Delivery Period</b>	7 days
<b>Warranty</b>	N/A
<b>Price Validity</b>	30 Calendar Days
<b>Payment Terms</b>	Within 6 mos.
<b>TOTAL AMOUNT</b>	<b>P1,500,000.00</b>

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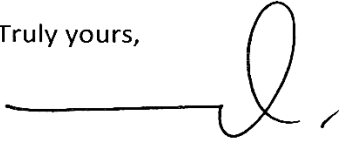
You are hereby required to provide the following within ten (10) calendar days;

- Notarized Performance Securing Declaration; or
- Performance Security in any forms and amount stipulated below:

A. Cashier's Managers Check Bank Guarantee	Five Percent (5%) of the Total Contract Price
B. Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission / GSIS	Thirty Percent (30%) of the Total Contract Price

Failure to provide any of the above shall constitute sufficient ground for cancellation of the Award and forfeiture of the Bid Security.

Truly yours,



**NOEL V. REYES, MD, FPPA, MMHoA**  
Medical Center Chief II



**CONFORME:**



Authorized Representative

Date and Time: 07-12-2024