



February 7, 2025

NOTICE OF AWARD

UNIVERSITY OF THE PHILIPPINES

Philippine Genome Center

A. Ma. Regidor Street, National Science Complex

UP Diliman, Quezon City, 1101

Tel No. +632 981 8500 Loc 4703 / 4704

Dear Sir/Madam,

Please be advised that an Alternative Methods of Procurement – Agency-to-Agency 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 the **Establishment of the Philippine Biobank on Mental Health and the Use of Multi-Omics Technology in Improving Mental Health Outcomes Phase II - NCMH Biobanking and Multi-OMICS Study (CNBIG Project 2)** and is hereby awarded to your company for the following:

| NO | ITEM DESCRIPTION | QTY/ UOM | UNIT PRICE | TOTAL PRICE |
|----|---|-------------|-----------------|-----------------|
| 01 | <p><i>Project Title: Procurement of Consultancy Service: Establishment of the Philippine Biobank on Mental Health and the Use of Multi-Omics Technology in Improving Mental Health Outcomes Phase II – NCMH Biobanking and Multi-Omics Study CY 2025</i></p> <p><u>General Objective:</u></p> <p>To implement the Phase II: NCMH Biobanking and Multi-OMICS Study as part of the establishment of the Philippine Biobank on Mental Health and the use of multi-omics technology in improving mental health outcomes.</p> <p><u>Specific Objective/s:</u></p> <p>To procure the services of a consultant/consultancy group in the conduct of the following:</p> <ol style="list-style-type: none">1. Develop a Biobanking Policies and Manual for NCMH;2. Establish protocols for patient recruitment for the collection of tissue samples (specifically blood) into the NCMH biobank for the purpose of multi-OMICS research; | 1 / Lot | Php6,000,000.00 | Php6,000,000.00 |

There is no Health without Mental Health



3. Develop a research program and genomic and data science research initiatives at NCMH;
4. Establish research collaborations in the areas of cognitive neuroscience, biomedical informatics and genomics (CNBIG) with relevant institutions.

Expected Deliverables/Output:

| Act | Scope of Work | Deliverables |
|-----|--|---------------------|
| 1 | Develop the framework and timeline for the NCMH biobanking policy project | Inception Report |
| 2 | Assist NCMH to establish a research program for CNBIG | 1st Progress Report |
| 3 | Get an Ethics Approval for sample collection | 2nd progress report |
| 4 | Sample collection for Pilot study Develop an NCMH biobanking manual with SOPs for the collection of tissue samples relevant to CNBIG research | Final Report |

Duration of Engagement: The maximum project duration is 1 year

Responsibility of the Parties:

FIRST PARTY: National Center for Mental Health (NCMH) will:

1. Identify and elect medical technologists, clinical researchers, and clinicians who will participate in capacity-building and research activities;
2. Select and recruit participants who are willing to provide samples needed by the project;
3. Acquire all medical information and written consents from participants, ensuring data privacy and protection;
4. Provide the relevant NCMH guidelines and the Certificate of Availability of Funds signed by the NCMH Accountant for the transfer of the funds to execute this TOR;
5. Oversee the overall conduct of activities, as well as the crafting of required deliverables as defined in this TOR;
6. Provide assistance in coordinating activities needed to accomplish the deliverables of this TOR;
7. Ensure the accuracy of all information to be supplied to PGC; and
8. Acknowledge PGC and any relevant institutions in publications that arise from this TOR.

SECOND PARTY: UP through the Philippine Genome Center will:

1. Provide technical expertise, analysis and recommendations on the protocols of biobanking;
2. Procure necessary equipment and supplies to accomplish the deliverables of this TOR;
3. Hire personnel, consultants, and/or experts necessary to fulfill the objectives of this TOR;
4. Develop biobanking protocols including consent forms and ethics approvals for the recruitment of patients;
5. Facilitate the ethics approval of research protocols relevant to this TOR;
6. Assist NCMH in developing a research program and genomic research initiatives which will use biobank samples;
7. Submit to NCMH all deliverables and documents indicated in this TOR.

Proposed Terms of Payment

| Tranche | Output/Deliverables | % Total |
|---------|---------------------|---------|
| First | Inception Report | 30% |
| Second | 1st progress report | 40% |
| Third | 2nd progress report | 20% |
| Fourth | Final Report | 10% |

Proposed Line-Item-Budget:

| LINE-ITEM-BUDGET OF UP-PGC | | |
|---|-----------|------------|
| | Each | Total |
| Personnel Services | | |
| <i>Salaries:</i> | | |
| One (1) Research Assistant for NCMH/PGC project coordinator @ SG 16 x 1.2 Premium x 12 months | 47,606.40 | 571,276.80 |
| One (1) Research Assistant for Biobank SOP and Ethics @ SG 15 x 1.2 Premium x 12 months | 43,942.80 | 527,313.60 |
| One (1) Research Assistant as Writing Assistant @ SG 12 x 1.2 Premium x 12 months | 35,358.00 | 424,296.00 |
| One (1) Research Assistant for Patient Data Encoding @ SG 15 x 1.2 Premium x 6 months | 43,942.80 | 263,656.80 |
| <i>Honoraria:</i> | | |
| One (1) Project Leader 1 x 12 months – | 8,800/mo. | 105,600.00 |
| Two (2) Project Staff 3 x 12 months | 7,500/mo. | 180,000.00 |

| | | |
|---|---------------------------------|-----------------------|
| One (1) Training Resource Person on Research Program Workshop – | 3,000/ consultation | 3,000.00 |
| One (1) Training Resource Person on Research Program Workshop – | 3,000/ consultation | 3,000.00 |
| One (1) Training Resource Person on Data Management Workshop | 3,000/ consultation | 3,000.00 |
| | Total | 2,081,143.20 |
| Maintenance and Other Operating Expenses | | |
| Representation Expenses (Committee Meetings) | | 45,000.00 |
| Laboratory Supplies (for R&D and Biobanking SOP Optimization) | | 1,650,000.00 |
| Biobanking Services | 2,447/box/yr + 2,666/receipt | 300,000.00 |
| Workshops | | 205,000.00 |
| Printing and Binding | | 52,000.00 |
| Local Travel and Transportation Costs | | 51,301.25 |
| Delivery/Courier/MOA Legal Fees | | 60,000.00 |
| | Total | 2,363,301.25 |
| PS + MOOE | | 4,444,444.45 |
| 35% Indirect Cost (Admin, Utilities, etc.) | | 1,555,555.55 |
| | GRAND TOTAL: | 6,000,000.00 |
| | | |
| Tranches | Released Amount | Possible Release Date |
| First | 1,800,000.00 | DEC |
| Second | 2,400,000.00 | FEB |
| Third | 1,200,000.00 | APR |
| Fourth | 600,000.00 | MAY |
| Total | 6,000,000.00 | TOTAL |

Work Plan/Timeline:

| | | | | | | | | | | | | |
|---|--------------------------|---|---|---|---|---|---|---|---|---|---|---|
| Activities | 1 DEC 2024 – 30 NOV 2025 | | | | | | | | | | | |
| | D | J | F | M | A | M | J | J | A | S | O | N |
| Submit an Inception Report | | | | | | | | | | | | |
| Hire personnel | | | | | | | | | | | | |
| Plan & procure necessary resources | | | | | | | | | | | | |
| Initiate collaborative activities with relevant institutions, e.g., The Society for Pinoy | | | | | | | | | | | | |

[illegible]

Truly yours,

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

CONFORME:

ANGELO A. JIMENEZ
Authorized Representative

Date and Time: _____