



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
	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			
	General Objective:			
01	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.	1 / Lot	Php6,000,000.00	Php6,000,000.00
	Specific Objective/s:			
	To procure the services of a consultant/consultancy group in the conduct of the following:			
	<ol> <li>Develop a Biobanking Policies and Manual for NCMH;</li> <li>Establish protocols for patient recruitment for the collection of tissue samples (specifically blood) into the NCMH biobank for the purpose of multi-OMICs research;</li> </ol>			

There is no Health without Mental Health







- Develop a research program and genomic and data science research initiatives at NCMH;
- 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	Inception
	timeline for the NCMH biobanking policy project	Report
2	Assist NCMH to establish a	1st Progress
	research program for CNBIG	Report
3	Get an Ethics Approval for	2nd progress
	sample collection	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:

- Identify and elect medical technologists, clinical researchers, and clinicians who will participate in capacity-building and research activities;
- 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
- Acknowledge PGC and any relevant institutions in publications that arise from this TOR.

SECOND PARTY: UP through the Philippine Genome Center will:

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

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One (1) Training Resource	3,000/	3,000.00
Person on Research	consultation	
Program Workshop –		
One (1) Training Resource	3,000/	3,000.00
Person on Research Program Workshop –	consultation	
	0.0001	
One (1) Training Resource Person on Data	3,000/	3,000.00
Management Workshop	consultation	
wanagement workshop		0.004.440.00
Maintenance and Other	Total	2,081,143.20
Maintenance and Other		
Operating Expenses		
Representation Expenses		45,000.00
(Committee Meetings)		4 000 000 00
Laboratory Supplies (for		1,650,000.00
R&D and Biobanking SOP		
Optimization)	0.4490	
Biobanking Services	2,447/box/yr +	300,000.00
Madalan	2,666/receipt	
Workshops		205,000.00
Printing and Binding		52,000.00
Local Travel and		51,301.25
Transportation Costs		
Delivery/Courier/MOA Legal		60,000.00
Fees		
DO - MOOF	Total	2,363,301.25
PS + MOOE		4,444,444.45
35% Indirect Cost (Admin,		1,555,555.55
Utilities, etc.)		
	GRAND	6,000,000.00
	TOTAL:	2
Tranches	Released	Possible
	Amount	Release Date
First	, ,	DEC
Second		FEB
Third	, , ,	APR
Fourth		MAY
Total	6,000,000.00	TOTAL
Vork Plan/Timeline:		
Activities	1 DEC 2024 - 30	NOV 2025
D	J F M A M J	JASON
Submit an Inception		
Report		
Hire personnel		++++
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Plan & procure		
necessary resources		
Initiate collaborative		
activities with relevant		
institutions, e.g., The		
Society for Pinoy		
		1 1 1 1 11

Neuroscience				
Enthusiasts (SPINE)				
Conduct a workshop			-	
on the establishment				
of a CNBIG research				
program (Initial project				
proposal topics and				
concept notes –				
including the pilot				
biobanking and			1	
OMICS study)				
Prepare consent forms				
and sample collection				
protocols for a pilot				
biobanking for OMICS				
study (e.g. using a				
pharmacogenomics				
approach to treat				
schizophrenia and				
severe bipolar in				
Filipinos)				
Submit an application			-	
for ethics review				
Conduct a workshop			1 1	
on Biobank				
Governance (NCMH				
organizational				
framework)				
Establish an NCMH		111		
The company of the co				
Biobanking committee				
and initiate regular				
meetings with NCMH				
Biobank committee (to				
create an NCMH				
policy on human				
biobank)				
Draft the NCMH				
policy/ies on human				
biobank				
Respond to comments				
on ethics application of				
the pilot biobank study				
Submit 1st Progress		+		
Report				
Secure an approved		+ + +		
protocol from an				
Ethics Review Board				
Install or provide	++++	- -		
access to required				
200000 to required				

equipment (freezers,		
inventory systems)		
Conduct a workshop		
on biobanking, clinical		
data management,		
and data stewardship		
Submit 2nd Progress		
Report		
Begin sample		
collection for pilot		
study		
Monitor compliance		
with SOPs and adjust		
protocols if necessary		
Implement quality		
control checks		
ensuring sample		
integrity (e.g., DNA		
extraction)		
Prepare an NCMH		
biobanking manual		
with the SOP from the		
pilot OMICS study		
Submit Final Report		
*The submission due date of deliverables are		
highlighted in blue.		
	TOTAL:	PHP6,000,000.0

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Iru	ly	yours,

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

**CONFORME:** 

ANGELO A. JIMENEZ Authorized Repsidentative

Date and Time: \_\_\_\_\_