



National Center for Mental Health

NOTICE OF AWARD

April 11, 2023

COMMISSION ON AUDIT

Professional and Institutional Development Sector
Professional Development Office
Commonwealth Avenue, Quezon City

Sir / Madam:

Please be advised that an Alternative Methods of Procurement via **Negotiated Procurement - Agency-to-Agency** is used by the National Center for Mental Health – Bids and Awards Committee for Contract Services and Consultancy for the **In-House Training of Basic Accounting for Non-Accountants CY 2023** and is hereby awarded to your company the following:

NO.	ITEM SPECIFICATIONS/DESCRIPTIONS	QTY/ UOM	UNIT PRICE	TOTAL PRICE								
1	<p>For In-house Training / Seminar on Basic Accounting for Non-Accountants</p> <p>Accounting for Non-Accountants (ANAC):</p> <ol style="list-style-type: none"> Participants – The guaranteed number of participants is 30 per batch. Venue – The venue shall be at the PETRO Training Hall, National Center for Mental Health, Mandaluyong City Schedule – The training shall run for three days and is scheduled on: First Batch: 25-27 April 2023; Second Batch: 16-18 May 2023. Training Fee – The cost of the training will be at the rate of P4,500.00/ participants/3 days based on the number of participants. Below is the summary of the training fee: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Particulars</th> <th>Training Fee</th> </tr> </thead> <tbody> <tr> <td>Training fee to cover honoraria of the Training Management Team (TMT), training kits, and materials for the duration of the course</td> <td>P285,000.00</td> </tr> <tr> <td>₱ 4,500.00/pax net of tax x 60 participants =</td> <td>₱270,000.00</td> </tr> <tr> <td>₱5,000.00/day: Course Design Fee x 3 days =</td> <td>₱15,000.00</td> </tr> </tbody> </table>	Particulars	Training Fee	Training fee to cover honoraria of the Training Management Team (TMT), training kits, and materials for the duration of the course	P285,000.00	₱ 4,500.00/pax net of tax x 60 participants =	₱270,000.00	₱5,000.00/day: Course Design Fee x 3 days =	₱15,000.00	1 Lot	<p>Computed as:</p> <p>Training Fee Rate/pax: Php4,500.00 Participants: 60 Total: Php270,000.00</p> <p>Course Design Fee Rate/day: Php5,000.00 No. of Days: 3 Total: Php15,000.00</p> <p>Total Amount: Php285,000.00</p>	Php285,000.00
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"There is no Health without Mental Health"

	<p>Should the number exceed the guaranteed number of participants, headcount shall prevail and COA shall adjust the cost accordingly.</p> <p>5. Outputs and Deliverables – Pursuant to Section 17 (1) of PD 1445 (the Government Auditing Code of the Philippines), the COA through the PDO (MDO then), is vested with the exclusive authority “to formulate long-range plans for a comprehensive training program for all personnel of the Commission and of personnel of other agencies of government xxx” (emphasis ours).</p> <p>A. In keeping with this mandate and with respect to this engagement, the COA-PDO has the following responsibilities:</p> <ul style="list-style-type: none"> i. <i>Conduct the training on the scheduled dates, unless changed through the mutual understanding of both parties;</i> ii. <i>Designate a TMT comprised of Resource Person/s and Training Specialist/s who shall manage and coordinate the conduct of this training;</i> iii. <i>Provide the Course Agenda and training kits for the participants inclusive of training bags, notebooks and pens on the first day of the training;</i> iv. <i>Provide e-copies of the slide presentation in PDF format after the training; and,</i> v. <i>Issue Certificates of Attendance and Certificates of Training provided that the representative of the agency has presented a certified copy of proof of full payment of agreed training fees and participants' compliance with the training requirements.</i> <p>B. The NCMH has the following responsibilities:</p> <ul style="list-style-type: none"> i. <i>Ensure the attendance of 30 participants per batch;</i> ii. <i>Provide a list of participants including their designations, active email addresses, and mobile phone numbers, at least ten (10) working days before the first day of the training;</i> iii. <i>Ensure the availability of the venue that the minimum health protocols shall be ensured;</i> iv. <i>Ensure transportation of the members of the TMT from COA to the training venue and vice versa for the duration of the training;</i> v. <i>Provide meals and snacks for the participants and the TMT;</i> vi. <i>Provide a certified copy of the “Certificate of Availability of Funds (CAF)” for this engagement prior to the conduct of this training; and,</i> 							
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	<p>vii. <i>Ensure payment of the training fee as indicated in Item 4 of this Letter Conforme with the check drawn in the name of the "Commission on Audit" thru account number 1692-1020-09 in the amount indicated or payment thru LDDAP to be directly credited to the account of "Commission on Audit – Business Type Income." The certified copy of proof of payment of the amount payable under this Agreement shall be submitted to the training coordinator on or before the first day of training, 25 April 2023.</i></p>			
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Truly yours,



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

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Daniilo V. Cabug
CONFORME: DANILO V. CABUG
 Director III, Officer-in-Charge
 Professional Development Office, PIDS, COA

Authorized Representative

4/17/23

Date and Time