



National Center for Mental Health

PROFESSIONAL EDUCATION, TRAINING AND RESEARCH UNIT

TERMS OF REFERENCE (TOR)

Procurement of Anti-Plagiarism Software

Proponent: NCMH-Professional Education, Training, and Research Unit (PETRU)

Target Beneficiaries: All NCMH employees who engage in research, present case protocols, case reports, and other technical reports necessary to meet its mandate.

I. Background:

In keeping with the Mental Health Law, with the National Center for Mental Health being the premier training and research center, a plagiarism detection tool is beneficial in identifying portions of manuscripts borrowed from multiple sources which could deter occurrences of plagiarism that violates Intellectual Property Rights.

The National Center for Mental Health being a specialty training institution, plagiarism detection tools can also be advantageous in terms of learning by providing unequivocal feedback and assisting in the composition of case protocols and presentations.

A plagiarism detection tool can safeguard the name of our institution by ensuring that research and case protocols bearing the Center's name will have no copies or plagiarized content.

II. Project Objectives:

The objective of this procurement is to purchase a one-year subscription to an anti-plagiarism software 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 plagiarism/ similarity detection software in the research studies and scientific works content (case protocols, etc.) of NCMH employees as specified below:

Item	Specifications
Plagiarism detection	<ul style="list-style-type: none">● 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



PROFESSIONAL EDUCATION, TRAINING AND RESEARCH UNIT

Item	Specifications
	<p>content compared to other online sources and top specified journals from their vast content database</p> <ul style="list-style-type: none">● Similarity report: detailed and downloadable similarity report providing a percentage of similarity of the uploaded document with the software's content database; Checks 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 most prestigious publishers, NCMH's own document database of previous research and protocols, and other repositories.● At least 100 paper submissions
Integrity checker and collaborative teaching-learning process	<ul style="list-style-type: none">● 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)
Privacy and Security	<ul style="list-style-type: none">● 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.



National Center for Mental Health

PROFESSIONAL EDUCATION, TRAINING AND RESEARCH UNIT

Item	Specifications
	<ul style="list-style-type: none">● Protection from unauthorized data sharing to third parties.
Technical support	<ul style="list-style-type: none">● 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	<ul style="list-style-type: none">● Single sign on● Administrators can create and manage users

II. 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.

III. Project Cost:

The Approved Budget of the Contract (ABC) for the Anti-plagiarism detection tool or software is Seven Hundred Fifteen Thousand Pesos (715,000.00 php) inclusive of all applicable taxes and fees, remuneration/professional fee, and all incidental expenses.

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.

IV. Mode of Procurement

The Project shall be procured through Public Bidding.

V. Payment Schedule

- A. The Payment will be done in four (4) installments every after end of every quarter as per the invoice issued by the Provider with documentary evidence of providing access to plagiarism/similarity detection software. This invoice and documentary evidence shall be certified by NCMH. The Supplier should provide their bank details duly signed by their authorized signatories.



PROFESSIONAL EDUCATION, TRAINING AND RESEARCH UNIT

- B. The format of the invoice shall indicate: the gross amount less the applicable taxes. The net amount (less of tax) shall be paid to the supplier. The necessary BIR tax certificate shall be issued by NCMH.
- C. No claims for interest shall be accepted or entertained by NCMH in regard of any payment charged against NCMH due to disputes between the latter and the Provider or due to Administrative delay for reasons beyond the control of the Center.
- D. During the effectivity of the contract, no increase in rates shall be allowed.

Report/Output/ Deliverable	Timeline	Percentage of Contract Cost
Proposal submission (includes Work Plan and Deployment Plan)	15%	107,250.00
Delivery and installation of the software along with fully operational support services; duly accepted by NCMH-PETRU (i.e., acceptance implies seamless working of the software) as per the scope of work and terms of the contract.	75%	536,250.00
Implementation training of Administrators	10%	71,500.00
TOTAL COST		715,000.00 php

VI. Qualifications of the Service Provider:

- a. Authorized vendor and/ or exclusive distributor of the anti-plagiarism software.
- b. 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.
- c. 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.



REPUBLIC OF THE PHILIPPINES
Department of Health

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