



REPUBLIC OF THE PHILIPPINES
Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
Nueve de Febrero Street, Mandaluyong City, Philippines

PHILIPPINE BIDDING DOCUMENTS

**Procurement of Consultancy Service for
the Development of the Strategic
Framework of Clinical Governance for
the National Center for Mental Health
General Hospital Services Section (GHSS)
Phase 1 CY 2024**

October, 2024

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Consulting Services through Competitive Bidding have been prepared by the Government of the Philippines (GoP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the Government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), local government units (LGUs), and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the GoP or the World Bank or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184).

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the minimum eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Section II. Eligibility Documents of Part I; and Section II. Instructions to Bidders (ITB) and Section IV. General Conditions of Contract (GCC) of Part II. Data and provisions specific to each procurement and contract should be included in Section III. Eligibility Data Sheet (EDS) of Part I, Section III. Bid Data Sheet (BDS), and Section V. Special Conditions of Contract (SCC) of Part II. The forms to be used are provided in the attachments.

Care should be taken to check the relevance of the provisions of the Bidding Documents against the requirements of the specific Consulting Services to be procured. The following general directions should be observed when using the documents:

- (a) All the documents listed in the Table of Contents are normally required for the procurement of Consulting Services. However, they should be adapted as necessary to the circumstances of the particular Project.
- (b) These PBDs are divided into Part I and Part II, which shall be both made available from the time the Request for Expression of Interest is first advertised/posted until the deadline for the submission and receipt of bids
- (c) Specific details, such as the “name of the Procuring Entity” and “address for proposal submission,” should be furnished in the EDS, BDS, and SCC. The final documents should contain neither blank spaces nor options.
- (d) This Preface and the footnotes or notes in italics included in the Request for Expression of Interest, EDS, BDS, SCC, Terms of Reference, and Appendices are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should contain no footnotes except Section VII. Bidding Forms of Part II since these provide important guidance to Bidders.

- (e) The criteria for evaluation and the various methods of evaluation in the ITB should be carefully reviewed. Only those that are selected to be used for the procurement in question should be retained and expanded, as required in the BDS. The criteria that are not applicable should be deleted from the BDS.
- (f) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.
- (g) If modifications must be made to bidding procedures, they can be presented in the BDS. Modifications for specific Project or Contract should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the EDS, BDS, or SCC these terms shall be printed in bold type face on Section II. Eligibility Documents, Section I. Instructions to Bidders, and Section III. General Conditions of Contract, respectively.

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Section I. Request for Expression of Interest

FOR THE DEVELOPMENT OF THE STRATEGIC FRAMEWORK OF CLINICAL GOVERNANCE FOR THE NATIONAL CENTER FOR MENTAL HEALTH GENERAL HOSPITAL SERVICES SECTION (GHSS) PHASE 1 CY 2024

1. The National Center for Mental Health, through the GAA 2024 intends to apply the sum of Two Million Pesos (Php2,000,000.00), being the Approved Budget for the Contract (ABC) to payments under the contract for Public Bidding for the Procurement of Consultancy Service for the Development of the Strategic Framework of Clinical Governance for the National Center for Mental Health General Hospital Services Section (GHSS) Phase 1 CY 2024 / ITB No. CS-018-2024-PB. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The National Center for Mental Health now calls for the submission of eligibility documents for Consultancy Services for the Development of the Strategic Framework of Clinical Governance for the National Center for Mental Health General Hospital Services Section (GHSS) Phase 1 which shall consists of the following deliverables: 1) Inception Report; 2) Assessment Report; 3) Strategic Planning and Consultation Report; 4. Initial Report with Draft Framework; and 5) Final Report & Approved Framework. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before October 18, 2024 (Friday), 9:00AM at BAC Conference Room, NCMH Compound, Mandaluyong City. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from the Secretariat, Bids and Awards Committee (BAC) of the National Center for Mental Health and inspect the Bidding Documents at the address given below between 8:00AM - 5:00PM on Mondays to Fridays excluding holidays.
4. A complete set of Bidding Documents may be acquired by interested Bidders on October 10, 2024 – October 31, 2024 (Monday to Friday, 8:00AM – 5:00PM) from the address below upon payment of a fee of Five Thousand Pesos (Php5,000.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the National Center for Mental Health at <https://ncmh.gov.ph/index.php/bid#invitation-to-bid-re-bid>, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance

with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of a **maximum of five (5)** prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

A. Short Listing

1. Applicable Experience			40%
a. Work similar to the Project	At least 1 project (25%)	25%	
	No project (20%)		
b. Experience related to the Project	At least 1 project (15%)	15%	
	No project (10%)		
2. Quality of Personnel			40%
a. Education	Graduate degree (15%)	15%	
	Bachelor's degree (10%)		
b. Experience	>2 years (15%)	15%	
	2 years (10%)		
c. Relevant Training	≥ No. of hours of required training (10%)	10%	
	< No. of hours of required experience (0)		
3. Project Workload			20%
a. No. of workload with equivalent rate)	At least 1 project (20%)	20%	
	No project (10%)		
TOTAL			100%

B. Technical Evaluation Criteria

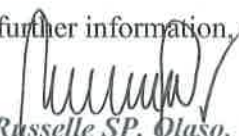
1. Quality of the consultant assigned to the Job			25%
a. Education	Graduate degree (10%)	10%	
	Bachelor's degree (8%)		
b. Experience	>2 years (10%)	10%	
	<2 years (5%)		
c. Training	≥ No. of hours of required training (5%)	5%	
	< No. of hours of required experience(0)		
2. Experience and Capability of Consultant/Consulting Firm			25%
a. Experience Similar to the Project	≥1 projects (20%)	20%	
	0 project (10%)		
b. Experience Related to the Project	≥1 projects (5%)	5%	
	0 project (3%)		
3. Plan of Approach and Methodology			50%
a. Clarity and Simplicity		5	
b. Feasibility		5	
c. Innovativeness		5	
d. Comprehensiveness and completeness, thoroughness, or adequacy		10	
e. Quality and interpretation of project requirements, problems, and risks		10	
f. Sustainability		5	
g. Work plan adequacy, completeness, viability, workability		10	
TOTAL			100%

The minimum score required to pass the technical evaluation is 70 points.

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation/Selection (QCBE/QCBS)* procedure. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within the maximum duration of six (6) months from receipt of the Notice to Proceed. **The contract of the procured project shall likewise include the following deliverables: 1) Inception Report; 2) Assessment Report; 3) Strategic Planning and Consultation Report; 4. Initial Report with Draft Framework; and 5) Final Report & Approved Framework. All deliverables must have a Users’ Acceptance, as proof of approval and the four (4) sets of hard copies and four (4) sets of soft copies of the deliverables shall be submitted.**
9. The *National Center for Mental Health* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:


Ms. Russelle SP. Olaso, MPA
Head, BAC Secretariat
Nueve de Febrero St. Brgy. Mauway, Mandaluyong City
Tel: 0285319001 loc 239, 240, 242
Telefax: 0285318318
Email: bacncmh@yahoo.com / bac@ncmh.gov.ph
www.ncmh.gov.ph

October 10, 2024



ALDEN C. CUYOS, MD, FPPA, IFAPA, MMHoA
Chairperson, NCMH-BAC for Contract Services And
Consultancy Service CY 2024

Section II. Eligibility Documents

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

(a) Class "A" Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
- (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

(b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (c) contain the name of the contract to be bid in capital letters;

- (d) bear the name and address of the prospective bidder in capital letters;
- (e) be addressed to the Procuring Entity's BAC specified in the EDS;
- (f) bear the specific identification of this Project indicated in the EDS; and
- (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the EDS.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its

intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (h) the name of the prospective bidder;
 - (i) whether there is a modification or substitution; and
 - (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the EDS shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the EDS.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Eligibility Documents									
1.2	<p>The project is Procurement of Consultancy Service for the Development of the Strategic Framework of Clinical Governance for the National Center for Mental Health General Hospital Services Section (GHSS) Phase 1 CY 2024</p> <p>Based on the approved Terms of Reference, the Project requires a consultant which must possess the following minimum qualifications:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Expertise required</td> <td> <ul style="list-style-type: none"> ▪ Doctor of Medicine preferably with specialty in psychiatry/mental health; ▪ Preferably with masters in hospital administration and/or public health management; ▪ Consulting experience in setting a clinical governance procedure and/or quality management system; ▪ Consulting experience in developing a framework for mental health programs and/or mental health care provision. </td> </tr> <tr> <td>Minimum number of years of experience</td> <td>At least 2 years of professional experience</td> </tr> <tr> <td>Minimum number of projects undertaken /managed of similar nature</td> <td>At least 1 successful project of similar nature managed</td> </tr> <tr> <td>Trainings</td> <td>At least 8 hours of relevant training</td> </tr> </table>	Expertise required	<ul style="list-style-type: none"> ▪ Doctor of Medicine preferably with specialty in psychiatry/mental health; ▪ Preferably with masters in hospital administration and/or public health management; ▪ Consulting experience in setting a clinical governance procedure and/or quality management system; ▪ Consulting experience in developing a framework for mental health programs and/or mental health care provision. 	Minimum number of years of experience	At least 2 years of professional experience	Minimum number of projects undertaken /managed of similar nature	At least 1 successful project of similar nature managed	Trainings	At least 8 hours of relevant training
Expertise required	<ul style="list-style-type: none"> ▪ Doctor of Medicine preferably with specialty in psychiatry/mental health; ▪ Preferably with masters in hospital administration and/or public health management; ▪ Consulting experience in setting a clinical governance procedure and/or quality management system; ▪ Consulting experience in developing a framework for mental health programs and/or mental health care provision. 								
Minimum number of years of experience	At least 2 years of professional experience								
Minimum number of projects undertaken /managed of similar nature	At least 1 successful project of similar nature managed								
Trainings	At least 8 hours of relevant training								
1.3	No further instructions.								
2.1(a)(ii)	<p>The statement of all ongoing and completed government and private contracts shall include all such contracts within <i>two (2) years</i> prior to the deadline for the submission and receipt of eligibility documents.</p> <p>In case of ongoing government and private contracts, the Statement shall be accompanied by the following (for each contract):</p> <p style="padding-left: 40px;">1.0 Notice of Award;</p> <p style="padding-left: 40px;">2.0 Contract; and/or</p> <p style="padding-left: 40px;">3.0 Notice to Proceed issued by the government/private agency or entity.</p> <p>In case of unavailability of one or more of the foregoing documents, the equivalent document issued by the private entity shall be submitted.</p> <p>*Please refer to the attached Form of Statement of All Ongoing and Completed</p>								



	Government and Private Contracts
2.1(a)(ii.7)	<p>In case of completed contracts, acceptable proof of satisfactory completion are as follows (for each contract):</p> <ol style="list-style-type: none"> 1. Notice of Award; 2. Contract; 3. Certificate of Satisfactory Completion issued by the government/private agency or entity; and/or 4. Owner's Acceptance. <p>In case of unavailability of one or more of the foregoing documents, the equivalent document issued by the private entity shall be submitted.</p> <p>*Please refer to the attached Form of Statement of All Ongoing and Completed Government and Private Contracts</p>
4.2	Each prospective bidder shall submit one (1) ORIGINAL PRINTED COPY and TWO (2) PRINTED COPIES of its eligibility documents.
(e)	Bids and Awards Committee for Contract Services and Consultancy of the National Center for Mental Health.
(f)	Procurement of Consultancy Service for the Development of the Strategic Framework of Clinical Governance for the National Center for Mental Health General Hospital Services Section (GHSS) Phase 1
5	<p>The address for submission of eligibility documents is</p> <p style="text-align: center;">Secretariat</p> <p style="text-align: center;">Bids and Awards Committee for Contract Services and Consultancy</p> <p style="text-align: center;">National Center for Mental Health</p> <p style="text-align: center;">9 de Pebrero St., Mauway, Mandaluyong City</p> <p>The deadline for submission of eligibility documents is at 9:00AM, October 18, 2024 (Friday).</p>
8.1	<p>The place of opening of eligibility documents is</p> <p style="text-align: center;">BAC Conference Room, NCMH Compound,</p> <p style="text-align: center;">9 de Pebrero St., Mauway,</p> <p style="text-align: center;">Mandaluyong City</p> <p>The date and time of opening of eligibility documents is at 9:00AM, October 18, 2024 (Friday).</p>



	Upon submission of their eligibility envelopes, the representatives of the bidders are enjoined to submit to the secretariat the name/s and email address/es of their representative/s who will be attending the opening of the eligibility documents.																																																
9.1	Contracts that are similar in nature and complexity to the project referring to the Procurement of Consultancy Service for the Development of the Strategic Framework of Clinical Governance for the National Center for Mental Health General Hospital Services Section (GHSS) Phase 1.																																																
9.2	<p>A. Short Listing</p> <table border="1" data-bbox="486 548 1348 1142"> <tr> <td colspan="4">1. Applicable Experience</td> </tr> <tr> <td rowspan="2">a. Work similar to the Project</td> <td>At least 1 project (25%)</td> <td>25%</td> <td rowspan="2">40%</td> </tr> <tr> <td>No project (20%)</td> <td></td> </tr> <tr> <td rowspan="2">b. Experience related to the Project</td> <td>At least 1 project (15%)</td> <td rowspan="2">15%</td> <td rowspan="2"></td> </tr> <tr> <td>No project (10%)</td> </tr> <tr> <td colspan="4">2. Quality of Personnel</td> </tr> <tr> <td rowspan="2">a. Education</td> <td>Graduate degree (15%)</td> <td rowspan="2">15%</td> <td rowspan="2">40%</td> </tr> <tr> <td>Bachelor's degree (10%)</td> </tr> <tr> <td rowspan="2">b. Experience</td> <td>>2 years (15%)</td> <td rowspan="2">15%</td> <td rowspan="2"></td> </tr> <tr> <td>2 years (10%)</td> </tr> <tr> <td rowspan="2">c. Relevant Training</td> <td>≥ No. of hours of required training (10%)</td> <td rowspan="2">10%</td> <td rowspan="2"></td> </tr> <tr> <td>< No. of hours of required experience (0)</td> </tr> <tr> <td colspan="4">3. Project Workload</td> </tr> <tr> <td rowspan="2">a. No. of workload with equivalent rate)</td> <td>At least 1 project (20%)</td> <td>20%</td> <td rowspan="2">20%</td> </tr> <tr> <td>No project (10%)</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL</td> <td>100%</td> </tr> </table>	1. Applicable Experience				a. Work similar to the Project	At least 1 project (25%)	25%	40%	No project (20%)		b. Experience related to the Project	At least 1 project (15%)	15%		No project (10%)	2. Quality of Personnel				a. Education	Graduate degree (15%)	15%	40%	Bachelor's degree (10%)	b. Experience	>2 years (15%)	15%		2 years (10%)	c. Relevant Training	≥ No. of hours of required training (10%)	10%		< No. of hours of required experience (0)	3. Project Workload				a. No. of workload with equivalent rate)	At least 1 project (20%)	20%	20%	No project (10%)		TOTAL			100%
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Section I. Notice of Eligibility and Short Listing

[Insert Date]

[Name and Address of Short Listed Consultant]

Dear *[Addressee]*:

1. The *National Center for Mental Health* (hereinafter called “Procuring Entity” has received financing (hereinafter called “funds”) from *GAA 2024* (hereinafter called the “Funding Source”) toward the cost of **Public Bidding for the Procurement of Consultancy Service for the Development of the Strategic Framework of Clinical Governance for the National Center for Mental Health General Hospital Services Section (GHSS) Phase 1 CY 2024**. The Procuring Entity intends to apply a portion of the funds in the amount of *Two Million Pesos (Php2,000,000.00)* to eligible payments under the contract for **Procurement of Consultancy Service for the Development of the Strategic Framework of Clinical Governance for the National Center for Mental Health General Hospital Services Section (GHSS) Phase 1 CY 2024** for which the Bidding Documents is issued.
2. The Procuring Entity now invites bids to provide the following Consulting Services for the **Development of the Strategic Framework of Clinical Governance for the National Center for Mental Health General Hospital Services Section (GHSS) Phase 1 project**. More details on the services are provided in the Terms of Reference (TOR) for the project.
3. The Consultant shall be selected and employed in accordance with Quality-Cost Based Evaluation procedures as described in the Bidding Documents.
4. This notice has been addressed to the following short listed consultants:

[Insert list of short listed consultants]
5. It is not permissible for you to transfer this invitation to any other consultant.
6. The Bidding Documents may be acquired at **Bids and Awards Committee (BAC) for Contract Services and Consultancy Secretariat** of the National Center for Mental Health during **office hours between 8:00 a.m. to 4:00 p.m. Mondays to Fridays, excluding local and national holidays**. All interested bidders may view the documents, but all bidders must, on or before the submission of their respective bids, pay an applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (P5,000.00)**.

7. The *National Center for Mental Health* will hold a Pre-Bid Conference on **October 23, 2024, 9:00AM** at **BAC Conference Room, NCMH Compound, Mandaluyong City** which shall be open to all short listed consultants.¹

Yours sincerely,

ALDEN C. CUYOS, MD, FPPA, IFAPA, MMH_oA
Chairperson, NCMH-BAC for Contract Services And
Consultancy Service CY 2024

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a pre-bid conference.