



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

PHILIPPINE BIDDING DOCUMENTS

PROCUREMENT OF CONSULTING SERVICES FOR THE DEVELOPMENT AND ROLL-OUT OF ON-GROUND MODULE ON MENTAL HEALTH ADVOCACY AND LEADERSHIP FOR PERSONS WITH LIVED EXPERIENCE (PWLE) CY 2025

REI: CS-10-2025-PB

April, 2025

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Section I.

Request for Expression of Interest



REQUEST FOR EXPRESSION OF INTEREST

Development and Roll-out of On-ground Module on Mental Health Advocacy and Leadership for Persons with Lived Experience (PWLE) CY 2025

1. The National Center for Mental Health (NCMH), through the *Sub-Allotment Advice (SAA) No. 2024-03-001227 of General Appropriations Act (GAA) 2024* intends to apply the sum of **Two Million Pesos (PhP2,000,000.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for the *Procurement of Consulting Services for the Development and Roll-out of On-ground Module on Mental Health Advocacy and Leadership for Persons with Lived Experience (PWLE) CY 2025 under REI No. CS-10-2025-PB*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The NCMH now calls for the submission of eligibility documents for the *Procurement of Consulting Services for the Development and Roll-out of On-ground Module on Mental Health Advocacy and Leadership for Persons with Lived Experience (PWLE) CY 2025 under REI No. CS-10-2025-PB*.

Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **April 16, 2025, 9:00 A.M.** at the **BAC Conference Room, National Center for Mental Health, Nueve de Pebrero St., Mauway, Mandaluyong City**. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

Kindly refer to the Checklist of Requirements for Eligibility and Shortlisting for further details regarding eligibility documents.

3. The Eligibility Documents will be opened on **April 16, 2025**, starting on **09:00 AM** at the **BAC Conference Room, National Center for Mental Health, Nueve de Pebrero St., Mauway, Mandaluyong City**.
4. Interested bidders may obtain further information from the **Office of the BAC Secretariat** and inspect the Bidding Documents at the address given below during **8:00 A.M. to 5:00 P.M. Monday to Friday, excluding holidays**.

**BAC Conference Room, National Center for Mental
Health, Nueve de Pebrero St., Mauway, Mandaluyong City**

5. A complete set of Bidding Documents may be acquired by Shortlisted Consultants from the address as stated in **Item No. 4** starting on the date to be indicated in the Notice of Eligibility and Short Listing. Only the shortlisted bidders/consultants shall be allowed to purchase the Bidding Documents in the amount 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 NCMH website (<https://ncmh.gov.ph/index.php/bid#request-for-expression-of-interest>), provided that the Shortlisted Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. 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 criteria and rating system for short listing are:

a. Applicable Experience of Consultant/Consultancy Team	—	60 %
b. Quality of Personnel	—	30%
c. Amount of Workload	—	10%

7. 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.

8. The Procuring Entity shall evaluate bids using the *Quality Cost Based Evaluation Procedure (QCBE)*. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
9. The contract shall be completed within *the maximum of Ten (10) months from the issuance of the approved Notice to proceed.*
10. The NCMH 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.

For further information, please refer to:

RUSSELLE SP. OLASO
HEAD-BAC SECRETARIAT
National Center for Mental Health
Nueve de Pebrero St., Mauway, Mandaluyong City
Tel: 0285319001 loc 239, 240, 242
Telefax: 0285318318
Email: bacncmh@yahoo.com / bac@ncmh.gov.ph / www.ncmh.gov.ph

April 8, 2025


JERRY C. RODRIGUEZ, MGM-ESP
Chairman, BAC for Contract Services and Consultancy

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:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;

- (c) be addressed to the Procuring Entity's BAC specified in the EDS;
 - (d) bear the specific identification of this Project indicated in the EDS; and
 - (e) 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 5 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:
- (a) the name of the prospective bidder;
 - (b) whether there is a modification or substitution; and
 - (c) 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 Data Sheet

Eligibility Documents	
1.2	<i>Consulting Services for the Development and Roll-out of On-ground Module on Mental Health Advocacy and Leadership for Persons with Lived Experience (PWLE).</i>
1.3	No further instructions.
2.1	<p>The Consultant shall submit the following <i>Eligibility and Technical Documents arranged, numbered and tabbed</i> as enumerated below:</p> <p>Class “A” Documents –</p> <p><u>Eligibility Documents</u></p> <p>1) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;</p> <p><u>Technical Documents</u></p> <p>2) Statement of the prospective bidders 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 two (2) years prior to the deadline for the submission and receipt of bids (Use Form Nos. 1 and 2).</p> <p>3) 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 professionals, including respective curriculum vitae (Use Form Nos. 3 and 4).</p> <p>Class “B” Document –</p> <p>4) If applicable, valid Joint Venture Agreement (JVA) in case of the joint venture is already in existence. <i>In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid</i>, stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. <i>Failure to enter into a Joint Venture in the event of a 16 contract award shall be ground for the forfeiture of the bid security (2016 Revised IRR of RA9184).</i></p> <p>NOTES:</p> <p>1) In case of a Joint Venture Agreement, each of joint venture partners shall submit the Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section</p>



2.1(a)(ii)	The statement of ALL ongoing and completed government and private contracts shall include all such contracts within <i>the past Two (2) years</i> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<p><i>Acceptable proof of satisfactory completion of completed contracts are:</i></p> <ul style="list-style-type: none"> • Certificate of Completion, Certificate of Completion and Acceptance or any equivalent of completed project/s as long as the BAC's Technical Working Group is able to validate final completion and acceptance of the projects • Certificate of Good Performance at least Satisfactory rating issued by the client
4.2	Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid: 1st copy- marked as 'ORIGINAL'; 2nd copy- marked as 'COPY 1'; 3rd copy- marked as 'COPY 2'.
4.3 (c)(c)	<p>All envelopes shall:</p> <ul style="list-style-type: none"> (a) Contain the name of the contract to be bid in capital letters; (b) Bear the name and address of the Bidder in capital letters; (c) Be addressed to the COBAC in accordance with ITB Clause; (d) Bear the specific identification of this bidding process indicated in the ITB Clause; and (e) Bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with ITB Clause. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">ELIGIBILITY DOCUMENTS</p> <p>TO: JERRY C. RODRIGUEZ, MGM-ESP Chairman, BAC for Contract Services and Consultancy</p> <p>FROM: _____ (Name of Bidder in Capital Letters)</p> <p>ADDRESS: _____ (Address of Bidder in Capital Letters)</p> <p>PROJECT: PROCUREMENT OF CONSULTING SERVICES FOR THE DEVELOPMENT AND ROLL-OUT OF ON-GROUND MODULE ON MENTAL HEALTH ADVOCACY AND LEADERSHIP FOR PERSONS WITH LIVED EXPERIENCE (PWLE) CY 2025</p> <p>BID REF NO: REI NO. CS-10-2025-PB</p> <p style="text-align: center;">(In Capital Letters, Indicate the Phase): "DO NOT OPEN BEFORE: APRIL 16, 2025 at 9:00 AM"</p> </div>
5	<p>Opening of Eligibility documents shall be on April 16, 2025, 9:00 AM. Bids will be opened in the presence of the bidders' representatives. Interested bidders may contact the COBAC-B Secretariat at the electronic mail (e-mail) address, bac@ncmh.gov.ph, for details. Late bids shall not be accepted.</p> <p>Bidders may submit their bid proposal on or before April 16, 2025, 9:00 AM. to the BAC Secretariat through printed copy to be submitted at the BAC Conference Room, National Center for Mental Health, Nueve de Pebrero St.,</p>

	Mauway, Mandaluyong City.														
8.1	<p>The place of opening of eligibility documents is:</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> BAC Conference Room, National Center for Mental Health, Nueve de Pebrero St., Mauway, Mandaluyong City </div> <p>The date and time of Opening of Eligibility Documents is April 16, 2025, 9:00 AM.</p>														
9.1	<p>The bidder must have completed at least the past two (2) years similar or related contracts/projects in any of the following:</p> <p>For this purpose, similar contracts shall refer to: <i>Development and Roll-out of On-ground Module on Mental Health Advocacy and Leadership for Persons with Lived Experience (PWLE)</i></p>														
9.2	<p>Application for Eligibility will be evaluated on a “pass/fail” basis.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Criteria</th><th style="text-align: center;">Weight</th></tr> </thead> <tbody> <tr> <td>1. Applicable Experience of Consultant/Consultancy Team</td><td style="text-align: center;">60%</td></tr> <tr> <td> <ul style="list-style-type: none"> A. Must have undertaken projects and/or engagements with Department of Health (DOH) and/or attached agencies in the past three (3) years related to module development and capacity building <ul style="list-style-type: none"> a. At least 3 similar services/projects in the past three (3) years (30%) b. One similar service/project in less than three (3) years (20%) c. No similar services/projects in the past three (3) years (0%) B. Must have relevant work experience in the conduct and implementation of mental health promotions, learning module design, and communication design <ul style="list-style-type: none"> a. More than 5 years (30%) b. 3 years (20%) c. Less than 3 years (0%) C. Has experience working with Persons with Lived Experience (PWLE) in the past three (3) years <ul style="list-style-type: none"> a. At least 2 similar services/projects involving PWLEs in the past three (3) years (10%) b. One similar service/project in less than three (3) years (5%) c. No similar services/projects in the past three (3) years (0%) </td><td></td></tr> <tr> <td>2. Quality of Personnel</td><td style="text-align: center;">30</td></tr> <tr> <td> <ul style="list-style-type: none"> A. Education 15% <ul style="list-style-type: none"> i. Graduate degree (15%) ii. Bachelor's degree (10%) B. Experience 10% <ul style="list-style-type: none"> i. >5years (20%) ii. 3-4 years (15%) iii. 2 years (10%) C. Person with Lived Experience 5% <ul style="list-style-type: none"> i. Inclusion of at least 1 PWLE (5%) ii. No PWLE (0%) </td><td></td></tr> <tr> <td>3. Amount of Workload</td><td style="text-align: center;">10%</td></tr> <tr> <td> <ul style="list-style-type: none"> A. No. of workload with equivalent rate 10% <ul style="list-style-type: none"> a. ≥2 projects (10%) b. 1 project (0%) </td><td></td></tr> </tbody> </table>	Criteria	Weight	1. Applicable Experience of Consultant/Consultancy Team	60%	<ul style="list-style-type: none"> A. Must have undertaken projects and/or engagements with Department of Health (DOH) and/or attached agencies in the past three (3) years related to module development and capacity building <ul style="list-style-type: none"> a. At least 3 similar services/projects in the past three (3) years (30%) b. One similar service/project in less than three (3) years (20%) c. No similar services/projects in the past three (3) years (0%) B. Must have relevant work experience in the conduct and implementation of mental health promotions, learning module design, and communication design <ul style="list-style-type: none"> a. More than 5 years (30%) b. 3 years (20%) c. Less than 3 years (0%) C. Has experience working with Persons with Lived Experience (PWLE) in the past three (3) years <ul style="list-style-type: none"> a. At least 2 similar services/projects involving PWLEs in the past three (3) years (10%) b. One similar service/project in less than three (3) years (5%) c. No similar services/projects in the past three (3) years (0%) 		2. Quality of Personnel	30	<ul style="list-style-type: none"> A. Education 15% <ul style="list-style-type: none"> i. Graduate degree (15%) ii. Bachelor's degree (10%) B. Experience 10% <ul style="list-style-type: none"> i. >5years (20%) ii. 3-4 years (15%) iii. 2 years (10%) C. Person with Lived Experience 5% <ul style="list-style-type: none"> i. Inclusion of at least 1 PWLE (5%) ii. No PWLE (0%) 		3. Amount of Workload	10%	<ul style="list-style-type: none"> A. No. of workload with equivalent rate 10% <ul style="list-style-type: none"> a. ≥2 projects (10%) b. 1 project (0%) 	
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REPUBLIC OF THE PHILIPPINES

Department of Health

NATIONAL CENTER FOR MENTAL HEALTH



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 (NCMH) has received financing from ***Sub-Allotment Advice (SAA) No. 2024-03-001227 of General Appropriations Act (GAA) 2024*** toward the cost of Procurement of the Consulting Services for the ***Development and Roll-out of On-ground Module on Mental Health Advocacy and Leadership for Persons with Lived Experience (PWLE) CY 2025 under REI No. CS-10-2025-PB***. The Procuring Entity intends to apply a portion of the funds in the amount of ***Two Million Philippine Pesos (PhP2,000,000.00)*** for which the Bidding Documents is issued.
2. The Procuring Entity now invites bids to provide the following Consulting Services: ***To transform the Mental Health Advocacy and Leadership eLearning module for PWLE into in-person training, develop a "train-the-trainer" module, pilot the training materials, and propose sustainability plans for regional office implementation.*** 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 (QCBE)*** procedures as described in the Bidding Documents.
4. This notice has been addressed to the following 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 the ***Office of the BAC Secretariat, National Center for Mental Health, Nueve de Pebrero St., Mauway, Mandaluyong City*** during office hours from ***8:00 A.M. to 5:00 P.M., Monday to Friday***, upon payment of an applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ***Five Thousand Pesos Only (PhP5,000.00)***.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below. Late bids shall not be accepted.
8. The NCMH will hold a Pre-Bid Conference on *April 23, 2025 (Wednesday), 9:00 AM*. At the *BAC Conference Room, National Center for Mental Health, Nueve de Pebrero St., Mauway, Mandaluyong City*, which shall be open to all short listed consultants.¹

Yours truly yours,

JERRY C. RODRIGUEZ, MGM-ESP

Chairman, BAC for Contract Services and Consultancy

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.