



National Center for Mental Health

REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTING SERVICES FOR THE PROCUREMENT OF TRAINING FOR NCMH CRISIS HOTLINE SPECIALISTS CY 2019

1. The National Center for Mental Health (NCMH) intends to apply the sum of Six Hundred Fifty Thousand and 00/100 Pesos (PHP 650,000.00), inclusive of all government taxes. It shall cover training materials, professional trainer fees, testing and evaluations, practicum on-site supervision, and supervision fees as the Approved Budget for the Contract (ABC), to payments under the Contract for the subject consulting services. Proposals 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 Expression of Interest (EOI) and eligibility requirements for the Procurement of Training for NCMH Crisis Hotline Specialists (Responders) This is a 24/7 telephone services that will cater to a wide array of mental health concerns, including but not limited to suicide, among different service users in the country and the Overseas Filipinos. It is envisioned that mental health services will be provided to people who are badly in need of the immediate and efficient services all-over the country and beyond through collaborative work among different stakeholders. Further, the Crisis Hotline to be manned by competent and professional Crisis Hotline Specialists (responders) who should be adequately trained on identifying and handling different mental health issues and concerns through telephone service. The contract shall be completed for a period of one (1) month from issuance of Notice to Proceed. Application for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion. Eligibility Documents of interested Consultants must be duly received by the NCMH Bids and Awards Committee for Consulting Services on or before **October 16, 2019, 9:00 AM.**, at the following address:

PUBLIO B. PLOTEÑA III, RN, MAN MMHoA
Chairperson, NCMH-BAC for Infrastructure Projects,
Contract Services, Other Equipment
and Preventive Maintenance for Various Equipment
National Center for Mental Health
Nueve de Pebrero St, Brgy. Mauway Mandaluyong City

3. Interested Consultants may obtain further information from NCMH and acquire a complete set of Proposal/Bidding Documents at the address given above from Mondays to Fridays, 8:00 A.M. to 5:00 P.M., starting **October 09, 2019**. The Proposal/Bidding Documents may also be downloaded free of charge from the Philippine Government Electronic Procurement System (PhilGEPS) and NCMH websites, provided that Consultants shall pay the applicable fee for the Proposal Documents not later than the submission of their proposals.

4. Interested Consultants may submit their Legal, Financial and Class "B" Eligibility Documents, as applicable, in advance on or before **October 16, 2019, 9:00AM** for preliminary evaluation by the BAC-NCMH in terms of completeness/compliance

5. The NCMH-BAC shall draw up the short list of Consultants from those who have submitted EOI, including the Eligibility Documents, and have been determined as eligible in accordance with the relevant provisions of Republic Act (RA) No. 9184, or the Government Procurement Reform Act (GPRA), and its Revised Implementing Rules and Regulations (IRR). The short list shall consist of three (3) to seven (7) prospective Consultants who will be entitled to submit proposals. The criteria and rating system for short-Listing are as follows:

a. Applicable Experience	40%
1. Work similar to the Project	25%
≥5 projects (25%)	
3-4 projects (23%)	
2 projects (20%)	
2. Work Experience related to the Project	15%
≥5 projects (15%)	
3-4 projects (13%)	
2 projects (10%)	
b. Quality of Personnel	40%
1. Education	15%
Graduate Degree (15%)	
Bachelor's Degree (12%)	
2. Experience	15%
≥5 years (15%)	
3-4 years (13%)	
2 years (10%)	
3. Relevant Training	10%
With certificate to conduct training (10%)	
No Certificate to conduct training (0)	
c. Current Workload	20%
(No. of workload with equivalent rate)	
≥3 projects (5%)	
2 projects (10%)	
2 projects (20%)	
	100%

6. The selection process will be conducted through open competitive selection/bidding procedures using non-discretionary "pass/fail" criterion as specified in the Revised IRR

of RA 9184. This procurement activity is open to all interested Consultants. Local Consultants may associate with foreign consultants subject to the conditions for eligibility provided in said Revised IRR. Further, local Consultants may engage foreign experts provided that the man-months thereof shall not exceed 40% of the total man-months requirement of the undertaking.

7. Proposals shall be evaluated using the Quality Based Evaluation/Selection (**QBE**) procedure. The criteria and rating system for the evaluation of proposals shall be provided in the Instructions to Proponents/Bidders.

8. Bids and Awards Committee reserves the right to reject any and all proposals, including that of a single eligible proponent, waive any minor deviation in the submitted documents which will not materially affect the substance of the proposal, annul the procurement/bidding process, or not award the contract without thereby incurring any liability to the affected participating Consultant/s.

9. For further information, please contact the NCMH-BAC Secretariat:
National Center for Mental Health
Nueve de Pebrero St.,
Brgy. Mauway, Mandaluyong City
Tel No: 5319001 local 242

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