



Republic of the Philippines  
Department of Health  
**CENTRAL OFFICE BIDS AND AWARDS COMMITTEE**

15 April 2021

**REQUEST TO SUBMIT TECHNICAL AND FINANCIAL PROPOSALS FOR THE  
NEGOTIATED PROCUREMENT THROUGH SMALL VALUE MODALITY FOR THE  
HIRING OF AN INDIVIDUAL CONSULTANT FOR THE DEVELOPMENT OF ONLINE  
COURSE FOR THE VIOLENCE INJURY PREVENTION AND SAFETY PROMOTION  
CORE TRAINING MODULES  
SVP NO. 2021-019-A**

The Department of Health (DOH) has an urgent requirement for the Hiring of an Individual Consultant for the Development of Online Course for the Violence Injury Prevention and Safety Promotion Core Training Modules under SVP No. 2021-019-A with a total Approved Budget for the Contract (ABC) of One Million Philippine Pesos (PhP1,000,000.00). The project is recommended to be procured through Negotiated Procurement through Small Value Modality pursuant to Republic Act (RA) 9184 and its 2016 Implementing Rules and Regulations (IRR).

The Central Office Bids and Awards Committee (COBAC)-B hereby requests the prospective Individual Consultant to submit their Technical and Financial Proposals based on the **attached Terms of Reference (TOR) and prescribed forms**. The prospective Individual Consultant shall submit three (3) sets of proposals, one (1) marked original and two (2) certified true copies of the original certified as such by the Individual Consultant of the following requirements arranged, numbered and tabbed in a sealed envelope:

1. Technical and Financial Proposals using the attached prescribed standard forms:

a) Technical Proposal Forms:

- TPF1 Technical Proposal Submission Form
- TPF2 Consultant's References
- TPF3 Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity
- TPF4 Description of the Methodology and Work Plan for Performing the Project
- TPF5 Curriculum Vitae (CV)
- TPF6 Time Schedule
- TPF7 Activity (Work Schedule)

b) Financial Proposal Forms:

- FPF1 Financial Proposal Submission Form
- FPF2 Summary of Costs
- FPF3 Breakdown of Price per Activity
- FPF4 Breakdown of Remuneration per Activity
- FPF5 Reimbursable per Activity
- FPF6 Miscellaneous Expenses

	If Individual Consultant under the sole proprietorship	If Individual Technical Consultant practicing its profession
2.	Mayor's/Business permit issued by the city or municipality where the principal place of	<b>BIR Certificate of Registration</b>

	business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas (2016 Revised IRR of RA9184) <u>together with corresponding copy of receipt of payments of the said permit.</u>	
	<u>In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, Acceptability of the recently expired Mayor's or Business permits and the Official Receipt as proof that the Bidder has applied and paid for the renewal of the permit; Provided that, the current and valid Mayor's or Business Permit as renewed, will be submitted by the bidder with the LCRB after the award of contract but before payment (GPPB Circular 09-2020).</u>	
3.	PhilGEPS Registration Number;	PhilGEPS Registration Number;
4.	Omnibus Sworn Statement (use attached form)	Omnibus Sworn Statement (use attached form)
5.	Latest Annual Income Tax/Business Tax Return also refers to Value Added Tax (VAT) or Percentage Tax Return covering the previous six (6) months	

The Quality-Cost Based Evaluation Procedure pursuant to Section 33.2.1.b of the 2016 IRR of RA 9184 shall be used for this project. The corresponding weights for the technical proposal is 70% while financial proposal weight is 30%.

The required minimum technical proposal score is 70%. On the other hand, your financial proposal should not exceed the ABC of Php1,000,000.00, otherwise your proposal shall be rejected or be automatically disqualified.

The Submission of Bids is set on **17 March 2021, 9:00 A.M.** Bids received after the deadline for submission and receipt of bids shall be declared "late" and shall not be accepted.

Further, pursuant to Section 54.5 of the 2016 IRR of the R.A. 9184, should this procurement project be awarded in your favor, filing of performance security is required as prescribed in Section 39 revised IRR of R.A. 9184.

The Performance Security shall be limited to the following forms with corresponding amount:


Form of Performance Security	Amount of Performance Security (Not less than the required Percentage of the Total Contract Price)
1. Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)

Form of Performance Security	Amount of Performance Security (Not less than the required Percentage of the Total Contract Price)
2. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
3. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

If the Performance Security is in the form of bank draft/guarantee or irrevocable letter of credit, the Performance Security shall be valid until the issuance of Certificate of Final Acceptance and Completion of the project by the DPCB of the Department of Health which must form part of the terms and conditions of the Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank when opted to be used by the bidder. Otherwise, the award of contract shall be cancelled without prejudice of the institution of blacklisting proceeding or other administrative cases, civil or criminal cases with the forfeiture of the bid security.

Moreover, please be informed of the taxes to be withheld for this procurement project:

Particular	EVAT		NON-VAT	
	TAX Base	Withholding Tax	TAX Base	Withholding Tax
If the current year's gross income does not exceed PhP720,000.00	Gross Amount / 1.12	EWT – 10% EVAT – 5%	Gross Amount	EWT – 10% NON-VAT – 3%
If the current year's gross income exceeds PhP720,000.00	Gross Amount / 1.12	EWT – 15% EVAT – 5%	Gross Amount	EWT – 15% NON VAT – 3%
Consultancy (Partnership)	Gross Amount	EVAT – 5%	Gross Amount	NON VAT – 3%

  
**GERARDO V. BAYUGO, MD, MPH, CESO I**  
 Undersecretary of Health  
 Chairperson, COBAC-B

## **TERMS OF REFERENCE**

<b>Project Title</b>	<b>Consulting Service for the Development of Online Course for the Violence and Injury Prevention and Safety Promotion Core Training Modules</b>
<b>I. Background and Rationale</b>	<p>The Disease Prevention and Control Bureau (DPCB) with assistance from the World Health Organization (WHO) conducted a pilot training on the Teaching, Educating, and Advancing Collaboration in Health on Violence and Injury Prevention (TEACH-VIP) last April 2018. TEACH-VIP is a comprehensive injury prevention and control curriculum that has been developed through the efforts of WHO and network of global injury prevention experts to support and facilitate the prevention and control of injury through training.</p> <p>The Administrative Order 2014-0002 entitled “Revised National Policy on Violence and Injury Prevention” mentioned 10 key areas of concern such as Road Traffic Injuries, Drowning, Burns, Falls, Poisoning, Sports and Recreational Injuries, Interpersonal Violence, Animal bites and stings, Self-Harm/Suicide, Occupational / Work related Injuries. However, this policy is currently being updated to focus on 5 key areas such as (1)Road Traffic Injuries, (2)Drowning, (3)Burns, (4)Falls and (5)Poisoning based on the burden of diseases from the Department of Health (DOH) Online National Electronic Injury Surveillance System (ONEISS) and as a result of consultations with Centers for Health Development and other stakeholders as other concern areas under VIPP are crosscutting with other programs and offices. In order to have a more effective training, a local adaptation of World Health Organization’s TEACH-VIP is desired focusing on the five key areas using locally relevant methods, contents and updates acceptable in the Philippine setting. The training is crafted to conform with the outcomes-based education and specific core competencies of a violence and injury prevention program coordinator.</p> <p>A consulting service is requested to facilitate the development of the eLearning course for the training modules in compliance to the DOH standards and aligned to the program directions.</p>
<b>II. Objectives</b>	<p><b>General Objective:</b> To develop one (1) eLearning course for the Violence and Injury Prevention and Safety Promotion Core Training Modules on (1)Road Traffic Injuries, (2)Drowning, (3)Burns, (4)Falls and (5)Poisoning based on the learning design which includes the following:</p> <ol style="list-style-type: none"> <li>a. Instructional design</li> <li>b. Learning materials</li> <li>c. Evaluation tools</li> <li>d. Facilitator’s guide</li> <li>e. Participant’s handbook</li> </ol> <p><b>Specific Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Adopt and localize the WHO TEACH-VIP core training curriculum and integrate the latest international and local data, issuances, publications, and</li> </ol>

	<p>other relevant documents on violence and injury prevention and safety promotion.</p> <p>2. Repackage the existing modules into an eLearning course.</p>									
<b>III. Scope of Work</b>	<p>1. In accordance to the Terms of Reference, formulate an Inception Report providing the consultant’s final approach to the project and Strategic Workplan (including Gantt Chart) with detailed resources to guide the project through executions and control.</p> <p>2. Gather and review the latest international and local data, legislations, policies programs, researches and other relevant documents on the 10 key areas of concern such as Road Traffic Injuries, Drowning, Burns, Falls, Poisoning, Sports and Recreational Injuries, Interpersonal Violence, Animal bites and stings, Self-Harm/Suicide, Occupational / Work related Injuries but emphasizing on 5 key areas such as (1) Road Traffic Injuries, (2)Drowning, (3)Burns, (4)Falls and (5)Poisoning. Conduct and facilitate consultations / meetings / workshops / writeshops and other related activities with experts, implementers, partner agencies and relevant stakeholders for the development of the modules and document proceedings and agreements. Identify risks and proposal for mitigating activities to address the risks. Create a technical working group composed of experts in injury prevention and safety promotion as co-authors of the module. (In the event of face to face consultations, personal protective equipment shall be provided by the technical assistance provider, should the situation prohibit face to face consultations, other alternative platforms such as virtual consultations shall be utilized).</p> <p>3. Localize the training modules emphasizing on 5 key areas such as (1)Road Traffic Injuries, (2)Drowning, (3)Burns, (4)Falls and (5)Poisoning following the WHO TEACH-VIP Core Training curriculum based on consultation agreements to include . Conduct pilot testing and revise the material accordingly based on the recommendations and findings.</p> <p>4. Develop the online course for the Violence and Injury Prevention and Safety Promotion Core Training Modules.</p>									
<b>IV. Deliverables/ Outputs</b>	<table><tr><th>ACT #</th><th>SCOPE OF WORKS</th><th>DELIVERABLES</th></tr><tr><td>1</td><td>In accordance to the Terms of Reference, formulate an Inception Report providing the consultant’s final approach to the project and Strategic Workplan (including Gantt Chart) with detailed resources to guide the project through executions and control.</td><td>Inception report and Strategic Work Plan</td></tr><tr><td>2</td><td>Gather and review the latest international and local data, legislations, policies, programs, researches and other relevant documents on on the 10 key areas of concern on violence and injuries emphasizing on 5 key areas such as (1)Road Traffic Injuries, (2)Drowning, (3)Burns, (4)Falls and (5)Poisoning. Conduct and facilitate consultations / meetings / workshops / writeshops and other related</td><td>Report on the document review; Technical Reports on the consultations/ meetings/ workshops/ writeshops/ with the technical working group and stakeholders conducted.</td></tr></table>	ACT #	SCOPE OF WORKS	DELIVERABLES	1	In accordance to the Terms of Reference, formulate an Inception Report providing the consultant’s final approach to the project and Strategic Workplan (including Gantt Chart) with detailed resources to guide the project through executions and control.	Inception report and Strategic Work Plan	2	Gather and review the latest international and local data, legislations, policies, programs, researches and other relevant documents on on the 10 key areas of concern on violence and injuries emphasizing on 5 key areas such as (1)Road Traffic Injuries, (2)Drowning, (3)Burns, (4)Falls and (5)Poisoning. Conduct and facilitate consultations / meetings / workshops / writeshops and other related	Report on the document review; Technical Reports on the consultations/ meetings/ workshops/ writeshops/ with the technical working group and stakeholders conducted.
ACT #	SCOPE OF WORKS	DELIVERABLES								
1	In accordance to the Terms of Reference, formulate an Inception Report providing the consultant’s final approach to the project and Strategic Workplan (including Gantt Chart) with detailed resources to guide the project through executions and control.	Inception report and Strategic Work Plan								
2	Gather and review the latest international and local data, legislations, policies, programs, researches and other relevant documents on on the 10 key areas of concern on violence and injuries emphasizing on 5 key areas such as (1)Road Traffic Injuries, (2)Drowning, (3)Burns, (4)Falls and (5)Poisoning. Conduct and facilitate consultations / meetings / workshops / writeshops and other related	Report on the document review; Technical Reports on the consultations/ meetings/ workshops/ writeshops/ with the technical working group and stakeholders conducted.								

		activities with experts, implementers, partner agencies and relevant stakeholders for the development of the modules and document proceedings and agreements. Identify risks and proposal in mitigating activities to address the risks. Create a technical working group composed of experts in injury prevention and safety promotion as co-authors of the module.	
	3	Localize the training modules emphasizing on 5 key areas such as (1)Road Traffic Injuries, (2)Drowning, (3)Burns, (4)Falls and (5)Poisoning following the WHO TEACH-VIP Core Training curriculum based on consultation agreements.	Draft Violence and Injury Prevention and Safety Promotion Core Training Modules on (1)Road Traffic Injuries, (2)Drowning, (3)Burns, (4)Falls and (5)Poisoning with <ul style="list-style-type: none"> <li>a. Instructional design</li> <li>b. Learning materials</li> <li>c. Evaluation tools</li> <li>d. Facilitator's guide</li> <li>e. Participant's handbook</li> </ul> Documentation of Findings during pilot testing;
	4	Develop the online course for the Violence and Injury Prevention and Safety Promotion Core Training Modules.	Approved eLearning course package for the Violence and Injury Prevention and Safety Promotion Core Training Modules on (1)Road Traffic Injuries, (2)Drowning, (3)Burns, (4)Falls and (5)Poisoning with <ul style="list-style-type: none"> <li>a. Instructional design</li> <li>b. Learning materials</li> <li>c. Evaluation tools</li> <li>d. Facilitator's guide</li> <li>e. Participant's handbook;</li> </ul> Terminal Report with financial statement

<b>V. Project Duration</b>	The maximum project duration is 9 months.
<b>VI. Project Sites</b>	N/A
<b>VII. Implementation Arrangements</b>	<p><b>Napoleon L. Arevalo, MD, MPH, CESO IV</b>  Director IV  Disease Prevention and Control Bureau  Department of Health  Bldg. 14 San Lazaro Compound, Sta. Cruz, Manila 1003</p> <p><b>Frances Prescilla L. Cuevas, RN, MAN</b>  OIC – Division Chief, Chief Health Program Officer  Essential Non-Communicable Disease Division (ENCDD)  Disease Prevention and Control Bureau  Department of Health  Bldg. 14 San Lazaro Compound, Sta. Cruz, Manila 1003</p> <p><u>Project Management/ Contract Administration Arrangement</u>  The Technical Assistance Provider is not required to report daily throughout the duration of the engagement. They should be present during meetings that are initiated by DOH-DPCB. They are required to brief the technical staff from time to time of the progress of their work.</p> <p><u>Propriety Rights / Ownership</u></p> <ol style="list-style-type: none"> <li>1. All outputs of the project such as electronic files, modules, work plans, training assessment and designs, reports, documentations and materials, produced by the Technical Assistance Provider for the DOH-DPCB shall become and remain the property of the DOH-DPCB, and the Consultant shall deliver all outputs to the DPCB not later than upon termination or expiration of the contract. The Consultants may retain a copy of outputs but future use of these outputs is subject to the restrictions and approval of DOH-DPCB. The disclosure of personal and sensitive information / data gathered under the project is covered by the Republic Act 10173-Data Privacy Act of 2012.</li> <li>2. Copyright. The Property Rights in all proprietary documentations or methodologies shall remain vested in the owner of such rights.</li> </ol> <p><u>Confidentiality</u>  All data and information received from DOH are to be treated confidentially and are only to be used in connection with the execution of the Terms of Reference. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of DOH. For avoidance of doubt, this obligation of non-disclosure of confidential information shall survive the termination of the Contract.</p> <p><u>Review and Approval of Documents and Other Outputs:</u></p> <ol style="list-style-type: none"> <li>1. The Technical Assistance Provider/ Consultant shall prepare and submit materials or documents to the DOH-DPCB for acceptance</li> <li>2. The DOH-DPCB shall review the submitted materials or documents. If accepted, the document shall be used to support requests for payment; if</li> </ol>

	<p>not accepted, the consultant will be notified of the reasons for disapproval and the required modifications to be made on the document and/or material.</p> <p>3. The Technical Assistance Provider / Consultant shall modify the document/output if needed and resubmit to DOH-DPCB for acceptance.</p>
<b>VIII. Roles and Responsibilities</b>	<p><u>DOH-DPCB</u></p> <ol style="list-style-type: none"> <li>1. Provide a technical working group who will be in charge of providing technical inputs during consultations, workshops, writeshops and other activities.</li> <li>2. Provide technical inputs in relation to VIPP including interventions, initiative, program management and other relevant information on program implementation.</li> <li>3. Assist to coordinate availability of resource person from the national to local levels.</li> <li>4. Ensure the accuracy of the deliverables submitted as stipulated in this agreement and review and approve the developed training module.</li> <li>5. Approve the Action Plan and Budgetary Requirements for the conduct of activities in the development of the training module.</li> <li>6. Monitor and evaluate the implementation of all activities under this Agreement.</li> <li>7. Process payment to the consultant upon acceptance of deliverable for each tranche.</li> </ol> <p><u>DOH-HHRDB</u></p> <ol style="list-style-type: none"> <li>1. Provide guidance on the development of a health human resource training program.</li> <li>2. Provide inputs on the standards on the development of out-comes based training module and on training implementation.</li> <li>3. Assist in the review and evaluation of submitted draft training module.</li> <li>4. Facilitate uploading of materials on the DOH Academy platform for pilot testing and publication</li> </ol> <p><u>TA Provider / Consultant</u></p> <ol style="list-style-type: none"> <li>1. Perform the services and carry out the obligations with all assiduousness, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices</li> <li>2. Conduct all activities with due care and diligence, in accordance with the Contract and with the skills and care expected of a competent provider of the services required. Regularly update and coordinate with the technical working group and DOH-DPCB in the development of the module.</li> <li>3. Acknowledge that any failure to acquaint itself with all such data and information shall not relieve its responsibility for properly estimating the difficulty or cost of successfully performing the Contract.</li> <li>4. Be responsible for timely provision of all resources, information, and decision making under its control within the time schedule specified in the TOR. Failure to provide such resources, information, and decision making may constitute grounds for termination.</li> <li>5. Abide by all the terms and conditions stipulated in the project contract.</li> </ol>



	<div>6. Submit to the DOH-DPCB the final materials, modules, work plans, training assessment and designs, reports, documentations, materials specified in the TOR or agreed upon during negotiation.</div> <div>7. Do progress reporting as agreed by both parties.</div>		
IX. Qualifications of the Consultant	<div><div>a. TA Provider / Consultant</div><div><div><div><div><div>Experience</div><div><ul style="list-style-type: none"><li>2 years of experience in training development course / curricula design, development and implementation (both written and virtual curricula)</li><li>At least 2 years of experience in developing online courses or flexible learning materials</li></ul></div><div>Qualification</div><div><ul style="list-style-type: none"><li>Master’s Degree relevant to the project</li><li>Extensive knowledge and practice in conceptualizing, design, development in public health or capacity building</li></ul></div><div>Current workload</div><div><ul style="list-style-type: none"><li>100% if with less than 2 projects</li><li>80% if with 2 projects</li><li>60% if with 3-4 projects</li><li>20% if with more than 5 projects</li></ul></div></div></div></div></div></div>		
X. Technical Evaluation Criteria	Criteria and Rating for the Technical Evaluation are as follows:		
	1. Qualification of Individual Consultant to be Assigned to the Job – 25%		
	a.	Education Graduate degree (10%) Bachelor’s degree (8%)	10%
	b.	Experience ≥ 5 years (10%) 3-4 years (8%) 2 years (6%)	10%
	c.	Training >24 hours of required training (5%) <8 hours or required experience (1%)	5%
		Total Grade	25%
	2. Experience and Capability of Consultant – 25%		
a.	Experience Similar to the Project ≥ projects (20%) 3-4 projects (18%) 2 projects (15%)	20	

	<b>b.</b>	Experience related to the Project ≥ projects (5%) 3-4 projects (4%) 2 projects (3%)	5										
		<b>Total Grade</b>	<b>25%</b>										
	<b>3. Plan of Approach and Methodology – 50%</b>												
	<b>a.</b>	Clarity and Simplicity	5										
	<b>b.</b>	Feasibility	5										
	<b>c.</b>	Innovativeness	5										
	<b>d.</b>	Comprehensiveness and completeness, thoroughness or adequacy	10										
	<b>e.</b>	Quality and interpretation of project requirements, problems and risks	10										
	<b>f.</b>	Sustainability	5										
	<b>g.</b>	Work plan adequacy, completeness, viability, workability	10										
		<b>Total Grade</b>	<b>50</b>										
	The minimum score required to pass the technical evaluation is 70 points.												
<b>XI. Proposed Terms of Payment</b>	<table><tr><th>Deliverables</th><th>% of Project Cost</th></tr><tr><td>1. Inception report and Strategic Work Plan</td><td>10%</td></tr><tr><td>2. Report on the document review; Technical Reports on the consultations/ meetings/ workshops/ writeshops/ conducted.</td><td>30%</td></tr><tr><td>3. DOH approved eLearning course package with the following: a. Instructional design b. Learning materials (powerpoint presentations, videos or other virtual / online tools as appropriate) c. Evaluation tools d. Facilitator’s Guide e. Participant’s Handbook</td><td>30%</td></tr><tr><td>4. Documentation of Findings during pilot testing; Final version of eLearning course package; Final Report: Documentation of</td><td>30%</td></tr></table>			Deliverables	% of Project Cost	1. Inception report and Strategic Work Plan	10%	2. Report on the document review; Technical Reports on the consultations/ meetings/ workshops/ writeshops/ conducted.	30%	3. DOH approved eLearning course package with the following: a. Instructional design b. Learning materials (powerpoint presentations, videos or other virtual / online tools as appropriate) c. Evaluation tools d. Facilitator’s Guide e. Participant’s Handbook	30%	4. Documentation of Findings during pilot testing; Final version of eLearning course package; Final Report: Documentation of	30%
Deliverables	% of Project Cost												
1. Inception report and Strategic Work Plan	10%												
2. Report on the document review; Technical Reports on the consultations/ meetings/ workshops/ writeshops/ conducted.	30%												
3. DOH approved eLearning course package with the following: a. Instructional design b. Learning materials (powerpoint presentations, videos or other virtual / online tools as appropriate) c. Evaluation tools d. Facilitator’s Guide e. Participant’s Handbook	30%												
4. Documentation of Findings during pilot testing; Final version of eLearning course package; Final Report: Documentation of	30%												

		activities inclusive of process, workshops, outputs and issued raised.	
		<b>Total</b>	<b>100%</b>
<b>XII. Approved Budget</b>	The financial proposal should not exceed the approved budget for the contract (ABC) of one million pesos (Php 1,000,000.00) <i>inclusive</i> of taxes and duties. Those exceeding the ABC will be automatically rejected.		
<b>XIII. Sustainability Factor</b>	The finalized training modules shall be used as the official document and reference of the DPCB staff and other stakeholders for capacity building activities on violence and injury prevention and safety promotion. It shall be reviewed every 5 years to assess for its effectiveness and relevance, enhancement and/or expansion of coverage.		
<b>XIV. Evaluation Procedure (QCBE, QBE, CQS, SSS, etc.)</b>	<p>Based on Section 33 of RA 9184 IRR, Quality Cost Based Evaluation: Minimum Technical score is 70%. Technical proposal weight is 70% while Financial proposal weight is 30%.</p> <p><b><i>Sustainability Plan</i></b> The finalized training modules shall be used as the official document and reference of the DOH and its attached agencies, other national government agencies, local government units, and other stakeholders for violence and injury prevention and safety promotion. It shall undergo review and evaluation for its effectiveness, relevance, and gaps/challenges encountered in its implementation for the development and improvement of the next 5-year plan.</p>		
This is to certify that the technical assistance specified in this TOR is included in the TA Agenda submitted by this Office.			

## TPF 1. Technical Proposal Submission Form

---

*[Date]*

*[Name and address of the Procuring Entity]*

Ladies/Gentlemen:

I, the undersigned, offer to provide the consulting services for *[Title of Project/Ref. Code]*. I am hereby submitting my Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

My Bid is binding upon us and subject to the modifications resulting from contract negotiations.

I acknowledge and accept the PROCURING ENTITY's right to inspect and audit all records relating to my Bid irrespective of whether I enter into a contract with the Procuring Entity as a result of this Bid or not.

I understand you are not bound to accept any Bid received for the selection of a consultant for the Project.

I remain,

Yours sincerely,  
Authorized Signature:  
Name and Title of Signatory:  
Address:  
Email Address:  
Tel. No./Fax No.:

## TPF 2. Consultant's References

### Relevant Services Carried Out in the Last three (3) Years That Best Illustrate Qualifications

Using the format below, provide information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project Name:		Country:
Location within Country:		
Name of Client:		
Address:		Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, if any:		Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services:		

Consultant's Name: \_\_\_\_\_

### Instructions on how to fill up the Consultant's References

Project Name	Complete name or title of the project. Example: System Development of Drug Test Operation and Management Information System
Country	Name of country where the project was developed. Example: Philippines
Location within Country	Complete name of municipality/city/district/province where the project was developed in that country. Example: Manila
Professional Staff Provided by Your Firm/Entity (profiles)	Write the number and positions of all staff provided by the firm/entity to the project. Example: 1 Project Manager, 2 Systems Analysts, 4 Programmers
Name of Client	Write the name, company name, firm or institution name of the client. Example: Department of Health
No. of Staff	Write the total number of staff assigned to the project. Example: 15 Staff
Address	Write the complete address of the client. Include Name of Contact Person and telephone number. Example: Department of Health, San Lazaro Compound, Sta. Cruz, Manila 1006. Contact Person=Coney Liberan Tel # 7438301 loc 1932
No. of Staff-Months; Duration of Project	Write the total staff-months and duration of the project. Example: 60 man-months; 3 months
Start Date (Month/Year)	Write the start date in month and year. Do not use number to represent the month. Example: January, 2005
Completion Date (Month/Year)	Write the end date in month and year. Do not use number to represent the month. Example: December, 2005
Approx. Value of Services (in Current US\$):	Write the amount of the contracted project in dollar and peso equivalent (i.e. \$1 = ₱ 55.00). Example: \$ 1,000.00 (₱ 55,000.00)
Name of Associated Consultants, if any:	Write the name of other consultants associated to the project, if applicable. Example: ABC Consultants Philippines.
No. of Months of Professional Staff Provided by Associated Consultants:	Write the number of months of professional staff provided by the associated consultants to the project. Example: three (3) months
Name of Senior and Junior Technical Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	Write the names, positions and functions performed by the senior and junior technical staff assigned to the project. Example: Juan Dela Cruz, Systems Analyst: Conduct user requirements analysis, Develop functional and technical design, others ...
Narrative Description of Project:	Provide a concise description on the following: 1. What the project is 2. Objectives of the project 3. Limitations of the project 4. Systems or Functions involved in the development of the project 5. Short description of each system or function 6. Technology solutions adapted (Programming Language, database management system, network environment,

**TPF 3. Comments and Suggestions of Consultant on the Terms of  
Reference and on Data, Services, and Facilities to be Provided by the  
Procuring Entity**

---

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Procuring Entity:

- 1.
- 2.
- 3.
- 4.
- 5.

Name and Title of Signatory:

Address:

Email Address:

Tel. No./Fax No.:

#### **TPF 4. Description of the Methodology and Work Plan for Performing the Project**

---



## TPF 5. Format of Curriculum Vitae (CV)

---

Proposed Position: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

### Key Qualifications:

*[Give an outline of your experience and training most pertinent to tasks on project. Describe degree of responsibility you've held on relevant previous projects and give dates and locations. Use about half a page.]*

### Education:

*[Summarize college/university and other specialized education of, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

### Employment Record:

*[Starting with present position, list in reverse order every employment held. List all positions you've held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

### Languages:

*[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

### Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_  
[Signature of Consultant] Date: \_\_\_\_\_  
Day/Month/Year

### Instructions for filling up the Curriculum Vitae (CV)

Proposed Position	Complete position title to be assigned for this NHDD project. Example: Quality Assurance Manager
Name of Firm	Complete name of the firm/company/institution. Example: ABC Incorporated
Name of Staff	Complete name of the staff/personnel to be assigned to the project, i.e. Last name, First name Middle name. Example: Capistrano, Gloria Cruz
Profession	Current job and/or line of work. Example: Civil Engineer
Date of Birth	Date of birth using the format <month><day>, <year>. Example: May 6, 1965
Years with Firm/Entity	Compute the number of years and/or months of employment with the firm. Example: 1) February 1, 2005 to present (ABC Incorporated) = 5 months  2) February 1, 2005 to present (ABC Incorporated) = 1 year 5 months
Nationality	Nationality of the personnel. Example: Filipino
Membership in Professional Societies:	Name of Organization/Professional Societies.
Detailed Tasks Assigned:	Activities/Tasks to be assigned to the personnel for this project. Use the following for activities/tasks: Systems/Process Reengineering = review of current processes, procedures, activities; identification of gaps, improvements and implementing changes. User Requirements = gathering of requirements from end-users. Systems Analysis = study, review, analysis and recommendations to improve existing systems Systems Design = formulation/development of functional and technical design of the system including database, network and others. Systems Development = coding/writing and testing of programs to turn the user requirements into a workable or running software. Systems Implementation = includes training, data conversion activities, migration, deployment and other activities required to put the system into operation.
Key Qualifications	
Experience: Position Head Company/Organization Location Major Tasks Dates (month and year)	Complete position title. Example: Systems Analyst Complete Name of Company Example: ABC Incorporate Location of Assignment/Project Example: Surigao Del Norte <Use activities in Detailed Tasks Assigned> Example: User Requirements Dates From to To Example: Jan 1, 2004 to Dec 31, 2004 OR Jan 2004 to Dec 2004

Relevant Training:	<Include only training equal to or greater than 40 hours>
Course Description Training Institution Venue Dates of Training No. of Training Days	Complete title of the course or training. Example: Java Programming Name of School or Training Institution/Company/Organization Example: FGH Computer Training Institute Place of Training. Example: Makati City Training Date <u>From</u> to <u>To</u> Compute/Add total number of days
Education	
School Degree/Honors Received Dates	Name of School. Example: University of Santo Tomas Degree/Honors. Example: BS Computer Science Month/Year <u>From</u> to <u>To</u> Example: June 1977 to March 1982
Employment Record	
Dates Position Held Company/Organization Location Major Tasks	Exact Date <u>From</u> to <u>To</u> Example: January 1, 2004 to December 31, 2004 Complete position title. Example: Quality Assurance Manager Complete name of company/organization. Example: ABC Incorporated Location or area of assignment. Example: Norala District, South Cotabato <Use activities in Detailed Tasks Assigned> Example: User Requirements
Languages	Name of Language, proficiency level in speaking, reading and writing. Example: English, S=Excellent, R=Excellent,
Certification	Personnel and authorized representative of the firm must sign the curriculum vitae. Write the date in day/month/year format. Write the complete name of the personnel/staff. Write the complete name of the authorized representative.

## TPF 6. Time Schedule

Reports Due/Activities	Months (in the Form of a Bar Chart)												Number of Months	
	1	2	3	4	5	6	7	8	9	10	11	12		
														Subtotal (1)
														Subtotal (2)
														Subtotal (3)
														Subtotal (4)

Full-time: \_\_\_\_\_

Reports Due: \_\_\_\_\_

Activities Duration: \_\_\_\_\_

Location: \_\_\_\_\_

Part-time: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Authorized representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

## TPF 7. Activity (Work) Schedule

### A. Field Investigation and Study Items

	<i>[1st, 2nd, etc. are months from the start of project.]</i>											
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Activity (Work)												

### B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

Name and Title of Signatory:

Address:

Email Address:

Tel. No./Fax No.:

## FPF 1. Financial Proposal Submission Form

---

*[Date]*

*[Name and address of the Procuring Entity]*

Ladies/Gentlemen:

I, the undersigned, offer to provide the consulting services for *[Title of Project/Re. Code]*. My attached Financial Proposal is for the sum of *[amount in words and figures]*. This amount is exclusive of the local taxes, which I have estimated at *[amount(s) in words and figures]*.

My Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, *i.e.*, *[Date]*.

I acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to my Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

I understand you are not bound to accept any Bid you receive.

I remain,

Yours sincerely,  
Name and Title of Signatory:  
Address:  
Email Address:  
Tel. No./Fax No.:

## FPF 2. Summary of Costs

Costs	Currency(ies) <sup>1</sup>	Amount in Philippine Pesos
Subtotal		
Local Taxes		
Total Amount of Financial Proposal		

Name and Title of Signatory:  
 Address:  
 Email Address:  
 Tel. No./Fax No.:

<sup>1</sup> In cases of contracts involving foreign consultants, indicate the exchange rate used.

### FPF 3. Breakdown of Price per Activity

Activity No.: _____	Activity No _____	Description: _____
Price Component	Currency(ies) <sup>2</sup>	Amount in Philippine Peso
Remuneration		
Reimbursable		
Miscellaneous Expenses		
Subtotal		_____

Name and Title of Signatory:

Address:

Email Address:

Tel. No./Fax No.:

<sup>2</sup> In cases of contracts involving foreign consultants, indicate the exchange rate used.

Building 6, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila  
Trunk Line 8651-7800 Locals: 1600-1603; 1620-1629; 1649-1654 Facsimile 8740-6830/8711-6061  
URL: <http://www.doh.gov.ph>



**FPF 4. Breakdown of Remuneration per Activity**

Activity No. _____		Name: _____		
Names	Position	Input <sup>3</sup>	Remuneration Currency(ies) Rate	Amount
Local staff				
Consultants				
Grand Total				

Name and Title of Signatory:  
Address:  
Email Address:  
Tel. No./Fax No.:

<sup>3</sup> Staff months, days, or hours as appropriate.

## FPF 5. Reimbursable per Activity

Activity No: \_\_\_\_\_

Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price In	Total Amount In
1.	International flights _____	Trip			
2.	Miscellaneous travel expenses	Trip			
3.	Subsistence allowance	Day			
4.	Local transportation costs <sup>4</sup>				
5.	Office rent/accommodation/ clerical assistance				
	Grand Total				

Name and Title of Signatory: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tel. No./Fax No.: \_\_\_\_\_

<sup>4</sup> Local transportation costs are not included if local transportation is being made available by the Entity. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Entity.

## FPF 6. Miscellaneous Expenses

Activity No. \_\_\_\_\_

Activity Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs between _____ and _____ (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: vehicles, computers, etc.				
3.	Software				
4.	Grand Total				

Name and Title of Signatory:

Address:

Email Address:

Tel. No./Fax No.

## Omnibus Sworn Statement

---

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

**1. *Select one, delete the other:***

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

**2. *Select one, delete the other:***

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

**3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. ***Select one, delete the rest:***

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute

criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory  
[JURAT]

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ [date issued], [place issued]  
IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

**CHECKLIST FOR CONSULTING SERVICES**  
(To be submitted by the bidder in the following orders & tabbed by numbers)

**HIRING OF AN INDIVIDUAL CONSULTANT FOR THE DEVELOPMENT OF ONLINE  
COURSE FOR THE VIOLENCE INJURY PREVENTION AND SAFETY PROMOTION  
CORE TRAINING MODULES  
SVP NO. 2021-019**

NO.	REQUIREMENT	
1. A. TECHNICAL PROPOSAL		
TPF 1	Technical Proposal Submission Form	
TPF 2	Consultant’s References	
TPF 3	Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity	
TPF 4	Description of the Methodology and Work Plan for Performing the Project	
TPF 5	Curriculum Vitae (CV)	
TPF 6	Time Schedule	
TPF 7	Activity (Work Schedule)	
1. B. FINANCIAL PROPOSAL		
FPF 1	Financial Proposal Submission Form	
FPF 2	Summary of Costs	
FPF 3	Breakdown of Price per Activity	
FPF 4	Breakdown of Remuneration per Activity	
FPF 5	Reimbursable per Activity	
FPF 6	Miscellaneous Expenses	
LEGAL DOCUMENTS		
	If Individual Consultant under the sole proprietorship	If Individual Technical Consultant practicing its profession
2.	Mayor’s/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, <i>or the equivalent document for Exclusive Economic Zones or Areas (2016 Revised IRR of RA9184) together with corresponding copy of receipt of payments of the said permit.</i>  <i>In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, Acceptability of the recently expired Mayor’s or Business permits and the Official Receipt as proof that the Bidder has applied and paid for the renewal of the permit; Provided that, the current and valid Mayor’s or Business Permit as renewed, will be submitted by the bidder with the LCRB after the award of contract but before payment (GPPB Circular 09-2020).</i>	<b><i>BIR Certificate of Registration</i></b>
3.	PhilGEPS Registration Number;	PhilGEPS Registration Number;

4.	Omnibus Sworn Statement (use attached form)	Omnibus Sworn Statement (use attached form)
5.	Latest Annual Income Tax/Business Tax Return also refers to Value Added Tax (VAT) or Percentage Tax Return covering the previous six (6) months	