



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

REQUEST FOR PROPOSAL

27 July 2022

**Hiring of Consulting Services for the Development and Packaging of National Disaster Risk Reduction Management in Health and Health Emergency Management Bureau Strategic Plans
NP NO. 2022-041**

This is to invite your company to submit a proposal to the Department of Health (DOH) for the Hiring of Consulting Services for the Development and Packaging of National Disaster Risk Reduction Management in Health and Health Emergency Management Bureau Strategic Plans under NP No. 2022-041) through Negotiated Procurement (Two Failed Biddings) pursuant to 2016 Revised Implementing Rules and Regulations (IRR) of the Republic Act (RA) No. 9184. The project has a Total Approved Budget for the Contract (ABC) of Five Million Philippine Pesos (PhP5,000,000.00) inclusive of applicable taxes.

The Central Office Bids and Awards Committee (COBAC)-B hereby requests you to submit **three (3) sets** of your Technical and Financial Proposals based on the **attached Terms of Reference (TOR) and prescribed forms**. The following documentary requirements must also be submitted:

- a. Form 1. Statement of Completed Government and Private Contracts within two (2) years;
Form 2. Statement of the Prospective Bidder of All its Ongoing Government and Private Contracts, including those Contracts Awarded but not yet started within two (2) years;
- b. Form 3. Statement on Nationality and Professional Registration;
- c. Technical Proposals using the attached prescribed standard 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 Team Composition and Task
TPF6 Format of Curriculum Vitae (CV) for Proposed Professional Staff
TPF7 Time Schedule for Professional Personnel
TPF8 Activity (Work) Schedule
- d. Financial Proposals using the attached prescribed standard form;
FPF1 Financial Proposal Submission Form
FPF2 Summary of Costs
FPF3 Breakdown of Price Per Activity
FPF4 Breakdown of Remuneration Per Activity
- e. PhilGEPS Platinum Certificate of Registration and Membership (all pages) in accordance with Section 8.5.2 of the IRR;
- f. Latest Annual Income Tax / Business Tax Returns also refers to the Value Added Tax or Percentage Tax Return covering previous six (6) months; and
- g. Duly notarized authority of the signatory using applicable COBAC Standard Form provided:
 1. Secretary's Certificate (i.e. Corporation; Join Venture Agreement); **or**
 2. Special Power of Attorney (i.e. Sole Proprietorship; Partnership); **or**
 3. In case the signatory is the sole proprietor, copy of the DTI Registration Certificate

Acceptability of *Authority of the Signatory subject to compliance therewith after award of contract but before payment, for procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the PE or of the Bidder. (GPPB Resolution No. 09-2020).*

Your financial proposal should not exceed the ABC. The ABC shall be the upper limit for the acceptable bid prices. If a bid price, as evaluated and calculated in accordance with this IRR, is higher than the ABC, the bidder submitting the same shall be automatically disqualified.

The Submission and Opening of proposal is set on **10 August 2022, 9:00 A.M.** at the COBAC Conference Room, Ground Floor, Bldg. No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila. Bids received after the deadline for submission and receipt of bids shall be declared “late” and shall not be accepted by the Procuring Entity.

NOTE: Your firm may submit its bid proposal to the COBAC-B Secretariat through any of the following options:

- a) *In printed copy to be submitted at the Ground Floor, Bldg. No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila; or*
- b) *In soft copy via e-mail to cobacbsecretariat@doh.gov.ph provided that it complies with the following conditions:*
 - i) *It should be in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format, and shall be in password protected proposal in compressed archive folders pursuant to GPPB Resolution No. 09-2020 and Section 25.1 of the 2016 Revised IRR of RA No. 9184;*
 - ii) *A generated bid receipt page or e-mail acknowledgement indicating the time of submission must be secured and printed as a reference;*

Further, once the Community Quarantine is lifted or prior the award of contract, whichever comes first, your firm shall submit three (3) sets of printed copies of the eligibility documents, certified as such by the bidder or his duly authorized representative.

Pursuant to Section 54.5 of the 2016 Revised IRR of the R.A. No. 9184, should this procurement project be awarded in the bidder’s favor, filing of performance security is required as prescribed in Section 39 of the 2016 IRR of R.A. No. 9184.

The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the required percentage of the total contract price in accordance with the following schedule:

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

Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
(c) Surety bond callable upon demand issued by a surety or insurance company <i>duly certified by the Insurance Commission as authorized to issue such security.</i>	Thirty percent (30%)

The Performance Security shall be valid until the issuance of the Certificate of Final Acceptance Report by the Department of Health (DOH) which must form part of the terms and conditions of the Bank draft/guarantee, irrevocable letter of credit issued by a Universal or Commercial Bank or Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security 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 PhP 720,000.00	Gross Amount / 1.12	EWT – 10% EVAT – 5%	Gross Amount	EWT – 10% NON-VAT – 3%
If the current year's gross income exceeds PhP 720,000.00	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%

Please refer to the attached Terms of Reference, and use the Technical and Financial Proposal Forms and Authority of the Signatory Forms.

Very truly yours,

MAYLENE M. BELTRAN, MPA, CESO III
Assistant Secretary of Health
COBAC-B Chairperson

FORM 1. STATEMENT OF COMPLETED GOVERNMENT AND PRIVATE CONTRACTS

Name and Location of Project	Description of the Project	Classification (Government / Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration

Attachments:

- 1. Certificate of Satisfactory completion issued by the client**

Signature over Printed Name

[date of signing]

In the capacity of

Duly authorized to sign bid for and on behalf of

:[title or other appropriate designation]

:[Name of Company]

[Complete office address]

[Email Address]

Telephone No. / Fax No.

FORM 2. STATEMENT OF THE PROSPECTIVE BIDDER OF ALL ITS ONGOING GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING THOSE CONTRACTS AWARDED BUT NOT YET STARTED

Name and Location of Project	Description of the Project	Classification (Government / Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration

Attachments:

1. **Notice of Award and/or contract**
2. **Notice to Proceed issued by the owner**

Signature over Printed Name

[date of signing]

In the capacity of

Duly authorized to sign bid for and on behalf of

:[title or other appropriate designation]

:[Name of Company]

[Complete office address]

[Email Address]

[Telephone No.]

[Fax No.]

FORM 3. STATEMENT ON NATIONALITY AND PROFESSIONAL REGISTRATION

(Date of Issuance)

(Name of the Head of Procuring Entity)

(Position of Procuring Entity)

(Address of Procuring Entity)

Attention : **The Chairperson**
Central Office Bids and Awards Committee

Dear Sir / Madame:

In compliance with the requirements of the (Name of the Procuring Entity) COBAC for the bidding of the (Name of the Project), I hereby certify that:

- I/We am/are a (Nationality) citizen wishing to participate in the bidding.
- I/We have technical and financial capabilities to satisfactorily render the required services.
- I/We possess the required professional license issued by the Professional Regulation Commission or other appropriate regulatory body (Name of other regulatory body) if applicable.

Very truly yours,

Name of Authorized Representative

Position

Name of Bidder

Email Address

Tel No.

Fax No.

TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of Project] in accordance with your Bidding Documents dated [insert date] and our Bid. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of bid validity, *i.e.*, before [insert date], we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations.

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

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

We acknowledge that failure to sign this Technical Proposal Submission Form and the abovementioned Financial Proposal Submission Form shall be a ground for the rejection of our Bid.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

TPF 2. CONSULTANT'S REFERENCES

Relevant Services Carried Out in the Last Two (2) 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:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		N ^o of Staff:
Address:		N ^o of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, if any:		N ^o 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 Provided by Your Staff:		

Consultant's Name: _____

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.

**TPF 4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR
PERFORMING THE PROJECT**

TPF 5. TEAM COMPOSITION AND TASK

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

3 Where applicable, indicate relationships among the Consultant and any partner and/or sub-consultant, **and relationship to the Procuring Entity, the Funding Source and other parties or stakeholders, if any, involved in the project.**

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TPF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

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

Education:

[Summarize college/university and other specialized education of staff members, 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 held by staff member 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.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

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. _____.

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 ____.

TPF 7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

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

FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of Project] in accordance with your Bidding Documents dated [insert date] and our Bid (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [amount in words and figures]. This amount is exclusive of the local taxes, which we have estimated at [amount(s) in words and figures].

Our 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].

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

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

We remain,

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

FPF 2. SUMMARY OF COSTS

Costs	Currency(ies) ¹	Amount in Philippine Peso
Subtotal		
Local Taxes		
Total Amount of Financial Proposal		_____

¹ 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) ²	Amount in Philippine Peso
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		_____

² In cases of contracts involving foreign consultants, indicate the exchange rate used.

FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY

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

³ Staff months, days, or hours as appropriate.

FPF 5. REIMBURSABLES 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 ⁴				
5.	Office rent/accommodation/ clerical assistance				
	Grand Total				_____

⁴ 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. MISCELLANOUS 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.				
4.	Software				
	Grand Total				_____

FORM OF CONTRACT AGREEMENT

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of Procuring Entity]* (hereinafter called the “Entity”) and *[name and address of Consultant]* (hereinafter called the “Consultant”).

WHEREAS, the Entity is desirous that the Consultant execute *[name and identification number of contract]* (hereinafter called “the Works”) and the Entity has accepted the bid for *[insert the amount in specified currency in numbers and words]* by the Consultant for the execution and completion of such Consulting Services and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as part of this Agreement, to wit:
 - (a) General and Special Conditions of Contract;
 - (b) Terms of Reference
 - (c) Request for Expression of Interest;
 - (d) Instructions to Bidders;
 - (e) Bid Data Sheet;
 - (f) Addenda and/or Supplemental/Bid Bulletins, if any;
 - (g) Bid forms, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents/ statements submitted (e.g., bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - (h) Eligibility requirements, documents and/or statements;
 - (i) Performance Security;
 - (j) Notice of Award of Contract and the Bidder’s conforme thereto;
 - (k) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Consultant as hereinafter mentioned, the Consultant hereby covenants with the Entity to execute and complete the Consulting Services and remedy any defects therein in conformity with the provisions of this Consultant in all respects.
4. The Entity hereby covenants to pay the Consultant in consideration of the execution and completion of the Consulting Services, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

Binding Signature of Procuring Entity

Binding Signature of Consultant

[Addendum showing the corrections, if any, made during the bid evaluation should be attached with this agreement]

Appendices

I. Description of Services

Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Client, etc.

II. Reporting Requirements

List format, frequency, and contents of reports; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here "Not applicable."

III. Key Personnel and Subconsultants

List under:

1. Titles [and names, if already available], detailed job descriptions and minimum qualifications, and staff-months of service, and estimated periods of engagement for each, including a copy of a satisfactory medical certificate.
2. Same information as in no. 1 for Key Foreign Personnel to be assigned to work outside the Government's country.
3. Same information as in no.1 for Key Local Personnel.
4. List of approved Subconsultants (if already available) and Counterpart personnel (if allowed); same information with respect to their Personnel as in no.'s 1 and 2.

IV. Breakdown of Contract Price

List here the elements of cost, including expenditures in foreign currency(ies) denominated and payable in Philippine Peso, used to arrive at the itemized breakdown of the contract price:

1. Monthly rates for Personnel (Key Personnel and other Personnel)
2. Reimbursable expenditures
3. Applicable taxes

V. Services and Facilities Provided by the Client

Give detailed description of the services and facilities made available to the Consultant, and the time and manner of its availment.

VI. Consultant's Representations Regarding Costs and Charges

Breakdown of Remuneration Rates, WB funded projects using Quality Based Selection, Selection Based on the Consultant's Qualifications and Single Source Selection.

1. Review of Remuneration Rates

1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for projects away from headquarters. To assist the Consultant in preparing for financial negotiations, a sample form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.

1.2 The Procuring Entity is charged with the custody of Government funds and is expected to exercise prudence in the expenditure of these funds. The Procuring Entity is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the Consultant's remuneration rates, certified by an independent auditor. The Consultant shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

(i) Salary

This is the gross regular cash salary paid to the individual in the Consultant's home office. It shall not contain any premium for work away from headquarters or bonus (except where these are included by law or government regulations).

(ii) Bonus

Bonuses are normally paid out of profits. Because the Procuring Entity does not wish to make double payments for the same item, staff bonuses shall not normally be included in the rates. Where the Consultant's accounting system is such that the percentages of social costs and overheads are based on total revenue, including bonuses, those percentages shall be adjusted downward accordingly. Where national policy requires that thirteen (13) months' pay be given for twelve (12) months' work, the profit element need not be adjusted downward. Any discussions on bonuses shall be supported by audited documentation, which shall be treated as confidential.

(iii) Social Costs

Social costs are the costs to the Consultant of staff's non-monetary benefits. These items include, *inter alia*, pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during the Contract if no additional staff replacement has been provided. Additional leave taken at the end of the Contract in accordance with the Consultant's leave policy is acceptable as a social cost.

(iv) Cost of Leave

The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

$$\text{Leave cost as percentage of salary}^5 = \frac{\text{total days leave} \times 100}{[365 - w - ph - v - s]}$$

It is important to note that leave can be considered a social cost only if the Procuring Entity is not charged for the leave taken.

(v) Overheads

Overhead expenses are the firm's business costs that are not directly related to the execution of the project and shall not be reimbursed as separate items under the Contract. Typical items are home office costs (partner's time, non-billable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Procuring Entity does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly payments charged for subcontracted staff.

(vi) Fee or Profit

The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The Consultant shall note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the Contract.

(vii) Away from Headquarters Allowance or Premium

Some consultants pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall not draw overheads or profit. Sometimes, by law, such allowances may draw social costs. In this case, the amount of this social cost shall still be shown under social costs, with the net allowance shown separately. For concerned staff, this allowance, where paid, shall cover home education, etc.; these and similar items shall not be considered as reimbursable costs.

(viii) Subsistence Allowances

Subsistence allowances are not included in the rates, but are paid separately and in local currency. No additional subsistence is payable for dependents — the subsistence rate shall be the same for married and single team members.

⁵ Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.

UNDP standard rates for the particular country may be used as reference to determine subsistence allowances.

2. Reimbursables

2.1 The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursables. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer rental, mobilization and demobilization, insurance, and printing. These costs may be either fixed or reimbursable in foreign or local currency.

3. Bank Guarantee

3.1 Payments to the Consultant, including payment of any advance based on cash flow projections covered by a bank guarantee, shall be made according to an agreed estimated schedule ensuring the firm regular payments in local and foreign currency, as long as the services proceed as planned.

VII. BREAKDOWN OF AGREED FIXED RATES⁶

[Currencies: _____⁷]

Consultants		1	2	3	4	5	6	7	8
Name	Position	Basic Rate ⁸	Social Charge (__% of 1)	Overhead (__% of 1)	Subtotal	Fee (__% of 4)	Away from Headquarters Allowance (__% of 1)	Total Agreed Fixed Rate	Agreed Fixed Rate (__% of 1)
Philippines									
Home Office									

Signature of Consultant: _____ Date: _____
 Authorized Representative: _____ Name: _____
 Title: _____

⁶ This model form is given for negotiation purposes only. It is not part of the proposals (technical or financial).
⁷ If different currencies, a different table for each currency should be used.
⁸ Per month, day, or hour as appropriate.

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office and place of business at [*complete office address*], **DO HEREBY CERTIFY**, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the Regular/Special meeting of the Board of Directors of the said Corporation duly convened and held on [*dd mm yy*] at which meeting a quorum was present and acted throughout, the following resolution was unanimously approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

(Resolution No. _____)

RESOLVED, that _____ be, as it hereby is, authorized to participate in the bidding of the [*Name of the Project and reference number*] by the **DEPARTMENT OF HEALTH (DOH)**; and that if awarded the project shall enter into a contract with the **DOH**; and in connection therewith hereby appoint _____, acting as duly authorized and designated representatives of _____, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ in the bidding as fully and effectively as the _____ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

IN WITNESS WHEREOF, I/We have hereunto set my/our hands this ____ day of [*month*] [*year*] at [*place of execution*].

[Corporate Secretary]

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 ____

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS that the undersigned [*name*], [*title*] of [*name of Company*], is lawfully authorized to represent and act on behalf of the [*name of company*], a company registered under the laws of the Republic of the Philippines with its registered office at [complete office address], do hereby APPOINT, NAME and CONSTITUTE, [*name*], [*title*] of [*name of company*] as my true and lawful attorney-in-fact to act for and in my name and stead, to do, execute and perform any and all acts necessary and/or represent in the bidding and perform the following acts:

1. To participate and submit a bid to the **DEPARTMENT OF HEALTH** for the Procurement of [Name of Project and reference number].
2. To make, sign, execute, deliver and receive contracts, agreements and any and all documents pertinent thereto, as may be necessary to carry into effect the foregoing authority and to bind myself with the DOH.

HEREBY GIVING AND GRANTING unto my said attorney-in-fact full power and authority to do and perform any and every act and thing whatsoever requisite or necessary or proper to be done in and about the premises as fully to all intents and purposes as I might or could lawfully do if personally present, with power of substitution and revocation, and hereby ratifying and confirming all that my said attorney-in-fact shall lawfully do or cause to done under and by virtue of these presents.

IN WITNESS WHEREOF, I/We have hereunto set my/our hands this ____ day of [month] [year] at [place of execution].

[Principal]

[Legal Representative/s]

Attorney-in-Fact SIGNED IN THE PRESENCE OF

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 ____.

Terms of Reference

	Project Title	Hiring of Consulting Services for the Development and Packaging of National Disaster Risk Reduction Management in Health and Health Emergency Management Bureau Strategic Plans
I.	Background or Rationale	<p>The Philippines remains to be one of the 171 countries with the highest number of exposure to disasters. Being located along the seismic Ring of Fire and Typhoon Belt, the country is susceptible to earthquakes, volcanic eruptions, typhoons and other natural hazards. In addition, the current pandemic and other impending threats of emerging and re-emerging diseases that can cause global pandemic crisis; risks of chemical, biological and radio nuclear explosives as weapons can disrupt government operations including its health system. As a member of the National Disaster Risk Reduction Management Council (NDRRMC), the Department of Health (DOH) through the Health Emergency Management Bureau (HEMB) is mandated to adopt strategies across thematic areas to ensure that the health needs of the affected populations in emergencies, disasters, conflicts, epidemics, and pandemics are timely, appropriately, and efficiently addressed while health risks are either mitigated or prevented. To achieve this, Disaster Risk Reduction Management in Health should be institutionalized at all levels of governance with all the four (4) minimum indicators present namely: an approved DRRM-H Plan; organized Health Emergency Response Teams (HERTs); available and accessible Health Emergency Commodities and; functional Emergency Operations Center.</p> <p>The approval of RA 11223 or the Universal Health Care Act further ratified the importance of DRRM-H by recognizing it as one of the population-based services as there should be a timely, effective and efficient preparedness and response to public health emergencies and disasters. While HEMB delivers technical assistance to the CHDs, DOH Hospitals and further expanding its reach up to the LGUs especially UHC-IS, it is vital that all 4 minimum indicators should also be present at the national level to serve as springboard for cascading up to the LGU Level.</p> <p>The National DRRM-H Plan to be developed will be a risk-based and sector-wide plan that will strengthen the mainstreaming of DRRM-H not only down to the LGUs but also to the current DOH programs and thrusts and to ensure its integration to health and health-related policies, plans, programs, and processes in the DOH. The identification of gaps during response operations as integrated in the plan will pave the way for an effective and efficient implementation of DRRM-H programs and initiatives.</p>

		<p>The development of the plan will involve the health cluster lead offices, key DOH-Bureaus, selected CHDs, DOH Hospitals, partners and other stakeholders in order to strengthen the over-all health system capacity in mitigating and preventing risks, preparing, responding, recovering from any disaster. Stakeholder’s inputs in the DRRM-H Plan shall be correspondingly implemented to achieve the health and related outcomes indicated in the recently approved National Disaster Risk Reduction and Management Plan 2020-2030. These define the need to consolidate current efforts and interventions into a National DRRM-H Plan of the Department of Health and a Strategic Plan of the Health Emergency Management Bureau to Institutionalize DRRM-H within, across, and encompassing the health sector.</p>				
II.	Objectives	<p>General: To employ consulting firm that can support DOH-HEMB in the development and packaging of the National Disaster Risk Reduction Management in Health Plan (DRRM-H Plan) and of the Health Emergency Management Bureau (HEMB) Strategic Plan.</p> <p>Specific:</p> <ol style="list-style-type: none"> 1. To analyze critical information on hazards, vulnerabilities of the DOH in terms of risk and resilience factors and develop a thorough documentation of lessons, challenges, gaps from past and current health emergencies and disasters. 2. To develop a comprehensive National DRRM-H plan comprised of strategies and activities in the 4 thematic Pillars namely; Prevention and Mitigation; Preparedness; Response and Recovery and Rehabilitation in accordance with international and national DRRM and Universal Health Care (UHC) policies and guidelines. 3. To develop a HEMB Strategic plan 2023-2028 based on the developed Disaster Risk Reduction Management in Health Plan 4. To perform a soft launch of the project deliverables. 				
III.	Scope of Work, Expected Outputs and Deliverables	<p>The Firm shall provide the following services:</p> <p>A. Development of the National Disaster Risk Reduction Management in Health Plan</p> <table border="1" data-bbox="491 1686 1473 1980"> <thead> <tr> <th data-bbox="491 1686 1018 1727">Scope of Work</th> <th data-bbox="1018 1686 1473 1727">Deliverables</th> </tr> </thead> <tbody> <tr> <td data-bbox="491 1727 1018 1980"> <p>A. Pre-Work Prepare an Inception Report and planning framework to reinforce the need and to guide the development of the National DRRM-H Plan and HEMB Strategic Plan</p> </td> <td data-bbox="1018 1727 1473 1980"> <p>Two (2) printed copies and two (2) electronic copies of Inception Report, Planning Framework and Work Plan saved in flash drive (A)</p> </td> </tr> </tbody> </table>	Scope of Work	Deliverables	<p>A. Pre-Work Prepare an Inception Report and planning framework to reinforce the need and to guide the development of the National DRRM-H Plan and HEMB Strategic Plan</p>	<p>Two (2) printed copies and two (2) electronic copies of Inception Report, Planning Framework and Work Plan saved in flash drive (A)</p>
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		<p>B. Data Gathering and Analysis</p> <p>a) Collect hazard, vulnerability and risk assessment data needed for the development of plan such as geographical profile, demographic trends and other information that will be identified by the TWG of HEMB.</p> <p>b) Conduct Desk review, Focus Group Discussion and Key informant interviews as necessary to collect observations, identified gaps, and suggestions from focal persons from key DOH offices including cluster lead offices, Disaster Risk Reduction and Management in Health (DRRM-H) Managers from Centers for Health Development and DOH Hospitals, Cluster Partners and selected NDRRMC member agencies and LGUs</p>	<p>Two (2) Printed copies of the following reports and two (2) Electronic Copies saved in a flash drive and cloud storage for back-up:</p> <p>a) Analyzed data of gathered information presented in narrative, graphical or tabular format</p> <p>b) Summarized and analyzed report of data gathered presented either in narrative, graphical or tabular format</p>
		<p>C. Developing the National DRRM-H Plan</p> <p>a) Facilitate the meetings and consultation workshops (face-to-face and/or virtual as) on the crafting of the National DRRM-H Plan;</p>	<p>Minutes of the meeting / Notes for the record/ Workshop proceedings</p>
		<p>b) Preparation and submission of the 1st draft of the National DRRM-H Plan with the following contents:</p> <ul style="list-style-type: none"> ● Health demographic data ● hazard and risk assessment ● vulnerabilities and capacities for building resilience ● challenges, gaps, opportunities and lessons 	<p>Two printed (2) copies of the 1st draft of the DRRM-H Plan with electronic copy saved in a flash drive</p>

		learned from previous and ongoing emergencies in light of COVID-19	
		<p>c) Conduct of meetings and/or consultation workshops to develop the following Plans:</p> <ul style="list-style-type: none"> -Prevention and Mitigation - Preparedness Plan - Response Plan -Recovery and Rehabilitation Plan <p>d) Preparation and submission of the 2nd draft of the National DRRM-H Plan indicating the following:</p> <ul style="list-style-type: none"> - Contents of the 1st draft revised as necessary - Prevention and Mitigation Plan - Preparedness Plan - Response Plan - Recovery and Rehabilitation Plan 	<p>Two (2) printed copies of Minutes of Meeting and Workshop proceedings and documentations during consultation activity with electronic copy saved in a flash drive</p> <p>Two (2) printed copies of the 2nd draft of the DRRM-H Plan with electronic copy saved in a flash drive</p>
		<p>D. Finalization and Lay outing of DRRM-H Plan</p> <p>a) Conduct of Final consultation review of the developed National DRRM-H Plan</p> <p>b) Prepare Lay-out of the DRRM-H Plan</p>	<p>a. Final version of the National DRRM-H Plan Digitally Printed in two hundred (200) copies (perfect binding,)</p> <p>b. Two (2) External Hard Drive containing the following:</p> <ul style="list-style-type: none"> ● E-Copy of National DRMM-H plan in 2 formats: Editable Version and Camera Ready Format ● Compilation of Workshop Proceedings from the initial up to the final consultation meetings ● Compilation of reference materials and documents used during the

		development of plan
<p><i>B. Development of Health Emergency Management Bureau Strategic Plan 2023-2028</i></p>		
<p>A. Preparation of HEMB Strategic Plan</p>		
<p>a) Conduct situational analysis, evaluate HEMB Vision, Mission, Goal, Objectives, Strategies and Activities and enhance the Bureau's VMGOS based on strategic foresight and scenario planning</p>		<p>Two (2) Printed copies of the 1st Draft of the HEMB Strategic Plan containing Situational Analysis and enhanced Vision, Mission, Goal, Strategies and Activities with electronic copy saved in a flash drive</p>
<p>b) Facilitate meetings and/or consultation workshop among HEMB personnel and key stakeholders for the crafting of the HEMB Strategic Plan</p>		<p>Two (2) Printed copies of Minutes of Meeting or Workshop Proceedings with electronic copy saved in a flash drive</p>
<p>c) Facilitate meetings and/or consultation workshop among HEMB personnel and key stakeholders for the review and finalization of the Strategic Plan</p>		<p>Two (2) Printed copies of the 2nd Draft of the HEMB Strategic Plan with electronic copy saved in a flash drive containing the following:</p> <ul style="list-style-type: none"> - Enhanced 1st draft - Strategic Approaches - Impact Targets - Objectives, Outcomes, Strategies and Activities <p>Two (2) Printed copies of Minutes of Meeting or Workshop Proceedings with electronic copy saved in a flash drive</p>
<p>d) Prepare lay-outing of the Strategic Plan</p>		<p>Final version of the HEMB Strategic Plan 2022-2028 digitally Printed in thirty (30) copies (perfect binding,) with electronic copy (editable and PDF) saved in the External Hard Drive</p>
<p><i>III. Launching of the National DRRM-H Plan and HEMB Strategic Plan</i></p>		
<p>A. Development of Audio Visual Presentation</p>		
<p>a. Prepare storyboard describing the how the plan was made, how it</p>		<p>AVP of the National DRRM-H Plan and HEMB</p>

		<p>will be mainstreamed, overview of both plans among others.</p> <p>b. Prepare AVP based on the approved storyboard from HEMB</p> <p>B. Soft Launching of the Plans developed</p> <p>a. Prepare Invitation Letter and Promotional Campaign Materials regarding the soft launching</p> <p>b. Lead in the administrative activities before during and conduct of the activity</p> <p>c. Prepare Post Activity Technical Report of the Conducted Activity</p>	<p>Strategic Plan saved in a flash drive</p> <p>Two (2) Printed copies of the Technical Report of the Soft Launching Activity of the National DRRM-H Plan and HEMB Strategic Plan with electronic copy saved in a flash drive</p>		
		<p><i>IV. Preparation of Narrative/Terminal Report and Financial Report</i></p> <table border="1"> <tr> <td>Preparation and submission of Narrative/Terminal Report and Financial Report</td> <td>Three (3) printed copies of Narrative/Terminal Report and Financial Report with electronic copy saved in a flash drive</td> </tr> </table> <p><i>Note:</i> <i>The DOH reserves the right to pre-terminate the contract in cases of the Contracting Firm fails to comply with minimum requirements, deliverable and/or performance rating.</i></p>		Preparation and submission of Narrative/Terminal Report and Financial Report	Three (3) printed copies of Narrative/Terminal Report and Financial Report with electronic copy saved in a flash drive
Preparation and submission of Narrative/Terminal Report and Financial Report	Three (3) printed copies of Narrative/Terminal Report and Financial Report with electronic copy saved in a flash drive				
IV.	Project Duration	The maximum project duration is ten (10) months from the issuance of Notice to Proceed (NTP).			
V.	Project Site	Not applicable			
VI.	Implementation Arrangement	<p>A. Project Management or Contract Administration Arrangement: The Contracting Firm shall be under the direct supervision of the DOH-HEMB</p> <p>B. Reporting obligations, notices, and approval process including minimum or essential reports' contents:</p> <p>a. The Contracting Firm shall report to the Director of HEMB and the Chief of Preparedness and Response Division.</p> <p>b. All communications and reports must be addressed to:</p> <p>ARNEL Z. RIVERA, MD, FPAFP, MHA, IDHA OIC-Director IV Health Emergency Management Bureau Department of Health Building 12, 1/F, San Lazaro Compound, Rizal Avenue Sta. Cruz, 1003 Manila Tel No. 86517800 local 2200 / 87405030 Email: armyra2001@yahoo.com; hemb@doh.gov.ph</p>			

ATTENTION:

RONALD P. LAW, MD, MPH

Chief, Preparedness Division
Health Emergency Management Bureau
Tel No. 86517800 local 2204 / 87430568
Email: rplaw@doh.gov.ph

- c. Within the project duration, the DOH shall:
1. Engage a technical working group with the Consulting Firm to provide technical assistance, supervise, and monitor the quality and progress project. This is headed by:

RONALD P. LAW, MD, MPH

Chief, Preparedness Division
Health Emergency Management Bureau
Tel No. 86517800 local 2204 / 87430568
Email: rplaw@doh.gov.ph

IRVIN MIRANDA, MD, MSPH

Medical Officer IV/OIC-Chief,
Response Division
Health Emergency Management Bureau
Tel No. 86517800 local 2203 / 87405030
Email: docirbs03@gmail.com

2. Provide contact person to link the Consulting Firm and Staff with technical experts and for accessing HEMB's Reference and related Materials.
3. Provide a day-to-day contact person for the duration of the project, namely:

ENGR. AIDA C. BARCELONA, SE, MSE

Engineer IV
Preparedness Division v
Health Emergency Management Bureau
Tel No. 86517800 local 2204 / 87430568
Email: acbarcelona@doh.gov.ph

MARA BLAISE C. CARILLO

SHPO
Preparedness Division
Health Emergency Management Bureau
Tel No. 86517800 local 2204 / 87430568

		<p>Email: mccarillo@doh.gov.ph</p> <p>4. Facilitate access to information, documents, facilities and others as needed in the project components.</p> <p>5. Review and approve the proposed work plan and schedule.</p> <p>6. Evaluate and issue clearance on the project deliverables.</p>
VII.	Roles and Responsibilities	<p>1. <u>Department of Health- Health Emergency Management Bureau (HEMB):</u></p> <p>a. Be responsible for the timely provision of all resources, access, information, and decision-making under its control which are necessary for the project and as identified in the Agreed Inception Report and/or Updated Project Plan, except where provision of such items is explicitly identified in the Contract as being the responsibility of the Contracting Firm. Delays due to uncontrolled circumstances like emergencies and disasters may result in an appropriate extension of the time for operational acceptance or accomplishment/conclusion of the project as agreed by both parties.</p> <p>b. Ensure the accuracy of all information and/or data to be supplied to the Contracting Firm, except when otherwise expressly stated in the Contract.</p> <p>c. Provide sufficient, properly qualified complementary technical personnel, as required by the Contracting Firm to properly carry out the project at or before the time specified in the Terms of Reference, and/or Updated Project Plan.</p> <p>d. Designate personnel to assume primary responsibility for the evaluation and acceptance of deliverables or outputs.</p> <p>e. Ensure a primary and alternate representative for the Technical Working Group to prevent delay in the project</p> <p>f. Make prompt reviews and revision of the work produced and presented by the Contracting Firm in the different phases of the works or services.</p> <p>g. Monitor the management of activities based desired quality and agreed timeline.</p> <p>h. Endorse to Finance Management Service the billing statement of the Contracting Firm upon presentation of the Certificate of Users' Acceptance and required deliverables.</p> <p>2. <u>Consulting Firm:</u></p> <p>a. 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, and employ appropriate advanced technology and safe methods.</p> <p>b. Conduct all activities with due care and diligence, in accordance with the Contract and Terms of Reference, and with the skill and care expected of a competent provider of the services required. During the consultative meetings/ workshops, if face to face is allowed, provide spacious venue, meals, accommodation,</p>

transportation, supplies and materials. In case that face-to-face workshop is still prohibited/ limited, the Contracting Firm shall facilitate and manage VTC meetings including administrative preparations and shall ensure quorum of the meeting/ VTC workshop with provision of honoraria or its equivalent to participants except HEMB Central Office personnel.

- c. A network link must be established or a cloud storage must be shared for accessing materials and references to facilitate the exchange of inputs and recommendations.
- d. Be responsible for the timely provision of all resources, information, and decision making under its control that are necessary to reach a mutually agreed Project Plan within the time schedule as specified in the Terms of Reference or as maybe approved by DOH-HEMB. Failure to provide such resources, information, and decision making may constitute grounds for termination.
- e. Comply with all laws in force in the Philippines. The laws will include all national, provincial, municipal, or other laws that affect the performance of the Contract and are binding upon the Consultant. The Consulting Firm shall indemnify and hold harmless the DOH from and against any and all liabilities, damages, claims, fines, penalties, and expenses of whatever nature arising or resulting from the violation of such laws by the Consultant or its personnel, including the sub-contractors and their personnel. The Consulting Firm shall not indemnify DOH-HEMB to the extent that such liability, damage, claims, fines, penalties, and expenses were caused or contributed to by a fault of DOH-HEMB.
- f. Abide by all the terms and conditions stipulated in the project contract.
- g. Submit to DOH-HEMB the final materials, reports and documents specified in the contract, terms of reference, and agreed upon during negotiation.
- h. Provide monthly updates or as necessary to DOH-HEMB on the progress of the project.
- i. All outputs of the project such as documentation of consultative workshops; reports, and other documents; assessment and evaluation tools and results developed and/or consolidated by the consultant for DOH-HEMB shall become and remain the sole and exclusive property of DOH-HEMB. The Consulting Firm shall not later upon termination or expiration of the Contract, deliver all outputs to DOH-HEMB, together with a detailed inventory thereof. The Consulting Firm may retain a copy of outputs but use of such are subject to the restrictions and approval of DOH.
- j. The Consulting Firm shall sign a Non-Disclosure Agreement to protect *information* that are confidential and/or sensitive information in which the loss of, misuse of, or unauthorized access to or modification can adversely affect the *national interest of the country, conduct of DOH-HEMB's programs, or the privacy to*

		<p>which an individual is entitled.</p> <p>k. For the purpose of review and approval of the Consulting Firm's deliverables by DOH-HEMB, the following are the arrangements:</p> <ol style="list-style-type: none"> i. The Contracting Firm shall prepare and submit the deliverables for DOH-HEMB's review and approval through the Project Focal Staff. ii. The Technical Working Group shall review the outputs submitted by the Contracting Firm iii. Any part of the Project covered by or related to the deliverables to be approved by DOH-HEMB shall be executed only after the approval of the deliverables. Likewise, all deliverables' supporting payment shall have to go through the same process. iv. The DOH-HEMB shall either return one copy of the document to the Contracting Firm with its approval endorsed or shall notify the Consultancy Firm in writing of its disapproval of the document and the reasons for disapproval and the modifications required. v. Any document shall not be disapproved except on the grounds that the document does not comply with some specified provision of the Contract. vi. If DOH-HEMB disapproves the document/output, the Consulting Firm shall modify the document/output and resubmit it for the end-user's approval. vii. If any dispute or difference occurs between DOH-HEMB and the Consultancy Firm in connection with or arising out of the disapproval by the end-users of any outputs and/or any modification(s) to an output that cannot be settled between the parties within a reasonable period, then, such dispute or difference may be referred to the heads of the end-user's offices and the responsible Consulting Firm's Adjudicator for determination. viii. The DOH-HEMB's approval, with or without modification of the deliverables furnished by the Consulting Firm, shall not relieve the Firm of any responsibility or liability imposed upon it by any provisions of the Contract except to the extent that any subsequent failure results from modifications required by the Technical Working Group. 		
VIII.	Qualification of Consulting Firm	<p>The Contracting Firm should have sufficient expertise, capability and minimum of Five (5) years similar experience in Disaster Risk Reduction and Management in Health, developmental planning, conducting stakeholder consultations, meetings and be able to work independently.</p> <table border="1" data-bbox="491 1771 1465 2027"> <tr> <td data-bbox="491 1771 703 2027">1. Expertise required</td> <td data-bbox="703 1771 1465 2027"> <p>A. Project Management</p> <ul style="list-style-type: none"> • Facilitation of all administrative concerns before, during, and after the planning development • Provision of appropriate and conducive venue for the project components and other implementation arrangement. • Coordination with required facilities for activity </td> </tr> </table>	1. Expertise required	<p>A. Project Management</p> <ul style="list-style-type: none"> • Facilitation of all administrative concerns before, during, and after the planning development • Provision of appropriate and conducive venue for the project components and other implementation arrangement. • Coordination with required facilities for activity
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			<p>requirements and other related concerns.</p> <ul style="list-style-type: none"> • Provision of all supplies, materials, and equipment needed during the conduct of the workshop, consultation, lay-outing, editing/proof-reading, and related activities. • Facilitation of financial and other logistical needs. • Documentation of activity outputs and procedures. • Preparation and submission of technical reports and other required submission prior or/on deadline. <p>B. Company Image</p> <ul style="list-style-type: none"> • Must be able to present Very Satisfactory (VS) Rating or Certificate of Acceptance of at least two (2) previously completed projects. • Exemplary track record on handling similar projects and other related activities. • Extensive knowledge, background, and technical experience in planning development • Capability to act as financial manager, in case there will be a delay in the release of funds from the funding source. • Ability to collaborate with technical experts, consultants, and content authorities.
		2. Minimum number of years of experience	Minimum of five (5) years similar experience related to Disaster Risk Reduction and Management in Health Planning, developmental planning
		3. Minimum number of projects undertaken /managed of similar nature	Have completed at least two (2) similar or related contracts/projects in any of the following: developing disaster risk reduction management in health plans, development of Bureau level Strategic Plan
		4. Others	<p>The Contracting Firm must be able to provide the following Human Resource Services:</p> <ul style="list-style-type: none"> • Provision of three (3) technical experts and two (2) technical writers • One (1) administrative and/or secretariat staff during the entire project duration • Project Coordinator to work in close coordination with HEMB

Key Personnel:

The Contracting Firm may propose the actual number of project staff. Number of staff can increase depending on the Contracting Firm's strategy or approach to the project as long as it is within the approved budget contract.

Key Staff	Educational Qualification	Experience	Training
Technical Experts	With Post-graduate degree on Health Emergency Disaster Management/ Public Health/ Development studies or other post-graduate degree relevant to the project	At least 3 years of professional experience on developing disaster risk reduction management plans, Strategic Plans	<i>With appropriate training on DRRM and trainings related to Strategic Foresight</i>
Technical Writer	With Post-graduate degree on Health Emergency Disaster Management/ Public Health/ Development studies or other post-graduate degree relevant to the project	At least 3 years professional experience on writing development plans, strategic plans or its equivalent	<i>With DRRM related trainings</i>
Project Coordinator	With Bachelor's degree	At least 3 years of professional experience handling similar projects	<i>Not applicable</i>
Administrative Staff	With bachelor's degree	With experience handling projects	<i>Not applicable</i>

X. Technical Evaluation

Criteria	Percentage
I. Qualification of Key Personnel to be assigned to the Job	40%
a. Education	15%
Post-Graduate Degree (preferred post-graduate) (15%)	

		with post- Graduate Degree (10%)	
		b. Experience	15%
		if with 5 years or more (15%)	
		if with 4 years (10%)	
		If with 3 years or less than (7%)	
		c. Training	10%
		More than 80 hours of relevant training (10%)	
		Minimum of 40 hours of relevant training (5%)	
		II. Experience and Capability	35%
		Experience with similar project	
		More than 5 projects 35%	
		3-4 projects 30%	
		2 projects 20%	
		III. Plan of Approach and Methodology	25%
		a. Clarity and Simplicity	2 %
		b. Feasibility	2 %
		c. Innovativeness	2 %
		d. Comprehensiveness and completeness, thoroughness and adequacy	5 %
		e. Quality and interpretation of project requirements, problems and risks	5%
		f. Sustainability	2%
		g. Work Plan adequacy, completeness, viability, workability	7%
		Total	100%

Criteria and Rating for the Technical Evaluation are as follows:
The minimum St required to pass is 70%

XI.	Proposed Terms of Payment			
		PAYMENT #	DELIVERABLES	PERCENT(%)
		1	Upon submission and acceptance of the following: 1. Two (2) printed copies and two (2) electronic copies of Inception Report, Planning Framework and Work Plan saved in flash drive (A)	15%
2	Upon submission and acceptance of the following: Two (2) printed copies and two (2) electronic copies of the following reports saved in a flash drive and cloud storage for back-up: 1. Analyzed data of gathered information presented in narrative, graphical or tabular format (I.B.a) 2. Summarized and analyzed report of data gathered presented either in narrative,	20%		

			<p>graphical or tabular format (I.B.b)</p> <ol style="list-style-type: none"> 3. Minutes of the meeting / Notes for the record/ Workshop proceedings (I. C.a) 4. Two printed (2) copies of the 1st draft of the DRRM-H Plan with electronic copy saved in a flash drive (I. C.b) 5. Two (2) Printed copies of the 1st Draft of the HEMB Strategic Plan containing Situational Analysis and enhanced Vision, Mission, Goal, Strategies and Activities with electronic copy saved in a flash drive (II.A.a) 6. Two (2) Printed copies of Minutes of Meeting or Workshop Proceedings with electronic copy saved in a flash drive (II.A.b) 	
		3	<p>Upon submission and acceptance of the following:</p> <ol style="list-style-type: none"> 1. Two (2) printed copies of Minutes of Meetings and Workshop proceedings and documentations during consultation activity with electronic copy saved in a flash drive (I.C.c) 2. Two (2) printed copies of the 2nd draft of the DRRM-H Plan with electronic copy saved in a flash drive (I.C.d) 3. Two (2) Printed copies of the 2nd Draft of the HEMB Strategic Plan with electronic copy saved in a flash drive containing the following: (II.A.c) <ul style="list-style-type: none"> • Enhanced 1st draft • Strategic Approaches • Impact Targets • Objectives, Outcomes, Strategies and Activities 4. Two (2) Printed copies of Minutes of Meeting or Workshop Proceedings with electronic copy saved in a flash drive (II.A.c) 	25%
		4	<p>Upon submission and acceptance of the following:</p> <ol style="list-style-type: none"> 1. Final version of the National DRRM-H Plan Digitally Printed in two hundred (200) copies (perfect binding,) (I.D.a) 2. Two (2) External Hard Drive containing the following: (I. D.b) <ol style="list-style-type: none"> a. E-Copy of National DRMM-H plan in 2 formats: Editable Version and Camera-Ready Format 	30%

		<p>b. Compilation of Workshop Proceedings from the initial up to the final consultation meetings</p> <p>c. Compilation of reference materials and documents used during the development of plan</p> <p>3. Final version of the HEMB Strategic Plan 2022-2028 digitally Printed in thirty (30) copies (perfect binding,) with electronic copy (editable and PDF) saved in External Hard Drive(II.A.d)</p> <p>4. AVP of the National DRRM-H Plan and HEMB Strategic Plan saved in a flash drive (III.A)</p> <p>5. Two (2) Printed copies of the Technical Report of the Soft Launching Activity of the National DRRM-H Plan and HEMB Strategic Plan with electronic copy saved in a flash drive (III.B)</p>		
		5	Three (3) printed / electronic copies of Narrative/Terminal Report and Financial Report (IV)	10%
		Total		100%
XIII.	Approved Budget	The financial proposal shall not exceed the Approved Budget for the Contract of Five Million Pesos (Php 5,000,000.00) inclusive of taxes and duties. Those exceeding the ABC shall be automatically rejected.		
XIV.	Propriety Rights and Ownership	<p>Ownership of outputs. All outputs of the project such as plans, manuals, reports, and other related documents developed by the Consultancy Firm for the DOH shall become and remain the property of the DOH, and the Consulting Firm shall not later than upon termination or expiration of the Contract, deliver all outputs to the DOH, together with a detailed inventory thereof.</p> <p>The Consulting Firm may retain a copy of outputs but use of are subject to the restrictions about future use of these outputs, documents and /or, is subject to the approval of DOH.</p> <p>Copyright. “The Intellectual Property Rights in all the proprietary materials or methodologies shall remain vested in the owner of such rights.”</p>		
XV.	Non-Disclosure Agreement	The Consulting Firm shall sign a Non-Disclosure Agreement to protect <i>information</i> that are confidential and/or sensitive information in which the loss of, misuse of, or unauthorized access to or modification can adversely affect the <i>national interest of the country, conduct of the DOH’s programs and/or its partner agencies under the National eHealth Program, or the privacy</i> to which an individual is entitled.		