



July 22, 2024

## REQUEST FOR QUOTATIONS

The Philippine Council for Health Research and Development (PCHRD), through its Bids and Awards Committee (BAC), requests PhilGEPS registered suppliers to submit **quotations for the one (1) lot Consulting Services for the Documentation of the 8<sup>th</sup> PhilHealth STUDIES Forum with a total approved budget for the contract (ABC) in the amount of Two Hundred Thousand Pesos (P 200,000.00).**

### Outputs and Deliverables:

- See attached **Terms of Reference (TOR)**

Qualified bidders should submit their quotations to the address below **on or before July 30, 2024 (Tuesday), 10:00 AM**. Failure to strictly comply with the deadline and general conditions shall automatically disqualify the bidder/s from the bidding process. Winning bidder will be required to submit additional requirements as stipulated in the IRR of RA 9184.

PCHRD reserves the right to reject any or all quotations, to waive formality therein and to accept offers that may be considered most advantageous to the government.

For further information, please refer to:

### **Mr. Cirio D. Pangan Jr.**

Secretariat, Bids and Awards Committee  
Philippine Council for Health Research and Development  
PCHRD Saliksik Building, Sikap Street,  
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City  
Email: [procurement@pchr.dost.gov.ph](mailto:procurement@pchr.dost.gov.ph)  
Tel. Nos. 8837-7535  
Fax No. 8837-7536 or 8837-2942

(sgd.)

**MARIA VIOLETA G. INTIA**  
Chair, BAC





## TERMS OF REFERENCE

### Documentation Services for the 8<sup>th</sup> PhilHealth STUDIES Forum

#### I. General Background

The Philippine Council for Health Research and Development and the Philippine Health Insurance Corporation (PhilHealth) have an ongoing partnership called the PhilHealth STUDIES (Supporting the Thrust for UHC through Data, Information, and Knowledge-Exchange Systems) which provides funding for R&D projects and other related activities that serves the PhilHealth Research Agenda. Research dissemination is a crucial component of this partnership and is mainly achieved through research presentation events, publication of policy notes and journal articles, and IEC materials.

For the past seven years, the Council has organized the PhilHealth STUDIES Forum as part of the partnership. It was first launched in 2017 to disseminate the results and recommendations of studies commissioned by PhilHealth. Since then, the Forum has convened annually to serve as a platform for communicating research results, advocating change, and highlighting achievements in health research.

The 8th PhilHealth STUDIES Forum theme: **“Inclusive Health Care: Strengthening Health Systems through Health Financing”** is inspired by one of the goals of the 2030 Agenda for Sustainable Development and its goals- Leave no one behind (LNOB). This will highlight the need to improve universal health coverage and remove barriers to strengthening health systems. To make it happen, there is a need to ensure access to quality essential healthcare services and access to safe, effective, quality, and affordable essential medicines and vaccines for all; including financial risk protection through health financing.

The two-day activity to be held on 29-30 October 2024 comprises presentations of the capstone projects of the LEAD participants and discussions of topics related to the transformation of health systems by investing in digital security of universal health data and strengthening linkages for the progressive health care systems with the stakeholders.

Transforming health systems requires strategic investment in health research to ensure the comprehensive collection and utilization of health data. Through robust data collection, analysis, and dissemination, the state insurer and its stakeholders can make evidence-based decision-making, optimize resource allocation, and enhance healthcare delivery. Likewise, by strengthening linkages for UHC through integrating a robust research framework, policymakers and stakeholders can design sustainable funding models that ensure equitable access to health services for all. This synergy between health research and progressive financing not only drives innovation in healthcare delivery but also fosters solidarity in achieving UHC goals.



To document the two-day event, DOST-PCHRD needs documentation services to write and produce the forum proceedings.

## II. Description of Consulting Services

The services required by the DOST-PCHRD are as follows:

1. Documentation & Technical Writing: Document the presentations, findings, recommendations, and discussions during the forum.
2. Graphic Layout Design: Create the layout of manuscripts, tables, graphs, lists, and images.

## III. Responsibilities and Scope of Work of the Consultant

The Consultant shall have the following responsibilities:

- A. Recording and documentation
  1. Be physically present at the venue during the duration of the event.
  2. Take comprehensive notes on the presentations, findings, recommendations, and discussions;
  3. Write a complete summary of presentations, findings, recommendations, and discussions of the 2-day event; and
  4. Submit an electronic copy of approved outputs.
- B. Graphic Layout Design
  1. Conceptualize and propose an original layout design of the content; and
  2. Submit an electronic copy of approved outputs, preferably using Adobe InDesign and Adobe PDF formats.

## IV. Data and Services Provided by DOST-PCHRD

1. Provide meals and refreshments for the consultant during the event;
2. Provide recordings of the live broadcasts;
3. Designate staff to liaise the with consultant;
4. Review the submitted outputs and provide technical feedback to the consultant; and,
5. Pay the consultant based on approved deliverables and schedules.

## V. Outputs and Deliverables

1. Documentation Report. A brief 2 to 3-page summary of the event.
2. Manuscript: The consultant is expected to transcribe the speeches and keynote presentations, and write a summary of the session presentations and discussions. Important graphs, tables, charts, or lists will also be highlighted. These will be compiled into a manuscript submitted electronically for proofreading and editing.
3. Layout design of the Forum Proceedings: The digital format of the proceedings must follow the following outline, which may be modified according to the specifics of the event program:
  - i. Table of Contents
  - ii. Acknowledgments
  - iii. List of Abbreviations





- iv. About the Forum
- v. Summary of Each Day:
  - 1. Day 1
    - a. Welcome Remarks, Message, and Keynote Speech
    - b. About the Session
    - c. Presentation Summaries
    - d. Open Forum/Discussion/Reaction
    - e. Closing Remarks
  - 2. Day 2
    - a. Presentation Summary
    - b. 2024 LEAD Graduation
    - c. Closing Remarks
- vi. Appendices
  - 1. Event Photos
  - 2. Profile of the Presenters
  - 3. 2024 LEAD Graduate
  - 4. Organizing Committees

**VI. Project Duration**

October 2024 to March 2025

- VII. Approved Budget for the Contract:** The documentation services for the Project has an Approved Budget for the Contract (ABC) of Two Hundred Thousand Pesos (200,000.00), inclusive of applicable taxes and fees.

**VIII. Mode of Payment**

In consideration of the services required under this TOR, payment to the Consultant will be released in accordance with the following schedule:

- 1. Fifteen Percent (15%) of the ABC upon signing the Contract of Service.
- 2. Seventy-five Percent (35%) of the ABC upon submission and approval of the manuscript and layout design.
- 3. Ten Percent (50%) of the ABC upon delivery of the printed forum proceedings.

**IX. Qualification of the Consultant**

Prospective Consultants should possess the following:

- 1. A bachelor's degree in communication, marketing, science, health, or related courses, with experience in event documentation, communication, and/or writing and editing jobs;
- 2. With excellent written English and Tagalog communication and editing skills;
- 3. With excellent visual design skills;
- 4. Preferably with an understanding of health research and social healthcare financing.



**X. Standard of Services**

The Consultant shall fulfill its obligations under the agreement by using its technical expertise and according to the best-accepted professional and industry standards. The Consultant shall exercise all reasonable skill, care, diligence, and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of DOST-PCHRD. To attain these, the Consultant shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services/undertakings.


The services shall be conducted by the Consultant in accordance with the instructions or directions made or to be made by DOST-PCHRD at any time before its completion. The Consultant shall conduct regular consultation with DOST-PCHRD in relation to the undertaking of its responsibilities under the Contract of Service.

**XI. General Terms and Conditions**

- a. Intellectual Property and Ownership of Project Outputs  
All materials, papers, and documents developed and prepared in connection with the project shall be exclusively owned by DOST-PCHRD.
- b. Confidentiality  
Except with the prior consent of DOST-PCHRD, the Consultant or its Principals and Staff shall not at any time communicate to any persons or entity any information disclosed to them by DOST-PCHRD for the purposes of this Project.
- c. Delay: Extension of Project Duration due to *force majeure* circumstances  
Except for delays resulting from circumstances beyond the control of the parties, such as, but not limited to, force majeure and others of a similar nature, no extension of the Project period shall be allowed. Where such uncontrollable situations, however, arise, extensions may be allowed at no additional Project cost.
- d. Third-Party Participation  
Any activity in the course of the implementation of the Project assigned to or contributed by third parties including, but not limited to use of materials/samples, collaborative research, or use of facilities should be disclosed by the Consultant to DOST-PCHRD prior to engaging in said activity. Any agreement entered into by the Consultant without prior consent of DOST-PCHRD will not be binding on the latter insofar as confidentiality, treatment, ownership, enforcement, and disposition of intellectual property rights resulting from said activity is concerned. The DOST-PCHRD reserves the right to withhold consent to such agreement upon determination that it is not in the best interest of the herein Parties or gives undue advantage to said parties and for similar causes.



Prepared by:

  
**CELESTINE JOY L. MEMBREBE**  
PTS I, RICUD

Noted by:

  
**MYLENE B. MARCO**  
SRS II, RICUD

Approved by:

  
**ULLYANN C. GARCIA**  
Chief, RICUD

