

September 25, 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 Documentation Services for the Development of the 10<sup>th</sup> Balik Scientist Program (BSP) Annual Convention Event Report with a total approved budget for the contract (ABC) in the amount of One Hundred Thousand Pesos (P 100,000.00).**

### Outputs and Deliverables:

- **Please see attached Terms of Reference (TOR)**

Qualified bidders should submit their quotations to the address below **on or before October 2, 2024 (Wednesday), 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@pchrd.dost.gov.ph](mailto:procurement@pchrd.dost.gov.ph)  
Tel. No.: 8837-2931 loc. 506

(sgd.)

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

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## TERMS OF REFERENCE

### Consultancy Services for the Documentation of the 10th Balik Scientist Program (BSP) Annual Convention

#### I. Background/Rationale

The Balik Scientist Program (BSP) was launched in 1975 to address the issue of "brain drain" by encouraging Filipino experts abroad to return and contribute their knowledge and expertise to the country. Over the years, it has been instrumental in advancing research and development in critical sectors while helping to bridge developmental gaps.

In 2018, Republic Act 11035 institutionalized the BSP, marking a significant milestone in its history. Since then, the program has engaged 627 Balik Scientists in 811 projects across sectors such as agriculture, health, and industry. These experts have helped introduce new technologies, mentor local talents, and build global collaborations, all of which have significantly contributed to the nation's growth.

The upcoming 10th Annual BSP Convention, to be held at the Philippine International Convention Center (PICC), celebrates a decade of these contributions. Themed "Global Talents, Local Innovations: A Decade of Balik Scientist Contributions," the event will showcase how returning scientists have applied their global experiences to help drive innovation in sectors like agriculture, health, energy, industry, and emerging technologies.

The convention will not only highlight the remarkable work done by Balik Scientists but also inspire more Filipino professionals overseas to return and contribute to the country's progress. It will feature innovative projects and research outcomes that underscore the BSP's impact on national development. The event will also bring together scientists, researchers, industry leaders, and policymakers to exchange ideas, form collaborations, and address key challenges for sustainable development.

To document this important milestone in the program's history, consultancy services for professional documentation are essential. These services will ensure a comprehensive record of the event's key moments, achievements, and discussions, which will serve as a reference for future program development. The documentation will also capture strategic insights from the convention's sessions, including discussions on refining the BSP to meet evolving national needs and maximizing its impact. The documentation will also serve as an invaluable tool for reviewing the successes and challenges faced by the program over the past decade. It will also help strategize the future direction of the BSP in a rapidly changing global and local landscape, ensuring the program remains relevant and effective in its mission.

The procurement of consultancy services for documentation is, therefore, critical to preserving the legacy of this milestone event, capturing the achievements and contributions of the Balik Scientists, and ensuring the continuous improvement of the BSP for the future.

## II. Objectives

1. To document the presentations, findings, recommendations, and discussions during the convention;
2. To summarize the draft event proceedings and come up with an event report;
3. To feature the accomplishments selected Balik Scientists as a result of their engagements; and
4. To produce the digital layout of the event report ready for printing.

## III. Scope of Work

The duties and responsibilities of the Consultant include but not limited to:

1. Coordinate closely with PCHRD throughout the duration of the engagement (planning, development, implementation, and finalization/completion of project).
2. Prepare and submit an Inception Report that will include the detailed plans and timeline for the implementation of the project;
3. Provide regular updates to PCHRD on the status of the project; and
4. Submit all required deliverables on the agreed timeline.

## IV. Responsibilities of DOST PCHRD

The responsibilities of PCHRD include but not limited to:

1. Oversee the implementation of the overall plan;
2. Provide recommendations and approval on the deliverables/work produced and presented in the different phases of the project; and
3. Provide needed resources to implement the project.

## V. Outputs and Deliverables

1. **Inception report or overall plan/proposal** with the following minimum requirements:
  - Background of the project
  - Objectives
  - Implementation
  - Strategy/project methodology
  - Schedule of activities/timeline
  - Budget plan
  - Composition of project team
2. **10th Balik Scientist Program (BSP) Annual Convention event report** in digital layout (editable file and PDF format) with the following outline and specifications:

Outline:

  - i. Cover Page
  - ii. List of Contents and Abbreviations
  - iii. Executive Summary (Introduction/Overview of the Event)
  - iv. Program at a Glance
  - v. Messages and Accomplishment Report - Opening Ceremonies
  - vi. Session Summaries - BSP Talks, Multi-disciplinary Forum, Session for Repatriated Balik Scientists, Recognition of New and On-going Balik Scientists and Host Institutions, Networking and Awarding Ceremonies, and Workshop for the BSP Association

- vii. Accomplishment Section: A dedicated feature on the accomplishments and contributions of selected Balik Scientists, highlighted in the Innovation Fair (poster and product exhibit).

Specifications:

Size: A4 - 8.27" x 11.7", folded;  
16.4" x 11.7, spread  
No. of pages: approx. 10-30 pages  
Color: Cover and Inside - full color

**VI. Project Duration**

Three (3) months from the signing of the Contract of Service.

**VII. Approved Budget for the Contract**

The consulting services for the Project have an Approved Budget for the Contract (ABC) of One Hundred Thousand Pesos (Php 100,000.00), inclusive of applicable taxes and fees.

**VIII. Mode of Payment**

Fifteen percent (15%) of the contract price upon signing of the contract and submission and acceptance of the inception report, and Eighty-Five percent (85%) of the contract price upon approval of the event proceedings and accomplishment report.

**IX. Qualification Requirements**

Prospective Consultants should possess the following:

1. A bachelor's degree in communication, science, health, or related courses, with experience in event documentation, communication and/or writing and editing jobs;
2. With excellent written English and Filipino communication and editing skills; and
3. With excellent layout design skills.

**X. Application Requirements**

Prospective Consultants should submit the following:

1. CVs of technical personnel proposed for this project highlighting qualifications and experience in similar projects;
2. Work references - contact details (email addresses) of referees (firms for whom the Consultant has produced similar assignments); and
3. Samples of recent similar undertakings, online portfolios, and links to event proceedings and other related works.

**XI. 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-PCHR. 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-PCHR at any time before its completion. The Consultant shall conduct regular consultation with DOST-PCHR in relation to the undertaking of its responsibilities under the Contract of Service.

## XII. General Terms and Conditions

### a. *Intellectual Property and Ownership of Project Outputs*

All materials developed and produced for the project shall be submitted to DOST-PCHR, and that DOST-PCHR has all perpetual rights to the finished products, including all the master copies, and raw materials used to produce the finished products.

### b. *Confidentiality*

Except with the prior Consent of DOST-PCHR, 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-PCHR for the purposes of this Project, nor shall the Consultant or its Principals and Staff make public any information as to the recommendations formulated in the course of or as a result of the Project. Both parties shall likewise hold on strictest confidence all information relating to this Contract that may be entered into by the parties, and shall not disclose to information unless expressly agreed upon in writing by the parties hereto.

### 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 similar nature, no extension of 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-PCHR prior to engaging in said activity. Any agreement entered into by the Consultant without prior consent of DOST-PCHR 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-PCHR reserves the right to withhold consent to such agreement upon determination that it is not to the best interest of the herein Parties or gives undue advantage to said parties and for similar causes.

### e. *Meals and Accommodation*

The meals (AM snacks, Lunch and PM snacks) will be served during the whole event. However, the PCHR-DOST will not shoulder the accommodation of the consultant and team, if needed.

Prepared by:

*L. Labonite*  
**LAILA M. LABONITE**  
SRS I, IDD

*Recommending approval:*

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Recommending Approval:

*Joana* *Joana* *9/25/24*  
**JOANA A. AMERICA**  
Chief SRS, IDD

Approved by:

*JCM*  
**JAIME C. MONTOYA, MD, MSc, PhD, CESO II**  
Executive Director III