



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11246683  
**Procuring Entity** BASES CONVERSION AND DEVELOPMENT AUTHORITY - MAIN  
**Title** Procurement of Mental Health Service Provider for the BCDA CY 2024-2025  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	BG2024-147-1520	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	3
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Services		
<b>Approved Budget for the Contract:</b>	PHP 450,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	1 Year/s		
<b>Client Agency:</b>			
<b>Contact Person:</b>	Stefany A Mateo Sr. Administrative Assistant BCDA Corporate Center 2nd Floor, Bonifacio Technology Center, 31st St., 2nd Ave. Bonifacio Global City Taguig City Metro Manila Philippines 1634 63-2-5751782 63-2-5751785 samateo@bcda.gov.ph	<b>Date Published</b>	13/09/2024
		<b>Last Updated / Time</b>	12/09/2024 16:33 PM
		<b>Closing Date / Time</b>	19/09/2024 09:00 AM

#### Description

1 LOT MENTAL HEALTH SERVICE PROVIDER For BCDA CY 2024-2025

Details: (See Attached Terms of Reference)

4. The mental health service provider shall undertake the following services:

- a. Easy access to twenty-five (25) online counseling sessions
  - i. with a licensed psychologist or counselor
  - ii. maintain strict standards of confidentiality
  - iii. no hidden charges if pharmacological intervention is required
  - iv. the unused sessions may be converted to a webinar or other services
- b. At least two (2) leadership training programs or mental health workshops
  - i. a hybrid or face-to-face set-up
  - ii. at least (8) hours workshop/training session
  - iii. can accommodate 30 participants
  - iv. course outline focused on
    1. preventing and overcoming stress and burnout
    2. building empathy in leadership
- c. A corporate-wide online mental health assessment and analytics survey
  - i. can measure employees' mental health indicators and key HR metrics such as job satisfaction, engagement, net promoter score and intention to stay
  - ii. provide detailed analysis, assessment and summary report by age, sex, job level, department, and tenure
  - iii. furnish employees with the individual mental health scores

- iv. present the summary report and provide recommendations to management
  - e. Four (4) webinars
    - i. at least one (1) hour long
    - ii. no limit to the number of participants
    - iii. focused on increasing mental health awareness and improving employee mental well-being (e.g. stress management, self-care strategies, workplace dynamics, personal growth and development, etc.)
  - f. Educational email campaigns
  - g. A dedicated account manager
5. The service provider shall submit their company profile with their roster of clients, a sample mental health assessment report, and a webinar topics list.
6. The coverage shall be for the period of one (1) year upon the signing of the contract, unless otherwise terminated pursuant to the grounds for termination of contracts in accordance with the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board (GPPB Resolution No. 018-2004 dated December 2004).
7. The mental health provider/company should have the following minimum qualifications:
- a. With at least one (1) year of existence as a mental health provider;
  - b. Must be duly registered with the Securities and Exchange Commission (SEC);
  - c. Must be duly registered with PhilGEPS.
8. All price quotations/premiums for all covered employees should not exceed Four Hundred Fifty Thousand Pesos (P450,000.00) for 500 employees, inclusive of all applicable taxes and other charges.
9. Terms of Payment based on the total amount of the contract are as follows:
- 35% after the completion of one (1) mental health training
  - 35% after the conduct of two (2) webinars
  - 30% upon delivery of final service
10. The proponent is required to submit to BCD the following documentary requirements:
- a. PhilGEPS registration number;
  - b. Mayor's/Business Permit (updated);
  - c. Income/Business Tax Return and/or Tax Clearance; and
  - d. Omnibus Sworn Statement
- (Upon notification of Notice of Award-winning bidder must submit within 5 working days the duly NOTARIZED OSS and Proof of Authorization e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)

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**Other Information**

Please email the quotation together with your PhilGEPS Registration, BIR Registration, Mayor's Permit, and Omnibus Sworn Statement to [samateo@bcda.gov.ph](mailto:samateo@bcda.gov.ph) or submit it to BCDA Reception Area, 2/F Bonifacio Technology Center, 31st St. corner 2nd Ave. Bonifacio Global City, Taguig City.

Bids should be inclusive of all applicable taxes and any other fees.

Bids over the approved budget for the contract shall be automatically disqualified.

The contract shall be awarded to the supplier with the Lowest Calculated Bid during the evaluation procedure.

(You may use the attached Pro-forma RFQ-Request for Quotation and Omnibus Sworn Statement found in Associated Components)

BCDA reserves the right to accept and reject any or all of the quotations received formally, waive minor defects in forms and requirements, or to accept quotations/s as may be considered most advantageous to the government or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

**TERMS AND CONDITIONS:**

Payment: Thirty (30) working days  
Delivery: \_\_\_\_\_ calendar days (please specify)  
Validity of price: One (1) month

Look for Ms. Stefany Mateo for inquiries email at [samateo@bcda.gov.ph](mailto:samateo@bcda.gov.ph).

**Created by** Stefany A Mateo

**Date Created** 12/09/2024

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