

TERMS OF REFERENCE

Mental Health Provider for the Bases Conversion and Development Authority (BCDA)

1. Pursuant to the Republic Act No.11306 also known as the Mental Health Act (MHA) of 2018, the Civil Service Commission issued the Memorandum Circular No. 4, Series of 2020 on the Mental Health Program in the Public Sector, which took effect on January 26, 2020 (Annex A), that requires government agencies to develop a mental health program which promotes overall mental wellness and provides inclusive, conducive and supportive work environment to ensure a productive and healthy workforce.
2. In compliance with the subject CSC Memorandum Circular, BCDA shall establish a mental health program for all employees regardless of employment status with the following objectives:
 - a. Strengthen effective leadership and governance for mental health by formulating, developing, and implementing policies, strategies, programs, and regulations relating to mental health in the workplace;
 - b. Develop a comprehensive, integrated, effective and efficient mental health program to meet the psychosocial needs of its employees;
 - c. Protect the rights of employees with psychiatric, neurologic, and psychological health needs;
 - d. Integrate mental health care in the basic health services and in the human resources systems and processes; and
 - e. Integrate services promoting mental health in the workplace.
3. The Bases Conversion and Development Authority (BCDA) intends to select a Mental Health Service Provider, which shall cover all employees of BCDA, coverable upon hiring.
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 hour 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
 - d. 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 wellbeing (e.g. stress management, self-care strategies, workplace dynamics, personal growth and development, etc.)
 - e. Educational email campaigns
 - f. 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 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 BCDA 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

11. BCDA reserves the right to accept or reject any or all proposals, to waive any defect or informality thereon or minor deviations which do not affect the substance and validity of any or all of the proposals, or to annul the selection process and reject all at any time prior to award, without thereby incurring any liability to the affected proponents.
 12. BCDA reserves the right to reject the proposal of any proponent who:
 - a. Does not offer the required services as provided for in this Terms of Reference;
 - b. Is discovered to have suppressed, disclosed or falsified information; or
 - c. Failed to satisfactorily perform/complete any contract previously taken
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