



REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS

REQUEST FOR PROPOSAL

RFP No. 2023-08-149

Procurement of Consultancy Services of a Psychologist

The Commission on Human Rights (CHR) through the General Administration Office intends to apply the sum of **One Hundred Forty-Seven Thousand Pesos (PhP147,000.00)**, inclusive of all applicable government taxes and charges, being the Approved Budget for the Contract (ABC) for the **Procurement of Consultancy Services of a Psychologist**. The attached Terms of Reference provide the details of the Scope of Services, Eligibility Requirements, Qualifications, and Deliverables.

The bid proposal shall correspond to the specific requirements and shall be accompanied by documents or evidence in response to the eligibility, technical and financial requirements as provided in 2016 Revised Implementing Rules and Regulations of Republic Act 9184;

The Bids and Awards Committee for Consulting Services, Infrastructure, and Foreign-Assisted Projects (BAC-CSIFAP) shall determine and recommend the award of the contract to the bidder with the Highest Rated and Responsive Bid (HRRB) pursuant to Section 37.1.1 of 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184;

If interested, kindly submit your proposal together with the documentary requirements **on or before 10:00 AM of September 4, 2023**, in a sealed bid envelope at the 3rd Floor, Procurement Division, CHR Central Office, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City or through email address procurement@chr.gov.ph.

The CHR reserves the right to reject any and all proposals/bids, to annul the procurement process, declare a failure of bidding, to reject all proposals/bids at any time prior to contract award, or not to award the contract, without thereby incurring any liability to the affected bidder/s, and to accept only the offer that is most advantageous to the Government pursuant to Sec. 41 of 2016 Revised IRR of RA 9184.

CHR ng lahat: Naglilingkod maging sino ka man

Commonwealth Avenue, U.P. Complex, Diliman, Quezon City, Philippines 1101

Tel. Nos. (02) 8294 8704 • (02) 8925 3886

For other information, please call:

Bids and Awards Committee Secretariat

Procurement Division

COMMISSION ON HUMAN RIGHTS OF THE PHILIPPINES

3rd Floor, SAAC Building, U.P. Complex

Commonwealth Avenue, Diliman, Quezon City

Tel. No.: (+632) 8936-6107

Cellphone Numbers: 0917-857-1607

Email Address: procurement@chr.gov.ph



ONESIMO L. CUYCO

Chairperson, Bids and Awards Committee
for Consulting Services, Infrastructure and
Foreign-Assisted Projects (BAC-CSIFAP)

Date: 29 August 2023



REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS

Terms of Reference

PROCUREMENT OF CONSULTANCY SERVICES OF PSYCHOLOGIST

BACKGROUND

Brief Background of the project requiring the Services of Consultant

- The Commission's plantilla item of Psychologist remains unfilled pursuant to MC No. 14, s. 20019 on CSC's qualifications standards (of the Psychologist I to III positions).

OBJECTIVE

At the end of the contract the Mental Health professional shall be able the following:

- provide the mental health services incorporated in the mental health programs, interventions and services to CHR workforce;
- developed policies and protocols for the mental health and wellness programs, interventions and the CHR as a whole.
- Set-up of a Clinic Room for Psychotherapy and Psychological Assessment that will provide face-to-face counselling and assessment to all employees.

SCOPE OF SERVICES

The Consultant shall render professional services such as, but not limited to the following:

- a. Serve as Resource Speaker in the conduct of Psychoeducation programs/activities on mental health which shall raise awareness, advocacy, education and training on mental health topics and issues for officials and employees in the Commission;
- b. Finalize the Design and Guidelines/ Manual on Mental Health Program for CHR Employees;
- c. Conduct psychological assessment to employees with psychological tools (like psychological tests) as aid for tele-psychotherapy and counselling affected by the adversities brought about by the COVID-19 pandemic;
- d. Provide assessment and psychological evaluation in the recruitment process that will aid in the Selection and Promotions evaluation in the hire and promote officials and employees and;
- e. Provide needed psychological interventions of Face-to-face/Online psychotherapy, Support Group Sessions/Online Support Group Therapy; referral to mental health institutions (if needed) and healing and counselling sessions to CHR officials and employees;
- f. Ensure confidentiality in the availment of psychological services provided to all employees.

CHR ng lahat: Naglilingkod maging sino ka man

Commonwealth Avenue, U.P. Complex, Diliman, Quezon City, Philippines 1101

Tel. Nos. (02) 8294 8704 • (02) 8925 3886

PROJECT DURATION

The Consultant shall be engaged for a period of three (3) months reckoned from the issuance of the Notice to Proceed (NTP).

There shall be reporting schedule to CHR Central Office to be held from Monday – Friday, 8:00 am to 5:00 pm in coordination with the HRDD for the psychoeducation schedule, psychotherapy and counselling sessions.

APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is PhpP 147, 000.000

PhpP 49, 000.00 x 3 mos x 1 = Php 147, 000.00

inclusive of all applicable taxes and fees, remuneration / professional fee and all incidental expenses such as transportation / fuel, communications.

MODE OF PROCUREMENT

The mode of procurement is Section 53.9 (Small Value Procurement) of RA No. 9184 and its 2016 Revised IRR.

DELIVERABLES AND PAYMENT SCHEDULE

Payment of professional fees shall be on a monthly basis and in accordance with the following deliverables:

<i>Timeline</i>	<i>Deliverables / Outputs</i>
One (1) month from the issuance of Notice to Proceed (NTP)	Monthly Reports
Two (2) months from the Issuance of NTP	Monthly Reports
Three (3) months from the Issuance of NTP	Monthly Reports

QUALIFICATIONS / COMPETENCIES

The prospective consultant shall have the following qualifications:

- Licensed Psychologist
- With minimum 5 years as a practicing Clinical Psychologist
- Member/Expert Panel on Mental Health Programs
- Broad experience in institutionalizing Human Resource Psychology and Mental Health Programs
- Gender advocate
- Familiarity with the policies and standards of the Civil Service Commission and other oversight agencies is an advantage

EVALUATION OF PROPOSAL/S

Method of Evaluation

Criteria

Quality Cost-Based Evaluation:
80% for Technical Proposal
20% for Financial Proposal

Technical Proposal (80%)
a) Qualifications, Experience, and Capability (70 points)
b) Plan, Approach, and Methodology (10 points)
Financial Proposal (20%)

The Passing Rate shall be **85%**.

REQUIRED DOCUMENTS

For evaluation and verification purposes, the following documents are required to be submitted:

- a. Proposal
- b. Curriculum Vitae, License, certificate of related trainings attended
- c. Copy of PhilGEPS Registration
- d. BIR Certificate of Registration

Prepared By:

Noted By:

for: [Signature]
JOCELYN L. REYES
End-User

[Signature]
ONESIMO L. CUYCO
Director, GAO



COMMISSION ON HUMAN RIGHTS
REPUBLIC OF THE PHILIPPINES

CHR Procurement through NP-SVP

TERMS & CONDITIONS:

1. If interested, you may submit your **PROPOSAL** with a copy of the attached **REPLY SLIP** and the following documentary requirements on or before the scheduled submission deadline as specified in the RFP. **Late submissions shall not be accepted:**
 - a. Curriculum Vitae with Professional License / Certificates
 - b. PhilGEPS Registration
 - c. BIR Certificate of Registration

The winning bidder will be required to submit an **Omnibus Sworn Statement** before awarding the contract

2. The Approved Budget for the Contract (ABC) is the ceiling price. Total financial bid exceeding the ABC shall be disqualified pursuant to Section 31.0 of the 2016 IRR of R.A 9184;
3. Failure to comply with **any** of the technical specifications/requirements will disqualify the bid proposal;
4. Price quotations shall be in Philippine currency, inclusive of all government taxes, duties, and levies;
5. Price validity period shall be a minimum of Sixty (60) days from the date of bid submission;
6. Winning bidder will be determined to have submitted the Highest Rated Responsive Bid (HRRB). In case of a tie, the CHR shall apply the tie-breaking method of "toss a coin" through an online coin flipper;
7. Payment shall be made through the Land Bank of the Philippines' LDDAP-ADA / Bank Transfer facility within fifteen (15) calendar days after the complete delivery and submission of the required documents. The corresponding bank transfer fee shall be charged against the creditor's account for other bank institutions.


MARIA TERESA G. ANTAZO
Head, BAC Secretariat/
Chief, GAO-Procurement Division

REPLY SLIP

PROJECT : Procurement of Consultancy Services of a Psychologist
RFP NO. : 2023-08-149

Date: _____

**THE BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES,
INFRASTRUCTURE AND FOREIGN-ASSISTED PROJECTS**

c/o Procurement Division
Commission on Human Rights
U.P. Complex, Commonwealth Avenue,
Diliman, Quezon City

Sir / Madam:

This is to submit the attached proposal for the subject procurement with a total bid price of _____ **Pesos**
(PhP_____00), inclusive of all existing and appropriate government taxes and charges:

I hereby certify that this proposal is true and correct, and I accept the rights of the Commission on Human Rights as the Procuring Entity, under Section 41 of 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Truly yours,

Bidder (Consultant)

Address

Telephone No./Mobile No.

Email address

PhilGEPS Registration No.

Tax Identification No. (TIN)

Bank Acct. No. / Name

Bank Name / Branch

Signature