



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC- Goods and Services
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : JULY 13, 2021
PR No. : SDO-21-ETS-137

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **CONCEPTUALIZATION AND DEVELOPMENT OF AN ONLINE MENTAL HEALTH RESOURCES FOR TEACHERS**
Approved budget of the Contract : **Php 200,000.00**
End-User / Implementing Office : **SCHOOLS DIVISION OFFICE**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than JULY 16, 2021, 10:00 AM Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2021);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2020) (For ABC P500,000.00 above)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** shall:

- 1 Contain the Project Name and PR Number of the contract to be bid in capital letters;
- 2 Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.

Project Title :	<u>CONCEPTUALIZATION AND DEVELOPMENT OF AN ONLINE MENTAL HEALTH RESOURCES FOR TEACHERS</u>
	Quezon City Local Government BIDS AND AWARDS COMMITTEE 2/F Procurement Department, Finance Building Quezon City Hall Compound
For any clarification you may contact us at 89884242 loc. 8506/8709.	


ATTY. DOMINIC B. GARCIA
Officer-in-Charge / Head, BAC Secretariat

TERMS AND CONDITIONS

- 1. Bidders shall provide correct and accurate information required in this form.
- 2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- 3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
- 4. Quotation exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- 5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- 6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- 7. The City General Services Department (CGSD) shall have the right to inspect the goods.
- 8. Non-submission of eligibility documents shall mean disqualification of Quotation.
- 9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- 10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	<div>a. Conceptualization and Development of Psycho-Social and Mental Health E-book for teachers (in Digital Format) Maximum of 130 total pages Online modules on Physical, Emotional, Intellectual, Social, Occupational, Environmental, Spiritual Wellness Special Topics on: Elderly, Special Education and Child Protection Policy and Human Rights Each module contains 3-5 lessons written from the perspectives of the teacher, parent and student. Each lesson includes description of the crisis, tips/recommendations and self-assessments/reflections</div> <div>b. Development and Production of Online Videos Intended to complement the online modules (E-book). The videos will basically feature the same content as the e-book. Running time: approximately 30 minutes per video</div> <div>c. Online Distribution of the Mental Health Online Resources The Module will be sent to approximately 5,000 elementary and secondary homeroom teachers either thru a link or thru email. The distribution shall be done on a scheduled basis per topic.</div> <div>***with Terms of Reference (TOR)***</div>	lot	1		
	Total Quoted Amount				

Amount in Words: _____



Delivery Period : Thirty (30) Calendar Days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address



TERMS OF REFERENCE (TOR)

Online Mental Health Resources for Teachers

I. PROJECT DESCRIPTION

The project entails development and on-line distribution of psycho-social and mental health modules for teachers. These resources may be accessed online in an asynchronous manner.

The modules will be distributed in two formats, through written (e-book) and video formats. By going through these online resources, teachers may experience the transition from breakdown to breakthrough. Also included are lessons written from the perspectives of students and parents. This is to enable the teachers to empathize with the issues and challenges they are currently facing.

The modules are also intended to complement and strengthen the implementation of the schools' Guidance and Counseling Program. Furthermore, this project also hopes to intensify efforts to address factors that affect teachers and students' psychological and emotional well-being, particularly amid the current health crisis and in the implementation of alternative learning delivery modes.

The implementation of the project, with the guidance of the QC Schools Division Office will entail partnership with an academic institution. The primary objective is to equip the teachers with necessary information and activities designed to raise awareness, facilitate early detection and reduce risks associated with poor mental health. The modules will also include key messages developed through the perspectives of the teachers, parents and students.

II. OBJECTIVES

The City intends to request for proposals from reputable and established academic institutions with extensive programs in psychology and teacher development. The intended project beneficiaries are elementary and secondary public school homeroom teachers within the City.

The primary objectives of the project are as follows:

1. Equip teachers with knowledge on psychosocial and mental health issues specifically centering on the effects of the COVID-19 health crisis;
2. Equip teachers with the necessary skills in providing first line assistance to students who are at a risk of a psychosocial breakdown;
3. Offer tools that can be utilized by teachers, and applied to parents and students, in breaking-free from socio-emotional challenges with building resiliency and empathy as primary goals;
4. Allow teachers to share and express their breakthrough moments through self-assessments at the end of the modules.

III. AREA OF COVERAGE

Intended project beneficiaries are QC public elementary and secondary homeroom teachers.

IV. PROJECT DURATION

Project duration is thirty (30) calendar days upon receipt of Notice to Proceed. However, the project shall run from August to December 2021.

V.QUALIFICATIONS

The academic institution shall be eligible to participate in the bidding process, provided that they meet the following qualifications:

1. With extensive expertise and experience in guidance and counseling, psychology, family studies, education, social work and special education;
2. With at least 30 years in business;
3. Recipient of multiple awards in the field of education;
4. Offers undergraduate and/or graduate programs in education, psychology, special education, guidance and counseling and family studies.
5. Module developers must be PhD candidates or PhD degree holders in any of the following fields: family studies, psychology, education, guidance and counseling or social work.

VI.BUDGET

The Approved Budget of Contract (ABC) for the project is Two Hundred Thousand Pesos (Php200,000.00) inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.

VII.SCOPE OF WORK AND EXPECTED OUTPUT

This shall include the conceptualization and development of psycho-social and mental health online resources for homeroom teachers, including its online distribution to its end-users in coordination with the QC Schools Division Office.

The e-book shall include modules on the following pillars of wellness:

- 1) Physical Wellness
- 2) Emotional Wellness
- 3) Intellectual Wellness
- 4) Social Wellness
- 5) Occupational/Financial Wellness
- 6) Environmental Wellness
- 7) Spiritual Wellness
- 8) Special topics: Elderly, Special Education and Child Protection Policy and Human Rights

The modules shall include lessons developed from the perspectives of the teachers, parents and students. Each module will have 3-5 lessons. The lessons must likewise provide information on the crisis, suggested activities and reflections/assessments.

Ten (10) videos shall likewise be developed and provided by the academic institution. The online videos shall be crafted and produced to complement the online modules. The videos will basically feature the same content as the e-book. With the provision of both written and video formats of the modules, the teachers will have an option on how to best learn the material.

The academic institution shall likewise provide the platform for the distribution. The link to the online resources shall be sent via e-mail and will also be posted on a dedicated social media account.

Total number of pages: 120-130 pages

VIII.TERMS OF PAYMENT

Deliverable	Payment
Submission of Proposal and Project Timeline	15%
Submission of the digital copy of the Mental Health Online Resources (e-book and video formats)	75%
Completion of online distribution	10%

IX.OTHER TERMS AND CONDITIONS


1. Online access to the mental health online resources shall be for a maximum period of one year.
2. The content and distribution of the online resources shall be in consultation and coordination with Quezon City and the QC Schools Division Office;
3. QC LGU shall have two (2) weeks to comment on the content as well as the preliminary and final lay-out of the E-book;
4. QC LGU shall be allowed up to two (2) major revisions of the modules included in the E-book;
5. The academic institution shall be responsible for sending the final version of the mental health online resources within 30 days upon issuance of Notice to Proceed.
6. The academic institution in coordination with the Schools Division Office shall provide the platform for the registration of teachers and distribution of the online resources to registered end-users.
7. Prior to its distribution, the academic institution shall facilitate an online orientation with the teachers on the use of the mental health online resources.
8. The electronic modules and videos shall be distributed to the registered users on a scheduled basis per topic.
9. Rights to the use of the mental health online resources shall be shared by the academic institution, and Quezon City Government;
10. The academic institution shall hold Quezon City free and harmless of any liability arising from the intellectual property content not contributed by Quezon City.

X.PENALTIES FOR BREACH OF CONTRACT

Failure to deliver goods according to the standards and requirements set by the City shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised implementing rules and regulations.

XI. TERMINATION OF CONTRACT

The Contract may be terminated by the aggrieved party, in case of breach of contract, fault or gross negligence by the other party. Provided that, the other party failed to remedy the breach, fault or gross negligence despite the lapse of 30 days written notice from the aggrieved party.



Julienne Alyson Rae V. Medalla
Head, Education Affairs Unit

Noted by:



Jenilyn Rose B. Corpuz, CESO VI
Schools Division Superintendent