



REQUEST FOR PROPOSAL

The Provincial Government of La Union (PGLU), through the Bids and Awards Committee (BAC), hereby invites all interested consultants to quote their lowest price on the terms listed below, subject to the General Conditions stated herein, and submit the same along with their respective proposals on or before **10:00 a.m. of September 24, 2024.**

NAME OF PROJECT	:	PROCUREMENT FOR THE ENGAGEMENT OF A SERVICE PROVIDER TO CONDUCT ADVANCE CARDIAC LIFE SUPPORT TRAINING.
LOCATION	:	City of San Fernando, La Union
APPROVED BUDGET FOR THE CONTRACT	:	₱ 175,000.00

TERMS OF REFERENCE:

I. BACKGROUND

The Republic Act 10121 Section 2 (bb) "*Preparedness*" – pre-disaster actions and measures being undertaken within the context of disaster risk reduction and management and are based on sound risk analysis as well as pre-disaster activities to avert or minimize loss of life and property such as, but not limited to, community organizing, training, planning, equipping, stockpiling, hazard mapping, insuring of assets, and public information and education initiatives.

This also includes the development/enhancement of an overall preparedness strategy, policy, institutional structure, warning and forecasting capabilities, and plans that define measures geared to help at-risk communities safeguard their lives and assets by being alert to hazards and taking appropriate action in the face of an imminent threat or an actual disaster. The Advanced Cardiovascular Life Support (ACLS) is to achieve the best possible outcome for individuals who are experiencing a life-threatening event. ACLS is a series of evidence-based responses simple enough to be committed to memory and recalled under moments of stress.

In essence, ACLS serves as a crucial component of healthcare training, equipping providers with the skills and knowledge needed to make a significant impact in emergency situations, where timely and effective intervention can make the difference between life and death.

Philippine Health Emergency Medical and Safety Service (PHILHEMS) holds accreditation from the Professional Regulation Commission and partners with the Community Health Education Emergency Rescue Services Corporation,

which is recognized by the American Heart Association. The courses on Basic Life Support (BLS) and Advanced Cardiovascular Life Support (ACLS). Moreover, according to the Department of Health, the approved training providers for ACLS are exclusively PHA and AHA. In this context, PHILHEMS operates as an authorized American Heart Association (AHA) Training Site.

II. OBJECTIVES

The Advanced Cardiac Life Support Training aims to:

- Recognize and initiate early management of per-arrest conditions that may result in cardiac arrest or complicate resuscitation outcome
- Manage cardiac arrest until return of spontaneous circulation (ROSC) termination of resuscitation or transfer of care.
- Recognize life-threatening clinical situations.
- Choose appropriate ACLS algorithms to manage patients with no pulse or those with unstable/stable bradycardia and unstable/stable tachycardia.
- Operate manual defibrillation/pacing devices in a safe manner.

III. SCOPE OF SERVICES AND EXPECTED OUTPUT

The scope of services for the engagement shall include the following:

ACTIVITY	DELIVERABLES
<p>Day 1 – 3</p> <ul style="list-style-type: none"> - ACLS Course Overview - System Care - Science of resuscitation - Systematic Approach - CPR Approach - Airway Management - Technology review (Defibrillation, Pacing and synchronized cardioversion) - Acute Coronary Syndrome - ECG rhythm analysis - High Performance Dynamics - High performance teams: cardiac arrest and post-cardiac arrest care - Preventing Arrest: Bradycardia and Tachycardia - High Performance Teams: Mega code practice - Mega Code testing and mega code testing details - Written Exam - Remediation 	<ul style="list-style-type: none"> - Focus on comprehensive and systematic approaches to emergency cardiovascular care - Include Proficiency in BLS and Advanced airway management, Rhythm recognition and appropriate electrical therapy, pharmacologic interventions, post-cardiac arrest care, effective team dynamics, continuous quality improvement and ongoing education and training to maintain and improve ACLS skills. - 50 participants trained - 50 certificates released

IV. PROJECT DURATION AND BUDGETARY REQUIREMENTS

The Approved Budget for the Contract (ABC) is **₱175,000.00** as budgeted in the Local Expenditure Program (LEP) of the Provincial Disaster Risk (OPA). It shall be inclusive of all taxes, duties, fees, levies, and other charges imposed under applicable laws. In addition, the travel expenses and room accommodation shall be at the expense of the service provider.

V. RESPONSIBILITIES OF THE SERVICE PROVIDER

1. Provide training services to the concerned PGLU personnel.
2. Adhere to the agreed scope of work/deliverables which were approved by the PGLU.
3. Provide reports consistent with the content of the approved scope of work/deliverables
To the PGLU.
4. Provide certificates to the PGLU participants upon completion of the training
5. Travel expenses and room accommodation shall be at the expense of the service provider.
6. All information reviewed and recorder shall always be treated with strictest confidentiality.

VI. RESPONSIBILITIES OF THE PROVINCIAL GOVERNMENT OF LA UNION

1. The PGLU, through the PDRRMO, shall oversee the program status and will provide the necessary personnel, data information, and other required resources related to the scope of work of the Service provider.
2. The PGLU shall pay the Service Provider upon completion of expected deliverables by the service provider.
3. Provide the following logistical requirements for the Service Provider/s
 - Suitable venue and administrative support
 - Interprovincial Transportation
 - Food for service provider and the participants during sessions

VII. QUALIFICATIONS OF THE TRAINING PROVIDER

A pre-qualified/eligible training provider shall have a proven/good track record in providing specialized services in the conduct of Business Process Improvement.

1. The Training Provider is eligible to conduct the auditing services with the following requirements:
 - Duly licensed Filipino citizens/sole proprietorships

- Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to the citizens of the Philippines (iii) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines.
- The Certifying body has the following documents:
 - PhilGEPS registration
 - Technical Documents and list of all ongoing and completed government and private contracts
 - CV of the Project Team
 - Organizational Background
 - All documents needed for the processing of payments (Business Permit, BIR Permit, Omnibus, DTI Permit, among others)

2. Technical Rating

Below is the percentage for technical rating on the engagement of a firm for the Advance Cardiac Life Support Training.

CRITERIA		DOCUMENTS	RATING SYSTEM		WEIGHT
A.	Applicable Experience of the Service Provider	SEC or DTI Registration	100%	More than 5 years in business or more	15%
			75%	3-4 years in business	
			50%	Less than 3 years in Business	
B.	Company's Completed Similar Projects in size and complexity within the last 5 years	Submitted Listed Contracts/ Service Provider References	100%	More than 10 completed related contracts	10%
			80%	8-9 completed related contracts	
			50%	5-7 completed related contracts	
			20%	Less than 5 completed related contracts	
C.	Applicable Experience of the Service Provider	Curriculum Vitae	Lead		10%
			100%	More than 5 related experience in conducting training as provided under Section III of the Terms of Reference	
			80%	4-5 related experience in Consultancy Services as provided under Section III of Terms of Reference	
			50%	2-3 related experience in Consultancy Services as provided under Section III of the Terms of Reference	
			50%	Less than 2 related experience in Consultancy Services as provided under Section III of Terms of Reference or member has been sub-contracted particularly for the specific project	
			Member		
100%	More than 5 related experience in Consultancy Services as provided under Section III of Terms of Reference	5%			

			50%	Less than 5 related experience as a service provider as provided under Section III of Terms of Reference or member has been sub-contracted particularly for the specific project	
			Member		
			100%	More than 5 related experience as a Service Provider as provided under Section III of Terms of Reference	
			50%	Less than 5 related experience in Consultancy Services as provided under Section III of Terms of Reference or member has been sub-contracted Particularly for the specific project	5%
D.	Qualification of the Service Provider	Curriculum Vitae, Certified Copy of Diploma or Transcript of Records of Highest Educational attainment	Team Leader		
			100%	Degree in any course related to the project	10%
			50%	Any other related field and relevant certifications	
			Member		
			100%	Degree in any course related to the project	5%
			50%	Any other related field and relevant certifications	
			Member		
			100%	Degree in any course related to the project	5%
			50%	Any other related field and relevant certifications	
E.	Approach and Methodology	Submitted Description of the Methodology and Work Plan	E.1. Clarity of Proposed Methods and Approaches to be used including their feasibility, soundness, and practicability to site conditions.		
			100%	Exceeds the minimum requirement	10%
			66%	Meets the minimum requirement	
			33%	Below is the minimum requirement	
			0%	Does not meet the minimum requirement	
			E.2. Comprehensiveness to include a) completeness of activities as outlined in the TOR; b) logical sequence of activities; c) appropriate timing of the activities and; d) flexible enough so it can be modified easily as necessary.		
			100%	Exceeds the minimum requirement	10%
			66%	Meets the minimum requirement	
			33%	Below is the minimum requirement	
			0%	Does not meet the minimum requirement	
TECHNICAL SCORE					85%
F.	Financial Bid		10%	Lowest Bid	
				Other Financial Score = Lowest Financial Bid/ Financial Bid x 100%	15%
TOTAL					100%

VIII. BID SUBMISSION

The instruction to Bidders shall be secured from the Bids and Awards Committee (BAC) which provides the instruction for the preparation of bid documents together with the procurement schedule.

The certifying body/ proponent, or bidder's fees shall be broken down by items as presented in the aforesaid Scope of Services. Bidding or procurement process through the Bids and Awards Committee (BAC) shall be in accordance with Republic Act No. 9184 or the Government Procurement Reform Act, and its Implementing Rules and Regulations.

IX. CONFIDENTIALITY CLAUSE

All documents and materials gathered and used in connection with this project are strictly confidential. In this regard, the service provider and all the members of his/her team, including those temporarily assigned, shall be required to sign, upon his/her engagement, a Perpetual Non-Disclosure Agreement, which shall form part of the Contract Agreement for Consultancy.

X. GENERAL CONDITIONS

Interested Consultants are required to submit together with the price quotation (Annex "A") the following:

1. Certified True Copy of Mayor's/Business Permit;
2. Certified True Copy of SEC or DTI Registration;
3. PhilGEPS Registration Number;
4. Company Profile;
5. Tax Clearance;
6. Net Financial Contracting Capacity (NFCC) Computation (Annex "B");
7. List of all ongoing government and private contracts (Annex "C");
8. List of all completed contracts similar in nature for the last 10 years (Annex "D");
9. Curriculum Vitae of Project Team (Annex "E");
10. Comments and Suggestions of the Certifying Body on the TOR (Annex "F");
11. Team Composition and Task (Annex "G");
12. Time Schedule for Professional Team Members (Annex "H");
13. Income/Business Tax Return; and
14. All pages of this "Request for Proposal" bearing the signature of the bidder at the right bottom corner of the page.

For further inquiries, please coordinate with **Ms. Berlyn B. Camba** at telephone number (072) 242-5550 loc. 249. The Quotation may be submitted through e-mail at philgeps_baclu@yahoo.com or delivered to the following address:

Bids and Awards Committee Secretariat
Bids and Awards Committee (BAC) Office,

Ground Floor Provincial Capitol Building, Brgy. II
San Fernando City, La Union

The PGLU reserves the right to reject any or all Proposals, to waive any minor defects therein, to annul the procurement process, to reject all Quotations at any time prior to contract award, without thereby incurring any liability to the affected Supplier/Consultant, and to accept only the offer that is most advantageous to the Government.

The PGLU assumes no responsibility whatsoever to compensate or indemnify the Supplier/Consultant for any expenses incurred in the preparation of their Quotation.



RESSIE A. ESTRELLA

Chairperson – Bids and Awards Committee

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
 Provincial Government of La Union
 Provincial Capitol, Aguila Road
 San Fernando City, La Union

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

Item No.	Item Description	Quantity	Unit Price	Total Price
1	PROCUREMENT OF SERVICE PROVIDER FOR THE ADVANCED SCUBA DIVING TRAINING	1 lot		
TOTAL (inclusive of VAT)				

(Amount _____ in _____ words):

The above-quoted prices are inclusive of all costs and applicable taxes.

Truly yours,

 Name/Signature of Representative

 Name of Company

 Contact No.

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year:

		Year 2023
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The **Net Financial Contracting Capacity (NFCC)** based on the above data is computed as follows:

NFCC = [(Current assets minus current liabilities) (1-5)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

NFCC = P _____

Submitted by:

Name of Certifying Body

Signature of Authorized Representative

Date: _____

**FORMAT OF CURRICULUM VITAE (CV)
FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: _____
 Name of Firm: _____
 Name of Staff: _____
 Profession: _____
 Date of Birth: _____
 Years with Firm/Entity: _____ Nationality: _____
 Membership in Professional Societies: _____
 Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member and authorized representative of the firm]
 Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

**COMMENTS AND SUGGESTIONS
OF THE SERVICE PROVIDER ON THE TOR**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be Provided by the Procuring Entity:

- 1.
- 2.
- 3.
- 4.
- 5.

TEAM COMPOSITION AND TASKS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

			Days in the Form of a Bar Chart		
Name	Position	Reports Due / Activities	1	2	
					Subtotal (1)
					Subtotal (2)
					Subtotal (3)
					Subtotal (4)

Full-time: _____
 Reports Due: _____
 Activities: _____
 Duration: _____
 Location: _____

Part-time: _____

Signature: _____
 (Authorized Representative)

Full Name: _____
 Title: _____
 Address: _____

1.