

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2021-03-131

End-user: CRCF

Name of Project:

RFQ No.: 2021-03-284

Date: MAR 31 2021


ABC Php102,000.00

**PSYCHOLOGICAL ASSESSMENT AND PSYCHOTHERAPEUTIC SESSIONS FOR  
RESIDENTS OF REGIONAL HAVEN FOR WOMEN AND GIRLS**

SMALL VALUE PROCUREMENT

Sir/Madam:

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph) on or before **APRIL 8, 2021, 12NN**

ENRIQUE H. GASCON JR.   
OIC-ARDA/BAC Chairperson

**TERMS AND CONDITIONS:**

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, quotations with a **dash or zero shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity may give **due preference to goods being offered with green component**.
5. If necessary, the BAC through the IWG, may require an ocular inspection of the venue/place or business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days** from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
  - a. **Updated Mayor's / Business Permit**
  - b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
  - c. **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases)**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the latter shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer** after Bid Evaluation shall be disqualified.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the technical specifications and the terms and conditions stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the following document prior to issuance of Award / Purchase Order with ABC amounting to P50,000.00 and above.
  - a. **Omnibus Sworn Statement (only for Negotiated Procurement - Emergency Cases, Sec. 53.2 and Small Value Procurement Sec. 53.9)**
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may disqualify bidder from participating future procurement activities **to be conducted by DSWD-CAR**.
14. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may 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.
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).

REQUEST FOR QUOTATION (RFQ)					
LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	PSYCHOLOGICAL ASSESSMENT AND PSYCHOTHERAPEUTIC SESSIONS FOR				
1	<b>Psychological Assessment (Package Rate)</b> - 1 to 2 sessions of administration - 4 to 6 hours of scoring and psychometric report writing - includes but not limited to: <i>Personality, Performance/Cognitive, Developmental, Clinical (based on the referral needs), Emotional, Neuro-Psychological/Developmental, Learning/Academic, Performance, Projective Tests, etc.</i> - incorporation of the Psychometric Report after the entire procedure - 17 target residents	1		P34,000/lot	
2	<b>Psychotherapeutic Sessions (Package Rate)</b> - basic intervention/assessment - minimum of 4 sessions with possible continuation determined by the case management and evaluation - includes but not limited to: <i>Individual Therapy, Behavior Modification, Cognitive Behavioral Therapy, Play Therapy, Family Therapy, Couple Counseling, etc.</i> - incorporation of the Psychological Report after the entire procedure - 17 target residents	1		P68,000/lot	
	SEE ATTACHED TERMS OF REFERENCE				
<b>TOTAL PRICE</b>					
	OTHER REQUIREMENTS	COMPLIANCE <i>(please check whether can comply or not, no check mark will mean non-compliance)</i>		REMARKS	
		Can Comply	Cannot Comply		
1	The delivery of the goods/services is upon receipt of Purchase Order	<input type="checkbox"/>	<input type="checkbox"/>		
2	Therapeutic Sessions (i.e. play therapy, individual psychotherapy, behavior therapy, behavioral modification etc.)	<input type="checkbox"/>	<input type="checkbox"/>		
3	Psychotherapeutic Sessions (i.e psychological test battery to measure intelligence test, performance tests, personality, developmental tests, projective and apperception tests, etc.)	<input type="checkbox"/>	<input type="checkbox"/>		
4	Generation of Psychological Report (psychological assessment and therapeutic sessions)	<input type="checkbox"/>	<input type="checkbox"/>		
5	Professional support by assisting in the preparation of children to court hearings (i.e. appearance as support professional, etc.)	<input type="checkbox"/>	<input type="checkbox"/>		
6	Parent's/Caregiver's/Caregiver's Conferences	<input type="checkbox"/>	<input type="checkbox"/>		
7	Progress Meeting for Continuous Sessions	<input type="checkbox"/>	<input type="checkbox"/>		



	OTHER REQUIREMENTS	COMPLIANCE <i>(please check whether can comply or not, no check mark will mean non-compliance)</i>		REMARKS
		Can Comply	Cannot Comply	
8	Assistance through capability building/trainings for staff/caregivers in coping with their own challenges at work and management of children-clients' difficult and baffling behaviors that pose difficulties to the staff (i.e. stress debriefing for staff, training for first interventions/first responders, houseparent trainings, etc.)	[ ]	[ ]	
9	Continuous activities for the promotion of the Rights of the Rights of the Child (i.e. advocacy programs, etc.)	[ ]	[ ]	
10	Conduct of researches/studies based on the material/information obtained during the sessions	[ ]	[ ]	
11	The place of delivery of the goods / services is at the service provider's office.	[ ]	[ ]	

• Award shall be made per: Item Basis Total Quoted Price

**Note: NO GIFT ALLOWED.** Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir: After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

*Signature of  
supplier/representative over  
printed name:* \_\_\_\_\_

**Name of Firm/Dealer/Contractor:** \_\_\_\_\_

*(This will be the name of the CHEQUE to be issued)*

**Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**PhilGEPS Registration Number:** \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Convasser

YGB/haven

Department of Social Welfare and Development  
Cordillera Administrative Region  
**PROTECTIVE SERVICES DIVISION**  
Regional Haven for Women and Girls

**TERMS OF REFERENCE FOR PSYCHIATRIC CONSULTATIONS**

**I. Background**

Women and child abuse is a pressing concern that the Philippines is currently facing. With the increasing number of referrals to the Department of Social Welfare and Development (DSWD) for the victims' security and protection, it is the country's responsibility to be aware and involved in addressing said issue. In order to protect said disadvantaged group, the government implemented Republic Act No. 9262 otherwise known as the "Anti-Violence Against Women and their Children Act of 2004" which values the dignity of women and children and guarantees full respect for human rights. The State also recognizes the need to protect the family and its members particularly women and children, from violence and threats to their personal safety and security.

As a result of the traumatic experiences encountered by the RHWG clients/residents, psychiatric impacts are usually observed among them. As such, the need for psychiatric consultations are essential vis-à-vis the Psychological Services being provided and for possibilities medications which might be prescribed.

**II. Objective for Engaging into Psychological Assessment and Psychotherapeutic Sessions**

With the services of the provider, the residents are provided timely and appropriate psychological interventions.

**III. Scope of the Work**

The service provider shall conduct the following:

- psychiatric assessment/diagnosis with in-depth sessions consultation meeting/conference with the staff assigned under psychological services (if available)
- recommend psychiatric interventions and other procedures to be observed relative to the referral symptoms
- prescribe necessary medications and therapeutic sessions based on assessment/diagnosis
- 25 target residents

**IV. Arrangement**

1. Service Provider: Provides services as stated in the scope of work.
2. Regional Haven for Women and Girls

The staff assigned under the Psychological Services shall:


- a. Set an appointment with the service provider on behalf of the residents;
- b. Clarify/inquire about the findings and recommendations of the service provider;
- c. Provide feedback to the center-based rehabilitation team regarding the psychological interventions to address the psychological issues of the resident;
- d. Collaborate with other professionals/service providers offering services needed as recommended; and

- e. Ensure psychiatric feedback reports of residents are furnished to the center.

**V. Payment and Schedule**

The service provider shall be paid with the quoted rate per consultation which is within the allotted budget based on the approved project proposal. The payment is inclusive of appropriate taxes and other incidental expenses which may be incurred in the course of the engagement. The payment shall be made after five (5) working days upon the date of the residents' consultation/s

In consideration of the foregoing premises, the RHWG and the service provider subscribe to perform all duties and responsibilities contained herein. Whereof, both parties are deemed requested to affix their signature below.

  
**EDNA S. BENITEZ**  
Center Head, RHWG

\_\_\_\_\_  
(Name and Signature of Psychiatrist)