



April 11, 2025

## NOTICE OF AWARD

**COMMUNITAILS, INC.**

16 Athena ST., Tivoli Greens Subdivision, Commonwealth,

Quezon City, Philippines

Mobile No. +63917 – 7164937

Email: communitailsinc@gmail.com

Dear Sir/Madam,

Please be advised that an Alternative Methods of Procurement via Negotiated Procurement – **Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services** is used by the National Center for Mental Health – Bids and Awards Committee for Contract Services and Consultancy for the **Procurement of Consultancy Service for the Development of Animal Assisted Intervention Wellness Program in the Workplace CY 2025** and is hereby awarded to your company for the following:

NO	ITEM DESCRIPTION	QTY/ UOM	UNIT PRICE	TOTAL PRICE
01	<p><b>Project Title: Development of Animal Assisted Intervention Wellness Program in the Workplace CY 2025</b></p> <p><b>I. General Objective</b> To conduct a pilot Animal-Assisted Intervention (AAI) Wellness Program in the Workplace for hospital-based personnel of the National Center for Mental Health (NCMH).</p> <p><b>II. Specific Objective:</b> To procure the services of a Consultant/ Consultancy group in the conduct of the following:</p> <ol style="list-style-type: none"><li>Planning for the implementation of AAI Wellness Program in NCMH</li><li>Implementation and evaluation of an Animal-Assisted Intervention (AAI) Wellness Program for employees of NCMH</li><li>Capacity building of NCMH staff focused on AAI and the human-animal bond</li><li>Develop a policy for implementation an AAI Wellness Program in the Workplace</li></ol> <p><b>III. Scope of Works:</b></p> <ol style="list-style-type: none"><li>Completion of needs assessment and operational planning with key stakeholders within NCMH</li><li>Implementation of AAI Wellness Program for NCMH employees and staff</li></ol>	1 / Lot	Php1,998,352.00	Php1,998,352.00

**There is no Health without Mental Health**

3. Provision of capacity building activities on the Fundamentals of Animal-Assisted Interventions (AAI)
4. Propose guidelines and standards of practice for the implementation of an AAI Wellness Program in the Workplace

**IV. Deliverables / Output:**

The project shall have the following deliverables:

1. **Output 1: Inception report with workplan and Gantt chart of activities**
  - a. Deliverable 1.1: The work plan and Gantt chart will be part of the inception report that will be submitted to the NCMH within fourteen (14) working days of commencing the project.
  - b. Deliverable 1.2: Discuss the inception report and work plan with the NCMH and other key stakeholders, as identified.
2. **Output 2: Feasibility assessment and operational planning**
  - a. Deliverable 2.1.: Conduct of focus-group discussion and/ or interviews with key NCMH stakeholders
  - b. Deliverable 2.2: Feasibility assessment and operational planning report
3. **Output 3: Implementation of AAI Wellness Program**
  - a. Deliverable 3.1.: Conduct of AAI Wellness Program (**at least 8 sessions**) with NCMH staff
  - b. Deliverable 3.2.: AAI Wellness Program documentation and evaluation
  - c. Deliverable 3.3: Implementation of at least one (1) capacity building activity focused on AAI
  - d. Deliverable 3.4.: Capacity building activity documentation and evaluation
4. **Output 4: Final Report - Technical Narrative and Financial Report**
  - a. Deliverable 4.1.: Proposed guidelines for Implementing AAI Wellness Program in the Workplace
  - b. Deliverable 4.2: Submit Final Technical Report with supporting documentation

The minimum outputs or deliverables shall include the following during the Contract Execution Stage

Act	Scope of Work	Deliverables
1	<b>Output 1: Inception report with workplan and Gantt chart of activities</b>	<b>Deliverable 1.1:</b> The work plan and Gantt chart will be part of the inception report that will be submitted to the NCMH within 7 days of commencing the project. <b>Deliverable 1.2:</b> Discuss the inception report and work

		plan with the NCMH and other key stakeholders, as identified.			
2	<b>Output 2: Feasibility assessment and operational planning</b>	<b>Deliverable 2.1.:</b> Conduct of at least one (1) focus-group discussion and/ or interviews with key NCMH stakeholders  <b>Deliverable 2.2:</b> Feasibility assessment and operational planning report			
3	<b>Output 3: Implementation of AAI Wellness Program</b>	<b>Deliverable 3.1.:</b> Conduct of AAI Wellness Program (at least 8 sessions) with NCMH staff  <b>Deliverable 3.2.:</b> AAI Wellness Program documentation and evaluation  <b>Deliverable 3.3:</b> Implementation of at least one (1) capacity building activity focused on AAI  <b>Deliverable 3.4.:</b> Capacity building activity documentation and evaluation			
3	<b>Output 4: Final Report</b>	<b>Deliverable 4.1.:</b> Proposed guidelines for Implementing AAI Wellness Program in the Workplace  <b>Deliverable 4.2:</b> Submit Final Technical Report with supporting documentation			
<p><b>Standard Requirements for Deliverables:</b></p> <ol style="list-style-type: none"> <li>1. All deliverables must have a User's Acceptance, as proof of approval.</li> <li>2. Four (4) sets of hard copies and a <b>soft copy</b> of the deliverables shall be submitted.</li> <li>3. Operational System and devices to be used during testing and full implementation of the project.</li> </ol> <p><b>V. Duration of engagement/Project:</b> The maximum project duration is six (6) <b>months</b> from the issuance of Notice to Proceed.</p> <p><b>VI. Roles and Responsibilities:</b>  <b>A. National Center for Mental Health:</b></p> <ol style="list-style-type: none"> <li>1. Designate respective focal person/s who will coordinate with the consulting firm with regards to the technical and administrative requirement of the project;</li> </ol>					

	<ol style="list-style-type: none"> <li>a. Oversee the overall conduct of activities, as well as the crafting of required deliverables as defined and agreed upon in the Contract.</li> <li>b. Provide assistance in coordinating the activities needed to execute the project.</li> <li>c. Ensure the accuracy of all information and/or data to be supplied to the Consulting Firm except when otherwise expressly stated in the Contract.</li> <li>d. Assist in coordinating with and issuing instructions as may be necessary and appropriate to other government agencies for the prompt and effective implementation of the services.</li> <li>e. Attend training or any related activities that the consulting firm will conduct.</li> </ol> <ol style="list-style-type: none"> <li>2. Evaluate the overall conduct of the project, and review and approve the project deliverables; <ol style="list-style-type: none"> <li>a. Make prompt reviews of the Consultant/ Consulting Firm's deliverables.</li> </ol> </li> <li>3. Make available all information, data, and other requirements needed for the implementation of the project; <ol style="list-style-type: none"> <li>a. Timely provision of all resources, access, information, and decision-making under its control (e.g. provision of a conducive place/area to act as the data center; provision of leased-line Internet connectivity to the data center) which are necessary for the project and as identified in the Agreed Inception Report and/or Updated Project Plan, except where provision of such items is explicitly identified in the Contract as being the responsibility of the Consulting Firm. Delay by the end-users may result in an appropriate extension of the time for operational acceptance or accomplishment/conclusion of the project as agreed by both parties</li> <li>b. Prepare and process relevant issuances (i.e. hospital order, memorandum, etc.) and other related documents.</li> <li>c. Provide sufficient, properly qualified operating and technical personnel, as required by the Consultant/ Consulting Firm to properly carry out the project at or before the time specified in the Terms of Reference, and/or Updated Project Plan.</li> <li>d. Designate appropriate staff to make all appropriate logistical arrangements, if necessary; and</li> </ol> </li> <li>4. Provide the budgetary requirements needed in the project implementation. <ol style="list-style-type: none"> <li>a. Endorse for payment of the Consultant/ Consulting Firm upon presentation of the required materials, documents and other outputs, the amount due from receipt of claims supported with documents subject to acceptance of deliverables by the NCMH focal person.</li> </ol> </li> </ol> <p><b>B. Consultant/Consulting Firm</b></p> <ol style="list-style-type: none"> <li>1. Perform the services and carry out the obligations with all assiduousness, efficiency, and economy, in accordance with generally accepted professional</li> </ol>			
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	<p>techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods.</p> <ol style="list-style-type: none"> <li>2. Conduct all activities with due care and diligence, in accordance with the Contract and Terms of Reference, and with the skill and care expected of a competent provider of the services required.</li> <li>3. Acknowledge that any failure to acquaint itself with all such data and information shall not relieve its responsibility for properly estimating the difficulty or cost of successfully performing the Contract.</li> <li>4. Timely provision of all resources, information, and decision making under its control that are necessary to reach a mutually agreed Updated Project Plan within the time schedule specified in the Terms of Reference. Failure to provide such resources, information, and decision making may constitute grounds for termination.</li> <li>5. Comply with all laws in force in the Philippines. The laws will include all national, provincial, municipal, or other laws that affect the performance of the Contract and are binding upon the Consultant/ Consulting Firm. The Consultant/ Consulting Firm shall indemnify and hold harmless the NCMH from and against any and all liabilities, damages, claims, fines, penalties, and expenses of whatever nature arising or resulting from the violation of such laws by the Consultant/ Consulting Firm or its personnel, including the sub-contractors and their personnel. The Consultant/ Consulting Firm shall not indemnify the NCMH to the extent that such liability, damage, claims, fines, penalties, and expenses were caused or contributed to by a fault of the NCMH.</li> <li>6. Abide by all the terms and conditions stipulated in the project contract.</li> <li>7. <b>Adhere with the Safety Proposal (see attached file)</b></li> <li>8. Submit to the NCMH Focal Person/s the final materials, reports and documents specified in the contract, terms of reference, and agreed upon during negotiation.</li> <li>9. All outputs of the project such as specifications, designs, reports, and other documents, materials, data and/or software developed by the Consultant/ Consulting Firm for the NCMH shall become and remain the property of the NCMH, and the Consulting Firm shall not later than upon termination or expiration of the Contract, deliver all outputs to the NCMH, together with a detailed inventory thereof. The Consultant/ Consulting Firm may retain a copy of outputs but use of are subject to the restrictions about future use of these outputs, documents and software, is subject to the approval of NCMH.</li> <li>10. Copyright. The Intellectual Property Rights in all deliverables shall remain vested in the owner of such rights.</li> <li>11. Personnel of the Consultant/ Consulting Firm shall sign a Non-Disclosure Agreement to protect information that are confidential and/or sensitive information in which the loss of, misuse of, or unauthorized access to or modification can adversely affect the national interest of</li> </ol>			
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	<p>the country, conduct of the NCMH's programs, or the privacy to which an individual is entitled.</p> <p>12. For the purpose of security and confidentiality, the following are the arrangements:</p> <ul style="list-style-type: none"> <li>a. The NCMH and the personnel of the Consultant/ Consulting Firm shall each keep confidential and shall not, without the written consent of the other party to the Project divulge to any third party any documents, data, or other information of a confidential nature, furnished directly or indirectly by any of the Parties in connection with the Project; or where the personnel of Consultant/ Consulting Firm is the Receiving Party, generated by the personnel of Consultant/ Consulting Firm in the course of the performance of its obligations under the Project and relating to the businesses, finances, employees, or other contacts of the NCMH or the NCMH's use of the System, whether such information has been furnished or generated prior to, during, or following termination of the Project.</li> <li>b. Data that may be used for testing and actual operation of the system like data on patient or persons and licensing health facilities, goods, and services or other data that will encroach into the privacy of or jeopardize the interests of persons, and concerned entities or provide due advantage of third parties are considered confidential.</li> <li>c. NCMH shall not, without the Consultant/ Consulting Firm's prior written consent, use any Confidential Information received from the Consultant/ Consulting Firm for any purpose other than the operation, maintenance and further development and/or completion of the Project. Similarly, the Consultant/ Consulting Firm shall not, without the NCMH's prior written consent, use any Confidential Information received from the NCMH for any purpose other than those that are required for the performance of the Project.</li> </ul> <p>13. For the purpose of review and approval of documents and other outputs by the NCMH, the following are the arrangements:</p> <ul style="list-style-type: none"> <li>a. The Consultant/ Consulting Firm shall prepare and submit the materials or documents for the NCMH's approval.</li> <li>b. Any part of the Project covered by or related to the documents to be approved by the NCMH shall be executed only after the approval of the documents. Likewise, all documents supporting progress payment shall have to go through the same process.</li> <li>c. Within three (3) working days after receipt by the Focal Person/s of any documents requiring NCMH's approval, the Focal Person/s shall either return one copy of the document to the Consultant/ Consulting Firm with its approval endorsed on the output/document or shall notify the Consultant/ Consulting Firm in writing of its disapproval of the</li> </ul>			
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document and the reasons for disapproval and the modifications required.

- d. Any document shall not be disapproved except on the grounds that the document does not comply with some specified provision of the Contract, satisfactory requirements of the Focal Person/s, or that it is contrary to good industry practice.

#### VII. Desired Qualification of the Consultant

The following qualifications shall be required in evaluating the Consultant/ Consulting Firm:

Expertise required	<ul style="list-style-type: none"> <li>• Personal experience of project formulation or implementation of animal-assisted interventions</li> <li>• Personal experience of training and capacity building on animal-assisted interventions</li> <li>• Personal experience on management/ governance of projects or programs</li> </ul>
Minimum number of years of experience	3 years
Minimum number of projects undertaken/managed of similar nature	1 successful project of similar nature

#### Key Personnel / Manpower:

1. The team shall be multidisciplinary but may not necessarily be hired for the whole duration of the project:

Key staff	Educational Qualification	Experience	Training
Project Manager	With a Graduate degree related to mental health, health promotion	At least 3 years of experience in animal-assisted interventions	Training focused on animal-assisted interventions and/ or mental health
Project specialist /s	With a Bachelor's degree preferably with a graduate degree related to animal health, animal welfare	At least 3 years of experience in animal-assisted interventions	Training focused on animal-assisted interventions and/ or animal health and/ or human-

			animal bond
Research Assistant	Bachelor's degree or graduate degree on the sciences related to any of the following: animal welfare, mental health, animal-assisted interventions	At least 1 year of experience research and project implementation	Training focused on animal-assisted interventions and/or human-animal bond

#### VIII. Evaluation Criteria:

The following qualification shall be required in evaluating the Consultant/ Consulting Firm:

1. Percentage of deliverables
2. Timely suggestions/advise to the Focal Person/s team Regularity of supervision
3. The detailed evaluation of the bids of the short-listed consultants using numerical ratings based on the Quality-Based Evaluation procedure.

#### Note:

- Reduction in the number of staff is feasible subject to review and evaluation of the Consultant's proposal, as long as the objectives of the Terms of Reference are realized.
- Number can increase depending on the Consultant's strategy or approach to the project, within the approved budget contract. The consultant has to submit at least 3 CVs of the proposed member of the Team

#### IX. Terms of Payment

The following payment tranches shall be made upon submission of respective documents and records:

Tranche	Output	% Total
First	Output 1: Inception report with workplan and Gantt chart of activities	40%
Second	Output 2: Feasibility assessment and operational planning	40%
Third	Output 3: Implementation of AAI Wellness Program	10%
Fourth	Output 4: Final Report	10%

#### X. Project Cost and Duration

The maximum project duration is **six (6) months** from the issuance of Notice to Proceed.

The total bid offer and contract amount is **One Million Nine Hundred Ninety-Eight Thousand Three Hundred Fifty-Two Pesos (Php1,998,352.00).**



Proposed Gantt Chart						
Activities	6 Months					
	1	2	3	4	5	6
Hiring of Personnel						
Procurement of Planning and Purchase						
Program Coordination						
Training						
Phase 1: Feasibility assessment and operational planning						
Phase 2: Implementation of AAI Wellness Program						
Phase 3: Evaluation and Final Report						
TOTAL:						PHP1,998,352.00

You are hereby required to provide the following within ten (10) calendar days;

- Performance Security in any forms and amount stipulated below:

a. Cashier's Managers Check Bank Guarantee	Five Percent (5%) of the Total Contract Price
b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	Five Percent (5%) of the Total Contract Price
c. Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission / GSIS	Thirty Percent (30%) of the Total Contract Price

Failure to provide any of the above shall constitute sufficient ground for cancellation of the Award and forfeiture of the Bid Security.

Truly yours,



NOEL V. REYES, MD, FPPA, MMHoA  
Medical Center Chief II

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CONFORME:

  
Danielle Marie A. Parano, MA, RPN  
Authorized Representative

Date and Time: 28 April 2025 1:35PM