



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12432993
Procuring Entity BASES CONVERSION AND DEVELOPMENT AUTHORITY - MAIN
Title Procurement of Mental Health Service Provider for the BCDA CY 2025-2026 under PR0001634
Area of Delivery Metro Manila

Solicitation Number:	BG2025-127-1769	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods	Bid Supplements	0
Category:	Services		
Approved Budget for the Contract:	PHP 450,000.00	Document Request List	0
Delivery Period:	1 Year/s		
Client Agency:			
Contact Person:	Stefany A Mateo Sr. Administrative Assistant BCDA Corporate Center 2nd Floor, Bonifacio Technology Center, 31st St., 2nd Ave. Bonifacio Global City Taguig City Metro Manila Philippines 1634 63-2-5751782 63-2-5751785 samateo@bcdca.gov.ph	Date Published	26/09/2025
		Last Updated / Time	25/09/2025 19:54 PM
		Closing Date / Time	02/10/2025 11:00 AM

Description

1 LOT MENTAL HEALTH SERVICE PROVIDER
For BCDA CY 2025-2026

Details: (See Attached Terms of Reference)

IV. The mental health service provider shall undertake the following services:

1. Confidential Counseling Services

a. Easy access to twenty (20) online counseling sessions with a licensed psychologist or counselor.

b. Maintain strict standards of confidentiality in all sessions.

c. No hidden charges if pharmacological intervention is required.

d. Unused counseling sessions may be converted to a webinar or other mental health services.

2. Leadership Training Programs / Mental Health Workshops

a. At least two (2) hybrid or face-to-face sessions, minimum 8 hours each.

b. Capacity to accommodate 30 participants per session.

c. Sessions that cover any of these specific topics:

- Empathy and Emotional Intelligence Workshops to develop self-awareness, empathy and interpersonal skills, empowering employees to build stronger relationships, communicate effectively and create a more inclusive and supportive workplace culture

- Anxiety and Stress Management to equip participants with strategies to recognize signs of anxiety, manage stress effectively, and develop healthy coping mechanisms to improve emotional wellbeing and productivity

- Burnout Prevention and Recovery Strategies to identify early signs of burnout, understanding its root causes, and implementing proactive strategies to maintain energy, motivation, and sustainable work-life balance

- Compassionate Leadership for Managers to provide practical tools on how to lead with compassion to enhance team trust, motivation and resilience while balancing organizational goals

3. Corporate-Wide Mental Health Assessment and Analytics

a. Conduct an online organizational mental health survey to measure key HR metrics such as job satisfaction, engagement, net promoter score, and intention to stay.

b. Provide a detailed analysis and summary report disaggregated by age, sex, job level, department, and tenure.

c. Furnish individual employees with their own mental health scores.

d. Present findings and recommendations to management for evidence-based decision-making.

4. Webinars

a. Four (4) online sessions, each at least one (1) hour long.

b. Unlimited participants.

c. Topics to promote mental health awareness and improve overall employee wellbeing (e.g., stress management, self-care strategies, workplace dynamics, personal growth)

f. Educational email campaigns

g. A dedicated account manager

"5. Educational Email Campaigns
Regular email materials to reinforce mental health awareness and self-care practices."

"6. Dedicated Account Management
A single point of contact to ensure smooth coordination, service delivery, and program monitoring."

V. The service provider shall submit their company profile with their roster of clients, a sample mental health assessment report, and webinar topics list.

VI. The coverage shall be for the period of one (1) year upon the signing of the contract, unless otherwise terminated pursuant to the grounds for termination of contracts in accordance with the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board (GPPB Resolution No. 018-2004 dated December 2004).

VII. The mental health provider/company should have the following minimum qualifications:

- With at least one (1) year of existence as a mental health provider;
- Must be duly registered with the Securities and Exchange Commission (SEC);
- Must be duly registered with PhilGEPS.

VIII. All price quotations/premiums for all covered employees should not exceed Four Hundred Fifty Thousand Pesos (P450,000.00) for 500 employees, inclusive of all applicable taxes and other charges.

IX. Terms of Payment based on the total amount of the contract are as follows:

- 35% after the completion of one (1) mental health training
- 35% after the conduct of two (2) webinars
- 30% upon delivery of final service

X. The proponent is required to submit to BCDA the following documentary requirements:

- PhilGEPS registration number;
- Mayor's/Business Permit (updated);
- Income/Business Tax Return and/or Tax Clearance; and
- Omnibus Sworn Statement

XI. BCDA reserves the right to accept or reject any or all proposals, to waive any defect or informality thereon or minor deviations which do not affect the substance and validity of any or all of the proposals, or to annul the selection process and reject all at any time prior to award, without thereby incurring any liability to the affected proponents.

XII. BCDA reserves the right to reject the proposal of any proponent who:

- Does not offer the required services as provided for in this Terms of Reference;
- Is discovered to have suppressed, disclosed or falsified information; or
- Failed to satisfactorily perform/complete any contract previously taken.

Documentary Requirements upon submission of quotation:

- 1) Valid Mayor's/Business Permit
- 2) PhilGEPS Registration No.
- 3) BIR Certificate of Registration (BIR Form 2303)
- 4) Omnibus Sworn Statement and Proof of Authorization

(Upon notification of Notice of Award-winning bidder must submit within 5 working days the duly NOTARIZED OSS and Proof of Authorization e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)

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Other Information

Please email the quotation together with your PhilGEPS Registration, BIR Registration, Mayor's Permit, and Omnibus Sworn Statement to samateo@bcda.gov.ph or submit it to BCDA Reception Area, 2/F Bonifacio Technology Center, 31st St. corner 2nd Ave. Bonifacio Global City, Taguig City.

Bids should be inclusive of all applicable taxes and any other fees.

Bids over the approved budget for the contract shall be automatically disqualified.

The contract shall be awarded to the supplier with the Lowest Calculated and Responsive Quotation during the evaluation procedure.

(You may use the attached Pro-forma RFQ-Request for Quotation and Omnibus Sworn Statement found in Associated Components)

BCDA reserves the right to accept and reject any or all of the quotations received formally, waive minor defects in forms and requirements, or to accept quotations/s as may be considered most advantageous to the government or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

TERMS AND CONDITIONS:

Payment: Thirty (30) working days
Delivery: _____ calendar days (please specify)
Validity of price: One (1) month

Look for Ms. Stefany Mateo for inquiries email at samateo@bcda.gov.ph.

Created by Stefany A Mateo

Date Created 25/09/2025

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