

**BASES CONVERSION and DEVELOPMENT AUTHORITY**

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Fax No. : 8575-1785

Email: samateo@bcda.gov.ph

**REQUEST FOR QUOTATION**

(Company Name):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: **26 September 2025**

PR #: **PR0001634**

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **2 October 2025**
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the gov't., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

**STEFANIA A. MATEO**  
Canvasser

**ALMIRA S. CLARIANES**  
Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT

Per request, below is/are the price(s) of the article(s)/service(s) as indicated under Unit Price:

QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (A x D)
1	LOT	<b>MENTAL HEALTH SERVICE PROVIDER</b> For BCDA CY 2025-2026 <i>Details: (See Attached Terms of Reference)</i> <b>IV. The mental health service provider shall undertake the following services:</b> <b>1. Confidential Counseling Services</b> a. Easy access to <b>twenty (20) online counseling sessions</b> with a licensed b. Maintain <b>strict standards of confidentiality</b> 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. <b>2. Leadership Training Programs / Mental Health Workshops</b> a. At least <b>two (2) hybrid or face-to-face sessions</b> , minimum <b>8 hours</b> each. b. Capacity to accommodate <b>30 participants</b> per session. c. <b>Sessions</b> that cover any of these specific topics: • <b>Empathy and Emotional Intelligence Workshops</b> 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 • <b>Anxiety and Stress Management</b> to equip participants with strategies to recognize signs of anxiety, manage stress effectively, and develop healthy coping mechanisms to improve emotional wellbeing and productivity • <b>Burnout Prevention and Recovery Strategies</b> to identify early signs of burnout, understanding its root causes, and implementing proactive strategies to maintain energy, motivation, and sustainable work-life balance • <b>Compassionate Leadership for Managers</b> to provide practical tools on how to lead with compassion to enhance team trust, motivation and resilience while balancing organizational goals <b>3. Corporate-Wide Mental Health Assessment and Analytics</b> a. Conduct an <b>online organizational mental health survey</b> to measure key HR metrics such as job satisfaction, engagement, net promoter score, and intention to stay. b. Provide a <b>detailed analysis and summary report</b> 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. <b>4. Webinars</b> a. Four (4) online sessions, each at least <b>one (1) hour long</b> . 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				

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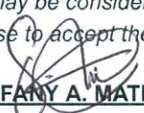
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		<p><b>5. Educational Email Campaigns</b> Regular email materials to reinforce mental health awareness and self-care practices.</p> <p><b>6. Dedicated Account Management</b> A single point of contact to ensure smooth coordination, service delivery, and program monitoring.</p> <p><b>V.</b> The service provider shall submit their company profile with their roster of clients, a sample mental health assessment report, and webinar topics list.</p> <p><b>VI.</b> The coverage shall be for the period of one <b>(1) year upon the signing of the contract</b>, 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).</p> <p><b>VII.</b> The mental health provider/company should have the following minimum qualifications:</p> <ul style="list-style-type: none"><li>a. With at least one (1) year of existence as a mental health provider;</li><li>b. Must be duly registered with the Securities and Exchange Commission (SEC);</li><li>c. Must be duly registered with PhilGEPS.</li></ul> <p><b>VIII.</b> All price quotations/premiums for all covered employees should not exceed <b>Four Hundred Fifty Thousand Pesos (P450,000.00)</b> for <b>500 employees</b>, inclusive of all applicable taxes and other charges.</p> <p><b>IX.</b> Terms of Payment based on the total amount of the contract are as follows:</p> <ul style="list-style-type: none"><li>• 35% after the completion of one (1) mental health training</li><li>• 35% after the conduct of two (2) webinars</li><li>• 30% upon delivery of final service</li></ul> <p><b>X.</b> The proponent is required to submit to BCDA the following documentary requirements:</p> <ul style="list-style-type: none"><li>a. PhilGEPS registration number;</li><li>b. Mayor's/Business Permit (updated);</li><li>c. Income/Business Tax Return and/or Tax Clearance; and</li><li>d. Omnibus Sworn Statement</li></ul> <p><b>XI.</b> 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.</p> <p><b>XII.</b> BCDA reserves the right to reject the proposal of any proponent who:</p> <ul style="list-style-type: none"><li>a. Does not offer the required services as provided for in this Terms of Reference;</li><li>b. Is discovered to have suppressed, disclosed or falsified information; or</li><li>c. Failed to satisfactorily perform/complete any contract previously taken.</li></ul>				
<b>TOTAL AMOUNT</b>						

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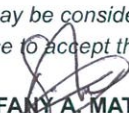
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**Documentary Requirements upon submission of quotation:**

- 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)

**Terms and conditions:**

Price: **Inclusive of all applicable taxes**  
Payment: **NET Thirty (30) calendar days**  
Delivery: **one (1) year (upon conforme of PO)**  
Validity of price: **one (1) month**  
WARRANTY: **at least one (1) year**

We hereby certify, that we have prepared, checked and reviewed this quotation.

This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

Printed Name/Signature/DATE

Immediate Supervisor

Telephone / Fax Number

## TERMS OF REFERENCE

### Mental Health Provider for the Bases Conversion and Development Authority (BCDA)

- I. Pursuant to the Republic Act No.11306 also known as the Mental Health Act (MHA) of 2018, the Civil Service Commission issued the Memorandum Circular No. 4, Series of 2020 on the Mental Health Program in the Public Sector, which took effect on January 26, 2020 (Annex A), that requires government agencies to develop a mental health program which promotes overall mental wellness and provides inclusive, conducive and supportive work environment to ensure a productive and healthy workforce.
- II. In compliance with the subject CSC Memorandum Circular, BCDA shall establish a mental health program for all employees regardless of employment status with the following objectives:
  1. Strengthen effective leadership and governance for mental health by formulating, developing, and implementing policies, strategies, programs, and regulations relating to mental health in the workplace;
  2. Develop a comprehensive, integrated, effective and efficient mental health program to meet the psychosocial needs of its employees;
  3. Protect the rights of employees with psychiatric, neurologic, and psychological health needs;
  4. Integrate mental health care in the basic health services and in the human resources systems and processes; and
  5. Integrate services promoting mental health in the workplace.
- III. The Bases Conversion and Development Authority (BCDA) intends to select a Mental Health Service Provider, which shall cover all employees of BCDA, coverable upon hiring.
- 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 webinars 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 & 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**.
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- c. Topics to promote mental health awareness and improve overall employee wellbeing (e.g., stress management, self-care strategies, workplace dynamics, personal growth)

### 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.

A handwritten signature in blue ink, located in the bottom right corner of the page. The signature appears to be 'fmr'.

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