



Tel. (632) 8129183, (632) 8170489, (632) 8400714
Fax (632) 8129183 Email: mb75_ortiz@tdf.org.ph , lcnaval@tdf.org.ph

September 22, 2009

Issuance Date: 22 September 2009
Closing Date: 1 October 2009
Closing Time: 12 PM, Manila time

Subject: Request for Proposal for Organizational Development and Business Plan

Dear Sir/Madam:

The Tropical Disease Foundation (TDF) is seeking Proposals from qualified organizations to provide Technical Assistance as more fully described in attachment A.

Offerors must prepare and submit proposals in accordance with attachment B (Instructions to Offerors and Evaluation Criteria) to this RFP as well as the information provided below.

Proposals (either electronic or hard paper copies) must be received no later than 12:00 Noon Manila time 01 October, 2009 at the address below. Faxed proposals are not acceptable. Offerors are requested to submit their proposal by mail, courier service, and/or by e-mail attachment formatted in Microsoft Word and/or Excel. Offerors shall confirm with Leilani Naval at lcnaval@tdf.org.ph and Marilou Ortiz at mb75_ortiz@tdf.org.ph before the closing date and time, that their e-mail submissions or hard copies were successfully received by the required due date and time.

Three hard copies each of the technical and cost proposals shall be addressed as follows:

Leilani C. Naval
Procurement and Supply Manager
Tropical Disease Foundation
2nd Floor APMC Building
Amorsolo corner Gamboa St.
Makati City 1229 Philippines

Electronic copies should be sent to: mb75_ortiz@tdf.org.ph and lcnaval@tdf.org.ph

Both technical and cost proposals must be submitted. Offerors should take account of the expected delivery time required by the proposal transmission method they choose, and are responsible to ensure that proposals (either electronic or hard paper copies) are received at the Tropical Disease Foundation, by the due date and time. Lost or misdirected courier packages received after the due date and time will be considered as having been submitted late.

Proposals which are submitted late or are incomplete or non-responsive may not be considered in

the review process. The Tropical Disease Foundation may, at its discretion, extend the deadline for the submission of proposals or revise the terms of reference, by issuing an amendment to this solicitation.

Offerors are requested to hold their proposal valid for 90 days from the deadline for submission. The Tropical Disease Foundation will make its best effort to finalize selection within this period. The Tropical Disease Foundation will be under no obligation to reveal, or discuss with any Offeror, how a proposal was assessed, or to provide any other information relative to the selection process.

Offerors whose proposals are not selected will be notified in writing of this fact, and shall have no claim whatsoever for any kind of compensation. Offerors are solely responsible for their own expenses, if any, in preparing and submitting an offer to this Request for Proposal. This would include any costs incurred during functional demonstrations and subsequent meetings and negotiations.

Any questions and/or requests for clarifications in relation to the RFP must be submitted in writing via email no later than 12:00 PM, Manila time, 25 September 2009, to mb75_ortiz@tdf.org.ph and lcnaval@tdf.org.ph.

This letter and its attachments shall not be construed as a contract or a commitment of any kind. This request for proposals in no way obligates the Tropical Disease Foundation to award a contract, nor does it commit the Tropical Disease Foundation to pay any cost incurred in the preparation and submission of the proposal(s).

Yours truly,



LEILANI C. NAVAL

RSM Manager

Procurement Supply Management Unit

Tropical Disease Foundation

2nd Floor APMC Building

Amorsolo corner Gamboa St.

Makati City

ATTACHMENT A TERMS OF REFERENCE

1. BACKGROUND

The Tropical Disease Foundation was launched last April 28, 2009 as the Western Pacific Regional (WPR) Model TB Center for MDR-TB (MTBC-MDRTB) in collaboration with the National TB Program of the Philippines. The project is supported by the USAID Regional Office in Thailand, through a grant made out to the Western Pacific Regional Office. The WPR MTBC-MDRTB needs an organizational development and business plan package to introduce the project to the Western Pacific Region Countries and territories and invites you to submit a proposal. We need to know the cost of the project for the organizational development and business plan package for this project and in keeping with the US fiscal year; the bid should be available before October 1, 2009. Please see attachment C for more details.

In addition, the activity needs to be accomplished before the year ends.

The complete listing of the Western Pacific Countries and territories are:

American Samoa	Nauru
Australia	New Caledonia
Brunei Darussalam	New Zealand
Cambodia	Niue
China	Northern Mariana Islands, Commonwealth of the
Cook Islands	Palau
Fiji	Papua New Guinea
French Polynesia	Philippines
Guam	Pitcairn Islands
Hong Kong (China)	Samoa
Japan	Singapore
Kiribati	Solomon Islands
Korea, Republic of	Tokelau
Lao People's Democratic Republic	Tonga
Macao (China)	Tuvalu
Malaysia	Vanuatu
Marshall Islands	Viet Nam
Micronesia, Federated States of Wallis and Futuna	
Mongolia	

In addition, this organizational development and business plan should also target other regions in need of the services offered by the Western Pacific Regional Model TB center for MDR-TB (WPR MTBC-MDRTB)

Tasks/Responsibilities

1. To formulate an organizational development plan of the Tropical Disease Foundation through the Philippine Institute of Tuberculosis to become a self sustaining Training Center for:
 - a. The provision of training and technical assistance to countries and their health staff on the management of MDR-TB.

- b. Provision of technical assistance by way of country visits of consultants in ensuring that the basic concepts learned in the courses provided by the PIT to be followed according to the standards set forth by the WHO International Guidelines for the Management of Drug Resistant TB.
 - c. To formulate a plan to seek formal affiliation with an academic institution with specific reference to the University of the Philippines, College of Public Health
2. To develop a business plan to ensure the sustainability of the activities of the training center even beyond the period that the USAID could provide assistance.

Deliverables:

1. Organogram, job titles and job description, qualification standards, and suggested personal profile and job compensation.
2. Business plan to provide sustainability for the activities of the WPR MTBC-MDRTB.

Duration of the Project

The project shall be for a period of three months ending 31 December 2009.

ATTACHMENT B

INSTRUCTIONS TO OFFERORS AND EVALUATION CRITERIA

The Tropical Disease Foundation (TDF) invites qualified offerors to submit proposal for providing Technical Assistance as fully described in Attachment A, Terms of Reference.

It is the responsibility of the recipient of this solicitation document to ensure that the submission has been received in its entirety from the Internet; that the TDF bears no responsibility for data errors resulting from transmission or conversion processes.

Nothing in this RFP shall be construed as an offer or legally binding commitment on the part of the TDF, nor shall this RFP and an offeror's response to this RFP constitute a contract of any kind.

Accordingly, the TDF may: (a) cancel this RFP at any time prior to the award of a Contract; (b) award a contract to any offeror it selects in its sole discretion; and (c) decide not to award a contract to any or all offeror(s) for any reason whatsoever.

In addition, the TDF: (i) intends to award a contract to the responsible offeror whose proposal conforming to this RFP offers the greatest value in terms of the selection criteria (cost and technical factors); (ii) may award a contract on the basis of initial proposal received, without discussions or negotiations. Thus, each initial proposal should contain the offeror's best terms from a cost and technical standpoint; (iii) reserves the right to enter into discussions with one or more offerors in order to obtain clarifications or additional detail in the technical proposal or other aspects of the proposal, or negotiate the cost proposal; (iv) may reject any or all proposals; accept other than the lowest cost proposal, more than one proposal, or alternate proposals; waive informalities and minor irregularities in proposals received; and, cancel this RFP.

This request for proposals in no way obligates the Tropical Disease Foundation to award a contract, nor does it commit the Tropical Disease Foundation to pay any cost incurred in the preparation and submission of the proposal(s). Offerors are solely responsible for the payment of all costs and expenses incurred in relation to the preparation and submission of their proposals.

1 Proposal Submission

The proposals shall be written in **English**.

1.2 Validity

The proposal(s) must be valid for **90** days from the deadline for submission.

1.3 Delivery of Proposals

(a) **Closing Date and Time:** All proposals in response to this RFP must be submitted **by no later than 12:00 hours, Manila Time, 01 October 2009**.

(b) **Submission by E-mail:** An electronic version of the entire proposal, formatted in Microsoft Word and/or Excel, must be sent via E-mail to:

mb75_ortiz@tdf.org.ph and lcnaval@tdf.org.ph

The subject line of the E-mail must read:

"your company's name" for RFP for **Organizational Development and Business Plan**

Faxed proposals are not acceptable.

(c) **Submission by mail or courier service: Three hard copies of proposals** shall be addressed as follows:

Leilani C. Naval
Procurement & Supply Management Manager
Tropical Disease Foundation, Inc.
2nd Floor APMC Building
Amorsolo corner Gamboa & Adelantado Sts.
Legaspi Village, Makati City 1229

(d) Proposals must be received no later than the closing date and time indicated. Proposals which are submitted late or are incomplete or do not fully respond to this RFP may not be considered in the review process.

1.4 Questions/Request for Clarification:

Any questions and/or requests for clarifications concerning this RFP must be submitted in writing via email **by no later than 12:00 hours Manila time, 25 September 2009** to mb75_ortiz@tdf.org.ph and lnaval@tdf.org.ph

1.5 Structure of the Proposal

The Proposal should address how the Offeror intends to carry out the Terms of Reference (Attachment A). All deliverables and all communications must be written in English. English will be the language of communication for the project.

The proposal shall include:

1. Experience and capability of the Consultants and their personnel in the type of services and the field under consideration;
2. Consultants shall make its assessment of past performance on relevant field for review by the client;
3. Work Plan and Schedule of Activities including estimates of man-months; and
4. Personnel to be assigned to the job (manning schedule) with their curriculum vitae and responsibilities in the undertaking and organizational structure.
5. Cost of the project in Philippine Pesos.

Evaluation and Criteria

The TDF will assess the extent to which proposals submitted in response to this RFP meet the evaluation criteria that are set forth below.

The evaluation criteria are divided into technical and cost factors. In assessing each proposal, the TDF will allocate greater importance to technical factors than to cost factors. This is reflected in the weighting that the TDF will employ in assigning a total score to each proposal:

- sixty per cent (**60%**) for technical factors including workplan, personnel assigned to the job, and quality of deliverables.
- twenty per cent (**20%**) for track record of the technical capacity of the firm to respond to the needs based on historical background
- twenty per cent (**20%**) for cost.

ATTACHMENT C

THE TROPICAL DISEASE FOUNDATION/PHILIPPINE INSTITUTE OF TUBERCULOSIS AS THE WESTERN PACIFIC REGIONAL MODEL TB CENTER FOR MDR-TB

The Tropical Disease Foundation:

The Tropical Foundation was founded as a Science Foundation in August 1984 by physicians who were then working at the Research Institute of Tropical Medicine. The Chairman was the then Secretary of Health, Dr. Jesus Azurin.

Mission: National and Local Community Development through research, training, service and healthcare delivery in the prevention and control of infectious diseases of public health importance.

Vision: Equitable universal access to health for national prosperity.

Thrusts:

- Conduct clinical, operations, and health systems researches on TB, malaria and HIV/AIDS
- To enter into strategic partnership with public private agencies in the implementation of national and community-based programs on TB, malaria, and HIV/AIDS
- To enter into partnership with national and international institutions involved in public health research and development to ensure technology transfer
- To serve as a national and international training center for the prevention and control of TB

The TDF started its work on TB in 1997 when it was commissioned by the Department of Health to conduct the second Nationwide TB Prevalence Survey. Thereafter, it became one of the strongest advocates for the Department of Health DOTS program and became one of the first private public Mix DOTS facilities in partnership with the Makati Medical Center, the National TB Program (NTP) and Barangay San Lorenzo.

During the implementation of the DOTS program, 43% failure was noted in previously treated TB patients who were identified later to have Multi-drug Resistant Tuberculosis (MDR-TB). TDF submitted an application to the Green Light Committee, a technical advisory group to the WHO on MDR-TB in June 2000 leading to its approval as the first pilot project in DOTS-Plus for the Management of MDR-TB in October 5, 2000. As the implementing body for DOTS-Plus (later referred to as the Programmatic Management for Drug-Resistant TB), TDF established partnerships with the WHO, Stop TB Department, Geneva, STOP TB Partnership, Green Light committee, Centers for Disease Control and Prevention, USPHS. Capacity building for laboratory strengthening was undertaken in partnership with the Korea Institute of TB, the Foundation for Innovative new Diagnostics, for Drug Management with the Medical Science for Health (MSH), and for Recording and Reporting through the Partners in Health and the MSH.

The TDF was nominated by the DOH and selected to be the Principal Recipient (PR) of the Global Fund (TGF) projects approved in 2003, 2004, 2005, and 2006 and lately the rolling continuation channel for the Round 2 projects on TB and Malaria. As the PR, it established strategic partnership with the Infectious Disease Office of the National Centers for Disease Prevention and Control, Department of Health, Philippine Coalition against Tuberculosis, the World Vision Development Foundation Inc, and other private partners.

Through TGF, the Programmatic Management of MDR-TB was expanded and eventually integrated into the NTP through the efforts of the TDF, which was the implementing sub-recipient for this particular objective of the TGF projects on TB. Through technical assistance from various partners, the TDF developed expertise on second line drug use and management of adverse events, infection control for TB, community-based TB care, second-line drug management, recording and reporting for DR-TB, development of policy and implementing guidelines for PMDT laboratory strengthening, and the development of PMDT training modules. Hence, the Green Light Committee acknowledged the evolution of the TDF as a Center of Excellence in the Programmatic Management of MDR-TB. The TDF was considered a resource to provide technical assistance to other countries initiating their programs to address MDR-TB.

CDC Assessment of the Tropical Disease Foundation as the Regional Model TB Center for MDR-TB

Human resource development for MDR-TB management became one of the main activities of the TDF as it developed the capacity of the NTP and public sector to integrate MDR-TB management in the National TB Control Program starting in 2005 and eventually mandated in 2008 by an administrative order from the Department of Health. In 2008, the Philippine Institute of Tuberculosis was inaugurated to house all the activities on TB. In February 2009, the Centers of Disease Prevention and Control of the USPHS assessed the TDF as a regional TB center for MDR-TB by Dr. Kashaf Ijaz and Dr. Wanda Walton. In their assessment, the experience and expertise in MDR-TB diagnosis, and treatment and management were a clear strength of the TDF. In the same light, the experience in developing the public-private partnership model was acknowledged. The TDF staff was committed, energetic, and eager to take up challenges in the implementation of their work. They had an outstanding experience in working with the National TB Program and partners in the Philippines as well as in providing technical assistance through training and education to countries in the region. The TDF also showed strength in developing training materials including course syllabus and products.

The opportunities identified were developing collaborations with academic institutions, attracting funding from philanthropists, increasing collaborations with NTPs in the region, attracting qualified staff as a regional center for excellence, seeking technical assistance from the CDC TB-Education and developing training network. The evaluators made specific recommendations for the TDF to meet the expectations of a regional training center through developing stronger partnership with NTPs in the Western Pacific Region, identifying and establishing a network of regional in-country TB training focal points, and establishing a regional Model Center Advisory Board to include all the NTP managers of the region.

The assessment of the TDF TB Research laboratory indicated that it is a high volume laboratory with vast experience. It had quality assurance for microscopy through the Union and the Bangkok National TB Reference laboratory and proficiency in drug susceptibility testing under the Korea Institute of Tuberculosis. It had the capacity to train staff or regional laboratories on laboratory safety issues and practices on various laboratory procedures for Mycobacteriology.

USAID's Perspective:

Based on the assessment of the USAID, currently, there is no TB center of Excellence that exists in Asia. There is a great need for training facilities in the clinical management of TB, including MDR-TB, public private Mix DOTS, and building south to south capacity. The proposed roles of the

Western Pacific Regional Model Center include:

1. Development of training programmes, including formal training, fellowship, and study visits to further strengthen technical capacity of national TB control programs in the region.
2. Conduct of training programmes for national TB programme staff in the region.
3. Provision of support for the development, implementation, and evaluation of in-country training programs in the region.
4. Development of a resource center for MDR-TB, PPM-DOTS, and TB laboratory services in the region, including provision of on-line access to training modules and other materials.

The WHO Western Pacific Regional Office (WPRO)

The WHO WPRO spearheaded the Model TB Center Initiative. It shall serve as the lead implementing agency to establish the model Center of Excellence. The TDF shall host the regional tuberculosis model center and carry out functions of the model Center for regional capacity building to address the MDR-TB burden.

The needs of the designated Regional Model TB Center shall be addressed to strengthen its capacity to perform regional functions as well as national within the framework of the Initiative. Based on these identified needs:

- Identify partners and resources to address these needs (TDF and partners)
- National TB Programmes to develop a plan for national and local capacity strengthening (NTPs and national partners)
- Develop a resource mobilization plan for sustaining the Regional Model TB Centers Initiative (NTPs and partners)
- Identify synergies and promote possible alignment of the Regional Model TB Center Initiative with the Global Initiative currently being developed (WHO Secretariat and global partners)

The Objectives of the Western Pacific Region Model TB Center are:

- To strengthen the capacity in the Region to provide technical assistance to countries
- To provide sustained support for building local technical and human resource capacity

Conclusion of the Meeting of the National TB Programme Managers:

The meeting affirmed that the National TB Programmes are at the core of an initiative to address technical and human resource capacity constraints at national and regional levels. The National TB Programme managers recognized that limited technical and human resource capacity is one of the biggest challenges in accelerating TB control activities, especially MDR-TB management in countries.

The National TB Programme managers agreed to establish the Regional Model TB Center Initiative which adopts a country-driven approach to developing sustainable technical and human resource capacity for TB control in the Western Pacific Region. The National TB Programmes managers agreed to establish a body, composed of all national TB programme managers from the countries with a high burden of TB and relevant partners. WHO will be the secretariat to this body. This body will provide guidance to the Regional Model TB Centers Initiative.

Recognizing the urgent need to address the constraints to scale up prevention strategies and quality-assured treatment of MDR-TB and following the recommendations of the review, the National TB Programme Managers agreed to establish the first Regional Model TB Center, initially focused on multidrug resistant TB, in the Tropical Disease Foundation, Philippines.