PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
Surian sa mga Pag-aaral Pangkaunlaran ng Pilipinas

Service through policy research

18F Three Cyberpod Centris, North Tower EDSA corner Quezon Avenue, Quezon City
Tel: (632) 372-1291 / 372-1292 ▪ http://www.pids.gov.ph

REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Website Developer Consultant for PIDS-PBSP HCPN Demonstration Sites - Quantitative Technical Support (Institution) - C19RM.**

2. The Approved Budget for the Contract (ABC) is **PhP737,100.00.**

3. Interested consultants must submit the following documents using PIDS the prescribed forms:
    a) Curriculum Vitae of the proposed Consultant(s)[1]
    b) Technical Proposal Form[1]
    c) Financial Proposal Form[1]
    d) Filled out Data Privacy Notice and Personal Data Protection Form[1]
    e) Statement of Completed contracts[2]
    f) Statement of All Ongoing and Awarded But Not Yet Started Contracts[2]
    g) Notarized Omnibus Sworn Statement (for ABC above PhP50,000.00)[1]
    h) Income/Business Tax Returns (for ABC above PhP500,000.00)[1]
    i) PhilGEPS Registration Number (certificate or screenshot)[1]
    j) Valid Mayor's/Business Permit (Firm) or BIR Certificate of Registration[3] (Individual).

4. Interested consultants may obtain further information from the Procurement Management Division at telephone via email at procurement@pids.gov.ph.

5. The Institute shall adopt the Quality-Based Evaluation procedure in selecting consultants based on the attached Terms of Reference.

6. The deadline for submission of proposals is on **20 March 2025 (5:00 PM)** addressed to:

    The BAC Chairperson for Consultancy
    Services c/o The BAC Secretariat
    Procurement Management Division
    18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City

    Proposals may also be submitted through email at procurement@pids.gov.ph .

7. PIDS reserves the right to reject any or all of the proposals, declare a failure of bidding, or not award the contract if there is evidence of collusion, including any act that restricts, suppresses, or nullifies competition, or if there is a failure to follow the prescribed bidding procedures. PIDS also reserves the right to waive any required formality in the proposals received and select the proposal it determines most advantageous to PIDS.

DR. AUBREY D. TABUGA
Chairperson
PIDS-BAC for Consultancy Services

Reference No.:2025-061 (Re-post)

[1]**Applicable for individual consultants and firms**
[2]**Applicable for firms only**
[3] **Individual consultants must issue Official Receipt (OR) during payment.**

Note: PIDS is evaluating its consultant's performance based on the quality of services rendered, timeliness of delivery, customer/after sales service and overall quality of service.

Philippine Institute for Development Studies
TERMS OF REFERENCE

Website Developer Consultant[1]
for
PIDS-PBSP HCPN Demonstration Sites - Quantitative Technical Support
(Institution) - C19RM[2]

1. Background and Rationale

With the enactment of the Universal Health Care law, the Philippine Health Insurance Corporation (PhilHealth) has been empowered to be the national strategic purchaser of individual-based health services. A critical health provider payment mechanism (PPM) reform that PhilHealth must implement under the Universal Health Care (UHC) Law is the Diagnosis Related Groupings (DRGs). The DRGs are a step forward to move the current all-case rate system from retrospective payments based only on service outputs to value-based payments that incentivize quality, efficiency, and equitable care and improve health at lower costs for the health sector and patients.

Moreover, such complex reform requires that PhilHealth maintain the DRGs and other PPM systems over the long term. This requires improving PhilHealth's data quality and monitoring frameworks and plans to evaluate whether these reforms achieve their goals for value-based purchasing. On both these fronts, PIDS will be assisting PhilHealth in the development of DRG payment rates and the monitoring and evaluation for the DRGs and PPMs.

2. Objectives of the Study

1. Monitoring and Evaluation (M&E) for (a) trends in health care utilizations across the life course and (b) assessment baseline trends for quality, and equity of DRGs and other PhilHealth benefits and reforms
2. Policy Support and recommendations for DRGs and related PPM reforms in (a) health financing policy and gaps, (b) policy decisions to use DRG for actual reimbursement, (c) health data policy standards and gaps
3. Charge Analysis and Costing Methodology: (a) Analysis of charge data and development of charge libraries, (b) Review and revision of PhilHealth costing methodologies, policies, and forms
4. DRG Rate-setting calculation and documentation of the development process
5. Capacity building for PIDS, PhilHealth, DOH, providers, and other stakeholders: (a) Technical capacity building for DRG implementers, (b) Communication of DRG and PPM reforms to providers and the public

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[1] The Consultant may be an individual or a firm.
[2] This engagement will be charged against the project PIDS-PBSP HCPN Demonstration Sites - Quantitative Technical Support (Institution) - C19RM.

6. Comprehensive Outpatient Benefit Package (COBP): Classification of services according to PhilHealth COBP design and National Practice Guidelines (NPG)

3. Objectives of the Consultancy

One of the components of the project includes the establishment of a system of regularly engaging relevant stakeholders for consultations and updates, crafting suitable communication materials through effective channels, and recommending governing protocols for the sustainability of the implementation of provider-payment reforms. This includes providing an accessible platform—a public website —to support the project's goal of engaging stakeholders and the public, through a central knowledge hub showcasing the project's outputs. Given this, there is a need to engage a **Website Developer** to develop the said product.

4. Scope of Work, Deliverables, and Schedule of Payment Releases

Under the guidance and technical oversight of a PIDS Research Fellow who serves as the Project Director, the technical Consultant is expected to work with the Project Team and undertake the following tasks/activities:[3]

1. Collaborate with the PIDS Program on Health Economics and Finance (HEFP) team and the PIDS Information and Communications Technology Services Division (ICTSD) in the planning of the specific details and elements of the website;
2. Creation of wireframes or responsive design mockups compatible with most devices and browsers;
3. Actual development of the website following the agreed plan and concept note provided by the team and implementation of the website's core functionalities;
4. Submit full technical documentation of the website development, including protocols and mechanisms to manage and update website contents for turnover to the team and PIDS ICTSD;
5. Ensure implementation of search engine optimization and essential security features following established standards followed by the Institute, as guided by the PIDS ICTSD;
6. Conduct testing, simulation, and quality assurance activities with the end-user and PIDS ICTSD team, and address bugs and subsequent feedback before launch and turnover;
7. Assist with the website launch;
8. Provide post-development support for any questions related to the development and maintenance of the website;
9. Sign a Non-Disclosure Undertaking with PIDS. Any information gathered and generated in the implementation of the project shall be processed subject to the applicable provisions of the Republic Act. No. 10173, known as the "Data Privacy Act of 2012" and

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[3] If the Consultant needs to undertake physical/ in-person activities, the Consultant has to ensure compliance with existing and future policies, rules, and resolutions as may be issued by concerned government agencies pertaining to health and safety.

its Implementing Rules and Regulations and relevant issuances of the National Privacy Commission (NPC); and

10. Perform such other professional, highly technical, and confidential duties and responsibilities as the Research Fellow/ICTSD may assign from time to time.

The technical consultant will prepare the following outputs based on the schedule below:

Activities and Deliverables	Due Dates	Payment Tranches
Inception Report following PIDS template including • Detailed workplan for all the activities mentioned in the Scope of Work • Enhanced concept note as initially provided by the study team	2 weeks after signing	10%
Progress Report, including wireframes and design mockups	Month 1 (April 15, 2025)	10%
Progress Report, including updates on all the activities in the scope of work and the **initial website prototype ready for end-user feedback**	Month 3 (June 15, 2025)	10%
Progress Report, including updates on all the activities in the scope of work, and the **website launch, addressing revisions based on end-user feedback**	Month 4 (July 15, 2025)	20%
Progress Report, including updates on all the activities in the scope of work, draft documentation with final source code, and knowledge transfer activity	Month 5 (August 15, 2025)	20%
Terminal Report following the PIDS prescribed template, including details of post-development/launch activities; **Final Documentation with final source code and other relevant technical documents;** **Final orientation and knowledge transfer for the documentation and the website** **Turnover of the draft and materials** used, along with a certification of completion signed by the end user.	Month 9 (December 15, 2025)	30%

NOTE: Payments will be based on the acceptance and approval by PIDS of the corresponding outputs.

5. Minimum Qualifications

Education	**At least a Bachelor's Degree** in Computer Science, Information Technology, or any IT-related course, or related fields
Training	• At least 8 hours of relevant training/certifications in items relate to the scope of work
Experience and Expertise	• At least 3 years of relevant professional experience in web design and development, database management and content management systems. • With expertise in scripting and coding languages and standards (PHP programming, JavaScript, HTML, and CSS), software development framework (e.g., Laravel, etc.), database languages (particularly MySQL), and other programming platforms/languages required in website development using best practices on program codes and the use and configuration of MySQL database, Apache web server and other related applications. • With expertise in building data exchange platforms, APIs, open data services, and version control systems (e.g., GitHub). • With knowledge in website security and administration, website analytics, and search engine optimization.
Other Desirable Skills and Qualities	• Demonstrates conceptual, analytical, systematic, and creative thinking skills. • Extensive knowledge of modern web development technologies and design tools, new software, and other programming languages and programs, including use of HTML, XHTML, CSS, XML, JavaScript, PHP, Git. • Proficiency in website security and administration, website analytics, and search engine optimization (SEO). • Has the ability to create high quality outputs with attention to detail. • Can effectively communicate the technical concepts clearly to nontechnical counterparts. • Capable of managing multiple tasks and meeting deadlines while maintaining high-quality output. • Has a strong understanding of user needs and the ability to align design and development with client objectives. • Proven experience working effectively with various stakeholders.

6. Project Duration

The engagement will commence upon the signing of the contract until **December 31, 2025**, on a part-time basis. The technical consultant's work must be completed within this period, and no man-days will be chargeable after this date. The consultant must be on call in case there is a need for troubleshooting and fixes on the developed website.

7. Approved Budget for the Contract

The approved budget for this consulting service is up to **PHP 737,100.00**, depending on the qualifications. This amount does not include travel and accommodation during fieldwork. PIDS will shoulder the cost of fieldwork (if any). PIDS shall not cover hospitalization and other COVID-related health expenses of the technical consultant as no employer-employee relationship exists between the PIDS and the technical consultant.

8. Evaluation Criteria

a. Evaluation Criteria

Applicant technical consultants will be evaluated based on the following criteria:

Education At least a Bachelor's Degree in Computer Science, Information Technology, or any IT-related course	30%
Training and Experience • At least 8 hours of relevant training/certifications in items related to the scope of work • At least 3 years of relevant professional experience in web design and development, database management and content management systems. • With expertise in scripting and coding languages and standards (PHP programming, JavaScript, HTML, and CSS), software development framework (e.g., Laravel, etc.), database languages (particularly MySQL), and other programming platforms/languages required in website development using best practices on program codes and the use and configuration of MySQL database, Apache web server and other related applications. • With expertise in building data exchange platforms, APIs, open data services, and version control systems (e.g., GitHub). • With knowledge in website security and administration, website analytics, and search engine optimization.	40%
Other Desirable Technical Skills • Demonstrates conceptual, analytical, systematic, and creative thinking skills. • Extensive knowledge of modern web development technologies and design tools, new software, and other programming languages and programs, including use of HTML, XHTML, CSS, XML, JavaScript, PHP, Git. • Proficiency in website security and administration, website analytics, and search engine optimization (SEO).	20%
Desirable Qualities • Can effectively communicate the technical concepts clearly to nontechnical counterparts	10%

• Capable of managing multiple tasks and meeting deadlines while maintaining high-quality output. • Has a strong understanding of user needs and the ability to align design and development with client objectives • Proven experience working effectively with various stakeholders	
Total	100%

Candidates are expected to share with PIDS their portfolio of previous work done with similar functionalities to aid in the selection process.

b. Detailed rating sheet (see attached file)

Prepared by: **VALERIE GILBERT T. ULEP**
Project Director

Reviewed by: **DORIS R. JIMENEZ**
Division Chief II, ICTSD

Approved by: **CHRISTINE RUTH P. SALAZAR**
Officer-In-Charge,
Research Services Department