REQUEST FOR QUOTATION
HEALTH PROMOTION CENTRE
MINISTRY OF HEALTH

REFERENCE: MOH/HPC/QTN/26-27 (10A)

TITLE: "OUTSOURCING SCHOOL-BASED AND PEER-LED INTERVENTION TO REDUCE UPTAKE OF CIGARETTES IN ADOLESCENTS (SPIRUCA) PROGRAMME FOR HEALTH PROMOTION CENTRE" – CLUSTERING.

NO.	ITEM/SPECIFICATION	QUANTITY	VENDOR OFFER	
			UNIT PRICE	TOTAL PRICE
School-based and Peer-led Intervention to Reduce Uptake of Cigarettes In Adolescents (SPIRUCA) Programme				
1.	**Administrative:** • Communicate and arrange with one (1) school for the implementation of the programme. • Preparation of all materials from the pilot programme for the activities.	1 SCHOOL		
2.	**Peer Ambassador nomination stage:** • Conduct peer nomination survey and scoring (in school) to select 30 peer ambassadors from Year 9 students in the selected school. • Invite the peer ambassador students and obtain contract (consent) signature from the parents.			
3.	**Conduct a one-day Peer Ambassador workshop:** • The school provide 3 different groups of students (max. 10 students per group). • The workshop duration with minimum of at least 8 hours. • Evaluation pre and post-test to the peer ambassador students • Peer ambassador students' evaluation on the workshop.			
4.	**Supervise the Peer-Led Delivery (presentations and/or activities) to Non-Peer Students:** • Supervise Peer Ambassadors delivering 60-minute sessions to Year 7, 8, and/or 9. • Ensure total attendance of at least 240 non-peer students.			
5.	**Conduct post SPIRUCA programme evaluation ten weeks after the workshop:** • All peer ambassador students' evaluation of the SPIRUCA programme. • At least 60 non-peer ambassador students' evaluation of the SPIRUCA programme. • Collect structured feedback from teachers.			
6.	**Award session ten weeks after the workshop:** • Certificates for Peer Ambassadors. • Prizes for those who presented.			

7.	**Final Programme Report:** • Comprehensive report covering process, outcomes, challenges and recommendations.			
OTHER REQUIREMENTS				
8.	**Facilitators for SPIRUCA Programme:** (i) Qualified in the field of tobacco dependence (or equivalent) and knowledgeable about adolescent issues. (ii) At least 3 facilitators.	Inclusive in price offered		
9.	Attend meetings arranged by Programme Manager.	Inclusive in price offered		
10.	To assist the Programme Manager with matters related to the Anti-Tobacco Health Promotion Centre, if required.	Inclusive in price offered		
11.	**Payment:** Payment shall be made in seven (7) phases upon completion and acceptance of each milestone by the Programme Manager.	Inclusive in price offered		

Please State:

- Unit Price
- Total Price
- Price Validity (_____ months)
- Delivery Period (_____ week(s))
- Sample/ Brochure (if any)
- Copy of certificate and previous experience (if any)

Company Name		**Company Stamp**

For any enquiry, please contact Dr **Norhayati Haji Ahmad, Senior Medical Officer, Health Promotion Centre** at **2385800** or **2384442** or e-mail finance.hpc@moh.gov.bn.

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NO.	SPECIFICATION	QUANTITY	STATE COMPLY/ NOT COMPLY	IF 'NO' PLEASE STATE ALTERNATIVE OFFER
School-based and Peer-led Intervention to Reduce Uptake of Cigarettes in Adolescents (SPIRUCA) Programme				
1.	**Administrative Setup:** • Communicate and arrange with one (1) school for the implementation of the programme. • Preparation of all materials from the pilot programme for the activities.	1 SCHOOL		
2.	**Peer Ambassador nomination stage:** • Conduct peer nomination survey and scoring (in school) to select 30 peer ambassadors from Year 9 students in the selected school. • Invite the peer ambassador students and obtain contract (consent) signature from the parents.			
3.	**Conduct a one-day Peer Ambassador workshop:** • The school provide 3 different groups of students (max. 10 students per group). • The workshop duration with minimum of at least 8 hours. • Evaluation pre and post-test to the peer ambassador students • Peer ambassador students' evaluation on the workshop.			
4.	**Supervise the Peer-Led Delivery (presentations and/or activities) to Non-Peer Students:** • Supervise Peer Ambassadors delivering 60-minute sessions to Year 7, 8, and/or 9. • Ensure total attendance of at least 240 non-peer students.			
5.	**Conduct post SPIRUCA programme evaluation ten weeks after the workshop:** • All peer ambassador students' evaluation of the SPIRUCA programme. • At least 60 non-peer ambassador students' evaluation of the SPIRUCA programme. • Collect structured feedback from teachers.			
6.	**Award session ten weeks after the workshop:** • Certificates for Peer Ambassadors. • Prizes for those who presented.			
7.	**Final Programme Report:** • Comprehensive report covering process, outcomes, challenges and recommendations.			

OTHER REQUIREMENTS				
8.	**Facilitators for SPIRUCA:** (i) Qualified in the field of tobacco dependence (or equivalent) and knowledgeable about adolescent issues. (ii) At least 3 facilitators.	-		
9.	Attend meetings arranged by Programme Manager.	-		
10.	To assist the Programme Manager with matters related to the Anti-Tobacco Health Promotion Centre, if required.	-		
11.	**Payment:** Payment shall be made to the successful tenderer in phases, upon acceptance by the Programme Manager of each milestone deliverable, as follows: Milestone 1: Administrative Setup — 7% Milestone 2: Peer Ambassador Nomination Stage— 17% Milestone 3: Conduct a one-day Peer Ambassador workshop — 23% Milestone 4: Supervise the Peer-Led Delivery (presentations and/or activities) to Non-Peer Students— 10% Milestone 5: Conduct post SPIRUCA programme evaluation ten weeks after the workshop — 10% Milestone 6: Award session ten weeks after the workshop — 20% Milestone 7: Final Programme Report — 13%	-		

	Procurement Requirement
Total Price:	
Price Validity:	
Delivery Period:	
Sample / Brochure:	
Copy of certificate and previous experience (if any):	

The vendor as undersigned below, hereby understands the requirements and specifications of the goods/services stated herein (Form A and Form B). Vendor further certifies that the quote/offer and information provided are correct:-

Company Name				**Company Stamp**
Contact Person		**Contact Number**		

For any enquiry, please contact **Norhayati Haji Ahmad, Senior Medical Officer, Health Promotion Centre at 2385800 or 2384442** or e-mail **finance.hpc@moh.gov.bn**.

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NO.	Please Submit	Submitted?	
		YES	NO
1	Registration of Company/ Business Name		
2	Latest Certificate of Tabung Amanah Pekerja (TAP)		
3	Latest Certificate of Tax Compliance (applicable for SDN BHD only)		
4	List of employee include employee TAP Percentage (%)		