

SUPPLEMENTAL / BID BULLETIN NO. 1

Title : **Hiring of Individual Consultant to Serve as Technical Writer for Standards Bureau (SB) in the Crafting and Finalization of Its Operations Manual and Primer**

NNP No : **18-GOP-SVC-022**

Date : **25 October 2018**

This Supplemental/ Bid Bulletin is issued to all interested applicants announcing amendments/changes in the NNP - Small Value Procurement (Individual Consultant), to wit:

I. Item No. 4 - Qualification of the Consultant:

FROM	TO
<ul style="list-style-type: none"> • Must have completed degree in Communication and Development Studies and other related courses; with units or completed degree in Community Development, Public Administration and Governance; • Must have at least five (5) years of experience in technical writing, research, data processing, editing and report writing; • Must have written similar document and have been engaged in related work in at least three (3) reputable organizations, of which one (1) is government entity; • Familiarity with all the Department's programs and particularly on Kalahi CIDSS processes and program development & management; • Must have conducted writing workshop activities able to provide effective design methods in gathering toolkit 	<p><u>Educational Attainment</u></p> <ul style="list-style-type: none"> a. Master's Degree or Doctorate Degree along Development Studies, Public Administration, Management, Social Work, Law or other related fields. b. Experience, Training and Competencies <ul style="list-style-type: none"> i. With broad knowledge and/or experience along DSWD operations, preferably along Standards Regulation; ii. Excellent in written and oral communication; and iii. Has experience on developing Operations Manual Writing/ Development, or on other similar documents.

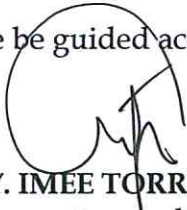
components; and • Must have the ability to interact and coordinate with process owners and all relevant stakeholders performing the tasks outlined in the Terms of Reference.	
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II. Item No. 8 Documentary Requirements to be submitted by the interested applicants.

FROM	TO
i) Comprehensive Curriculum Vitae; ii) BIR Certificate of Registration; iii) Proof of PhilGEPS Registration/PhilGEPS Registration Number; iv) Notarized Omnibus Sworn Statement (See Annex A) to be submitted by the awarded consultant; and vii) Price proposal (See Annex B).	i) Comprehensive Curriculum Vitae; ii) BIR Certificate of Registration; iii) Proof of PhilGEPS Registration/PhilGEPS Registration Number; iv) Notarized Omnibus Sworn Statement (See Annex A) to be submitted by the awarded consultant; and vii) Price proposal (See Annex B); v) Samples of developed Operations Manual or Similar Documents.

The required documents shall be submitted at the address below or through email at quotations@dswd.gov.ph not later than **05:00 p.m. of 30 October 2018.**

Please be guided accordingly.



ATTY. IMEE TORREFRANCA - NERI

Undersecretary and Bids and Awards Committee - Chairperson
 c/o BAC Secretariat

Ground Floor, DSWD Central Office,
 IBP Road, Constitution Hills, Quezon City

Telefax No.: (02) 951-7116

Trunkline No.: (02) 931-8101 loc. 122

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____ (name of affiant), of legal age,
_____ (civil status), _____
(nationality) and residing at _____ (address),
after having been duly sworn in accordance with law, do hereby depose and state that:

1. As individual consultant, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid/proposals, and to sign and execute the ensuing contract/purchase order for _____ (name of project) of the Department of Social Welfare and Development (DSWD);
2. That I am not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
3. Each of the documents submitted in satisfaction of the requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
4. That I am authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
5. That I am not related to the Head of the Procuring Entity (HOPE), members of the Bids and Awards Committee (BAC), the Technical Working Group (TWG), and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
6. That I shall complies with existing labor laws and standards;
7. That I am aware of and has undertaken the following responsibilities:
 - a. Carefully examine all of the Notice of Negotiated Procurement;
 - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract/Purchase Order;

c. Made an estimate of the facilities available and needed for the project, if any; and

d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the _____ (name of project).

8. That I did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 2018 at _____, Philippines.

(Authorized Representative/Signatory)

SUBSCRIBED AND SWORN to before me this ___ day of _____, 2018 at _____, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her ID No. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of _____, 2018.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____
IBP No. _____

PRICE QUOTATION FORM

Notice of Negotiated Procurement No: 18-GOP-SVC-022

Particulars	Quantity	Total Contract Price <i>(including all applicable taxes; amount in Phil Peso)</i>
HIRING OF INDIVIDUAL CONSULTANT TO SERVE AS TECHNICAL WRITER FOR STANDARDS BUREAU (SB) IN THE CRAFTING AND FINALIZING ITS OPERATIONS MANUAL AND PRIMER	1	
TOTAL CONTRACT PRICE		

Name of Consultant:

Signature:

Date: _____