

**NOTICE OF NEGOTIATED PROCUREMENT**  
*(Small Value Procurement-Individual Consultant)*  
**DSWD NNP No. 18-GOP-SVC-012-A**

**Hiring of Consulting Services for the Enhancement of Work and Financial Plan (WFP) and Monthly Disbursement Program (MDP) for the Development of Necessary Information System (PR No. 2018062122)**

1. The Department of Social Welfare and Development (DSWD) through the **General Administration Support-Maintenance and Other Operating Expenses Current Appropriation Fund** intends to apply the sum of **Two Hundred Fifty-Two Thousand Nine Hundred Fifty-Eight Pesos and Twenty Centavos (Php252,958.20)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Hiring of Consulting Services for the Enhancement of Work (WFP) and Financial Plan and Monthly Disbursement Program (MDP) for the Development of Necessary Information System.**
2. The project at hand aims to:
  - Hire a Consultant who shall provide expertise on the enhancement of Department's Annual Work and Financial Plan and Monthly Disbursement Program to be used for the development of necessary Information System.
3. The Consultant/Consultancy Firm should possess the following qualifications:
  - Preferably with Master's Degree in Business Administration with expertise and specialization on the field of finance and administration
  - Must have experience as training Facilitators/Consultant
  - Have previous experience in developing/preparation or reviewing of Work and Financial Plan and Monthly Disbursement Program or equivalent plans, financial instruments and documents. Interested applicants to submit sample copy of WFP and MDP reports.
  - Highly proficient in written and oral communication skill, fluency in English is essential
4. The Consultant is expected to come up with the following deliverables in accordance to its scheduled timelines:

The Financial Management Service (FMS) in coordination with Policy Development and Planning Bureau (PDPB) shall hire the services of Consultant to enhance the Department's Annual Work and Financial Plan and Monthly Disbursement Program. Specifically, the Consultant shall undertake the following activities under the supervision and direction of the Director of FMS:

- ✓ Develop a customized Annual Work and Financial Plan and Monthly Disbursement Program template based on the needs of the DSWD. Said template should be aligned with the existing guidelines issued by Oversight Agencies;
- ✓ Review, enhance and report the proposed/needed improvements in the electronic templates and timing of the preparation & consolidation of WFPs and MDPs, including the 2020 Tier 1;
- ✓ Guide and facilitate the participants in the accomplishment of the templates and generation of the consolidated physical and financial plans during and after the conduct of Work and Financial Planning Workshop;
- ✓ Assist the Financial Management Service in the Workshop Design;
- ✓ Recommend process improvement in the WFP Workshop Program and identify good practices and common mistakes.

5. The total contract price is Two Hundred Fifty-Two Thousand Nine Hundred Fifty-Eight and Twenty Centavos (Php252,958.20) which shall be paid in accordance with the following:

Output/Deliverables	Time Frame	Tranche	% of Payment
Inception Report	7 days upon receipt of Notice to proceed	1st	20%
Customized WFP and MDP template (including use of information technology) and Activity Design of Work and Financial Planning Workshop accepted by FMS	7 days before the conduct of Work and Financial Planning Workshop	2nd	20%
Facilitation of Workshop and Reports on the accomplished Work and Financial Plan and Monthly Disbursement Program	7 days during and after the conduct of Work and Financial Planning Workshop	3rd	30%
Evaluation of the current WFP and MDP System Design and recommendation for improvement of WFP and MDP processes, tolls, timelines & systems	Within 14 Calendar days after the conduct of the WFP Workshop	4th	30%
<b>TOTAL</b>			<b>100%</b>

6. The contract duration is **thirty-five (35) calendar days from receipt of the Notice to Proceed.**

7. The DSWD now calls for the submission of the following documents **on or before 10 August 2018 9:00AM.**

- a. Comprehensive Curriculum Vitae (CV);
- b. Copy of the Diploma/Degree Certificate;
- c. Related Sample Works (Financial Management Reports, WFP and MDP);
- d. BIR Certificate of Registration;
- e. PhilGEPS Registration Number;
- f. Simple Financial Proposal (Annex A)



g. Omnibus Sworn Statement (Annex B)

Applications may be submitted through e-mail at [quotations@dswd.gov.ph](mailto:quotations@dswd.gov.ph) or in printed copies in the addresses stated below.

8. Applications will be evaluated based on the following criteria:

Qualification	Percentage
<ul style="list-style-type: none"> <li>➤ Minimum of Bachelor's Degree. Preferably with Master's Degree in Business Administration with expertise and specialization on the field of finance and administration.                             <ul style="list-style-type: none"> <li>a) Master's Degree and/or Master's Degree with PhD units</li> <li>b) Bachelor's Degree with Master's Degree units</li> <li>c) Bachelor's Degree Holder</li> </ul> </li> </ul>	<p>40%</p> <p>40%</p> <p>30%</p> <p>20%</p>
<ul style="list-style-type: none"> <li>➤ Must have experience as training Facilitator.                             <ul style="list-style-type: none"> <li>a) With 10 years or more in experience</li> <li>b) With above five (5) years but below 10 years relevant experience</li> <li>c) With three (3) to five (5) years relevant experience</li> </ul> </li> </ul>	<p>20%</p> <p>20%</p> <p>15%</p> <p>10%</p>
<ul style="list-style-type: none"> <li>➤ Have previous experience in developing/preparation of reviewing WFP and MDF or equivalent plans, financial instruments and documents. (Interested applicants to submit sample copy financial management reports, WFP and MDP):                             <ul style="list-style-type: none"> <li>a) Extensive experience in working or engaging agencies in the public sector, i.e., at least 10 years</li> <li>b) Extensive experience in private sector i.e., at least 10 years</li> </ul> </li> </ul>	<p>20%</p> <p>20%</p> <p>10%</p>
<ul style="list-style-type: none"> <li>➤ Highly proficient in written and oral communication skills, fluency in English is essential *Interview will be conducted simultaneous with the evaluation of Curriculum Vitae, Sample Works and Financial Proposals of the Applicants.</li> </ul>	<p>20%</p>
Total	100%
Passing Rate:	80%

9. The Consultant shall be selected Negotiated Procurement under Small Value Procurement pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (R. A. No. 9184) or the Government Procurement Reform Act (GPRA).

10. The Consultant shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements. Nonetheless, the DSWD will not hold payments of Consultants in case they are unable to issue an (OR). An Acknowledgement Receipt shall be asked, in lieu of OR, as evidence of payment. If the DSWD is the sole source of income of the Consultant, he/she may avail of the substituted filing and will not be required to

issue an OR, in which case a Notice of Availment of Substituted Filing of Percentage Tax Return shall be submitted by the Consultant.<sup>1</sup>

11. For further information, please contact Glamour Fe M. Montano at tel. nos. 931-6139/931-8101 to 07 local 122/124 or at [gfnmontano@dswd.gov.ph](mailto:gfnmontano@dswd.gov.ph).

**THE CHAIRPERSON**

**Bids and Awards Committee – I**

c/o BAC Secretariat

Ground Floor, DSWD Central Office

IBP Road, Constitution Hills, Quezon City

Telefax No.: (02) 931-6139

Trunkline No.: (02) 931-8101 local 122 to 124

Very truly yours,

**LUZVIMINDA C. ILAGAN**

Undersecretary and

Bids and Awards Committee – I Chairperson

By:



**MARIE ANGELA S. GOPALAN**

Director, National Household Targeting Service

Bids and Awards Committee – I, Vice Chairperson

---

<sup>1</sup> In accordance to the Memorandum issued by the Office of the Undersecretary, General Administration and Support Services Group, Department of Social Welfare and Development dated 07 February 2017

## FINANCIAL PROPOSAL

Notice of Negotiated Procurement No: 18-GOP-SVC-012-A

Lot No.	Particulars	Quantity	Total Contract Price <i>(including all applicable taxes; amount in Phil Peso)</i>
1	Hiring of Consultant for the Illustration of the Knowledge Product on Disaster Preparedness for Response (Learning Resource Development)	1-Lot	

Name of Consultant: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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 \_\_\_\_\_, 2017 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Authorized Representative/Signatory)

SUBSCRIBED AND SWORN to before me this \_\_\_ day of \_\_\_\_\_, 2017 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 \_\_\_\_\_, 2017.

NAME OF NOTARY PUBLIC  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_  
IBP No. \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_