

**NOTICE FOR NEGOTIATED PROCUREMENT
(Small Value Procurement-Individual Consultant)**

**HIRING OF INDIVIDUAL CONSULTANT FOR THE ISO 9001: 2015
ACCREDITATION OF THE GENERAL ADMINISTRATION AND
SUPPORT SERVICES GROUP**

**DSWD NNP No. 19-GOP-SVC-004-A
(PR No. 2019020632)**

1. The Republic of the Philippines, through the **General Administration and Support Services Group - Miscellaneous and Other Operating Expenses (GASS-MOOE) Funds**, of the **Department of Social Welfare and Development (DSWD)**, intends to apply the sum of **Six Hundred Thousand Pesos (PhP 600,000.00)** being the Approved Budget for the Contract (ABC) as payment for the **"Hiring of Individual Consultant for the ISO:2015 Accreditation of the General Administration and Support Services Group"** (DSWD NNP No. 19-GOP-SVC-004-A)
2. The project aims to engage a consultant who will work closely with Quality Management Team (QMT) of the General Administration and Support Services Group (GASSG). In the process of the certification, GASSG will be required to follow a program of trainings and workshops about the requirements of the ISO 9001:2015 standard and to apply the gained concepts and techniques in establishing the management system of the organization and eventually, in its implementation. If necessary, the Consultant shall coordinate directly with the QMT in the application of these concepts and techniques to ensure that the requirements of the standard are met. The adequacy and soundness of the Quality Management System's (QMS) documentation and its implementation shall also be reviewed and validated by the Consultant.

3. Scope of Work:

The scope of work of the Consultant are as follows:

1. Phase I - Capacity Building of Key Personnel/Working Team
 - a. Gap Analysis
 - b. Appreciation Course on ISO 9001:2015 Standard
 - c. Management System Documentation Course
 - d. Development of Quality Policy and Setting Up of Quality Objectives and Targets
 - e. Organizational Context Workshop(s)
 - f. Risk Management Workshop(s)
2. Phase II - Management System Documentation
 - a. Assistance in the preparation and review of documents
3. Phase III - System Implementation
 - a. Assistance in the system implementation
4. Phase IV - System Review

- a. Process-based Internal QMS Audit Course
 - b. Planning and Preparing for the Internal Audit
 - c. Assistance during the Internal Audit and Review of the Internal Audit Results
5. Phase V – Preliminary and External Assessment
- a. Conduct of Preliminary Assessment
 - b. Assistance during Main Assessment of the Certification Body
4. Primary Responsibilities of Consultant are as follows:
- a. Responsible in the over-all organization coordination, supervision and implementation of activities and services described in the consulting proposal;
 - b. Directly responsible in the actual conduct and/or provision of services, including trainings/ workshops and audits as contained in the consulting proposal; and
 - c. Responsible for the finalization of the project schedule with the Management Committee and the Quality Management Section.
5. The Consultant is expected to come up with the following deliverables in accordance to its scheduled timelines and payment schedules:

Phase	Deliverables	Deadline for Submission	Deadline for Approval	Tranches of Payment	% Of Contract Price
Phase 1	Gap Analysis Report	Within three (3) weeks from issuance of NTP	Within three (3) working days upon submission of documents	1 st	25%
	Course Proposals				
	Documentation Plan				
Phase 2	Procedure Manuals	Three Weeks from approval of Phase 1 documents	Five working days upon submission	2 nd	30%
	Quality Manual				
	Work Instructions				
	Forms				
Phase 3	System Implementation Documentation and Feedback – Initial Check	Two weeks upon approval of documents submitted under Phase 2	No approval required	3 rd	10%
	System Implementation Documentation and Feedback – Second Check	Two weeks upon the conduct of 1 st System Implementation Documentation and Feedback			
Phase 4					

	Internal Audit Plan	One month upon start of implementation	Two (2) Working Days upon submission	4 th	10%
	Audit Checklist				
Phase 5	Pre-Assessment Audit Report	Two days upon conduct of respective audit	Two (2) Working Days upon submission	5 th	25%
	Initial Audit Report of Certifying Body		Two (2) working days upon submission		
	Final Audit Report of Certifying Body		Two (2) working days upon submission		
	Certificate of Conformity to ISO 9001:2015 Standard	Two to four weeks	No approval required.		

6. This project shall be procured using Section 53.9 (Negotiated Procurement-Small Value Procurement) of the 2016 Implementing Rules and Regulations of Republic Act No. 9184 or the Government Procurement Reform Act and pursuant to the following criteria:

Criteria	Point System	Points
Education		
Graduate of BS Management Engineering	25%	25%
Graduate of BS Public Administration	20%	
Graduate of BS Business Administration	15%	
Experience		
Completed/rendered ISO Consultancy Services within five (5) years with three (3) or more private entities and four (4) or more government agencies.	45%	45%
Completed/rendered ISO Consultancy Services within five (5) years with two (2) private entities and three (3) government agencies	30%	
100% Success Rate		30%
TOTAL		100

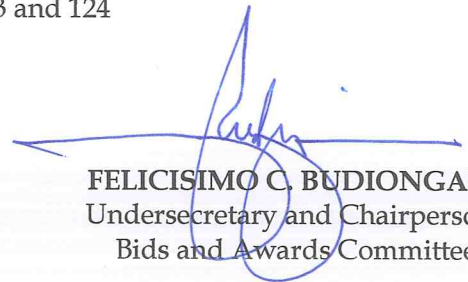
The passing rate/score is **Eighty-Five Percent (85%)**.

7. The DSWD now invites interested individual applicants to submit the following:
- a. Comprehensive Curriculum Vitae and Diploma or Transcript of Records (TOR);
 - b. Consultant portfolio or other similar documents showing that the consultant have completed/rendered ISO Consultancy services within five (5) years with at least two (2) private entities and at least three (3) government agencies;

- c. List of companies (private/public) successfully certified to ISO 9001:2015, and of which 100% of the listed organizations are successfully ISO certified;
 - d. Price Quotation Form (Annex A);
 - e. Proof of PhilGEPS Registration/ PhilGEPS Registration Number;
 - f. Certificate of BIR Registration;
 - g. Notarized Omnibus Sworn Statement (Annex B), to be submitted by the awarded consultant;
 - h. Income Tax Return; and
 - i. Sample copies of written/ edited work.
8. The required documents shall be submitted at the address below or through email at **quotations@dswd.gov.ph** not later than **12:00 p.m. of 02 April 2019**. The total amount of contract is **Six Hundred Thousand Pesos (PhP 600,000.00)** and **will be engaged for seven (7) months from receipt of Notice to Proceed (NTP)**.
9. The Consultant shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements. Nonetheless, the DSWD will hold payments of Consultants in case they are unable to issue an (OR). 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.¹

THE CHAIRPERSON

Bids and Awards Committee
c/o Bids and Awards Committee Secretariat
Procurement Management Service
DSWD Central Office
IBP Road, Constitution Hills. Quezon City
Facsimile No.: (02) 951 7116
Telephone Nos.: (02) 931 8101 to 07 local nos. 122, 123 and 124



FELICISIMO C. BUDIONGAN
Undersecretary and Chairperson
Bids and Awards Committee

¹ 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

NNP No.: 19-GOP-SVC-004-A

Particulars	Quantity	Total Contract Price <i>(including all applicable taxes, amount in Phil. Peso)</i>
Hiring of Individual Consultant for the ISO 9001: 2015 Accreditation of the General Administration and Support Services Group	1	

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 comply 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 is 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 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. _____

Doc. No. _____

Page No. _____

Book No. _____

Series of _____