

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

**HIRING OF INDIVIDUAL CONSULTANT FOR THE DEVELOPMENT OF
INDIVIDUAL AND FAMILY THERAPY SESSION MODULES FOR THE
PROGRAM HEALING INTERVENTION LEADING TO OPTIMUM
MANAGEMENT (PagHILOM) FOR THE REHABILITATION FOR VICTIMS OF
TORTURE AND ENFORCED DISAPPEARANCE
AND THEIR FAMILIES**

**DSWD NNP No. 19-GOP-DFAT-SVC-003
(PR No. 2018103580)**

1. The Republic of the Philippines, through the Social Technology Bureau (STB) Funds, of the Department of Social Welfare and Development (DSWD), intends to apply the sum of Three Hundred Thousand Pesos (Php 300,000.00) being the Approved Budget for the Contract (ABC) as payment for the "Hiring of Individual Consultant for the Development of Individual and Family Therapy Session Modules for the Program Healing Intervention Leading to Optimum Management (PagHILOM) for the Rehabilitation for Victims of Torture and Enforced Disappearance and their Families" (DSWD NNP No. 19-GOP-SVC-003)
2. To facilitate the immediate selection process, the DSWD proceeded with the procurement short of award, pending the approval of the 2019 General Appropriation Act (GAA), pursuant to Section 7.6¹ of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184), Section 19² of the General Provisions of the Fiscal Year (FY) 2019 National Expenditure Program (NEP) and Department of Budget and Management (DBM) Circular Letter No. 2018-8³ dated 30 July 2018.
3. The project aims to engaged a consultant who will develop modules that will ease the physical, emotional and spiritual pain, anxiety and trauma of torture victim-survivors and the traumatic loss and unresolved grief or "complicated mourning" (where trauma and grief coincide) of family members/relatives of victims of enforced disappearances.
4. **Scope of Work:**

The Consultant shall develop the necessary tools and materials in developing modules on individual and family therapy modules relevant to the needs of the victims of torture and enforced disappearance, to be used by various service providers (i.e. social workers, civil society organizations, faith-based organizations etc.) Specifically, the Consultant shall

¹ Section 7.6. To facilitate the immediate implementation of procurement of Goods, Infrastructure Projects or Consulting Services, even pending approval of the GAA, corporate budget or appropriations ordinance, as the case maybe, and notwithstanding Section 7.2 hereof, the Procuring Entity may undertake the procurement activities short of award. Xxx.

² Section 19. Timely Procurement Planning and Early Procurement Activities. Xxx. Agencies shall likewise undertake early procurement activities, from pre-procurement conference until post qualification of bids, as soon as the proposed national budget is submitted to Congress in accordance with the guidelines issued by GPPB. The issuance of notice of award of contract, may, however, be done only upon approval or enactment of their respective appropriations or budget authorization document and based on the amount authorized therein.

³ Prescribing Guidelines on the Conduct of Early Procurement for the FY 2019 National Expenditure Program (NEP)

undertake the following activities with close coordination with Social Technology Bureau focal person/s:

- Consultant will perform the services in the manner and in accordance with schedule and any other terms;
- Review and collate the result of the Writeshop on the Development of Modules for Victims of Torture and Enforced Disappearance along with other relevant activities of the programs;
- Conduct data collection activities such as review of related literature, focus groups discussions and/or key informant interviews with identified victims of torture and enforced disappearance and their families and/or individuals/groups who have worked with such type of clientele;
- Identify specific content of modules to include learning methodologies and approaches to be used in the session guides considering the different cases and situations of the clients who have been forcibly abducted and/or tortured;
- Draft the modules of the program integrating gender-sensitive learning methodologies and activities through the use of indigenous materials and approaches depending on the cases and situations;
- Develop evaluation tool for measuring the applicability and relevance of the therapy modules to the needs of service providers, identified victims of torture and enforced disappearance and their families, to be used during the pre-testing of the draft module;
- Pre-test the modules in pilot areas in Regions IX and XI; and
- Finalize the therapy modules, session-guides and evaluation tools and present to the Regional Project Management Team for approval of the OIC Bureau Director and Assistant Secretary for OSEC Group.

5. The Consultant should have the following qualifications:

- a. Baccalaureate or advance degree in allied Social Sciences, focusing and must have an expertise and specialization on the field of individual and family therapy and counseling, psychosocial and rehabilitation and having experience in promotion of family well-being;
- b. Must have relevant experience in the field of counselling (individual, child, couples), family therapy and familiarity in handling cases and situations of victims of human rights violation;
- c. Has previous experiences in developing, writing and editing books/manuals/modules on various topics in handling/healing and rebuilding the lives of Torture and ED victims, unresolved grief, healing and complicated mourning; and
- d. Highly proficient in written and oral communications skills, fluency in English is essential.

6. The Consultant is expected to come up with the following deliverables in accordance to its scheduled timelines:

Activities	Time Frame	Deliverables
Review and consolidate the documentation report of Writeshop on the Development of Modules for Victims of	15 calendar days upon receipt of documentation report of the Writeshop on the Development of Modules for	Comments and consolidated documentation report

Torture and Enforced Disappearance along with other related activities previously conducted.	Victims of Torture and Enforced Disappearance along with other related activities previously conducted from the Social Technology Bureau (STB) Week 3, Month 1	
Drafting of Individual and Family Therapy sessions guide	30 calendar days upon approval of STB of the consolidated report Week 3, Month 2	1 st Draft Individual and Family Therapy Modules and Session Guides
Pre-testing of Modules	Conduct of pre-testing; 15 calendar days upon approval of Draft Individual and Family Therapy Modules and Session Guides by STB. Week 2, Month 3 (Area 1: Zamboanga) Week 1, Month 4 (Area 2: Metro Manila)	Revised draft incorporating pre-test results
Submission of revised draft incorporating pre-test results	30 calendar days after conduct of pre-testing in Area 2 Week 1, Month 5	Revised draft incorporating comments from STB
Submission of Final Individual and Family Therapy Modules, Session guide and evaluation tool	21 calendar days after receiving comments and inputs from STB Week 1, Month 6	Final draft of the Individual and Family Therapy Modules, Session Guides and Evaluation Tool

7. In consideration with consultancy services required, payment of the consultant shall be made in accordance with the following schedule:

Time Frame	Tranches	Documents/Reports	% of the contract Price
15 calendar days from the issuance of the Notice to Proceed (NTP)	1 st	Submission of the comments and consolidated report on the Writeshop on the Development of Modules for Victims of Torture and Enforced Disappearance along with other related activities	10%
30 calendar days upon acceptance of the comments and consolidated	2 nd	Submission of the 1 st Draft of the Individual and Family Healing / Therapy Modules and Session Guides	35%

documentation report			
45 calendar days upon the submission and approval of the 1 st draft incorporating the pre-test results and comments	3 rd	Submission of revised draft incorporating pre-test results	30%
21 calendar days upon acceptance of the revised draft with comments and inputs form STB	4 th	Submission of the Individual and Family Therapy Modules and Evaluation Tool	25%
Total			100

8. 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
<p>Educational Background</p> <p>Baccalaureate or advance degree in allied Social Sciences, focusing and must have an expertise and specialization on the field of individual and family therapy and counseling, psychosocial and rehabilitation and having experience in promotion of family well-being.</p>	<p>Graduate of Doctorate Degree or its equivalent = 20%</p> <p>Completed at least 30 units of Doctorate Degree or its equivalent = 18%</p> <p>Graduate of Master of Science in Social Work (MSSW) or its equivalent = 16%</p> <p>Completed at least 20 Units of Master of Science in Social Work (MSSW) or its equivalent = 14%</p> <p>Graduate of Bachelor's Degree in Social Work, Psychology, Family Life and Child Development, Education and other relevant fields of Social Sciences = 12%</p>	20%
<p>Work Experience</p> <p>Must have relevant experience in the field of counselling (individual, child, couples), family therapy and familiarity in handling cases and situations of victims of human rights violation</p>	<p>10 years and above = 30%</p> <p>8 to 10 years = 28%</p> <p>6 to 7 years = 26%</p> <p>4 to 5 years = 24%</p> <p>2 to 3 years = 20%</p> <p>2 years and below = 15%</p>	30%
Technical Experience		

Has previous experiences in developing, writing and editing books/manuals/modules on various topics in handling/healing and rebuilding the lives of Torture and ED victims, unresolved grief, healing and complicated mourning	<table border="1"> <thead> <tr> <th>No. of Books/Manuals/Modules Developed</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>5 and above</td> <td>30%</td> </tr> <tr> <td>3 - 4</td> <td>26%</td> </tr> <tr> <td>1 - 2</td> <td>22%</td> </tr> <tr> <td>none</td> <td>18%</td> </tr> </tbody> </table>		No. of Books/Manuals/Modules Developed	Score	5 and above	30%	3 - 4	26%	1 - 2	22%	none	18%	30%
	No. of Books/Manuals/Modules Developed	Score											
	5 and above	30%											
	3 - 4	26%											
	1 - 2	22%											
none	18%												
Language Proficiency		20%											
Highly proficient in written and oral communication skills, fluency in English is essential. Review of written works will be conducted and an interview will be scheduled to rate the oral communications skills.													
Excellent = 20%													
Very Good = 18%													
Good = 15%		100											
Fair = 10%													
Poor = 5%													
TOTAL													

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

9. The DSWD now invites interested individual applicants to submit the following:

- i) Comprehensive Curriculum Vitae;
- ii) Price Quotation Form (Annex A);
- iii) Proof of PhilGEPS Registration/ PhilGEPS Registration Number;
- iv) Certificate of BIR Registration;
- v) Notarized Omnibus Sworn Statement (Annex B), to be submitted by the awarded consultant; and
- vi) Sample copies of written/ edited work.

10. 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 21 February 2019**. The total amount of contract is **Three Hundred Thousand Pesos (PhP 300,000.00)** and will be engaged for **six (6) months** from receipt of Notice to Proceed (NTP).

11. 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.⁴

⁴ 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

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 CALACAT BUDIOGAN
Undersecretary and Chairperson
Bids and Awards Committee

By:



ATTY. AIMEE S. TORREFRANCA-NERI
Undersecretary and Chairperson
Bids and Awards Committee

Financial Proposal

NNP No.: 19-GOP-SVC-003

Particulars	Quantity	Total Contract Price <i>(including all applicable taxes, amount in Phil. Peso)</i>
Hiring of Individual Consultant for the Development of Individual and Family Therapy Session Modules for the Program Healing Intervention Leading to Optimum Management (PagHILOM) for the Rehabilitation of Victims of Torture and Enforced Disappearance and their Families	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 _____

Koll of Attorneys No. _____

PTR No. _____

IBP No. _____

Doc. No. _____

Page No. _____

Book No. _____

Series of _____