

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

**ENGAGEMENT OF INDIVIDUAL CONSULTANT TO SERVE AS  
WRITER AND PROOFREADER/EDITOR FOR COMMUNITY  
EMPOWERMENT AND ACTIVITY CYCLE (CEAC)**

**DSWD NNP No. 18-GOP-SVC-023**

(PR No. 2018072743)

1. The Government of the Philippines (GOP), through the KALAHI CIDSS - National Community Driven Development Program (KC-NCDDP) Funds, of the Department of Social Welfare and Development (DSWD), intends to apply the sum of Two Hundred Thousand Pesos (PhP 200,000.00) being the Approved Budget for the Contract (ABC) as payment for the "Engagement of Individual Consultant to Serve as Writer and Proofreader/Editor for Community Empowerment and Activity Cycle (CEAC)" (DSWD NNP No. 18-GOP-SVC- 023).
2. The objectives for the hiring of individual consultant are as follows:
  - a. Guide the Technical Specialist on the requested input and providing specific instructions on the contents and technical details;
  - b. Provide input on the writing workshop design to effectively guide the coordinators and participants on the output;
  - c. Develop the draft toolkit documents using the inputs gathered and packaged into pre-agreed format; and
  - d. Proofread and edit the draft toolkits based on preferences of the management.
3. Scope of work are as follows:

The consultant to provide technical expertise and help the management team to develop the draft toolkits. Services include assistance during pre and post-activity, specifically to deliver the following tasks, to wit:

- a. Attend pre-activity meetings for the conduct of the toolkit development activity. Provide input on the design to effectivity gather needed inputs to write the toolkits;
- b. Attend the toolkit development activity to note discussion and agreements on the format and contents of the toolkits;
- c. Consolidate input according to components and toolkits, Identify lacking input and gaps on the gathering and consolidation;
- d. Submit draft toolkit considering the agreed format and contents;
- e. Proofread and edit according to preferences of the management;
- f. Attend a post-activity meeting to level-off accomplishments and remaining deliverables. Identify constraints and follow through activities for the toolkit development; and

- g. Complete any other tasks related to this engagement that may be reasonably requested by DSWD.

4. **Qualification of the Consultant:**

- 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 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.

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

Key Area	Deliverables	Duration	% of Contract Price
Pre-activity meetings	A. Orientation and background on the toolkit development initiative & pre-work on the design of the toolkit development activity	1 day	4%
Toolkit Development Activity	B. Facilitate the gathering of input from participants	4 days	16%
	C. Processing of input	1 day	4%
	D. Identification of gaps and lacking input	1 day	8%
Writing of toolkit	E. Write the toolkit using inputs gathered	15 days	60%
Proofreading/Editing	F. Proofread and edit the draft toolkit	2 day	8%
Closing meeting	G. Identification of gaps and follow through activity	1 day	4%
<b>Total 25 days</b>			<b>100% of the contract price</b>

The Consultant shall complete all activities within the time frame specified by the Deliverables and Payment schedule. DSWD will normally require five (5) days of review for deliverables that would need approval.



The Deliverable and Payment Schedule also presents the corresponding payment terms as they relate to the deliverables of this assignment. Processing of payments will only commence upon acceptance of the deliverables. Payments will be made within 30 days after receipt of the approved deliverables.

6. The contract duration is **Twenty-five (25) days from receipt of the Notice to Proceed (NTP)**
7. 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	Points
<b>A. Education/Studies</b>	<b>40</b>
1. 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	40
<b>B. Experience</b>	<b>60</b>
1. Must have at least five (5) years of experience in technical writing, research, data processing, editing and report writing.  Five years and above work experience- 15 Three years and above work experience- 10 One year and above work experience- 5	15
2. 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  Three similar engagement- 15 Two similar engagement- 10 One similar engagement- 5	15
3. Must have worked with similar government program or any social development program implemented at the level of the municipality and barangay.  Three similar engagement- 15 Two similar engagement- 10 One similar engagement- 5	15
4. Must have conducted writing workshop activities able to provide effective design methods in gathering toolkit components.  Three similar engagement- 15 Two similar engagement- 10 One similar engagement- 5	15

**Passing Rate: 80%**

**Note:** Failure to meet the minimum requirement will automatically be given a zero (0%) rating. Sample works are required to assess quality of previous outputs of potential service providers.

8. The DSWD now invites interested individual applicants to submit the following:
- 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
  - v) Price proposal (See Annex B).

The required documents shall be submitted at the address below or through email at [quotations@dswd.gov.ph](mailto:quotations@dswd.gov.ph) not later than **05:00 p.m. of 23 October 2018**. The total amount of contract is **Two Hundred Thousand Pesos (PhP 200,000.00)** and will be engaged for **Twenty-five (25) days**.


9. 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). 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>

**THE CHAIRPERSON**

Bids and Awards Committee  
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 to 124

**LUZVIMINDA C. ILAGAN**  
Undersecretary and  
Bids and Awards Committee - Chairperson

By:

  
**MARIE ANGELA S. GOPALAN**  
Director IV and  
Bids and Awards Committee Vice - Chairperson

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<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



OMNIBUS SWORN STATEMENT

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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 \_\_\_\_\_, 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-023

Particulars	Quantity	Total Contract Price <i>(including all applicable taxes; amount in Phil Peso)</i>
ENGAGEMENT OF INDIVIDUAL CONSULTANT TO SERVE AS WRITER AND PROOFREADER/EDITOR FOR CEAC TOOLKITS	1	
<b>TOTAL CONTRACT PRICE</b>		

Name of Consultant:

\_\_\_\_\_

Signature:

\_\_\_\_\_

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



## TERMS OF REFERENCE

### ENGAGEMENT OF A SUBJECT MATTER EXPERT TO SERVE AS WRITER AND PROOFREADER/EDITOR FOR CEAC TOOLKITS

#### I. Background

Recently conducted KC-NCDDP Mid-Term Review results focused on ensuring program milestones and targets are met while recalibrating strategies and rethinking objectives to sustain gains and benefits of the program to prepare for the program's conclusion by 2019. Recalibrated strategies set off the development of the Kalahi-CIDSS Roadmap from 2014 - 2019. For 2017-2019, the Program directive for the NCDDP is to increasingly focus on community organizing, strengthening community engagement with local government units (LGUs), and sustaining benefits from applied CDD approaches.

To ensure the achievement of the remaining targets of the program, program manual toolkits will be developed as guide for field users. The development of specific toolkits will depend on the current implementation phase of the program and on needs identified during the Expanded Community Empowerment and Activity Cycle (CEAC) Roadmap Writeshop. A Writeshop for the identification of CEAC components for toolkit development as well as the gathering of input from Technical Specialists will be conducted. This activity generally aims to identify the toolkits and come up with a rough draft.

The draft and input provided will be processed by a writer (external consultant) for final format, content and composition. The output of the writer will be subjected to approval by the management. Thus this proposal aims to:

- A. Guide the Technical Specialists on the requested input and providing specific instructions on the contents and technical details.
- B. Provide input on the writing workshop design to effectively guide the coordinators and participants on the output.
- C. Develop the draft toolkit documents using the inputs gathered and packaged into pre-agreed format.
- D. Proofread and edit the draft toolkits based on preferences of the management.

#### II. Scope of Work

A subject matter expert will be engaged to act as writer and proofreader/writer to provide technical expertise and help the management team to develop and draft toolkits. Services include assistance during pre- and post-activity, specifically to deliver the following tasks:

- A. Attend pre- activity meetings for the conduct of the toolkit development activity. Provide input on the design to effectively gather needed inputs to write the toolkits.
- B. Attend the toolkit development activity to note discussion and agreements on the format and contents of the toolkits.
- C. Consolidate input according to components and toolkits. Identify lacking input and gaps on the gathering and consolidation.
- D. Submit draft toolkit considering the agreed format and contents.
- E. Proofread and edit according to preferences of the management.
- F. Attend a post-activity meeting to level-off accomplishments and remaining deliverables. Identify constraints and follow through activities for the toolkit development.
- G. Complete any other tasks related to this engagement that may be reasonably requested by DSWD



### III. Output/Deliverables and Payment Schedule

DSWD KC-NCDDP NPMO shall pay the Consultant an amount not to exceed Php 200,000.00 (Fund Source: KC-NCDDP TSSD QM). This amount includes all costs (i.e. salary/honorarium, communication allowance, transportation, etc.) including tax.

The Consultant shall complete all activities within the time frame specified by the Deliverable and Payment schedule below. DSWD will normally require five (5) days of review for deliverables that would need approval.

The Deliverable and Payment Schedule also presents the corresponding payment terms as they relate to the deliverables of this assignment. Processing of payments will only commence upon acceptance of deliverables. Payments will be made within 30 days after receipt of the approved deliverable.

Table 3: Deliverable and Payment Schedule

Key Area	Deliverables	Duration	Payment
Pre-activity meetings	A. Orientation and background on the toolkit development initiative & pre-work on the design of the toolkit development activity	1 day	8,000.00
Toolkit Development Activity	B. Facilitate the gathering of input from participants	4 days	32,000.00
	C. Processing of input	1 day	8,000.00
	D. Identification of gaps and lacking input	1 day	16,000.00
Writing of toolkit	E. Write the toolkit using inputs gathered	15 days	120,000.00
Proofreading/Editing	F. Proofread and edit the draft toolkit	2 day	16,000.00
Closing meeting	G. Identification of gaps and follow through activity	1 day	8,000.00
<b>Total</b>		<b>25 days</b>	<b>200,000.00</b>

### IV. Qualifications of the SME (Resource Person/Writer/Proofreader/Editor)

The SME must have good credibility and must possess the following:

- A. 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
- B. Must have at least five (5) years of experience in technical writing, research, data processing, editing and report writing.
- C. 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.

- D. Familiarity with all the Department's programs and particularly on Kalahi CIDSS processes and program development & management.
- E. Must have conducted writing workshop activities able to provide effective design methods in gathering toolkit components.
- F. Must have the ability to interact and coordinate with process owners and all relevant stakeholders performing the tasks outlines in this TOR

**V. Criteria in Engaging the SME (Resource Person/Writer/Proofreader/Editor)**

Criteria	Points
<b>A. Education/Studies</b>	<b>40</b>
1. 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	40
<b>B. Experience</b>	<b>60</b>
1. Must have at least five (5) years of experience in technical writing, research, data processing, editing and report writing.	15
2. 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	15
3. Familiarity with all the Department's programs and particularly on Kalahi CIDSS processes and program development & management.	15
4. Must have conducted writing workshop activities able to provide effective design methods in gathering toolkit components.	15

**VI. Reporting and Working Arrangement**

a. Roles and Responsibilities of DSWD

The technical team at DSWD, led by the KC-NCDDP Office of the National Program Manager, will have the following responsibilities:

- Manage the contract with the Consultant
- Review and approve the deliverables submitted
- Provide required data and documents
- Facilitate coordination with relevant stakeholders and personnel

The Consultant shall submit the deliverables based on the prescribed schedule for review and acceptance by DSWD. In the event that there will be comments from DSWD, in close consultation with DSWD, the Consultant shall make the necessary revisions before submitting the final version of the deliverable.

DSWD will also provide orientation on KC-NCDDP, as well as inputs and comments on methodology, activity designs, and work plan.

b. Services and Facilities to be provided by DSWD

DSWD shall make available all relevant information, documents, etc. both in hard and electronic copies (if available and when necessary). All documents so provided will remain the property of the DSWD. The Consultant may not dispose of or otherwise make use of such documents without the prior written approval of DSWD