

**NOTICE FOR NEGOTIATED PROCUREMENT  
(Small Value Procurement-Individual Consultant)  
DSWD NNP No. 20-GOP-SVC-007-A**

**“HIRING OF AN INDIVIDUAL CONSULTANT FOR THE  
NATIONAL COMMISSION OF SENIOR CITIZENS (NCSC)”  
(PR No. 01-20001-PR-2020-09-00259)**

1. The **Government of the Philippines (GOP)**, through the **Program Management Bureau (PMB) CY 2020 Social Pension 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 an Individual Consultant for the National Commission of Senior Citizens (NCSC)” (DSWD NNP No. 20-GOP-SVC-007-A)**.
2. The purpose of hiring of an individual consultant is to support the DSWD and NCSC in carrying out the following:

General Objective:

Assists the NCSC in the formulation of frameworks and processes to support its full operationalization in order to perform its mandated functions as provided under RA 11350.

Specific Objective:

- a. To finalize the formulation of the IRR of RA 11350;
- b. To develop NCSC’s organizational structure with corresponding budgetary requirements, as reference for endorsement and approval to the Department of Budget and Management; and
- c. To develop a finance management system

3. **The Consultant should meet the following credentials and competencies:**

**Education (30%)**

- Bachelor’s or Advanced Degree(s) in fields highly relevant to the nature of the consultancy (e.g. social work, governance, law, public administration and management, organizational management, governmental accounting and budgeting and other related fields)

**Experience (35%)**

- Proven experience in formulating and developing IRR and organizational structure development,
- Experience relevant to the job / terms of reference of the consultancy
- Experience in project management
- Consultancy experience working with a Government Project

- Has a well grasp and understanding on the issue of social protection programs and other issues related to the senior citizen sector.
- Familiarity on the remuneration structure for the staffing pattern as provided in RA 6758, otherwise known as the Compensation and Position Classification Act of 1989

#### **Trainings (35%)**

- Must have at least 50 hours of trainings attended / conducted related to financial planning, budgeting, management and organizational structure / organizational development.
- Effectively work in a team composed of various agencies/organizations both government, civil society organizations and other stakeholders.

#### **4. Scope of Work and Expected Outputs:**

The Consultancy work shall cover the following:

- a. Formulation and finalization of the IRR which shall cover all the provisions stated in RA 11350.
- b. Development of an organizational structure as stipulated in Section 8 of RA 11350, in coordination and consultation with the PMB and DSWD Field Offices considering that the existing organizational structure of the programs are under said Bureau/Offices.
- c. Development of Finance Management System

#### **Deliverables and Timeline**

The project shall commence upon receipt of the Notice to Proceed (NTP) by the awarded Individual Consultant and the final outcomes shall be delivered / completed by the **end of December 2020**. Hereunder is the table of activities with corresponding days:

<b>Activities</b>	<b>Expected Results and Outputs</b>	<b>Time Frame</b>
Conduct of preparatory meetings	Consultant leveled-off with the DSWD and NCSC on the expected deliverables	3 calendar days
Identification and collection of all relevant documents and references	Consultant collected the relevant documents concerning IRR, organizational structure and finance management system	2 calendar days
Conduct of meetings and consultations with agencies, stakeholders and program focal persons	Consultant attended meetings, consultations with the concerned agencies, stakeholders and program focal persons to gather necessary information and inputs	25 calendar days

Finalize the IRR; organizational structure and finance management system of the NCSC	Consultant completed the finalization the IRR of RA 11350; proposed organizational structure and finance management system of the NCSC	30 calendar days
--	--	------------------

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

Tranches	Deliverables	Percentage of the Total Contract Price (TCP)	Timeline
First Tranche	Final and approved IRR and Organizational Structure of the NCSC	50%	Within 5 calendar days from receipt of comments from PMB on the Draft IRR and Organizational Structure from PMB
Second Tranche	Approved Finance Management System for the NCSC	50%	Within 5 calendar days from receipt of comments from PMB on the Draft Finance Management System for the NCSC
<b>Total :</b>		<b>100%</b>	

The Department shall pay to the Consultant the Total Contract Price (TCP) inclusive of all applicable taxes. The contract duration shall be **two (2) months** or sixty (60) calendar days commencing upon issuance of Notice to Proceed (NTP).

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 and qualification:

Qualification	Rating
<b>Education</b>	<b>30%</b>
Bachelor's or Advanced Degree(s) in fields highly relevant to the nature of the consultancy (e.g. social work, governance, law, public administration and management, organizational management, governmental accounting and budgeting and other related fields)	
<i>Doctoral Degree: 30%</i>	
<i>Master's degree and with units in doctoral studies: 25%</i>	
<i>Master's degree: 23%</i>	
<i>Bachelor's degree: 20%</i>	

<b>Experience</b>	<b>35%</b>
<p>Minimum of five (5) years' experience in formulating guidelines / policies, developing organizational structure and financial development system</p> <p><i>More than 8 years' experience: 35%</i> <i>6-7 years' experience: 33%</i> <i>At Least 5 years' experience: 30%</i></p>	
<b>Trainings</b>	<b>35%</b>
<p>Must have at least 50 hours of trainings attended / conducted related to financial planning, budgeting, management and organizational structure / organizational development.</p> <p><i>More than 50 hours of trainings with certificates presented: 35%</i> <i>30-49 hours of trainings with certificates presented: 33%</i> <i>1-29 hours of trainings with certificates presented: 30%</i></p>	
<b>TOTAL</b>	<b>100%</b>
Passing Rate: 80%	

7. The DSWD now invites interested individual consultants to submit the following:
- a. Expression of Interest (Application) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements;
  - b. Comprehensive Updated Curriculum Vitae (CV);
  - c. Diploma and Transcript of Records;
  - d. Financial Proposal Form (Annex A);
  - e. Omnibus Sworn Statement (Annex B) – as condition for an award of contract;
  - f. PhilGEPS Registration Number;
  - g. BIR Certificate of Registration; and
  - h. Certificate of trainings attended / conducted related to financial planning, budgeting, management and organizational structure / organizational development.


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 03 November 2020.**

8. The Consultant shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements.

**THE CHAIRPERSON**

Bids and Awards Committee  
c/o BAC Secretariat  
Ground Floor Matapat Building,  
DSWD Central Office,  
IBP Road, Constitution Hills, Quezon City  
Telefax No.: (02) 8951-7116  
Trunkline No.: (02) 8931-8101 loc. 122 to 124

Very truly yours,

  
**RENE GLEN O. PAJE**  
Undersecretary and Chairperson,  
Bids and Awards Committee

## Financial Proposal

---

DSWD NNP No. 20-GOP-SVC-007-A

<b>Lot No.</b>	<b>Particulars</b>	<b>Quantity</b>	<b>Total Contract Price (including all applicable taxes, amount in Phil. Peso)</b>
<b>1</b>	<b>Hiring of an Individual Consultant for the National Commission of Senior Citizens (NCSC)</b>	<b>1-Lot</b>	

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 \_\_\_\_\_, 2020 at \_\_\_\_\_, Philippines.

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

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of \_\_\_\_\_, 2020 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 \_\_\_\_\_, 2020.

**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 2020