

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

**“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).
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

Success Rate (35%)

- Must have conducted at least two (2) related consultancy and submit sample outputs
- 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:

Activities	Expected Results and Outputs	Time Frame
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
Total :		100%	

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 (until end of December 2020) 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
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) <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>	
Experience	35%
Minimum of five (5) years' experience in formulating guidelines / policies, developing organizational structure and financial development system <i>More than 8 years' experience: 35%</i> <i>6-7 years' experience: 33%</i> <i>At Least 5 years' experience: 30%</i>	

Success Rate	35%
At least two (2) sample of written work related in formulating guidelines/policies, developing organizational structure and financial development system <i>More than 5 outputs presented: 35%</i> <i>4-5 outputs presented: 33%</i> <i>2-3 outputs presented: 30%</i>	
TOTAL	100%
Passing Rate: 80%	

7. The DSWD now invites interested individual consultants to submit the following:
- Expression of Interest (Application) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements;
 - Comprehensive Updated Curriculum Vitae (CV);
 - Diploma and Transcript of Records;
 - Financial Proposal Form (Annex A);
 - Omnibus Sworn Statement (Annex B) – as condition for an award of contract;
 - PhilGEPS Registration Number;
 - BIR Certificate of Registration; and
 - At least Two (2) Sample of Related Written Work

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 13 October 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,

(Original Signed)
RENE GLEN O. PAJE
 Undersecretary and Chairperson,
 Bids and Awards Committee

Financial Proposal

DSWD NNP No. 20-GOP-SVC-007

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