

NOTICE OF NEGOTIATED PROCUREMENT
(Small Value Procurement-Individual Consultant)
DSWD NNP No. 21-GOP-SVP-IC-004

“Hiring of Writer / Technical Editor for DSWD 2020 Annual Report”
(PR No. 01-20001-PR-2021-02-00198)

1. The **Government of the Philippines (GOP)**, through the **Policy Development and Planning Bureau (PDPB) CY 2021 PDPB 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 Writer/Technical Editor for DSWD 2020 Annual Report”**.
2. The objective is to procure the services of a writer/ technical editor that can rewrite and edit the 2020 DSWD Annual Report (AR).
3. The Writer/Technical editor shall have the following qualifications:
 - a. Solid understanding of social development programs and issues;
 - b. Excellent communication skills and ability to follow complex instructions;
 - c. Rewrite the manuscripts/data/stories that will be provided by the AR committee and secretariat;
 - d. Exercise good judgment in assessing the level of edit the AR requires at every stage of the process;
 - e. Collaborate with the committee and secretariat;
 - f. At least five (5) years' experience and proven track record on writing and editing manuscripts and technical papers;
 - g. Ability to meet deadlines is essential;
 - h. Provide at least three (3) related samples of work. Experience working with any DSWD OBSU is an advantage;
 - i. Experienced in developing magazine type documents from government agencies and/or the private sector;
 - j. Must be able to provide layout services.

4. **Scope of Work:**

The Writer/Technical Editor shall be tasked to rewrite and edit the DSWD 2020 AR. He / She shall rewrite and edit the stories, as deemed fit by the end-user, and ensure that the AR is reader-friendly in terms of the language, style, and presentation, and should be acceptable to the AR Committee Chairperson. The writer/ technical editor should have skill set and capabilities to ensure the success and timely delivery of the AR. Failure to do so gives the end-user the option to terminate the whole project.

The Writer/Technical Editor shall provide layout services to ensure consistency between content and overall look and feel of the AR document.

Specifically, the Writer/Technical Editor is expected to perform the following tasks:

- a. Provide layout services;
 - b. Attend the meetings of the annual report committee;
 - c. Rewrite the materials for the Annual Report that will be provided by the committee and secretariat;
 - d. Edit the content, technical accuracy, and style of the AR;
 - e. Edit multiple pieces at various levels of development;
 - f. Proofread the AR, including statistical tables and images;
 - g. Coordinate with the identified service provider for the production and printing of the AR in terms of print quality; and
 - h. Ensure quality control, including reviewing the layout, proofreading the typeset; and reviewing the sample proofs before final publication.
5. The Project (Consulting Services) shall commence upon receipt of the Notice to Proceed (NTP) by the Writer/Technical Editor and shall be completed within a total of eighty (80) working days exclusive of the number of working days required by the end-user to act on the writer/technical editor's submissions. Upon receipt of the NTP, the Writer/Technical Editor shall report and coordinate with the DSWD Social Marketing Service (SMS) and Policy Development and Planning Bureau (PDPB) as the hiring party / end-user.
6. The Writer/Technical Editor will be paid the Total Contract Price (TCP) inclusive of applicable taxes. The TCP includes payment for the layout artist that the Editor will commission. In case of failure to make the required delivery within the time specified in the delivery terms mentioned below, a penalty of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion shall be imposed for every day of delay.

Remuneration for the Writer / Technical Editor shall be released in tranches based on receipt of the outputs/deliverable by the end-user (Client/Procuring Entity) as detailed below:

Outputs/ Deliverables	Timeframe	Tranche	Percentage of the Total Contract Price (TCP)	Amount (PhP)
At least three (3) studies of Cover Designs and Layout of the 2020 DSWD Annual Report	Within ten (10) working days upon receipt of Notice to Proceed	1st	15%	45,000.00
1st Draft of the 2020 DSWD Annual Report	Within thirty (30) working days after receipt of stories from SMS	2nd	20%	60,000.00
2nd Draft of the 2020 DSWD Annual Report	Within ten (10) working days upon receipt of comments on the 1st Draft of 2020 DSWD Annual Report	3rd	20%	60,000.00

Camera ready copy of the 2020 DSWD Annual Report	Within five (5) working days after receipt of Final Draft of the 2020 DSWD Annual Report	4th	30%	90,000.00
Signed digital proof of the 2020 DSWD Annual Report	Within five (5) working days after receipt of the Digital Proof of the 2020 DSWD Annual Report approved by the Secretary	5th	15%	45,000.00
Total			100%	300,000.00

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 and qualification:

Criteria	Percentage
<p>A. EXPERIENCE AND TRACK RECORD</p> <p>Applicable experience and proven track record on writing and editing of social welfare and development information, education and communication (IEC) materials. Experienced in developing magazine type annual reports from government agencies and/or the private sector. Such experience and track record is supported with a firm profile showing the number of years in the business and past projects.</p> <p>Nine (9) - Ten (10) years or more – 50% Seven (7) – Eight (8) years – 45% Five (5) – Six (6) Years – 40%</p>	50%
<p>B. QUALITY OF WORK</p> <p>With three (3) sample works for the last five (5) years showing the quality of IEC materials developed as proof of such experience and track record on writing and editing of IEC materials.</p> <p>Excellent – 50% Good – 40% Fair – 25% Poor – 10%</p>	50%
TOTAL	100%

Passing rate: 80%

8. The DSWD now invites interested consultants to submit:

- i) Expression of Interest (Application) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements;
- ii) Comprehensive Curriculum Vitae (CV);
- iii) Financial Proposal Form (Annex A);
- iv) Notarized Omnibus Sworn Statement (Annex B);
- v) BIR Certificate of Registration;
- vi) PhilGEPS Registration Number;
- vii) Certifications issued by qualified institutions and/or authorities
- viii) At least one (1) to four (4) related samples

Interested Consultant may submit the said required documents at the address below or through email at quotations@dswd.gov.ph not later than **5:00 PM of 18 May 2021**.

THE CHAIRPERSON

Bids and Awards Committee
c/o BAC Secretariat
Ground Floor Matapat Building,
DSWD Central Office,
IBP Road, Constitution Hills, Quezon City
Facsimile No.: (02) 8951-7116
Trunk line No.: (02) 8931-8101 local 121 and 123

Very truly yours,

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

Financial Proposal

DSWD NNP No. 21-GOP-SVP-IC-004

Lot No.	Particulars	Quantity	Total Contract Price (including all applicable taxes, amount in Phil. Peso)
1	Hiring of Writer/Technical Editor for the 2020 DSWD Annual Report	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 _____, 2021 at _____, Philippines.

(Authorized Representative/Signatory)

SUBSCRIBED AND SWORN to before me this ___ day of _____, 2021 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 _____, 2021.

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 2021