

**NOTICE OF NEGOTIATED PROCUREMENT
(SMALL VALUE PROCUREMENT-INDIVIDUAL CONSULTANT)**

**ENGAGEMENT OF INDIVIDUAL CONSULTANT FOR THE
DEVELOPMENT OF GUIDANCE NOTES ON CDD-SUPPORTING
THEMATIC MODULES FOR BARANGAY DEVELOPMENT
PLANNING AND MANAGEMENT**

DSWD NNP NO. 18-SVC-026

(PR No. 2018062095)

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 One Million Pesos (PhP 1,000,000.00) being the Approved Budget for the Contract (ABC) as payment for the “Engagement of Individual Consultant for the Development of Guidance Notes on CDD-Supporting Thematic Modules for Barangay Development Planning and Management” (DSWD NNP No. 18-GOP-SVC- 019).
2. The main objective of the engagement is to provide technical support in line with the implementation of *Makilahok* activities. The Guidance Notes on CDD-Supporting Thematic Areas shall outline the main stages, processes and steps of each thematic area infused with CDD practices in barangay planning and management.

Specifically, this engagement aims to develop Makilahok Guidance Notes on four CDD-Supporting Thematic Areas namely, Participatory Situational Analysis, Community Procurement, Community Finance and Community Monitoring. It is expected that the Content Specialist will coordinate and consult with critical stakeholders and subject matter experts to ensure proper scoping and appropriateness of content.

3. Scope of Work

The tasks of the Consultant are as follows:

- Review and familiarize themselves with *Makilahok* Guidance Notes on Enhanced BDPM and KC-NCDDP operational policies and/or procedure manuals on Participatory Situational Analysis, Community Procurement, Community Finance and Community Monitoring as primary reference materials;
- Develop an Inception Report/Work Plan based on the reviews conducted above
 - Propose approach and working timetable for the engagement;
 - Indicate outline and indicative content of guidance notes, identifying key elements on Participatory Situational Analysis, Community Procurement, Community Finance and Community Monitoring integral to BDPM;
- Conceptualize and develop content of the *Makilahok* Guidance Notes on four CDD-Supporting Thematic Areas based on research and analysis of relevant documents;
 - Write manuscript of the *Makilahok* Guidance Notes on Participatory Situational Analysis, Community Procurement, Community Finance and Community Monitoring in the enhanced BDPM context;
 - Proofread, revise, and edit content following standard grammar and style guidelines;

- Revise and finalize all Guidance Notes based on inputs of KC-NCDDP;
- Administer consultation and coordination meetings as needed; and
- Complete related tasks as may be reasonably requested by KC-NCDDP.

In view of the above tasks, the Consultant shall provide technical writers and/or researchers who shall render corresponding support in delivery of outputs.

4. Duration of the engagement

ACTIVITIES/OUTPUTS	DEADLINE
Submission and Presentation of Inception Report and Workplan	No later than 1 week after contract signing and issuance of Notice to Proceed
Submission and Presentation of 1 st Draft	No later than 2 weeks after contract signing and issuance of Notice to Proceed
Submission and Presentation of 2 nd Draft	No later than 3 weeks after contract signing and issuance of Notice to Proceed
Submission of Final Guidance Notes	No later than 4 weeks after contract signing and issuance of Notice to Proceed
Submission of Completion Report	

5. Deliverables and Payment Schedule

Key deliverables for this engagement are:

- Inception Report/Work Plan
- Guidance Notes on CDD-Supporting Thematic Areas manuscript written in English:
 - Participatory Situational Analysis
 - Community Procurement
 - Community Finance
 - Community Monitoring

Completion Report

DELIVERABLES	TIMELINES	% OF PAYMENT
Submission of Work Plan and Inception Report	no later than 1 week after contract signing and issuance of Notice to Proceed	10%
Submission of 1 st Draft of Guidance Notes	no later than 2 week after contract signing and issuance of Notice to Proceed	20%
Submission of 2 nd Draft of Guidance Notes	no later than 3 week after contract signing and issuance of Notice to Proceed	20%
Submission of Final Guidance Notes	no later than 4 week after contract signing and issuance of Notice to Proceed	50%
Submission of Completion Report		

All materials must be written primarily in English. The Consultant must submit to KC-NCDDP an electronic copy and printed copies of each of the abovementioned outputs.

As an output-based engagement, payment shall be made in tranches subject to the delivery of the outputs based on the agreed upon schedule between the Consultant and KC-NCDDP and issuance of Certificate of Acceptance by KC-NCDDP representative/s to confirm the acceptability of outputs.

6. Qualification of the Consultant:

The Consultant must satisfy the following qualifications:

Education: At least a university degree in community development, public administration, organizational development, procurement, finance or a related discipline; having a post-graduate degree is a plus

Required Experience and Skills:

- At least 10 years of relevant professional experience, particularly in participatory local governance and/or public administration and management;
- Proven track record in designing instructional experiences/activities or materials including developing training modules, manuals, guidebooks, toolkits and learning materials; Demonstrated experience in technical writing, editing, and proofreading of manuscripts;
- Has a good understanding of the community-driven development approach and local governance issues in the Philippines;
- Adept in principles and processes of community finance, audit, and procurement; Experience with promoting participatory monitoring and evaluation techniques is highly desirable;
- Work experience in delivery of technical assistance to government institutions, instrumentalities and/or political subdivisions at the local and/or national levels is an advantage;
- Strong planning and organizational skills to effectively plan and coordinate work activities and meet deadlines; and
- Excellent written and verbal communications skills.

The Content Specialist must satisfy the following qualifications:

7. Evaluation Criteria

Criteria	Points
Educational Background	
Must have a university degree in community development, public administration, organizational development, procurement, finance or a related discipline	15%
<i>Doctorate Degree in abovementioned courses – 10%</i>	
<i>Master's Degree in abovementioned courses – 9%</i>	

<i>Bachelor's Degree in abovementioned courses – 8%</i>	
Related Experience	
Has 10 years of relevant professional experience in participatory local governance and/or public administration and management <i>More than 10 years of experience – 15%</i> <i>10 years of experience – 12%</i>	15%
Has proven track record in designing instructional experiences/activities or materials including developing training modules, manuals, guidebooks, toolkits and learning materials	15%
Has demonstrated experience in technical writing, editing, and proofreading of manuscripts	15%
Has experience in promoting participatory monitoring and evaluation techniques	10%
Has worked with government institutions, instrumentalities and/or political subdivisions at the local and/or national levels in delivery of technical assistance	10%
Required Skills	
Has a good understanding of the community-driven development approach and local governance issues in the Philippines	5%
Adept in principles and processes of community finance, audit, and procurement	5%
Strong planning and organizational skills to effectively plan and coordinate work activities and meet deadlines	5%
Excellent written and verbal communications skills	5%
	100

The passing rate/score is **Eighty Percent (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 applicant.

8. Payment Schedule

The proposed budget for the engagement is PhP 1,000,000.00 to be charged against KALAHI-CIDSS-NCDDP funds and is inclusive of expenses that may be incurred by the consultant during the course of this project such as but not limited to transportation and accommodation expenses during fieldwork, taxes, and other government obligations.

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

- i) Comprehensive Curriculum Vitae;
- ii) BIR Certificate of Registration;
- iii) Sample work/s to assess quality of previous outputs;
- iv) Proof of PhilGEPS Registration/PhilGEPS Registration Number;
- v) Notarized Sworn Affidavit of No Relation; (See Annex A);
- vi) Notarized Omnibus Sworn Statement (See Annex B) to be submitted by the

- awarded consultant; and
vii) Price proposal (See Annex C).

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 04 December 2018**. The total amount of contract is **One Million Pesos (PhP 1,000,000.00)** and will be engaged for a **Period of 1-Person-Month or Twenty-two (22) Person-days**.

10. 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.¹

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

(Original Signed)
ATTY. AIMEE S. TORREFRANCA-NERI
Undersecretary and Chairperson
Bids and Awards Committee

¹ 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

SWORN AFFIDAVIT OF NO RELATION

I, *(Name of Affiant)*, of legal age, *(Civil Status)*, *(Nationality)*, and residing at *(Address of Affiant)*, under oath, hereby depose and say:

1. That I am not related by consanguinity or affinity up to the third civil degree to the Head of the Department of Social Welfare and Development (DSWD), members of the Bids and Awards Committee (BAC) and the BAC Secretariat, the head of Project Management Office (PMO) or the end-user unit and the project consultants; and
2. That I am making this statement in compliance with Section 47 of Republic Act No. 9184 and its Implementing Rules and Regulations.

IN FAITH WHEREOF, I hereunto set my hands this _____ day of _____, 20____ at _____, Philippines .

(Name and Signature of Affiant)
Affiant

WITNESSETH

(Name and Signature of Witness)

(Name and Signature of Witness)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____ at _____, Philippines.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

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 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-026

Particulars	Quantity	Total Contract Price <i>(including all applicable taxes; amount in Phil Peso)</i>
Engagement of Individual Consultant for the Development of Guidance Notes on CDD – Supporting Thematic Modules for Barangay Development Planning and Management	1	
TOTAL CONTRACT PRICE		

Name of Consultant:

Signature:

Date: _____