

**NOTICE FOR NEGOTIATED PROCUREMENT  
(Small Value Procurement-Individual Consultant)  
DSWD NNP No. 20-DFAT-SVC-004**

**“HIRING OF INDIVIDUAL CONSULTANT IN THE PREPARATION OF THE  
FIRST (1<sup>st</sup>) GENERAL ADMINISTRATION SUPPORT SERVICES GROUP  
(GASSG) SURVEILLANCE AUDIT FOR CY 2020”**

(PR No. 04-20001-PR-2020-08-00002)

1. The **Government of the Philippines (GOP)**, through the **Office of the Assistant Secretary for Administration – Department of Foreign Affairs and Trade (OASA-DFAT) Funds**, of the **Department of Social Welfare and Development (DSWD)**, intends to apply the sum of **Two Hundred Three Thousand Five Hundred Forty-Eight Pesos and Sixteen Centavos (PhP 203,548.16)** being the Approved Budget for the Contract (ABC) as payment for the **“Hiring of Individual Consultant in the Preparation of the First (1<sup>st</sup>) General Administration Support Services Group (GASSG) Surveillance Audit for CY 2020”** (DSWD NNP No. 20-DFAT-SVC-004).
2. The objective of the project is to hire the services of an Individual Consultant who will assist in the preparation, conduct and accreditation process of GASSG for its first Surveillance Audit for CY 2020.

3. **Scope of Work:**

DSWD General Administration and Support Services Cluster in its preparation for the conduct of the Surveillance Audit for CY 2020 to ensure its continuing compliance to the established GASSG Quality Management System and ISO 9001:2015 Standards, shall engage the services of the Individual Consultant.

The Individual Consultant is expected to provide assistance on the following activities:

1. Online training / workshop:
  - 17-20 days online training / workshop
  - Minimum of 15 to Maximum of 250 pax per training
  - Expected output is activity report per training
2. Online and offline consultation and coaching:
  - The consultant shall report to the Office of the Assistant Secretary for Administration
  - Shall be done through email, phone call, video call or conference call
  - During office hours (Monday to Friday 8am to 5pm).
3. Review of GASSG ISO Manuals and Documents:
  - Office’s Internal Policies and Guidelines
  - External Policies and Guidelines
  - Quality Manual
  - Operations Manual
  - Procedure Manual

- Work Instructions
- Communication-related Document
- Risk Treatment Plan
- SWOT Analysis
- List of Internal and External Stakeholders.

4. Consultation and Coaching in the conduct of Full Internal Audit and Management Review:

- Assist the IQA team in the conduct of GASSG Full Internal Audit and Management Review
- Shall be done through video call / video conference
- On-site assessment and audit may be done if possible

5. Mock Remote Surveillance Audit.

Specifically, the Individual Consultant is also expected to provide the following services, to wit:

- Provide Technical Assistance (TA) in the preparation, and passing ISO 9001:2015 Surveillance Audit through a series of online training, workshops and coaching, among others;
- Shall issue certificate of participation to participants in all trainings conducted;
- Prepare a training matrix / training schedule for approval of the Department;
- Share documents, checklists, and other reference materials pertaining to ISO 9001:2015 Surveillance Audit;
- Prepare presentation for the online training, workshops and coaching;
- Shall have the means or premium service of online subscription to video conference in conducting trainings and workshops;
- Provide guidance/technical assistance and online/offline coaching and consultation to the ISO Key players such as the Internal Quality Auditors, Document Controllers, and the Quality Management Team, among others, pertaining to the preparation and conduct of ISO 9001:2015 Surveillance Audit (with special emphasis on the Internal Quality Auditors);
- Review, and provide inputs for the improvement of the operation manuals, procedure manuals, quality manuals and other related documents of GASSG OBSUs pertaining to ISO 9001:2015;
- Conduct on-site visit, assessment and audit;
- Facilitate the Internal Audit, Management Review and Mock Remote Audit;
- Recommend other strategies and actions pertaining to the ISO 001:2015 Surveillance Audit; and
- Assist the GASSG, specifically the IQA Team on the action plan and action to be taken after the 1st surveillance audit to be done by Certifying Body (SOCOTEC) until the certification has been issued to DSWD GASSG.

Approach/Methodology in the conduct of required activities should take into consideration the declaration of State of Public Health Emergency throughout the Philippines due to the Corona Virus Disease Pandemic pursuant to Proclamation No. 922, quarantine protocols, health and safety protocols issued by the Department of Health specifically on the physical distancing measures, and the alternative work arrangement employed by the Department. Use of information technology is highly preferred.

4. The Individual Consultant is expected to come up with the following deliverables in accordance to its scheduled timelines and payment schedules:

Activities	Deliverables	Tentative Time Frames
<b>Phase 1: ISO GASSG Orientation</b>	<b>Day 1: GASSG ISO 9001:2015 Re-Orientation Awareness</b> To give refresher course to GASSG Official and Employees on ISO 9001:2015	<b>August 18-20, 2020</b>
	<b>Day 2: Document Controller Orientation</b> To give refresher course to GASSG Document Controllers on Controlled Documents in preparation for the GASSG Surveillance Audit	
	<b>Day 3 and 4: Document Review, Risk Assessment and Control, and Context of the Organization Training and Coaching</b> To guide the GASSG Focal Person and ensure the correctness and compliance of the manuals and other pertinent documents in preparation for the surveillance audit.	
<b>Phase 2: Audit Preparation</b>	<b>Day 1 and 2: Internal Auditors Training Workshop</b> To give refresher course to GASSG Internal Quality Auditors and train new set of internal auditors (if needed) in preparation for the GASSG Surveillance Audit	<b>August 25-27, 2020</b>
	<b>Day 3: Workshop on Internal Audit Planning</b> To finalize the Internal Audit Plan in preparation for the surveillance audit.	
<b>Phase 3: Internal Audit and Management Review</b>	<b>Day 1: Assistance on the Full Internal Audit for FMS, AS and HRMDS</b> To assist and guide the GASSG IQA in the conduct of the Full Internal Audit for FMS, AS, and HRMDS	<b>August 31 – September 2, 2020</b>
	<b>Day 2: Assistance on the Full Internal Audit for LS and PMS</b> To assist and guide the GASSG IQA in the conduct of the Full Internal Audit for LS and PMS	
	<b>Day 3: Assistance on the Full Management Review for GASSG Directors, OUSGASS and OASA</b> To assist and guide the GASSG IQA in the conduct of the Full Management Review	
<b>Phase 4: Internal Audit Post-Audit Activities</b>	<b>Day 1: Post-evaluation Review of Internal Audit</b> To assist and guide the IQA on the review of findings.	<b>September 8-10, 2020</b>
	<b>Day 2: Preparation and Issuance of CARs Workshop</b> To assist and guide the IQA in the preparation and issuance of CARs	
	<b>Day 3: Action Planning Workshop</b> To assist and guide the OBS in the preparation of Action Plan in response to the issued CARs	
<b>Phase 5: Mock Remote Audit</b>	<b>Day 1: Mock Audit for GASSG Offices</b> To conduct a simulation of the Remote Audit with the GASSG Offices in preparation for the actual remote audit / surveillance audit. Conduct on-site visit, assessment and audit to ensure preparation.	<b>September 15-17, 2020</b>
	<b>Day 2: Mock Remote Audit to Top Management and GASSG Officials</b> To conduct a simulation of the Remote Audit with the GASSG Top	

	Management in preparation for the actual remote audit / surveillance audit.	
	<b>Day 3: Review and Coaching for Submission of Terminal Report</b>	
	Review and submission of terminal report.	
<b>Phase 6: 1st GASSG Surveillance Audit (Not later than October 15, 2020)</b>	To oversee the GASSG Surveillance Audit and assist the preparation of action plan if there would be any CARs to be issued by the SOCOTEC	<b>Stage 1 (May be done between September 21 to October 8, 2020 only)</b>  <b>Stage 2 (Not later than October 15, 2020)</b>

5. Payment shall be made upon acceptance and/or approval by the Department of the various outputs/deliverables according to the following schedule:

Tranches	Phases Covered	Payment Requirements	Percentage of the Awarded Contract Price
1st Tranche	Phases 1 to 3	Accomplishment Report	40%
2nd Tranche	Phases 4 to 5	Accomplishment Report	40%
3rd Tranche	Phase 6	Accomplishment Report	20%
<b>TOTAL</b>			<b>100%</b>

**NOTE:**

1. Payment shall only be processed upon receipt of the accomplishment report and its absolute acceptance and approval by the end user;
  2. The end-user has the discretion not to accept the Accomplishment Report and refuse processing of payment in cases of unsatisfactory result of training programs;
  3. The awarded total contract price is inclusive of all applicable taxes.
  4. The Individual Consultant shall issue an Official Receipt upon receipt of payment from the end-user.
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:

Qualification	Rating
<b>Education</b>	<b>25%</b>
Minimum qualification: Bachelor's degree holder	15
Additional points:	
a. Bachelor's degree in BS Management Engineering, BS Public Administration and BS Business Administration	+2
b. Master's degree holder	
• Any course	+2
• MS/MA Management Engineering, Systems	

Engineering, Business Administration, or Public Administration c. Doctorate degree holder	+3
*Only one bachelor's /master's degree will be rated	+5
<b>Experience</b>	<b>45%</b>
Minimum qualification: Must have completed/ rendered ISO Consultancy Service within five (5) years with two (2) private entities and three (3) government agencies	30
Additional points:  a. Additional 3 points for every government agency on top of the minimum requirement, b. Additional 2 points for every private entity on top of the minimum requirement	+15 (max)
*Maximum points for this criteria is 45%	
<b>Success Rate</b>	<b>30%</b>
Minimum qualification: All organizations previously handled shall have been successfully certified to ISO 9001:2015 standards	30
<b>Total</b>	<b>100%</b>

**NOTE: All minimum requirements listed should be met by prospective consultants, otherwise, they shall be tagged as “non-complying”.**

The passing rate is **Seventy-Five Percent (75%)**.

7. The DSWD now invites interested individual applicants to submit the following:
  - a. Expression of Interest (Application) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements;
  - b. Curriculum Vitae (CV) and Diploma/Transcript of Records;
  - c. Financial Proposal (Annex A);
  - d. Omnibus Sworn Statement (Annex B) – as condition for an award of contract;
  - e. BIR Certificate of Registration;
  - f. PhilGEPS Registration Number; and
  - g. Track Record of ISO Experience
    - ✓ Portfolio or other similar document must be submitted showing these services provided to private and public entities.
    - ✓ Submit list of companies successfully certified to ISO 9001:2015. 100% of the listed organizations are successfully ISO certified.
  
8. 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 **12:00 p.m. of 17 August 2020**. **The project shall commence upon receipt of Notice to Proceed and shall be completed upon receipt of the Surveillance Audit Certificate.**
  
9. The Consultant shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements. Nonetheless, the DSWD will 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>

<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



**THE CHAIRPERSON**

Bids and Awards Committee  
c/o Bids and Awards Committee Secretariat  
Procurement Management Service  
Ground Floor Matapat Building,  
DSWD Central Office,  
IBP Road, Constitution Hills. Quezon City  
Facsimile No.: (02) 8951 7116  
Telephone Nos.: (02) 8931 8101 to 07 local nos. 122, 123 and 124

Very truly yours,

**(Original Signed)**  
**FELICISIMO C. BUDIONGAN**  
Undersecretary and Chairperson,  
Bids and Awards Committee

**Annex A****Financial Proposal**

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DSWD NNP No.: 20-DFAT-SVC-004

<b>Lot No.</b>	<b>Particulars</b>	<b>Quantity</b>	<b>Total Contract Price</b> <i>(including all applicable taxes, amount in Philippine Peso)</i>
1	<b>Hiring of Individual Consultant in the Preparation of the First (1<sup>st</sup>) General Administration Support Services Group (GASSG) Surveillance Audit for CY 2020</b>	1-lot	

Name of Consultant: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Annex B****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 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. \_\_\_\_\_

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