

NOTICE OF NEGOTIATED PROCUREMENT
(Small Value Procurement-Individual Consultant)
DSWD NNP No. 18-GOP-SVC-025

“Hiring of Consulting Services for the Development of Family Development Session Management Information System”
(PR No. 2018103817)

1. The Department of Social Welfare and Development (DSWD) through the **DFAT Agreement 70507 Fund (SARO No. BMB-B-18-0010067)** intends to apply the sum of **Nine Hundred Thousand Pesos (PhP900,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **“Hiring of Consulting Services for the Development of Family Development Session Management Information System”**.
2. The general objective of the project is to develop an integrated Family Development Session Management Information System (FDSMIS) for the Pantawid Pamilyang Pilipino Program.

Specifically, the Consultant will:

- a) Evaluate the business process of the Family Development Sessions;
 - b) Develop an integrated FDSMIS through the analysis of the evaluation of the prototype information system and the results of consultations with FDS stakeholders;
 - c) Serve as Resource Person for the two (2) batches of training workshop on the use of the FDSMIS;
 - d) Conduct a rapid appraisal and validation workshop on the effectiveness and efficiency of the FDSMIS, three (3) months after the technology transfer; and
 - e) Enhance the FDSMIS based on the result of the rapid appraisal.
3. The following are the deliverables and work plan of the Consultant:
 - a) **Phase 1:** Evaluation of the FDS Business Process and Prototype Information System

The consultant will develop an Inception Report for the actual data collection and consolidation being done in the field, for consideration in the systems development. The Inception Report shall detail the workshop/activity design for the consultation with various FDS stakeholders.

1. FDS Business Process

The Family Development Sessions business process shall be reviewed by the consultant through a workshop with the NPMO and regional selected counterparts. This shall aim the consultant with the fundamental knowledge on the actual conduct of the FDS, and the reports being accomplished and submitted. The consultant will submit a report on the conducted review of the FDS Business Process.

2. Prototype Information System

In order to know the current status of the monitoring protocol of FDS sessions, a focus group discussion will be done among stakeholder-users. Qualitative and quantitative assessments will be used to extract

information from the stakeholder-users. Among the pieces of information that will be used to create the FDSMIS concept map are:

- a. How do they monitor the attendance of beneficiaries?
- b. What are the modules delivered?
- c. Duration/time used for the session?
- d. Quality of delivery of the session?
- e. Problems encountered during the session?

In evaluating the prototype information system of Bicol Region and CARAGA regions, evaluation of process on how to use the information stored will be the utmost priority. Moreover, Strengths-Weaknesses-Opportunities-Threats (SWOT) analysis of the prototype information system will be done.

b) Phase 2: Development of the Integrated FDSMIS

In standard information system development (Bourgeois, D, T., 2014), there are six steps necessary to be undertaken – Analysis, Feasibility Study, System Design, Testing, Implementation, and Documentation – to deliver the demands of the end-user.

The data needed for the analysis portion will come from the evaluation of the prototype information system and the results of consultations with FDS stakeholders. Depending on the results of the consultation and the evaluation, a concept map of the system will be made (i.e., Beta Information System). The number of modules needed to be constructed will also be determined. For the database construction, MySQL will be used as the platform. On the other hand, for the reports and statistical analyses generation, free soft-wares, such as R, will be appended.

The consultant will provide the specifications and technical requirements of the equipment to be used in the system. As such, the consultant is expected to assess the available equipment that were provided to the field implementers.

c) Phase 3: Training workshop on the Integrated FDSMIS and Vulnerability Assessment

Pre-testing experiences will be gathered through a workshop as basis for system enhancements. During this activity, the consultant is expected to provide enhancements to the FDSMIS.

The consultant shall act as the Resource Person and Facilitator for two (2) batches of training workshop; participants of which are the regional FDS Focal Persons, Information Technology Officers 1 (ITO 1), Computer Management Technician 2 (CMT 2), and Regional Monitoring and Evaluation Officers (RMEO).

In order for the FDSMIS to be used properly, the consultant shall draft a User's Manual that will guide the users at all levels in the FDSMIS management with indicative system design and structure.

d) Phase 4: Post-development Consultation and Enhancement of FDSMIS

After three (3) months of implementation and use of the FDSMIS, the consultant shall perform a rapid appraisal on the effectiveness and efficiency of the system. The system will be assessed in at least three (3) provinces from the three (3) island clusters – CAR for Luzon; Region VIII for Visayas, and; Region XII for Mindanao. The provinces from each identified region will be identified upon consultation and recommendation of the concerned Field Offices. The specific assessment sites will be identified based on the following set of selection criteria: a) with and without stable internet connection; b)

urban and rural, and; c) geographical set-up (island/upland communities). User evaluation at all levels, from municipal to national operations and management levels, will also be done during this Phase.

The consultant shall revise the FDSMIS based on the results of the rapid appraisal. The proponent division shall also ensure that challenges, comments, and recommendations from the Field Offices are forwarded to the consultant for consideration.

After the enhancement of the FDSMIS, the consultant shall turnover all the technology of the FDSMIS and finalized User's Manual to the Pantawid Familyang Pilipino Program National Program Management Office through the Family Development Division (FDD), Planning Monitoring and Evaluation Division (PMED) and the Information Management Bureau (IMB).

Indicative Timetable of Requirements (Consultant)

Activities	Output	Timeline
Phase 1: Evaluation of the FDS Business Process and Prototype Information System	<ul style="list-style-type: none"> • Inception Report • Business Process Documentation • Evaluation of the prototype information system from Field Offices V and CARAGA 	One (1) week after receipt of Notice to Proceed
Phase 2: Development of the Integrated FDSMIS	<ul style="list-style-type: none"> • Developed the Integrated FDSMIS based on the prototype information system from Field Offices V and CARAGA 	One (1) month after the approval of the Inception Report
Phase 3: Training workshop on the Integrated FDSMIS and Vulnerability Assessment	<ul style="list-style-type: none"> • Facilitate two (2) batches of workshop to gather basis of enhancement of the developed Integrated FDSMIS • Draft a User's Manual that will guide the users at all levels in the FDSMIS with system design and structure 	One (1) week after approval of the developed Integrated FDSMIS
Phase 4: Post-development Consultation and Enhancement of FDSMIS	<ul style="list-style-type: none"> • Rapid appraisal on the effectiveness and efficiency of FDSMIS • Enhancement of the FDSMIS based on the results of the rapid appraisal and consolidated challenges, comments, and recommendations from the Field Offices • Finalized User's Manual that guide the users at all levels in the FDSMIS, complete with design and structure 	Three (3) months after the training workshop

4. The Consultant should possess the following qualifications:

A. Quality of Personnel

The Consultant preferably must have at least a graduate degree in Statistics and with technical training and experience on systems analysis, design, and development; database administration, and; project management. The consultant preferably possesses

skills and knowledge on statistical data management and program development using various softwares. Further, he/she must have skills on database and data entry systems constructions.

B. Experience and capability

The Consultant must have experience managing projects relevant to systems development and management, both at the community-based and national levels. Preferably, the Consultant should have experiences as Statistician for socio-demographic studies like program impact assessments and baseline surveys. In addition, he/she must possess module development and facilitation skills as a prerequisite to training workshop upon completion of the systems development. Preferably, the consultant should be familiar with working with government agencies, particularly with DSWD, and its procedures. Familiarity with Pantawid Pamilyang Pilipino Program’s Family Development Session is a strong advantage.

C. Plan of approach

The Consultant should be able to deliver the engagement requirements by providing a comprehensive work plan. The development of the FDSMIS must ensure high feasibility and context-relevance through executing a consultative and participatory approach among end-users during the process of the systems development.

5. The cost of this consultancy is inclusive of all applicable taxes. Accommodation expenses, and other incidentals, to be incurred for travels in and out of the base city during the rapid appraisal shall be included in the consultancy fee. Meanwhile, DSWD will provide for the consultant’s accommodation, travel, and meal expenses during the training workshop. Payments shall be released in three (3) tranches, based on the delivery of scheduled outputs, as follows:

Payment Tranche	Completed Project Phase	Expected Deliverables	Percentage of the Total Contract Price (TCP)
1 st Tranche	Phase 1 and 2	<ul style="list-style-type: none"> • Inception Report • Business Process Documentation • Evaluation of the prototype information system from Field Offices V and CARAGA • Developed the Integrated FDSMIS based on the prototype information system from Field Offices V and CARAGA 	Thirty Percent (30%) of the TCP
2 nd Tranche	Phases 3	<ul style="list-style-type: none"> • Facilitate two (2) batches of workshop to gather basis of enhancement of the developed Integrated FDSMIS • Draft a User’s Manual that will guide the users at all levels in the FDSMIS with system design and structure 	Twenty Percent (20%) of TCP
3 rd Tranche	Phase 4	<ul style="list-style-type: none"> • Rapid appraisal on the effectiveness and 	Fifty Percent (50%) of TCP

		efficiency of FDSMIS <ul style="list-style-type: none"> • Enhancement of the FDSMIS based on the results of the rapid appraisal and consolidated challenges, comments, and recommendations from the Field Offices • Finalized User's Manual that guide the users at all levels in the FDSMIS, complete with design and structure 	
TOTAL			One Hundred Percent (100%)

6. The contract duration is **Five (5) months** from receipt of Notice to Proceed.

7. Applications will be evaluated based on the following criteria:

Evaluation Criteria	Points
A. Quality of Personnel	40
Has at least a graduate degree in statistics, information technology, community development, economics or other related social science discipline. The consultant is expected to possess knowledge and skills on statistical data management and program development using various software. Also, the consultant must have skills on database and data entry systems constructions. <ul style="list-style-type: none"> • Statistics, Computer Science and Information Technology • Economics, Social Work, Community Development • Development Communication, Humanities, and other related courses 	40 25 20
B. Experience	60
Has experience managing projects relevant to systems development and management, both at the community-based and national levels. The consultant should have experiences as statistician for socio-demographic studies like program impact assessments and baseline surveys. <ul style="list-style-type: none"> • Two years and above work experience in systems development • One or two years work experience in systems development • One year and below work experience in systems development 	25 25 20 10
Has similar engagements in module development and facilitation. Has knowledge and skills in developing User's Manual or Guide. Capable of facilitating training workshop, focus group discussions and other means in conducting rapid assessment to field implementers. <ul style="list-style-type: none"> • Three similar engagements • Two similar engagements • One similar engagement • No similar engagement 	25 20 10 5
With significant knowledge about Pantawid Pamilyang Pilipino	10

Program, particularly Family Development Sessions	
<ul style="list-style-type: none"> • With significant knowledge about Pantawid Pamilyang Pilipino program, particularly Family Development Sessions • With basic/minimum knowledge about Pantawid Pamilyang Pilipino program, particularly Family Development Sessions 	10 5
TOTAL	100%
Passing Rate	80%

8. The Consultant shall be selected through Negotiated Procurement under Small Value Procurement pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (R. A. No. 9184) or the Government Procurement Reform Act (GPRA).
9. 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). An Acknowledgement Receipt shall be asked, in lieu of OR, as evidence of payment.¹
10. The DSWD now invites interested consultants to submit:
 - a. **Comprehensive Curriculum Vitae (CV),**
 - b. **Financial Proposal (Annex A),**
 - c. **BIR Certificate of Registration,**
 - d. **PhilGEPS Registration Number,**
 - e. **Income Tax Return,**
 - f. **Omnibus Sworn Statement (Annex B)**

Interested Consultant may submit the said documents at the address below or through email at quotations@dswd.gov.ph not later than **12 November 2018 (5:00PM)**.

11. For further information, please contact **Ms. Maricris Jacinto** at tel. nos. **931-6139/ 931-8101 to 07 local 122/124** or at mejacinto@dswd.gov.ph.

THE VICE CHAIRPERSON

Bids and Awards Committee
c/o BAC Secretariat
Ground Floor, DSWD Central Office
IBP Road, Constitution Hills, Quezon City
Fax No.: (02) 951-7116
Trunkline Nos.: (02) 931-8101 to 07 local 122, 123 and 124

Very truly yours,

(Original Signed)
MARIE ANGELA S. GOPALAN
Director and Vice 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

FINANCIAL PROPOSAL

Notice of Negotiated Procurement No: 18-GOP-SVC-025

Lot No.	Particulars	Quantity	Total Contract Price <i>(including all applicable taxes; amount in Phil Peso)</i>
1	Hiring of Consulting Services for the Development of Family Development Session Management Information System	1-Lot	

Name of Consultant: _____

Signature: _____

Date: _____

**Omnibus Sworn Statement
(For Sole Proprietorship)**

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. I am the sole proprietor or authorized representative of _____ (*business name*) with office address _____ at _____ (*business address*);
2. As the owner and sole proprietor, or authorized representative of _____ (*business name*), 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);
3. _____ (*business name*) is 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;
4. 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;
5. _____ (*business name*) is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is 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;

7. _____ (*business name*) complies with existing labor laws and standards;
8. _____ (*business name*) is aware of and has undertaken the following responsibilities:
 - a. Carefully examine all of the Request for Quotations;
 - 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*).
9. _____ (*business name*) 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 _____, 2018 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. _____

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