

NOTICE OF NEGOTIATED PROCUREMENT
(Small Value Procurement-Individual Consultant)
DSWD NNP No. 19-GOP-SVC-012

“Hiring of Technical Editor for the Development of Advocacy Materials of the DSWD Strategic Plan 2018-2022”
(PR No. 2019051572)

1. The Department of Social Welfare and Development (DSWD) – Policy Development and Planning Bureau (PDPB) through the FY 2019 PDPB Funds intends to apply the sum of **Three Hundred Thousand Pesos (Php300,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **“Hiring of Technical Editor for the Development of Advocacy Materials of the DSWD Strategic Plan 2018-2022”**.
2. The objective of this Terms of Reference is to acquire the services of a technical editor who will write and edit the content of information, education and communication (IEC) materials on DSWD Strategic Plan 2018-2022.
3. The Consultant (Technical Editor) should meet the following qualifications:
 - a. Master’s Degree related to Mass Communications, Development Communication, Organizational Communication, Journalism or any related field;
 - b. Excellent command of English both written and oral;
 - c. Minimum of five (5) years of work experience and proven track records on writing, editing manuscripts, communications planning, advertising, message and IEC development. He/she must submit at least five (5) sample related works;
 - d. Must be able to rewrite the manuscripts and layouts provided by PDPB or Social Marketing Services (SMS) and repackage those to make it more reader friendly;
 - e. Must be able to exercise good judgement in assessing the level of edit the strategic plan requires at every stage of the process of IEC materials; and
 - f. Ability to work with a team and meet deadlines.
4. The Consultant (Technical Editor) is expected to perform the following to produce the output:
 - a. Conceptualize, develop the content and artwork, and ensure the technical accuracy of the information, education and communication (IEC) materials such as briefers, brochures, fan flyers, wall calendar, ecobags and advocacy shirts;
 - b. Attend meetings with the Policy Development and Planning Bureau (PDPB) and Social Marketing Service (SMS);
 - c. Proofread all IEC materials;
 - d. Ensure all IEC materials to be submitted pass quality control by reviewing the layout and reviewing the sample proofs before final production by PDPB and SMS; and
 - e. Submission of all final camera ready of all IEC materials for production.

Week 1	Pre-Production <ul style="list-style-type: none"> • Meeting with PDPB and SMS • Brainstorming of the concept and approach to the IEC materials
Week 2 to 3	<ul style="list-style-type: none"> • Presentation of concept

Week 4	<ul style="list-style-type: none"> • Presentation of the first draft
Week 5	<ul style="list-style-type: none"> • Presentation of the second draft
Week 6 to 7	<ul style="list-style-type: none"> • Review of the final layout and sample proofs
Week 8	<ul style="list-style-type: none"> • Presentation of the final materials

5. The Consultant (Technical Editor) will be paid the Total Contract Price (TCP) inclusive of applicable taxes. Payment will be made in four (4) Tranches based on the delivery of outputs, and upon approval and acceptance by the Client. Below are the details of the work/deliverables and payment schedule:

Payment Schedule	Percentage of the Total Contract Price (TCP)	Activity/ Expected Output (Deliverables)	Schedule of Submission (Timelines)
1 st payment	20%	<ul style="list-style-type: none"> • Submission of first draft of the IEC materials e.g. briefers, fan flyers, brochures, wall calendars, ecobags, advocacy shirts incorporating the comments/ inputs of the PDPB on the concept 	Two (2) weeks after presentation of approved concept
2 nd payment	20%	<ul style="list-style-type: none"> • Submission of final layout and sample proofs of all stated IEC materials draft 	Two (2) weeks after submission of the second draft
3 rd payment	30%	<ul style="list-style-type: none"> • Submission of the approved IEC camera ready materials 	Two (2) weeks after approval of the final layout and sample proofs
4 th payment	30%	<ul style="list-style-type: none"> • Acceptance of the delivery of all IEC materials 	Payment to be processed upon approval of the materials by the approving authority

6. The contract duration is expected to take **eight (8) weeks** from the receipt of Notice to Proceed (NTP).
7. Applicants will be evaluated based on the following criteria:

Criteria	Percentage
Applicable experience and proven track record on communications planning, advertising, message and IEC development preferably on social development programs and issues <ul style="list-style-type: none"> • Above five (5) years • Five (5) years • Below 5 years 	<p>30%</p> <p>30%</p> <p>20%</p> <p>0%</p>
Experience in the development of reader-friendly and easily comprehensible IEC materials <ul style="list-style-type: none"> • Above 5 engagements • Five (5) engagements • Below 5 	<p>20%</p> <p>20%</p> <p>10%</p> <p>0%</p>
Experience in editing manuscripts and technical papers <ul style="list-style-type: none"> • With good editing skills • With average editing skills 	<p>10%</p> <p>10%</p> <p>0%</p>

Sample works		10%
• With five (5) samples		10%
• With less than five (5) samples		0%
Excellent written communication skills		20%
• With excellent written memos and emails		20%
• With average written memos and emails		0%
Educational background of consultant relative to the project		10%
• Graduate of Mass Communications, Development Communication, Organizational Communication, Journalism or any related field with Master's Degree		10%
• Graduate of Mass Communications, Development Communication, Organizational Communication, Journalism or any related field without Master's Degree		5%
• Graduate of other fields		0%
TOTAL		100
Passing Rate is 75%.		

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 (IRR) 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.
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. Omnibus Sworn Statement (Annex B)
 - f. Five (5) sample related works
 - g. Expression of Interest (Application) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements

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 July 11, 2019**.

THE CHAIRPERSON

Bids and Awards Committee
c/o BAC Secretariat
Ground Floor, DSWD Central Office
IBP Road, Constitution Hills, Quezon City
Telefax No.: (02) 931-6139
Trunkline No.: (02) 931-8101 local 121 and 123

Very truly yours,



FELICISIMO CALACAT BUDIONGAN
Undersecretary and Chairperson,
Bids and Awards Committee

Financial Proposal

NNP No.: 19-GOP-SVC-012

Lot No.	Particulars	Quantity	Total Contract Price <i>(including all applicable taxes, amount in Philippine Peso)</i>
1	Hiring of Technical Editor for the Development of Advocacy Materials of the DSWD Strategic Plan 2018-2022	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 _____, 2019 at _____, Philippines.

(Authorized Representative/Signatory)

SUBSCRIBED AND SWORN to before me this ___ day of _____, 2019 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 _____, 2019.

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 2019