

NOTICE FOR NEGOTIATED PROCUREMENT
(Small Value Procurement-Consultancy Firm)

**HIRING OF CONSULTING FIRM TO CONDUCT AN ONLINE SEMINAR ON CERTIFIED
INTERNAL AUDITOR (CIA)**

-DSWD NNP No. 20-GOP-SVCF-007-
(PR No. 01-20001-PR-2020-09-00069)

1. The Republic of the Philippines, through the **Internal Audit Service – Current Appropriation Funds**, of the **Department of Social Welfare and Development (DSWD)**, intends to apply the sum of **Six Hundred Thousand Pesos (PhP 600,000.00)** being the Approved Budget for the Contract (ABC) as payment for the **“Hiring of Consulting Firm to Conduct an Online Seminar on Certified Internal Auditor (CIA)”** (DSWD NNP No. 20-GOP-SVCF-007)
2. The project aims to engage a reputable professional organization dedicated to the advancement of the internal auditing profession that shall provide an online training and encourage participants to take and pass the CIA examination for CIA Certification that would upgrade and improve the capacity of DSWD Internal Audit Staff, the Regional Management and Audit Analysts in the field of internal auditing.

3. **Scope of Work are as follows:**

After conducting consultations, review of necessary documents, the integrated communication agency shall work jointly with the Internal Audit Service (IAS) Director, key project staff, and other consultants in carrying out the following tasks:

1. Prepare the design for the three (3) part CIA seminar;
2. Administer a mock examination before the start and at the end of the seminar to gauge the increase in knowledge.
3. Conduct and facilitate the seminar based on the agreed or approved design and methodology; and
4. Prepare and submit documentation of the seminar.

4. **Degree of Expertise, Qualification, and Competencies:**

The Communication Agency should possess an extensive experience in undertaking the required services as detailed in the scope of work and with the following qualifications, to wit:

- a. Established organization duly recognized by the Securities and Exchange Commission (SEC);
- b. Has experience in working with government specifically on providing CIA seminar;
- c. Must have undertaken ten (10) CIA seminar within the last ten (10) years; and
- d. Has a pool of resource persons with qualifications and expertise in performing internal auditing.
- e. Recognized by an international organization as Center for Excellence in Certification;

5. In consideration with consultancy services required, payment of the consultant/ service provider shall be made in accordance with the following schedule:

OUTPUT/DELIVERABLES	SCHEDULE/TIMELINE
Inception report: Outline of seminar design proposal with methodology and timeline	Within 5 days upon receipt of the Notice to Proceed
Program of Activities and Session Plan	
Narrative Documentation Report	Within 15 days after the seminar
Terminal Report with Corresponding Recommendations	
All presentations and support training materials for distribution to participants	At the start or end of the training.

The Department shall pay the communication agency/ service provider of the Total Contract Price (TCP) is inclusive of all applicable taxes (withholding tax), professional fees and transportation costs of facilitators, documenters, and resource persons and other out-of-pocket expenses, e.g. workshop materials, and other logistical costs.

Full payment shall only be made upon the completion of the workshop, submission of narrative documentation report, and terminal report with communication plan and corresponding recommendations.

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:

Criteria	Percentage Weight Distribution
Preferably, with ten (10) years' experience in providing CIA seminar. (40%)	Ten (10) years and above 40%
	Seven (7) years > Ten (10) years 30%
	Five (5) years > Seven (7) years 20%
	Four (4) years 0%

Criteria	Percentage Weight Distribution
<p>The Service Provider must also have engagements with government agency/ies within the past ten (10) years. (10%)</p>	<p>Five (5) contracts with government agencies within the past ten (10) years 10%</p> <p>Three (3) contracts with government agencies within the past ten (10) years 5%</p> <p>One (1) contract with government agencies within the past 10 years 0%</p>
<p>Competent and experienced pool of resources persons with expertise in performing internal auditing (20%)</p>	<p>Complete and detailed resumes of eight (8) resource persons with more than ten (10) years' experience in performing internal auditing = (20%)</p> <p>Complete and detailed resumes of five (5) resource persons with more than ten (10) years' experience in performing internal auditing = (10%)</p> <p>Complete and detailed resumes of three (3) resource persons with more than ten (10) years' experience in performing internal auditing = (5%)</p>
<p>Undertaken ten (10) CIA seminar for the last ten (10) years (20%)</p>	<p>Ten (10) CIA seminar conducted 20%</p> <p>Seven (7) CIA seminar conducted but not more than ten (10) 10%</p> <p>Five (5) CIA seminar conducted but not more than seven (7) 5%</p> <p>Less than three (5) CIA seminar conducted 0%</p>
<p>Recognition for Excellence in Certification (10%)</p>	<p>Recognized by any international organization as Center for Excellence in Certification (10%)</p> <p>Without (0%)</p>

TOTAL	100%
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The passing rate/score is **Seventy-Five Percent (75%)**.

7. The DSWD now invites interested consulting firms applicants to submit the following:
 - i) SEC Registration Certificate;
 - ii) Company Profile showing the firms engagements and certifications;
 - iii) Mayors / Business Permit;
 - iv) Comprehensive Curriculum Vitae (CVs) of the team member;
 - v) Price Quotation Form (Annex A);
 - iii) Proof of PhilGEPS Registration/ PhilGEPS Registration Number;
 - iv) Income Tax Return; and
 - v) Notarized Omnibus Sworn Statement (Annex B), to be submitted by the awarded communication agency;

8. 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 24 November 2020**. The total amount of contract is **Six Hundred Thousand Pesos (PhP600,000.00)** and **will be engaged for one (1) month from receipt of Notice to Proceed (NTP)**.

9. The Service Provider shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements.

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)
RENE GLEN O. PAJE
Undersecretary and Chairperson
Bids and Awards Committee

Financial Proposal

NNP No.: 20-GOP-SVCF-007

Particulars	Quantity	Total Contract Price (including all applicable taxes, amount in Phil. Peso)
Hiring of Consulting Firm to Conduct an Online Seminar on Certified Internal Auditor (CIA)	1 Lot	

Name of Consultant: _____

Signature: _____

Date: _____

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*
[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];
[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
2. *[Select one, delete the other:]*
[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;
[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];
3. [Name of Bidder] 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*
[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, 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;
[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, 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;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, 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. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* 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.
- 10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ___ day of _____, 2018 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 _____, 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 _____