

**NOTICE OF NEGOTIATED PROCUREMENT**  
*(Small Value Procurement-Consulting Firm)*  
**NNP No. DSWD NNP No. 18-GOP-SVCF-001**

**Hiring of Service Provider for the PDPB Team Building**  
**(PR No.2018082867)**

1. The Department of Social Welfare and Development (DSWD) through the 2018 **Policy Development and Planning Bureau (PDPB) Current Appropriation Fund** intends to apply the sum of Ninety Thousand Pesos (PhP90,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Hiring of Service Provider for the conduct of PDPB Team Building Activity.
2. The project at hand aims to:
  - To assess and recognize the different personality types of PDPB staff and acknowledge that the differences provide an opportunity for collaboration and complementation
  - To identify and assess strengths and weaknesses of PDPB as a team
3. The Consulting Firm should possess the following qualifications:
  - a) At least fifteen (15) years' experience in conducting team building exercises. Such experience shall be highlighted in a firm profile showing the number of years in the business and past projects, with credentials (i.e., CV and/or recent training certificates) of team to be submitted;
  - b) Has a reasonable number of staff/assistants that will provide administrative support during the conduct of activity. Preferred ratio will be 1 staff: 10 PDPB personnel (*Note: There are 53 PDPB staff.*)
  - c) Usage of rope, harness, and other needs for average to difficult physical activities, are incorporated in the teambuilding design. This can be presented by submitting sample Activity Design showing the usage of ropes, harnesses and other related materials.
  - d) Has conducted at least three (3) related engagement(s) with any government agency/ corporations and the like. Such engagements shall be highlighted in the documentation report or submission of former clients' contact or references for validation.
4. The Consulting Firm is expected to come up with the following deliverables in accordance to its scheduled timelines:
  - a. Activity Design showing average to almost difficult level of exercise with the usage of ropes, harness and other related materials

- b. Assessment Report of the PDPB's health and psychological status in preparation for the outdoor activities
  - c. Conduct of the Team Building Session
  - d. Completion Report of the Team Building Activity
5. The total contract price is **Ninety Thousand Pesos (PhP90,000.00)** which covers professional fees, supplies and materials, accommodation, equipment, hauling of equipment and transportation of the service provider shall be paid in accordance with the following:

| Tranche      | Output/Deliverable  | Timeframe  | % Payment   |
|--------------|---|--|-------------|
| 1st          | Activity Design<br>Health and Psychological Assessment Report | Within five (5) days after the issuance of Notice to Proceed | 30          |
| 2nd          | Conduct of Teambuilding Activity                              | Two (2) days after approval of the Activity Design           | 30          |
| 3rd          | Completion Report   | Three (3) days after the conduct of the Activity             | 40          |
| <b>TOTAL</b> |   |  | <b>100%</b> |

6. The contract duration shall commence upon receipt of the Notice to Proceed by the service provider and shall be completed within a total of ten (10) calendar days exclusive of the number of calendar days required by the end user to act on the service provider's submissions.
7. The DSWD now calls for the submission of the following documents **on or before 05:00PM 08 October 2018**:
- a. Company Profile;
  - b. Curriculum Vitae and Training Certificates of team;
  - c. SEC Registration/DTI Registration;
  - d. PhilGEPS Registration Number;
  - e. Mayor's Permit
  - f. Omnibus Sworn Statement (**Annex A**);
  - g. Sample Activity Design; and
  - h. Simple Financial Proposal (**Annex B**).

Applications may be submitted through e-mail at [quotations@dswd.gov.ph](mailto:quotations@dswd.gov.ph) or in printed copies in the addresses stated below.

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

| CRITERIA  | WEIGHT     |
|---|------------|
| A. At least 15 years' experience in teambuilding activities | <b>25%</b> |
| <input type="checkbox"/> 15 years                           | 15         |
| <input type="checkbox"/> More than 15 years to 20 years     | 20         |

|  |             |
|--|-------------|
| <input type="checkbox"/> More than 20 years  | 25          |
| B. Teambuilding design includes usage of rope, harness, and other needs for average to difficult physical activities | 50%         |
| <input type="checkbox"/> Design showing usage of ropes, ladders, harness   | 50          |
| C. Proof showing teambuilding workshop with government or private corporations conducted                             | 25%         |
| <input type="checkbox"/> At least three (3) engagements  | 25          |
| <b>TOTAL</b>   | <b>100%</b> |

9. The Consulting Firm shall be selected 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).

10. For further information, please contact **Glamour Fe M. Montano** at tel. nos. **931-6139/931-8101 to 07 local 122/124** or at [gfnmontano@dswd.gov.ph](mailto:gfnmontano@dswd.gov.ph).

**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 122 to 124

Very truly yours,



**MARIE ANGELA S. GOPALAN**  
Director and  
Bids and Awards Committee-Vice Chairperson



## 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

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Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

## FINANCIAL PROPOSAL

Notice of Negotiated Procurement No: 18-GOP-SVCF-001

| Lot No. | Particulars   | Quantity | Total Contract Price<br><i>(including all applicable taxes;<br/>amount in Phil Peso)</i> |
|---------|---|----------|--|
| 1       | Hiring of Service Provider for the PDPB Team Building | 1-Lot    |  |

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

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

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