

NOTICE FOR NEGOTIATED PROCUREMENT
(Small Value Procurement-Individual Consultant)

HIRING OF CONSULTANT FOR THE DEVELOPMENT OF A MODULE ON PARTICIPATORY ACTION RESEARCH (PAR) FOR THE OPEN GOVERNMENT PARTNERSHIP (OGP) PROJECT

-DSWD NNP No. 20-GOP-SVC-011-
(PR No. 01-20001-PR-2020-11-00211)

1. The Republic of the Philippines, through the **Policy Development and Planning Bureau – Current Appropriation Funds**, of the **Department of Social Welfare and Development (DSWD)**, intends to apply the sum of **One Hundred Thousand Pesos (PhP 100,000.00)** being the Approved Budget for the Contract (ABC) as payment for the **“Hiring of Consultant for the Development of a Module on Participatory Action Research (PAR) for the Open Government Partnership (OGP) Project”** (DSWD NNP No. 20-GOP-SVC-011)
2. The project aims to support the implementation of the DSWD OGP Project, specifically in the development of the training module, session guides and tools to be used for the TOT on PAR, which will be participated in, by DSWD Central and Field Office staff and CSO partners.

3. Scope of Work:

Working under the direct supervision of the Policy Development and Planning Bureau, the Consultant shall be responsible for the following:

1. Submission of an Inception Report
-The Inception Report should cover the work plan, indicating activities and timeline of the consultant for the duration of the contract as approved by PDPB
2. Conduct of an online Training Needs Assessment for target participants of the TOT on PAR and consolidation of results
3. Design and facilitation of an online module development writeshop, and submission of a report on results of the writeshop.

The consultant should actively collaborate with the OGP team in the preparation of the writeshop and facilitate its conduct to define contents and process to be included in the module and session guides. The writeshop will be participated in by about 20 DSWD and CSO staff.

4. Finalize and package the training modules, session guides and tools to be used in the TOT on PAR.
4. The Consultant is expected to come up with the following deliverables and timelines, and shall undertake the following task:

1. Inception Report to include proposed detailed activities with timeline
2. Training Needs Assessment Report
3. Design of Online Writeshop
4. Facilitation of the Writeshop
5. Report on Results of the Writeshop
6. Final training modules, session guides and tools for the TOT on PAR

- Duration completion: The consultant shall be engage for 30 working days.

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

Tranche	Percentage	Amount	Deliverables
1st payment	50%	P50,000	Writeshop Report
2nd payment	50%	P50,000	Final copy of the training modules, session guides and tools

The fee will only cover the professional services of the consultant subject to appropriate tax.

6. This project shall be procured using Section 53.9 (Negotiated Procurement-Small Value Procurement-Individual Consultant) of the 2016 Implementing Rules and Regulations of Republic Act No. 9184 or the Government Procurement Reform Act and pursuant to the following criteria:

EVALUATION CRITERIA	PERCENTAGE
<p>Work Experience/Expertise</p> <p>a) A minimum of 5 years of work experience in learning module development, training facilitation, participatory research and related fields, for grassroots communities</p> <ul style="list-style-type: none"> • 5-9 years' work experience on the above (40%) • 10-14 years' work experience on the above (43%) • 15 and more years work experience on the above (45%) 	45%
<p>b) Good writing skills evidenced by at least 1 sample of training module developed for community use</p> <ul style="list-style-type: none"> • One training module sample submitted (15%) • Two training module samples submitted (20%) • Three or more module samples submitted (25%) 	25%

<p>c) Has knowledge and skills on gender theories/approaches</p> <ul style="list-style-type: none"> • With gender trainings only (15%) • With gender trainings and work experience along the line of gender and development (20%) 	<p>20%</p>
<p>d) Educational Background</p> <p>Holder of a Degree in Community Development, Human Ecology, Development Communication, or other related fields</p> <ul style="list-style-type: none"> • Holder of a Bachelor's degree in in Community Development, Human Ecology, Development Communication, or other related fields (5%) • Holder of a Master's degree in Community Development, Human Ecology, Development Communication, or other related fields (8%) • Holder of a Doctoral degree in Community Development, Human Ecology, Development Communication, or other related fields (10%) 	<p>10%</p>
<p>TOTAL</p>	<p>100%</p>

Passing Rate is: 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);
 - c. Samples of training modules developed for community use;
 - d. Financial Proposal (Annex A);
 - e. Omnibus Sworn Statement (Annex B) – as condition for an award of contract;
 - f. BIR Certificate of Registration; and
 - g. PhilGEPS Registration Number.

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 28 December 2020**. The total amount of contract is **One Hundred Thousand Pesos (PhP 100,000.00)** and **will be engaged for a duration of thirty (30) working days from receipt of Notice to Proceed (NTP)**.

9. The Consultant 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


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

Financial Proposal

NNP No.: 20-GOP-SVC-011

Particulars	Quantity	Total Contract Price <i>(including all applicable taxes, amount in Phil. Peso)</i>
Hiring of Consultant for the Development of a Module on Participatory Action Research (PAR) for the Open Government Partnership (OGP) Project	1	

Name of Consultant: _____

Signature: _____

Date: _____

Annex B

Omnibus Sworn Statement (Revised)

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. I am the sole proprietor with office address at [address of Bidder];
2. As the owner and sole proprietor, 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;
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. 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;
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 _____, 2020.

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 _____