

**NOTICE OF NEGOTIATED PROCUREMENT**  
**(Small Value Procurement-Individual Consultant)**  
**DSWD NNP No. 19-GOP-SVC-007**

**“Hiring of Individual Consultant for the System Design for the Sustainable Livelihood Program Information System”**  
**(PR No. 2019030984)**

1. The **Department of Social Welfare and Development (DSWD) – Social Technology Bureau (STB)** through the **Miscellaneous and Other Operating Expenses (MOOE) Funds** intends to apply the sum of **Seven Hundred Seventy Thousand Pesos (PhP770,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **“Hiring of Individual Consultant for the System Design for the Sustainable Livelihood Program Information System”**.
2. **OBJECTIVES**  
The engagement of an IT Consultant aims to benefit the Sustainable Livelihood Program by accomplishing the following objectives:
  - a. Conduct a Rapid MIS Needs Assessment to identify current information gaps of the Program;
  - b. Streamline data collection to and from regional offices and centralize data into an integrated information system;
  - c. Increase data accuracy through the introduction of data standards;
  - d. Further enhance existing SLP information systems by integrating the reporting function and name matching function accessible to all system users;
  - e. Enhance the capability of the program to match the SLP beneficiaries to other beneficiary databases of other DSWD programs and projects to effectively track the impact of the social protection programs of the department to its target beneficiaries;
  - f. Provide technical assistance to SLP-NPMO through a well-defined application and database system design in preparation for the SLP Information System development which is link to data of NHTO and Pantawid Familya Databases.
3. **DESIRED QUALIFICATIONS**  
The Specialist should possess the following credentials:
  1. Must have at least 8 years of relevant professional experience, or equivalent combination of experience and education, in information or systems development field.
  2. Extensive knowledge on database system design, tools, development, management and migration, proficiency in data manipulation and management;
    - Database tools - SQL language, MySQL community server, WAMP environment
    - Database management/ process - data warehousing, OLAP, data cube, star schema Extensive knowledge on database systems;
  3. Excellent understanding and proficient in using web application and design software such as HTML, CSS techniques, PHP and Adobe Photoshop or Dreamweaver;
  4. Good written and spoken English

5. Preferably, knowledgeable with databases or social protection programs specifically Listahanan and Pantawid Pamilya

#### 4. IMPLEMENTATION ARRANGEMENTS

The Sustainable Livelihood Program shall be responsible for the following:

1. Initial briefing on the deliverables with the engaged firm;
2. Provision of necessary orientation on existing systems;
3. Regular coordination and meetings with the IT Consultant relative to the engagement;
4. Monitor and review the outputs and deliverables submitted by the IT Consultant through the SLP – NPMO Beneficiary Verification and Management Unit;
5. Provide copy of the IT Consultant's outputs and deliverables to DSWD Information and Communication Technology Management Service (ICTMS) for validation if it follows the standard and security protocols of the Department;
6. Review and provide comments and recommendations in coordination with ICTMS on the submitted outputs and deliverables of the IT Consultant for further enhancements;
7. Payment for the cost of services rendered by the engaged firm.

The IT Consultant shall be responsible for the following:

1. Coordination with relevant stakeholders for the project;
2. Presentation of outputs and deliverables to DSWD SLP – NPMO stated under Section IV;
3. Review/ enhance the outputs and deliverables based on the comments and recommendations from DSWD SLP and ICTMS.
4. Payment for travel expenses of the IT Consultant, within budget parameters including travel to DSWD central office for meetings and presentations.

#### 5. SCOPE OF WORK AND DELIVERABLES

The Consultant shall be engaged to develop and assist SLP in an advisory role for the system design of the SLP Information System and name matching application as described above. Specifically, the Consultant will be engaged on the project phases listed below:

##### Project Phases

Item No.	PHASE	DESCRIPTION	KEY OUTPUT
1.	Analysis	Conduct consultations/ technical discussions with the DSWD – SLP, NHTO, Pantawid Pamilya and IMB as input on the development of the SLP information system.	1. Rapid MIS Needs Assessment 2. Report on process and information flow for SLP.
2.		Identify appropriate design of an information system that is complimentary with the existing databases of the NHTO and Pantawid Pamilya.	
3.	Design	System functions and operations are described in detail which fits to DSWD – SLP requirements, including: <ol style="list-style-type: none"> <li>1. System Architecture - hardware, software and internal communications architecture</li> <li>2. File and Database Design – database management system files</li> <li>3. Non-Database Management System Files</li> <li>4. Human Machine Interface – inputs and outputs</li> </ol>	1. Approved system design for information system



		5. External Interfaces – interface architecture, interface detailed design 6. System Integrity Controls	
4.	Features	The following are the minimum features/ functions of the information system based on the needs of the program: 1. Login Function 2. Dashboard (specific for system data user, per SLP process) 3. Input, edit or delete function relative to the encoding of data requirements per SLP process 4. Customized report generation function with summary tab per each SLP process 5. Geo tagging 6. Name Matching capability with data included in NHTO and Pantawid Pamilya databases 7. Program Management System (Work and Financial Planning and Monitoring) 8. User Account	
5.	Development and system testing	Conduct of technical sessions with the relevant IT staff of DSWD-SLP on the execution of the system design	1. Technical Advisory and Capacity Building
6.		Assist the DSWD – SLP in the development/ coding of the system design for information system and name matching application	
7.		Assist in testing and refining initial design of system components prior its roll-out for field implementation	1. Code Review and Quality Checks
8.		Advise DSWD – SLP on other IT- or systems-related concerns that may affect efficient functioning of developed systems and need immediate mending, trouble-shooting, or enhancement, including in the development of the system modules.	

## 6. SPECIFIC DELIVERABLES AND DUE DATES

Timely submission of the following tangible outputs is expected from the Consultant:

Item No.	SPECIFIC DELIVERABLES/ OUPUT	Scheduled time of submission
1.	<b>Conduct consultations/ technical discussions</b> with the DSWD – SLP, NHTO, Pantawid Pamilya and ICTMS as input on the development of the SLPIS system design.	This is due within 10 working days upon issuance of notice to proceed.
2.	<b>Conduct consultations/ technical discussions and field visit</b> to SLP – RPMO and selected program areas as input on the development of the SLPIS system design. The consultation discussion will be within the Regional and Field Staff of selected areas and subjects must include at the minimum the processes and flow of data collection, encoding and transmittal of reports.  <i>*Regions to be covered are FOs CAR, IV-B, V, VIII and Caraga</i>	This is due within 20 working days upon issuance of notice to proceed.

3.	<b>Rapid MIS Needs Assessment Report including the workplan</b> detailing the existing resources within DSWD-NHTO, the requirements of an efficient functioning of systems and its connection to the existing information systems of NHTO and Pantawid Familya.	This is due within 35 working days upon issuance of notice to proceed.
4.	<b>Initial system design for information system</b> with specifications as mentioned in the item no. 3 and 4 of the project phase.	This is due within 65 working days upon issuance of notice to proceed.
5.	<b>Final system design for information system</b> with specifications as mentioned in the item no. 3 and 4 of the project phase and inputs/ comments from DSWD-SLP.	This is due within 85 working days upon issuance of notice to proceed and feedback report of NPMO based on the submitted initial system design.
6.	<b>Conduct of technical sessions</b> with the relevant IT staff of DSWD-SLP on the execution/ coding of the system design for information system and name matching application (with documentation).	This is due within 105 working days upon issuance of notice to proceed and certification of approval for the submitted final system design.
7.	<b>Conduct technical sessions</b> with the relevant IT staff of DSWD-SLP in testing of system components prior (with documentation).	This is due within 115 working days upon issuance of notice to proceed and certification of approval for the submitted final system design.
8.	Provide documentation to DSWD – SLP on other IT- or systems-related concerns that may affect efficient functioning of developed systems and need immediate mending, trouble-shooting, or enhancement, including in the development of the system modules.	This is due within 125 working days upon issuance of notice to proceed and certification of approval for the submitted final system design.

## 7. FINANCIAL ARRANGEMENTS

The project shall be funded by the DSWD through the Sustainable Livelihood Program. The engagement with the IT Consultant amounting to Seven Hundred and Seventy Thousand Pesos (Php 770,000.00), which covers the professional fees and travel expenses for the development of system designs of SLP Information System chargeable against the **SLP GAA 2019 FUNDS**.

Payment will be made based on the timely submission of outputs approved by the SLP and issuance of clearance from ICTMS to process payments to all outputs upon validation of the submitted deliverables.

Tranche	Key Output	Date of Submission	Payment Schedule <sup>1</sup>	Total Cost of Service
1	Rapid MIS Needs Assessment Report	35 working days upon issuance of notice to proceed.	Upon completion of Output item no. 3	Php170,000.00
2	Approved and final system design for SLP Information System	85 working days upon issuance of notice to proceed and feedback report of NPMO based on the submitted initial system design.	Upon approval of Output item no. 5	Php400,000.00

<sup>1</sup> Based on the items enumerated in section "Specific Deliverables and Due Dates"



3	Documentation of the technical session with relevant IT staff of DSWD-SLP relative to the coding and testing of system components	115 working days upon issuance of notice to proceed and certification of approval for the submitted final system design.	Upon completion of Output item no. 6 and 7	PhP100,000.00
4	Documentation of other IT- or systems-related concerns that may affect efficient functioning of developed systems and need immediate mending, troubleshooting, or enhancement, including in the development of the system modules.	125 working days upon issuance of notice to proceed and certification of approval for the submitted final system design.	Upon completion of Output item no. 8	PhP100,000.00
<b>Grand Total</b>				<b>PhP770,000.00</b>

#### 8. ENGAGEMENT PERIOD

The Consultant is given a maximum of 125 working days upon receipt of Notice to Proceed (NTP) to deliver the specific deliverables/ outputs for this engagement.

Further, the IT Consultant is expected to be present during the conduct of the BETA testing of the SLP Information System in coordination with SLP – NPMO. Any issues or concerns that will be encountered during the BETA testing which will require revision of the system design, the IT Consultant will be responsible for the enhancement/ revision of the said document.

Moreover, the IT Consultant is also expected to act as a Resource Person or provide technical assistance to the concerned staff of SLP-NPMO, if necessary, in any activity conducted by SLP-NPMO relevant to the presentation of the system design and content of the SLP Information System through trainings, workshops, roll-out activities.

#### 9. Applicants will be evaluated based on the following criteria:

Evaluation Criteria	Weight
1. Has relevant professional experience and/or equivalent combination of experience and education in information or systems development field. <ul style="list-style-type: none"> <li>At least eight (8) years of experience = 20%</li> <li>Seven (7) years of experience = 15%</li> <li>Less than seven (7) years of experience = 10%</li> </ul>	20%
2. With extensive knowledge in using database tools such as SQL language, MySQL community server, WAMP environment. <ul style="list-style-type: none"> <li>At least six (6) years of experience in using database tools in project implementation = 25%</li> <li>Five years (5) of experience in using database tools in project implementation = 20%</li> <li>Less than five (5) years of experience in using database tools in project implementation = 15%</li> </ul>	25%

3. With extensive knowledge in database management/process such as data warehousing, OLAP, data cube, star schema <ul style="list-style-type: none"> <li>At least six (6) years of experience in database management = 25%</li> <li>Five (5) years of experience in using database management = 20%</li> <li>Less than five (5) years of experience in using database management = 15%</li> </ul>	25%
4. With excellent understanding and proficient in using web application and design software such as HTML, CSS techniques, PHP and Adobe Photoshop or Dreamweaver <ul style="list-style-type: none"> <li>At least six (6) years of experience in using web applications and design software = 20%</li> <li>Five (5) years of experience in using web applications and design software = 15%</li> <li>Less than five (5) years of experience in using web applications and design software = 10%</li> </ul>	20%
5. Excellent in written and oral communication in English <ul style="list-style-type: none"> <li>Submitted Certificate of Acceptance and Sample outputs (system design documents/manuals) is comprehensive and can be understood easily</li> </ul>	5%
6. Submitted Certificate of Acceptance from former engagements handled similar social protection databases such as Listahanan and Pantawid Pamilya	5%
<b>TOTAL</b>	<b>100%</b>

Passing Rate: At least 75%

#### 10. Termination

This agreement may be terminated before its expiration with the concurrence of both parties. The DSWD reserves the right to suspend project implementation for grievance relating to non-compliance or violation of the provisions stated herein. Continuous unsatisfactory generation of reports maybe ground for termination.

11. 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).
12. 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.<sup>2</sup>
13. 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,**

<sup>2</sup> 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

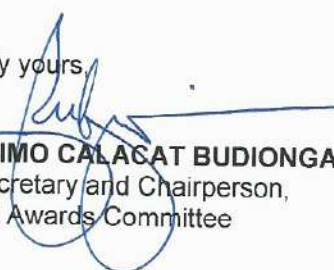
- e. **Omnibus Sworn Statement (Annex B)**
- f. **Income Tax Return (ITR)**
- g. **Expression of Interest (Application) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements**

Interested Consultant may submit the said required documents at the address below or through email at **quotations@dswd.gov.ph** not later than **03 May 2019, 5:00PM**

**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



**FELICISIMO CALACAT BUDIONGAN**  
Undersecretary and Chairperson,  
Bids and Awards Committee



**Annex A**

**Financial Proposal**

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NNP No.: **19-GOP-SVC-007**

<b>Lot No.</b>	<b>Particulars</b>	<b>Quantity</b>	<b>Total Contract Price</b> <i>(including all applicable taxes, amount in Phil. Peso)</i>
1	Hiring of Individual Consultant for the System Design for the Sustainable Livelihood Program Information System	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 \_\_\_\_\_, 2018 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Authorized Representative/Signatory)

**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 \_\_\_\_\_