

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

**HIRING OF CONSULTANCY FIRM FOR THE DEVELOPMENT OF
COMMUNICATION PLAN FOR SOCIAL PROTECTION**

DSWD NNP No. 20-DFAT-SVCF-006
(PR No. 04-20001-PR-2020-07-00004)

1. The Republic of the Philippines, through the **Policy Development and Planning Bureau – Department of Social Welfare and Development – Department of Foreign Affairs and Trade (DWSD-DFAT) Funds**, of the **Department of Social Welfare and Development (DSWD)**, intends to apply the sum of **Five Hundred Thirty Thousand Pesos (PhP 532,000.00)** being the Approved Budget for the Contract (ABC) as payment for the **“Hiring of Consultancy Firm for the Development of Communication Plan for Social Protection”** (DSWD NNP No. 20-DFAT-SVCF-006)
2. The project aims to engage a consulting firm who will develop a communication plan to share specific information about the social protection operational framework and social protection plan at various levels with, measurable results. Specifically the project aims to:
 1. Conduct formative research to assess the level of knowledge of stakeholders on the concept of social protection; previous and existing communication strategies and initiatives; and identify gaps and points of collaboration in terms of communication;
 2. Organize and convene planning workshops with stakeholders, implementers and partners to co-create a communication strategy that is doable and acceptable to all;
 3. Identify strategic communication objectives and a set of key messages that are aligned with the SP Plan 2020-2022;
 4. Develop an analysis of stakeholders, audiences and influencers;
 5. Identify appropriate communication interventions and activities;
 6. Develop a clear and measurable monitoring and evaluation plan;
 7. Develop a detailed calendar with activities linked to short-term and long-term objectives; and
 8. Establish clear institutional roles and responsibilities in the implementation and monitoring of the Communication Strategy.

3. Scope of Work:

The consultancy firm will be working under the direct supervision of the Policy Development Planning Bureau (PDPB), the consultancy firm shall be responsible for the following:

1. Formative research
 - a. Conduct desk research on social protection programs and communication activities of implementing agencies
 - b. Conduct interviews, focus group discussions to assess knowledge levels and map out gaps and paths of possible collaboration
 - c. Assess capacities of critical stakeholders to implement, monitor and evaluate communication strategies
2. Development of communication strategy and implementation plan.
 - a. Facilitate a multi-stakeholder workshop to identify strategic objectives, key messages, stakeholders and strategies

- b. Document and consolidate results of the workshop
 - c. Submit to the PDPB the final draft of the Communication Plan.
3. Attend meetings and other related activities as required by the Project.
4. The Consultant (Firm) is expected to come up with the following deliverables, to wit:
 1. Inception Report to include details of the activities with proposed methodology and timeline;
 2. Formative research report;
 3. Conduct and facilitation of advocacy and communication planning workshop:
 - a. Workshop/Activity Design
 - b. Virtual workshop/documentation report
 4. Detailed Communication Strategy and Implementation Plan with the following components:
 - a. Strategic goals and objectives;
 - b. Target audiences;
 - c. Key messages;
 - d. Channels and touchpoints;
 - e. Communication strategies;
 - f. Recommended communication materials;
 - g. One-year implementation plan, with time frame, including responsible agencies/organizations and estimated budget
 5. Monitoring and Evaluation;
 - a. Draft M&E framework
 - b. Draft M&E tool
 6. One final print-ready digital copy; and
 7. Prototype IEC communication material.
5. Payment shall be made upon acceptance and/or approval by the Department of the various outputs/deliverables according to the following schedule:

Payment Tranche	% of the Contract Price	Payment Requirements (Output/Deliverables)	Timelines
1 st tranche	30%	Submission and acceptance of the formative research report	Within the month of October
2 nd tranche	50%	Upon submission and acceptance of the draft communication strategy and implementation plan	Within the month of November
3 rd tranche	20%	Upon submission and acceptance of the final, print-ready communication strategy and implementation plan	Within the month of December

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
A. Consulting Firm	65%
a) With progressive experience and proven track record in development of communication plans and strategies <ul style="list-style-type: none"> - At least 2 years experience in Comm. Plan Development – 7% - 3-4 years' experience in Comm. Plan Development – 8% - 5 years of experience in Comm. Plan Development – 10% 	10%
b) Has experience working with the government <ul style="list-style-type: none"> - At least 3 government engagement on Comm. Plan Development and other communication-related projects – 28% - 4-7 government engagement on Comm. Plan Development and other communication-related projects – 29% - 8 or more government engagement on Comm. Plan Development and other communication-related projects – 30% 	30%
<i>*Bidders to submit supporting documents as MOV, i.e. contracts, acceptance of output. etc.</i>	
c) Has experience working with the government Shall provide their plan of action for the development of the Communication Plan for Social Protection including timelines which shall not exceed beyond the timeline as stated <ul style="list-style-type: none"> - Strategy as shown in the submitted Inception Plan is complete with clear methodology and approach (considering the current pandemic and physical distancing measures) and the timeline for completion – 18% - Strategy meeting the minimum requirement, but is ahead of the timeline as indicated (should be feasible) – 20% - Strategy submitted is exceptional and has additional input/value to the project and the participants – 25% 	25%
<i>*Bidders to submit proposal.</i>	
B. Project Team Leader	45%
Educational Background	
Holder of a degree in Development Communication, Mass Communication, or related field	10%
Work Experience/Expertise	
<ul style="list-style-type: none"> - Completed/rendered Communication Planning consultancy services with 100% completion rate for two (2) government agencies and donor organizations – 25% - Completed/rendered Communication Planning consultancy services with 100% success rate for three (3) government agencies and donor organizations – 30% - Completed/rendered Communication Planning consultancy services with 100% success rate for four (4) government agencies and donor organizations – 35% 	35%
Total	100%

The passing rate/score is **Eighty Percent (80%)**.

7. The DSWD now invites interested individual applicants to submit the following:
- SEC Registration/DTI Registration;
 - Company Profile;
 - Comprehensive Curriculum Vitae of Project Manager;
 - Price Quotation Form (Annex A);
 - Income/Business Tax Return;
 - Proof of PhilGEPS Registration/ PhilGEPS Registration Number;
 - Mayor's/ Business Permit;
 - Notarized Omnibus Sworn Statement (Annex B) with Secretary's Certificate, to be submitted by the awarded consulting firm;
 - Means of Verification such as Notice of Award, contracts, Purchase Orders, etc.; and
 - Project Proposal.
8. The required documents shall be submitted at the address below or through email at quotations@dswd.gov.ph not later than **12:00 noon of 21 September 2020**. The total amount of contract is **Five Hundred Thirty-Two Thousand Pesos (PhP 532,000.00)** and **will be engaged from receipt of Notice to Proceed (NTP) until 15 December 2020**.
9. The Consultant shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements. Nonetheless, the DSWD will hold payments of Consultants in case they are unable to issue an (OR). If the DSWD is the sole source of income of the Consultant, he/she may avail of the substituted filing and will not be required to issue an OR, in which case a Notice of Availment of Substituted Filing of Percentage Tax Return shall be submitted by the Consultant.¹

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

¹ 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

Financial Proposal

NNP No.: 20-DFAT-SVCF-006

Particulars	Quantity	Total Contract Price <i>(including all applicable taxes, amount in Phil. Peso)</i>
Hiring of Consultancy Firm for the Development of the Communication Plan for Social Protection	1	

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 _____