

NOTICE OF NEGOTIATED PROCUREMENT

(Small Value Procurement-Consulting Firm)

DSWD NNP No. 18-GOP-SVCF-002

HIRING OF CONSULTING FIRM FOR THE DEVELOPMENT OF STB MANUAL OF OPERATIONS

(PR No. 2018062121)

1. The Department of Social Welfare and Development (DSWD) through the *Social Technology Bureau (STB) - Current Appropriations Fund* intends to apply the sum of *Two Hundred Thousand Pesos (PhP 200,000.00)* being the Approved Budget for the Contract (ABC) inclusive of all pertinent taxes to payments under the contract for Hiring of Consulting Firm for the Development of STB Manual Operations.
2. The Project Objective:
 - Through the hiring of a Consulting Firm, the Bureau is able to develop a standard guide on the STB process of program development and management.
3. The consulting firm should possess the following:
 - Experience of the firm in assisting organizations in writing ISO aligned manuals;
 - Operations Director/Team Leader with experience in producing technical documents/manual of operations;
 - Key staff/members with certificates and/or experience in providing technical assistance along ISO documentation; and
 - Substantial amount of workforce to complete technical documents.
4. The Consultant is expected to perform the following task:
 - Develop an inception report including proposed development process and outline of the manual and schedule of work;
 - Attend meetings with STB MANCOM, Regional Social technology Unit (STU) and Coach Monitor, if needed;
 - Develop STB MOO which should be easily understandable and applicable by STB and STU staff;
 - Develop Evaluation Tool for measuring the applicability and relevance of the manual to the needs of the STB staff;
 - Finalize MOO and evaluation tool based on comments; and
 - Present to the STB MANCOM for approval of the Bureau Director and Coach Monitor.

5. In consideration with the consultancy services required, payment shall be in accordance to the following schedule of deliverables:

Activities	Deliverables	Time Frame	Level of Approval	Tranche/ Percentage
1. Development of an Inception Report	Inception Report;	Within 3 working days upon receipt of Notice to Proceed (NTP); Within 3 working days for approval of STB	STB Director	1 st Tranche / 15%
2. Preliminary Meeting with STB	Highlights of the Meeting	5 working days after the meeting	STB Director	
3. Drafting of STB MOO and Evaluation Tool	1 st draft of MOO and Evaluation Tool	Within 15 working days after meeting	STB Director	2 nd Tranche / 25%
4. Meeting with STB	Summary of enhancements on the MOO	Within 3 working days after meeting	STB Director	
5. Submission of 2 nd draft of STB MOO	2 nd draft of STB MOO	Within 10 working days upon receipt of comments on the enhanced STB MOO	STB Director	3 rd Tranche / 30%
6. Meeting with STB MANCOM	Summary of enhancements	Within 3 working days after meeting	STB Director	
7. Submission of Final STB MOO	Final STB MOO with approved lay-out	7 working days after the meeting; 5 working days for approval of STB	STB Director / OIC-Asst. Secretary	4 th Tranche / 30%

6. The applications will be evaluated based on the following criteria:

Qualification	Percentage
Experience of the firm in assisting organizations in writing ISO aligned manuals	25%
5 and above	25%
3-4 years	23%
1-2 years	21%
Operations Director/Team Leader with experience in producing technical documents/manual of operations	25%
5 and above	25%
3-4 years	23%
1-2 years	21%
Key staff/members with certificates and/or experience in providing technical assistance along ISO documentation	25%
5 and above	25%

3-4 years	23%	
1-2 years	21%	
Substantial amount of workforce to complete technical documents		25%
6 and above	25%	
4-5 staff	23%	
3-2 staff	21%	

*Passing Rate: 75%

7. The DSWD now calls for the submission of the following documents on or before **05:00 p.m., 03 December 2018:**

- a. Company Profile;
- b. Curriculum Vitae and Training Certificates of key personnel to be assigned for the project;
- c. SEC Registration/DTI Registration;
- d. PhilGEPS Registration Number;
- e. Mayor's Permit;
- f. Omnibus Sworn Statement (**Annex A**);
- g. Simple Financial Proposal (**Annex B**).

Interested Consultanting Firm may submit the required documents at the BAC Secretariat Office, Ground Floor, DSWD Central Office, IBP Road, Batasan Hills, Quezon City or email at quotations@dswd.gov.ph.

8. The contract shall be completed within three (4) months upon receipt of Notice to Proceed (NTP).
9. The Consultant Firm shall be selected through Negotiated Procurement under Small Value Procurement pursuant to Section 53.9 of the revised 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (R. A. No. 9184) or the Government Procurement Reform Act (GPRA).
10. The Consulting Firm 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 Firms in case they are unable to issue an (OR).¹
11. For further information, please refer to herein attached Terms of Reference or you may contact Ms. Ester R. Egamino at Tel. Nos. 931-6139/ 931-8101 to 07 local 122/124; Mobile No.: 0916-4286505 or at eregamino@dswd.gov.ph.

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.

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,

(Original Signed)

AIMEE TORREFRANCA-NERI

Undersecretary and
Bids and Awards Committee Chairperson

**Omnibus Sworn Statement
(For Partnership, Corporation, Cooperative and Joint Venture)**

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. I am the duly authorized and designated representative of
_____ (*business name*) with office
address at _____ (*business address*);
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid/proposal, and to sign and execute the ensuing contract for
_____ (*business name*), for
_____ (*name of project*) of the
Department of Social Welfare and Development (DSWD), as shown in the attached proof of authorization;
3. _____ (*business name*) 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;
4. 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;
5. _____ (*business name*) is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers and members (*for partnership or cooperative*) or officers, directors and controlling stock holders (*for corporation or joint venture*) is 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;
7. _____ (*business name*) complies with existing labor laws and standards;
8. _____ (*business name*) is aware of and has undertaken the following responsibilities:
 - a. Carefully examine all of the Request for Quotations;
 - 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).

9. _____ (business name) 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 _____, 2016 at _____, Philippines.

(Authorized Representative/Signatory)

SUBSCRIBED AND SWORN to before me this ___ day of _____, 2017 at _____, Philippines. Affiant/s is/are 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/s 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 _____, 2017.

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 _____

PRICE QUOTATION FORM

Notice of Negotiated Procurement No: **18-GOP-SVCF-002**

Lot No.	Particulars	Quantity	Total Contract Price <i>(including all applicable taxes; amount in Phil Peso)</i>
1	Hiring of Consulting Firm for the Development of STB Manual of Operations	1	
TOTAL CONTRACT PRICE			

Name of Consultant:

Signature:

Date: _____