

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

### ENGAGEMENT OF RESEARCHER FOR KC-NCDDP SUCCESSOR PLAN: CDD INSTITUTIONALIZATION AND RELATED EXPERIENCE

DSWD NNP No. 18-GOP-SVC-021

(PR No. 2018072741)

1. The Government of the Philippines (GOP), through the KALAHI CIDSS - National Community Driven Development Program (KC-NCDDP) Funds, of the Department of Social Welfare and Development (DSWD), intends to apply the sum of One Hundred Twenty Thousand Pesos (PhP 120,000.00) being the Approved Budget for the Contract (ABC) as payment for the "Engagement of Researcher for KC-NCDDP Successor Plan: CDD Institutionalization and Related Experience" (DSWD NNP No. 18-GOP-SVC- 021).
2. KC-NCDDP National Program Management Office (KC- NCDDP NPMO) will engage a researcher to undertake research work and review literature. Specifically, the researcher is being engaged to conduct archival/desk review and analysis of relevant documents on the following:
  - a. Critics on CDD;
  - b. Framework on CDD institutionalization and its indicators;
  - c. Challenges and Lessons learned from CDD institutionalization in Indonesia;
  - d. Setting up Knowledge and Resource Centers; and
  - e. Setting up of certification and accreditation programs.

3. **Scope of work are as follows:**

The consultant is expected to perform the following duties:

- a. Design and develop the implementation plan;
- b. Develop data collection and documentation template (together with DSWD) and guidelines for administering the instrument;
- c. Conduct archival/desk review and analysis of relevant documents;
- d. Submit data collection updates/reports;
- e. Prepare final report and presentation;
- f. Ensure commitments and deadlines set by the NPMO are met and reprioritize as needed to complete timely delivery of project outputs;
- g. Make necessary research in order to understand DSWD KC-NCDDP Implementation; and
- h. Carry out all other tasks called for to ensure work quality.

4. Qualification of the Consultant:

- a. Bachelor/s degree in development studies, statistics, community development, economics, or other related social science discipline;
- b. At least two (2) years of experience and proven track record in the conduct of research work for development programs;
- c. Has done consultancy services with similar to above scope of work as minimum deliverables in his/her engagement; and
- d. With significant knowledge about DSWD KC-NCDDP and/or Community-Driven Development (CDD) Programs.

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

Task	Deliverables	Timelines	% of the Contract Price
Submit Inception Report	Report that contains the detailed implementation plan, strategy, and specific timeline of the study and activities to be conducted	Week 1	1 <sup>st</sup> Tranche (20%)
Conduct archival/desk review and analysis of relevant documents	Data Collection and Documentation Template	Week 1	2 <sup>nd</sup> Tranche (20%)
Analyze collected information and present findings to KC-NCDDP Management	Data Collection Updates	Week 3	
Prepare and submit draft reports for NPMO review	Draft Report	Week 4	
Revise and submit final version of report	Final Report	Week 4	

The Consultant shall complete all activities within the time frame specified by the Deliverables and Payment schedule. DSWD will normally require five (5) days of review for deliverables that would need approval.

The Deliverable and Payment Schedule also presents the corresponding payment terms as they relate to the deliverables of this assignment. Processing of payments will only commence upon acceptance of the deliverables. Payments will be made within 30 days after receipt of the approved deliverables.

6. The contract duration is **four (4) weeks from receipt of the Notice to Proceed (NTP)**
7. 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	Points
<b>A. Education/Studies</b>	<b>40</b>
Has Bachelor's Degree in development studies, statistics, community development, economics, or other related social science discipline	
Development studies and community development courses - 40	40
Statistics, economics, and other related social science courses - 30	
Journalism, humanities, and other communication courses - 25	
<b>B. Experience</b>	<b>60</b>
At least two (2) years of experience and proven track record in the conduct of research work for development programs;	
Two years and above research work experience - 20	20
One to two years research work experience - 15	
One year and below research work experience - 10	
Has done consultancy services with the above scope of work as minimum deliverables in his/her engagement (submit at least 3 sample works)	
Three similar engagement - 20	20
Two similar engagement - 15	
One similar engagement - 10	
No similar engagement - 5	
With significant knowledge about DSWD KALAHI-CIDSS-NCDDP and/or Community- Driven Development (CDD) programs	
With significant knowledge about DSWD KALAHI-CIDSS-NCDDP and/or Community- Driven Development (CDD) programs - 20	20
With basic/minimum knowledge about KALAHI-CIDSS-NCDDP and/or Community- Driven Development (CDD) programs - 15	
<b>Total</b>	<b>100%</b>

Passing Rate: 80%

**Note:** Failure to meet the minimum requirement will automatically be given a zero (0%) rating. Sample works are required to assess quality of previous outputs of potential service providers.

8. The DSWD now invites interested individual applicants to submit the following:
  - i) Comprehensive Curriculum Vitae;
  - ii) BIR Certificate of Registration;
  - iii) Proof of PhilGEPS Registration/PhilGEPS Registration Number;
  - iv) Notarized Sworn Affidavit of No Relation; (See Annex A);
  - v) Notarized Omnibus Sworn Statement (See Annex B) to be submitted by the awarded consultant; and
  - vii) Price proposal (See Annex C).

The required documents shall be submitted at the address below or through email at [quotations@dswd.gov.ph](mailto:quotations@dswd.gov.ph) not later than **05:00 p.m. of 05 October 2018**. The total amount of contract is **One Hundred Twenty Thousands Pesos (PhP 120,000.00)** and will be engaged for **Four (4) Weeks**.

9. 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). 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.<sup>1</sup>

**THE CHAIRPERSON**

Bids and Awards Committee  
c/o BAC Secretariat  
Ground Floor, DSWD Central Office,  
IBP Road, Constitution Hills, Quezon City  
Telefax No.: (02) 951-7116  
Trunkline No.: (02) 931-8101 loc. 122 to 124

*(Original signed)*  
**LUZVIMINDA C. ILAGAN**  
Undersecretary and  
Bids and Awards Committee - Chairperson

---

<sup>1</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

## 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

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

## 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 \_\_\_\_\_, 2017 at \_\_\_\_\_, Philippines.

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

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of \_\_\_\_\_, 2018 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 \_\_\_\_\_, 2018.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
 Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
 Roll of Attorneys No. \_\_\_\_\_  
 PTR No. \_\_\_\_\_  
 IBP No. \_\_\_\_\_

## PRICE QUOTATION FORM

Notice of Negotiated Procurement No: 18-GOP-SVC-021

Particulars	Quantity	Total Contract Price <i>(including all applicable taxes; amount in Phil Peso)</i>
ENGAGEMENT OF RESEARCHER FOR KC-NCDDP SUCCESSOR PLAN: CDD INSTITUTIONALIZATION AND RELATED EXPERIENCE	1	
TOTAL CONTRACT PRICE		

Name of Consultant:

\_\_\_\_\_

Signature:

\_\_\_\_\_

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