

NOTICE OF NEGOTIATED PROCUREMENT
(Small Value Procurement-Individual Consultant)
DSWD NNP No. 18-GOP-SVC-011

**“Hiring of Consultant for the Illustration of the Knowledge Product on
Disaster Preparedness for Response (Learning Resource Development)”
(PR No. 2018061661)**

1. The Department of Social Welfare and Development (DSWD) through the **2018 General Appropriations Act** intends to apply the sum of **One Hundred Thousand Pesos (PhP100,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **“Hiring of Consultant for the Illustration of the Knowledge Product on Disaster Preparedness for Response (Learning Resource Development)”**.
2. The hiring of a graphic artist consultant is aimed at producing an effective material (in the form of a graphic novel) that would appeal to a wider range of audience whose content is more accessible to the general public than the usual infographics being produced.

Specifically, this aims to:

- Develop a Knowledge Product (KP) more attuned to the capacities and needs of a wider audience;
 - Make the knowledge on disaster preparedness for response more accessible to the general public; and
 - Create a graphic novel that will appeal to the senses and sentiments of DSWD personnel and its clientele
3. The consultant shall provide the DSWD with services relative to the development, layout, and design of the graphic material focused on disaster preparedness for response. Specifically, the consultant shall:
 - a. Develop a graphic material for the disaster preparedness for response script of the Department;
 - b. Present design proposals and submit enhanced outputs;
 - c. Surrender all materials used and produced at the completion of the project;
 - d. Develop, print and deliver to DSWD the fifty (50) copies of the resulting graphic material. The specifications of the graphic novel are:
 - i. Paper type for cover – C2S coated (both sides), spot UV gloss with matte lamination; special paper depending on approved design
 - ii. Paper type for inside pages – Matte 80 lbs.
 - iii. Binding – Perfect binding
 - iv. Color – Full color (cover and inside pages)
 - v. Size – 6.625 in x 10.25 in
 - vi. Quantity – 50 copies
 - vii. Number of pages – 50 inclusive of cover
 - viii. Delivery Site: DSWD Procurement Service-Warehouse, DSWD Central Office, IBP Road, Constitution Hills, Quezon City; in coordination with SWDB Office
 - ix. Other specifications shall be provided by the consultant, for approval of SWIDB focal person.

- e. Surrender ownership of all copyrights, as well as intellectual rights, from the work made for hire to DSWD.

4. The Consultant should possess the following qualifications:

- Professional graphic artist/designer/illustrator
- Basic drawing and coloring skills
- Expertise in rendering graphic arts/design through the use of Graphic Design Software (e.g. CorelDraw, Inkscape, GIMP, Adobe Illustrator, In-design, and Photoshop, etc.)
- Has previously illustrated comics and other design oriented materials using the abovementioned software or other similar ones
- Has the capacity to illustrate, layout and design, print, and deliver the graphic material. The consultant must submit at least five (5) sample artworks and other IEC materials developed and printed.

5. The cost of this consultancy is inclusive of all applicable taxes chargeable against SWIDB Funds for contract duration of **Two (2) months**. Payments shall be released in tranches, based on the delivery of scheduled outputs, as follows:

Tranche	Deliverables	Timeline/ Due	Percentage of the Contract Price
1 st Tranche	Storyboard presentation	Two weeks after receipt of Notice to Proceed (NTP)	Twenty Percent (20%) of Total Contract Price (TCP)
	Submission of approved storyboard	One week after storyboard presentation	
2 nd Tranche	Final sketch presentation	Two weeks after submission of approved storyboard	Thirty Percent (30%) of TCP
	Submission of approved final sketch	One week after presentation of approved final sketch	
3 rd Tranche	Submission of 50 copies of printed graphic material and turnover of final output and all other graphic materials (softcopy and hard copy) produced in the duration of the project	Two weeks after submission of approved final sketch	Fifty Percent (50%) of TCP
TOTAL			One Hundred Percent (100%)

6. The contract duration is Two (2) months from receipt of Notice to Proceed.

7. Applications will be evaluated based on the following criteria:

Criteria	Standard Score
1. Experience in storyboarding, drawing, inking and coloring and lettering of graphic novels, comic books, and other similar materials >= 5 years = 20 3 – 5 years = 15 2 – 3 years = 10 < 2 years = FAILED	20

2. Sample works (at least five) The past works have exceptionally attractive layout. It is easy to view/read all photos, captions, and text. White space, graphic elements and/or alignment are used effectively to organize material. = 50 The past works have an attractive layout. It is easy to view/read all photos, captions and text.= 35 The past works have a layout, but may appear busy or boring. It is easy to read/view most of the photos, captions and text.= 20 The past works are cluttered looking or confusing. It is often difficult to view/read the photos, captions and text. = 10	50
3. Expertise in the use of Graphic design Software (e.g. CorelDraw, Inkscape, GIMP, Adobe Illustrator, In-design, Photoshop, etc. Proof of courses, trainings, workshops in using Graphic Design Software	15
4. Ability to develop, print and deliver Has prior experience in printing past works in recent years ≤ 3 years = 15 3 - 5 years = 10 5 - 7 years = 5 >10 years = FAILED	15
TOTAL	100
Passing Rate	75

8. 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 of Republic Act No. 9184 (R. A. No. 9184) or the Government Procurement Reform Act (GPRA).
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). An Acknowledgement Receipt shall be asked, in lieu of OR, as evidence of payment.¹
10. The DSWD now invites interested consultants to submit the following documents:
 1. **Comprehensive Curriculum Vitae (CV);**
 2. **Financial Proposal (Annex A);**
 3. **BIR Certificate of Registration;**
 4. **PhilGEPS Registration Number;**
 5. **Omnibus Sworn Statement (Annex B); and**
 6. **At least five (5) sample artworks and other IEC materials developed and printed.**

Interested Consultant may submit the said documents at the address below or through email at quotations@dswd.gov.ph not later than 1:00 p.m. of **27 July 2018**.

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

11. For further information, please contact **Ms. Maricris Jacinto at Telephone Nos. 931-6139/ 931-8101 to 07 local 122/124** or e-mail at mejacinto@dswd.gov.ph.

THE CHAIRPERSON

Bids and Awards Committee – II
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)

FLORITA R. VILLAR

Undersecretary and
Bids and Awards Committee – I Chairperson

FINANCIAL PROPOSAL

Notice of Negotiated Procurement No: 18-GOP-SVC-011

Lot No.	Particulars	Quantity	Total Contract Price <i>(including all applicable taxes; amount in Phil Peso)</i>
1	Hiring of Consultant for the Illustration of the Knowledge Product on Disaster Preparedness for Response (Learning Resource Development)	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 complies 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 _____, 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 _____

TERMS OF REFERENCE / PROJECT PROPOSAL

Hiring of a Consultant for the Illustration of the Knowledge Product on Disaster Preparedness for Response (Learning Resource Development)

I. Rationale

As one of the lead agencies in Disaster Response in the National Disaster Risk Reduction and Management Council, the nation trusts the DSWD to provide the basic needs and services that disaster survivors may require. With this expectation comes the responsibility to prepare the former for natural and human-induced hazards.

Part of the work in Knowledge Management (KM) is to aid in the development of Knowledge Products (KPs) to capacitate internal and external stakeholders to act. With the invariable threat of the *big one* and other hazards, DSWD personnel and its clientele must remain constantly vigilant and ready for these. However, the uncertainty of the occurrence of these events and the rich experience of Filipinos with similar circumstances in the past weaken the feeling for the need of a sense of urgency and preparedness. For this reason, a KP focused on disaster preparedness for response will be developed. This KP is expected to cater to a wider audience, i.e. from DSWD personnel to its clients, and appeal to their senses and sentiments, thereby, making the knowledge more relevant and accessible to the general public and other stakeholders.

II. Objective

The hiring of a graphic artist is aimed at producing an effective material (in the form of a graphic novel) that would appeal to a wider range of audience whose content is more accessible to the general public than the usual infographics being produced.

Specifically, this aims to:

1. Develop a KP more attuned to the capacities and needs of a wider audience;
2. Make the knowledge on disaster preparedness for response more accessible to the general public; and
3. Create a graphic novel that will appeal to the senses and sentiments of DSWD personnel and its clientele.

III. Implementation Arrangements

The consultancy will run for two (2) months wherein the hired Graphic Artist will be expected to report to the Social Welfare and Institutional Development Bureau (SWIDB) once a week to consult or discuss and twice a month to present updates on his/her deliverables.

The SWIDB will be the office responsible for overseeing the operations/transactions of the Graphic Artist Consultant. The DReAMB will assist the SWIDB to analyze the quality of output provided by the Graphic Artist.

IV. Qualifications

The Consultant should possess the following qualifications:

- Professional graphic artist/designer/illustrator
- Basic drawing and coloring skills

- Expertise in rendering graphic arts/design through the use of Graphic Design Software (e.g. CorelDraw, Inkscape, GIMP, Adobe Illustrator, In-design, and Photoshop, etc.)
- Has previously illustrated comics and other design oriented materials using the abovementioned software or other similar ones
- Has the capacity to illustrate, layout and design, print, and deliver the graphic material. The consultant must submit at least five (5) sample artworks and other IEC materials developed and printed.

V. Scope of Work

The consultant shall provide the DSWD with services relative to the development, layout, and design of the graphic material focused on disaster preparedness for response. Specifically, the consultant shall:

- a. Develop a graphic material for the disaster preparedness for response script of the Department.
- b. Present design proposals and submit enhanced outputs.
- c. Surrender all materials used and produced at the completion of the project.
- d. Develop, print and deliver to DSWD the 50 copies of the resulting graphic material. The specifications of the graphic novel are:
 - i. **Paper type for cover** – C2S coated (both sides), spot UV gloss with matte lamination; special paper depending on approved design
 - ii. **Paper type for Inside pages** – Matte 80 lbs.
 - iii. **Binding** – Perfect binding
 - iv. **Color** – Full color (cover and inside pages)
 - v. **Size** – 6.625 in x 10.25 in
 - vi. **Quantity** – 50 copies
 - vii. **Number of pages** – 50 inclusive of cover
 - viii. **Delivery Site** – DSWD Central Office – SWIDB office
 - ix. **Other specifications shall be provided by the consultant, for approval of SWIDB focal person.**
- e. Surrender ownership of all copyrights, as well as intellectual rights, from the work made for hire to DSWD.

VI. Deliverables and Payment Schedule

The cost of this consultancy is ***ONE HUNDRED THOUSAND PESOS (Php 100,000.00)** inclusive of tax chargeable against SWIDB Funds for a duration of **TWO (2) months**. This shall be released in tranches, based on the delivery of scheduled outputs, as follows:

Tranche	DELIVERABLES	TIMELINE	%	Amount in Peso
1st	Storyboard presentation	Two weeks after receipt of Notice to Proceed (NTP)	20%	20,000.00
	Submission of approved storyboard	One week after storyboard presentation		

2nd	Final sketch presentation	Two weeks after submission of approved storyboard	30%	30,000.00
	Submission of approved final sketch	One week after presentation of approved final sketch		
3rd	Submission of 50 copies of printed graphic material and turnover of final output and all other graphic materials (soft copy and hard copy) produced in the duration of the project	Two weeks after submission of approved final sketch	50%	50,000.00

VII. Budgetary Requirements

Particulars	Amount
Payment for Graphic Artist for two (2) months is Php 100,000.00.	Php 100,000.00
<i>Grand Total</i>	Php 100,000.00

A total of **Php100,000.00** will be needed for the project and will be charged against SWIDB MOOE funds as per approved Monthly Cash Program.

VIII. Ownership and Publication Rights

All materials produced or acquired under the terms of this consultancy are work made for hire and shall remain the property of DSWD. The DSWD retains the exclusive right to alter, publish or disseminate the knowledge products arising from the engagement even after the termination of this consultancy.

Please find below the criteria for the quotations on the “Hiring of a Consultant for the Illustration of the Knowledge Product on Disaster Preparedness for Response (Learning Resource Development)”.

EVALUATION CRITERIA:

CRITERIA	STANDARD SCORE
<p>1. Experience in storyboarding, drawing, inking and coloring, and lettering of graphic novels, comic books, and other similar materials</p>	<p style="text-align: center;">20</p> <p style="text-align: center;">>/=5 years = 20 3 – 5 years = 15 2 – 3 years = 10 <2 years = FAILED</p>
<p>2. Sample works (at least five)</p> <p>The past works have exceptionally attractive layout. It is easy to view/read all photos, captions, and text. White space, graphic elements and/or alignment are used effectively to organize material.</p> <p>The past works have an attractive layout. It is easy to view/read all photos, captions, and text.</p> <p>The past works have a layout, but may appear busy or boring. It is easy to read/view most of the photos, captions, and text.</p> <p>The past works are cluttered looking or confusing. It is often difficult to view/read the photos, captions, and text.</p>	<p style="text-align: center;">50</p> <p style="text-align: center;">50</p> <p style="text-align: center;">35</p> <p style="text-align: center;">20</p> <p style="text-align: center;">10</p>
<p>3. Expertise in the use of Graphic Design Software (e.g. CorelDraw, Inkscape, GIMP, Adobe Illustrator, In-design, Photoshop, etc.)</p> <p style="text-align: center;">Proof of courses, trainings, workshops in using Graphic Design Software</p>	<p style="text-align: center;">15</p>
<p>4. Ability to develop, print, and deliver</p> <p>Has prior experience in printing past works in recent years</p>	<p style="text-align: center;">15</p> <p style="text-align: center;"></=3 years = 15 3 – 5 years = 10 5 – 7 years = 5 >10 years = FAILED</p>
<p>TOTAL</p>	<p style="text-align: center;">100</p>

**Passing rate is 75*