

NOTICE OF NEGOTIATED PROCUREMENT
(Small Value Procurement-Consulting Firm)
DSWD NNP No. 20-GOP-SVCF-003

“ENGAGEMENT OF AN INTEGRATED COMMUNICATION AGENCY FOR THE IMPLEMENTATION OF A COMMUNICATION FOR DEVELOPMENT (C4D) AND DIGITAL MEDIA TRAINING”
(PR No. 01-20001-PR-2020-03-00109)

1. The Republic of the Philippines, through the **Social Marketing Service (SMS) – General Administration and Support Services (GASS) Funds**, of the **Department of Social Welfare and Development (DSWD)**, intends to apply the sum of **Two Hundred Eighty Thousand Pesos (Php280,000.00)** being the Approved Budget for the Contract (ABC) as payment for the **“Engagement of an Integrated Communication Agency for the Implementation of a Communication for Development (C4D) and Digital Media Training”**.
2. The project aims to engage a reputable integrated communication agency who shall take the lead in implementing a Communication for Development (C4D) and Digital Media Training workshop that will elevate the knowledge and improve the capacity of DSWD’s information officers from the central and regional offices to implement communication activities and manage different social media platforms.
3. **Scope of Work are as follows:**

After conducting consultations, review of necessary documents, the integrated communication agency shall work jointly with the Social Marketing Service (SMS) Director, key project staff, and other consultants in carrying out the following tasks:

- a. Prepare the design for 3-day communication for development (C4D) and digital media training;
- b. Conduct and facilitate the three-day training based on the agreed or approved design and methodology;
- c. Prepare and submit a documentation of the workshop; and
- d. Prepare and submit an integrated communication plan based on the workshop outputs.

4. Degree of Expertise, Qualification, and Competencies:

The Integrated Communication Agency should possess an extensive experience in undertaking the required services as detailed in the scope of work and with the following qualifications, to wit:

- a. Establish organization duly recognized by the Securities and Exchange Commission (SEC);
- b. Has a dedicated Advocacy Communication Unit that will design and implement the workshop;

- c. Experience in working with the government and/ or non-government organizations;
 - d. Implemented at least three (3) workshops with similar topics; and
 - e. Subject-matter experts with relevant professional background in journalism, development work, and digital marketing.
5. In consideration with the consulting services required, payment of the consultant/ service provider shall be made in accordance with the following schedule:

Time Frame	Documents/Reports	Payment
Within five (5) days upon receipt of the Notice to Proceed (NTP)	Inception Report: Outline of the Workshop Design Proposal with Methodology, and Timeline	1 (One) Time Payment
Within five (5) days upon approval of the Inception Report	Program of Activities and Session Plan	
Within fifteen (15) days after the workshop implementation	Narrative Documentation Report	
Within thirty (30) days after the submission of the Narrative Documentation Report	Terminal Report with Communication Plan and Corresponding Recommendations	

The Department shall pay the communication agency/service provider of the Total Contract Price (TCP) is inclusive of all applicable taxes (withholding tax), professional fees and transportation costs of facilitators, documenters, and resource persons and other out-of-pocket expenses, e.g. workshop materials, and other logistical costs.

Full payment shall only be made upon the completion of the workshop, submission of narrative documentation report, and terminal report with communication plan and corresponding recommendations.

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	Points
Experience of the individual team members in similar projects	30%
Team members having combined experience of 5 years or more in the areas of communication for development and digital media training = 30%	
Team members having combined experience of less than 5	

Criteria	Points
years in the areas of communication for development and digital media training = 15%	
<p>The Consulting Firm has experience in working with the government and/or non-government organizations and has implemented at least three workshops with similar topics</p> <p>More than three (3) engagements = 30% Three (3) engagements = 20% Less than 3 engagements = 10%</p>	30%
<p>The Consulting Firm has a detailed description of the proposed methodology, describing the approach that will be taken to deliver the outputs for each of the activities</p> <p>The proposed methodology thoroughly describes the activities and working modalities of the training = 20%</p> <p>The proposed methodology mostly provides description of the activities and working modalities of the training = 15%</p> <p>The proposed methodology provides a brief description of the activities and working modalities of the training = 10%</p>	20%
Technical knowledge and in-house resources (e.g. books, academic journals, reports, etc.) on journalism, development work and digital marketing	20%
TOTAL	100%

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

7. The DSWD now invites interested consulting firms to submit the following:

- i) SEC Registration Certificate;
- ii) Mayors/Business Permit;
- iii) Proof of PhilGEPS Registration/PhilGEPS Registration Number;
- iv) Financial Proposal Form (Annex A);
- v) Notarized Omnibus Sworn Statement (Annex B), to be submitted by the awarded communication agency;
- vi) Expression of Interest (Application) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements;
- vii) Company Profile including the list of previous engagement in private or in government;
- viii) Comprehensive Curriculum Vitae (CV) of the team members; and
- ix) Technical Proposal (Proposed Methodology and Approach).



The Consulting Firm shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements.

Interested Consulting Firms may submit the said required documents at the address below or through email at quotations@dswd.gov.ph not later than **05:00 p.m. of 18 May 2020.**

THE CHAIRPERSON

Bids and Awards Committee
c/o BAC Secretariat
Ground Floor Matapat Building,
DSWD Central Office,
IBP Road, Constitution Hills, Quezon City
Facsimile No.: (02) 8951-7116
Trunkline No.: (02) 8931-8101 local 121 and 123

Very truly yours,

FELICISIMO C. BUDIONGAN
Undersecretary and
Bids and Awards Committee Chairperson



Annex A

Financial Proposal

DSWD NNP No. 20-GOP-SVCF-003

Lot No.	Particulars	Quantity	Total Contract Price (including all applicable taxes, amount in Phil. Peso)
1	Engagement of an Integrated Communications Agency for the Implementation of a Communication for Development (C4D) and Digital Media Training	1-lot	

Name of Consulting Firm: _____

Signature of Authorized Representative: _____

Name of Authorized Representative: _____

Date: _____

Annex B

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. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of [Name of Consulting Firm] with office address at [address of Consulting Firm];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Consulting Firm] with office address at [address of Consulting Firm];

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of [Name of Consulting Firm], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of the Consulting Firm] 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. *[Name of the Consulting Firm]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, 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;

If a partnership or cooperative: None of the officers and members of *[Name of Consulting Firm]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, 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;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Consulting Firm/s]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, 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. *[Name of Consulting Firm]* complies with existing labor laws and standards;
8. *[Name of Consulting Firm]* is 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).
9. *[Name of Consulting Firm]* 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 _____, 2020 at _____, Philippines.

(Authorized Representative/Signatory)

SUBSCRIBED AND SWORN to before me this ___ day of _____, 2020 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 _____, 2020.

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 2020