

**NOTICE OF NEGOTIATED PROCUREMENT**  
**(Small Value Procurement-Individual Consultant)**  
**DSWD NNP No. 20-GOP-SVC-002-A**

**“Hiring of Writer/Technical Editor for the 2019 DSWD Annual Report”**  
**(PR No. 01-20001-PR-2020-02-00197)**

1. The **Department of Social Welfare and Development (DSWD) – Policy Development and Planning Bureau (PDPB)** through the **DSWD Funds** intends to apply the sum of **Three Hundred Thousand Pesos (PhP300,000.00)** being the **Approved Budget for the Contract (ABC)** to payments under the contract for **“Hiring of Writer/Technical Editor for the 2019 DSWD Annual Report”**.
2. The objective is to procure the services of a **Writer/Technical editor** that can rewrite and edit the **2019 DSWD Annual Report (AR)**.
3. The **Writer/Technical editor** shall have the following qualifications:
  - a. Solid understanding of social development programs and issues;
  - b. Excellent communication skills and ability to follow complex instructions;
  - c. Rewrite the manuscripts/data/stories that will be provided by the **AR committee** and secretariat;
  - d. Exercise good judgement in assessing the level of edit by the **AR** requires at every stage of the process;
  - e. Collaborate with the **Committee and Secretariat**;
  - f. At least five (5) years-experience and proven track record on writing and editing manuscripts and technical papers;
  - g. Ability to meet deadlines is essential;
  - h. Provide at least three (3) related samples of work. Experience working with any **DSWD OBSU** is an advantage;
  - i. Experienced in developing magazine type annual reports from government agencies and/or the private sector;
  - j. Must be able to provide layout services.

4. **Scope of Work:**

The **Writer/Technical Editor** shall be tasked to rewrite and edit the **DSWD 2019 Annual Report (AR)**. He/She shall rewrite and edit the stories, as deemed fit by the end-user, and ensure that the **AR** is reader-friendly in terms of language, style, and presentation, and should be acceptable to the **AR Committee Chairperson**. The **Writer/Technical Editor** should have skill set and capabilities to ensure the success and timely delivery of the **AR**. Failure to do so gives the end-user the option to terminate the whole project.

The **Writer/Technical Editor** shall provide layout services to ensure consistency between content and overall look and feel of the **AR Document**.

Specifically, the Writer/Technical Editor is expected to perform the following tasks:

- a. Provide layout services;
  - b. Attend the meetings of the Annual Report Committee;
  - c. Rewrite the materials for the Annual Report that will be provided by the committee and secretariat;
  - d. Edit the content, technical accuracy, and style of the AR;
  - e. Edit multiple pieces at various levels of development;
  - f. Proofread the AR, including statistical tables and images;
  - g. Coordinate with the identified service provider for the production and printing of the AR in terms of print quality;
  - h. Ensure quality control, including reviewing the layout, proofreading the typeset; and reviewing the sample proofs before final publication.
5. The Project (Consulting Services) shall commence upon receipt of the Notice to Proceed (NTP) by the Writer/Technical Editor and shall be completed within a total of eighty (80) working days exclusive of the number of working days required by the end-user (Client/Procuring Entity) to act on the Writer/Technical Editor's submissions. Upon receipt of the NTP, the Writer/Technical Editor shall report and coordinate with the DSWD Social Marketing Service (SMS) and Policy Development and Planning Bureau (PDPB) as the hiring party/end-user (Client/Procuring Entity).
6. The Writer/Technical Editor will be paid the Total Contract Price (TCP) inclusive of applicable taxes. The TCP includes payment layout services that the Editor will provide. Payment shall be released in tranches based on receipt of the outputs/deliverable by the end-user (Client/Procuring Entity) as detailed below:

Payment Schedule/ Tranche	Percentage of the Total Contract Price (TCP)	Output/Deliverables	Timeframe (Schedule of Submission)
1 <sup>st</sup> payment/ tranche	15%	• <b>At least three (3) studies of Cover Designs and Layout</b> of the 2019 DSWD Annual Report	Within ten (10) working days upon receipt of Notice to Proceed (NTP)
2 <sup>nd</sup> payment/ tranche	20%	• <b>1<sup>st</sup> Draft</b> of the 2019 DSWD Annual Report	Within thirty (30) working days after receipt of stories from SMS
3 <sup>rd</sup> payment/ tranche	20%	• <b>2<sup>nd</sup> Draft</b> of the 2019 DSWD Annual Report	Within ten (10) working days after receipt of comments on the <b>1<sup>st</sup> Draft</b> of the 2019 DSWD Annual Report
4 <sup>th</sup> payment/ tranche	30%	• <b>Camera ready copy</b> of the 2019 DSWD Annual Report	Within five (5) working days after receipt of <b>Final Draft</b> of the 2019 DSWD Annual Report
5 <sup>th</sup> payment/ tranche	15%	• <b>Signed Digital proof</b> of the 2019 DSWD Annual Report	Within five (5) working days after receipt of <b>Digital Proof</b> of the 2019





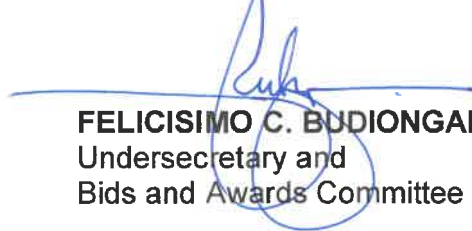
- g. Three (3) related sample works (showing the quality of IEC materials developed).

Interested Consultant may submit the said required documents at the address below or through email at [quotations@dswd.gov.ph](mailto:quotations@dswd.gov.ph) not later than **5:00 PM of 15 June 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

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DSWD NNP No.: 20-GOP-SVC-002-A

<b>Lot No.</b>	<b>Particulars</b>	<b>Quantity</b>	<b>Total Contract Price</b> <i>(including all applicable taxes, amount in Philippine Peso)</i>
1	Hiring of Writer/Technical Editor for the 2019 DSWD Annual Report	1-lot	

Name of Consultant: \_\_\_\_\_

Signature: \_\_\_\_\_

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. 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 \_\_\_\_\_, 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