

**NOTICE OF NEGOTIATED PROCUREMENT**  
**(Small Value Procurement-Individual Consultant)**  
**DSWD NNP No. 20-GOP-SVC-009**

**“HIRING OF CONSULTANT FOR THE DEVELOPMENT OF DATA IMPACT ASSESSMENT AND DATA PRIVACY MANUAL FOR THE PROJECT LINK: FAMILY TRACING AND REUNIFICATION (FTR) SYSTEM”**  
**(PR No. 01-20001-PR-2020-08-00106)**

1. The Republic of the Philippines, through the **Department of Social Welfare and Development (DSWD) – Social Technology Bureau (STB)** through the – **DSWD Funds** intends to apply the sum of **One Hundred Fifty Thousand Pesos (PhP 150,000.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for **“Hiring of Consultant for the Development of Data Impact Assessment and Data Privacy Manual for the Project Link: Family Tracing and Reunification (FTR) System”**.
2. The aims to hire the services of an Individual Consultant who will assist to develop a FTR Data Privacy Manual to protect personal data in information and communications systems in both the government and the private sector. It ensures that entities or organizations processing personal data establish policies, and implement measures and procedures that guarantee the safety and security of personal data under their control or custody, thereby upholding an individual’s data privacy rights. A personal information controller or personal information processor is instructed to implement reasonable and appropriate measures to protect personal data against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination. To inform its personnel of such measures, each personal information controller or personal information processor is expected to produce a Privacy Manual. (National Privacy Commission, 2019).

In compliance to the Data Privacy Act, a consultant is needed to conduct a privacy impact assessment (PIA) prior to the development of the Data Privacy Manual. A Privacy Impact Assessment (PIA) is an instrument for assessing the potential impacts on privacy of a process, information system, program, software module, device or other initiative which processes personal information and in consultation with stakeholders, for taking actions as necessary to treat privacy risk (source: [privacy.gov.ph](http://privacy.gov.ph))

The Data Privacy Manual (DPM) shall include the following as prescribed by the National Privacy Commission: a) Background; b) Introduction; c) Definition of Terms; d) Scope and Limitations; e) Processing of Personal Data; f) Security Measures; g) Breach and Security; h) Incidents; i) Inquiries and Complaints; and j) Effectivity.

The Manual serves as a guide or handbook for ensuring the compliance of an organization or entity with the DPA, its Implementing Rules and Regulations (IRR), and other relevant issuances of the National Privacy Commission (NPC). It also encapsulates the privacy and data protection protocols that need to be observed and

carried out within the organization for specific circumstances (e.g., from collection to destruction), directed toward the fulfilment and realization of the rights of data subjects. (NPC, 2019)

### 3. Scope of work:

Working under the direct supervision of the Social Technology Bureau, the Consultant shall be responsible for the following:

- A. **Identify and collect all relevant information** about: existing systems related to Family Tracing and Reunification (FTR), the process and data flows, the provisions on Data Privacy Act and issuances from the National Privacy Commission, and other necessary information that will help in the development of the manual.
- B. **Conduct meetings and consultations** with key stakeholders/ project focal persons to gather the necessary information and conduct of the privacy impact assessment. Then, after all these processes and after working on the draft manual, this shall be presented to DSWD STB and ICTMS for the finalization of the documents.
- C. **Develop the FTR Data Impact Assessment and Data Privacy Manual based on the data gathered from the key stakeholder/ project focal persons and in consonance with the Data Privacy Law.** The manual shall consist of the following (NPC, 2019):
  - Introduction – This section lays down the basis of the manual and should provide an overview of the DPA, its IRR and other policies that relate to data protection. It should discuss how the organization complies with the data privacy principles, and upholds the rights of the data subjects, both of which are laid out in DPA.
  - Definition of Terms - Terms used in the Manual must be defined for consistency and uniformity in usage. This portion will make sure of that, and allow users of the Manual to understand the words, statements, and concepts used in the document.
  - Scope and Limitations – This section defines the coverage of the Manual. Given that the document is essentially an internal issuance and is meant for the use and application of the organization's staff or personnel, that fact should be emphasized here.
  - Processing of Personal Data – This section lays out the various data life cycles (or processing systems) in existence within the organization—from the collection of personal data, to their actual use, storage or retention, and destruction.
  - Security Measures - In this section, general description of measures such as physical, technical and organizational measures for the protection of personal data. Security measures aim to maintain the availability, integrity and confidentiality of personal data and protect them against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination.
  - Breach and Security Incidents - This section must adequately describe or outline policies and procedures for the management of a personal data breach and security incidents, including the following: a) Creation of a Data Breach Response Team; b) Measures to prevent and minimize occurrence of breach and security incidents; c) Procedure for recovery and restoration of personal data; d) Notification protocol; e) Documentation and reporting procedure of security incidents or a personal data breach.

- **Inquiries and Complaints** – This section shall discuss the procedure for inquiries and complaints that will specify the means through which concerns, documents, or forms submitted to the organization shall be received and acted upon.
- **Effectivity** - This section indicates the period of effectivity of the Manual, as well as any other document that the organization may issue, and which has the effect of amending the provisions of the Manual.

D. **Finalize the Manual** based on the comments/ inputs from the Department of Social Welfare and Development, particularly from Data Protection Officer (DPO), STB and ICTMS.

4. The Consultant is expected to come up with the following deliverables and timelines, and shall undertake the following task:

<b>System Development</b>		
<b>Component and Activities</b>	<b>Expected Results and Outputs</b>	<b>Time Frame</b>
1. <b>Identify and collect all relevant information</b>	Document: Data on existing systems related to Family Tracing and Reunification (FTR), the process and data flows, the provisions on Data Privacy Act and issuances from the National Privacy Commission, and other necessary information that will help in the development of the manual.	10 days
2. <b>Meetings and consultations with key stakeholders and project focal persons</b>	Action: Consultant to attend meetings/ conduct consultations with key stakeholders/ project focal persons to gather the necessary information and conduct of data impact assessment.	5 days (and as needed during the consultancy period)
3. <b>Develop the FTR Data Impact Assessment and Data Privacy Manual</b>	Document: FTR Data Impact Assessment and Data Privacy Manual, compliant to the Data Privacy Law.	30 days
4. <b>Finalize the Manual</b>	Action: Consultant to finalize the manual based on the comments/ inputs from DSWD, particularly from STB and ICTMS  Document: Final Data Privacy Manual	15 days

5. The Project (Consulting Services) duration is for two (2) months commencing upon receipt of Notice to Proceed. Payment shall be made upon acceptance and/or approval by the Department of the various outputs/deliverables according to the following schedule:

Tranches	Deliverables	Timeframe	Timeframe for Approval	Payment Percentage
First	Draft Data Impact Assessment and Data Privacy Manual	45 days	15 days	50%
Second	Final Data Impact Assessment and Data Privacy Manual approved by the Cluster Head	15 days	15 days	50%

6. This project shall be procured using Section 53.9 (Negotiated Procurement-Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 or the Government Procurement Reform Act and pursuant to the following criteria:

Qualification	Rating
<b>Education</b>	<b>30%</b>
Bachelors or Advanced Degree(s) in fields highly relevant to the nature of the consultancy (e.g. social work, governance, law, public administration and management, organizational management, and other related fields).  Doctoral Degree: 30% Master's degree: 28% Bachelor's Degree: 25%	
<b>Experience</b>	<b>35%</b>
Minimum of one (1) year experience in formulating guidelines/policies, systems analysis, data impact assessment and/or manual development.  More than 5 years' experience: 35% 2-4 years' experience: 33% At least 1 year experience: 30%	
<b>Success Rate</b>	<b>35%</b>
At least one (1) sample of written work related in formulating guidelines/policies, systems analysis, data impact assessment and manual development.  More than 5 outputs presented: 35% 2-4 outputs presented: 33% 1 output presented: 30%	
<b>TOTAL</b>	<b>100%</b>

The passing rate/score is **Seventy-Five Percent (75%)**. Failure to meet any of the minimum requirements per criteria will automatically be given a zero (0%) rating.

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

8. The DSWD now invites interested consultants to submit:
- a. Expression of Interest (Application) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements;
  - b. Comprehensive Curriculum Vitae (CV);
  - c. Financial Proposal (Annex A);
  - d. Omnibus Sworn Statement (Annex B) – as condition for an award of contract;
  - e. BIR Certificate of Registration (as an individual consultant and not a firm);
  - f. PhilGEPS Registration Number (as an individual consultant and not a firm); and
  - g. Sample of written works related in formulating guidelines/policies, systems analysis, data impact assessment and manual development.

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 23 October 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,



**RENE GLEN O. PAJE**  
Undersecretary and  
Bids and Awards Committee Chairperson



## Annex A

### Financial Proposal

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<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 Consultant for the Development of Data Impact Assessment and Data Privacy Manual for the Project Link: Family Tracing and Reunification (FTR) System	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