

NOTICE OF NEGOTIATED PROCUREMENT
(Small Value Procurement-Individual Consultant)
DSWD NNP No. 19-GOP-SVC-006

“Hiring of Consultant on the Alternative Parental Care Program”
(PR No. 2018124506)

1. The **Department of Social Welfare and Development (DSWD) – Program Management Bureau (PMB)** through the approved **SARO-BMB-B-18-0010067 under the Department of Foreign Affairs and Trade (DFAT 70507 Fund)** intends to apply the sum of **Six Hundred Thousand Pesos (PhP600,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **“Hiring of Consultant on the Alternative Parental Care Program”**.
2. The consultancy on the assessment of Alternative Parental Care Programs aims to:
 - a. Relate adoption and foster care laws with existing enactments which have impact on children’s welfare and placement;
 - b. Identify the gaps and challenges in the laws, systems, process and procedures governing the implementation of alternative parental care;
 - c. Define working and coordinating structure at the local and national level to strengthen the program; and
 - d. Determine legislative measures in strengthening the adoption and foster care programs.
3. The Consultant should possess the following qualifications:
 - a. Preferably with Master’s Degree in Social Work or related discipline/profession (Education, Law, Psychology or Sociology)
 - b. Preferably with 3 year work experience and knowledge on social welfare and background on Alternative Parental Care Laws (RA 9523, RA 8552, and RA 10165)
 - c. Preferably with 3 years working knowledge and experience in research, analysis and drafting of legislative proposals/bills and implementing rules and regulations, policy making training and development
 - d. Preferably with 2 projects completed as service providers for review and development of laws or policies for the recommendation of legislative proposals, policy notes and guidelines
 - e. Has knowledge on the intent of the laws on Alternative Parental Care Programs and has been involved in creating such laws
4. The Consultant will do research on the existing laws and policies on Alternative Parental Care Programs, assess these laws and provide recommendations on how these laws can be further improved and how the programs can be developed to be more efficient. The consultant will present his/her assessment to the members of

the Research Advisory Committee (RAC) and chosen field implementers. The services of the consultant will cover the following:

- a. Conduct research on the existing laws and policies on Alternative Parental Care Programs with existing enactments;
- b. Assess these laws and provide recommendations on how these laws can further improve children's welfare and placement;
- c. Identify the methodologies to be used for the FGD and National dialogue and act as the facilitator for the said activities.
 - Consultant's transportation and accommodation expenses will be at his/her own expense
 - If the consultant will bring additional staff (documenter/resource person), it will be charged to the consultant
- d. Document the activities and flow of discussion during the FGD and National Dialogue;
- e. Analyze the result of the research and interviews with the PSB and present the assessment report in the RAC meetings;
- f. Draft policy recommendations or proposed bills to address gaps and strengthen the adoption and foster care programs with a unified structure.

Timeline/Period of Deliverables:

The hiring of consultant is anticipated to be completed within 5 months of the 6-month duration of the proposed activity upon receipt of the Notice to Proceed (NTP). The following are the specific activities and timelines:

Activity	Deliverables	Month
First Phase		
1. Review of Adoption and Foster Care materials	• Submission of Inception Report ten (10) days from receipt of NTP	1 st month
2. Conduct interviews with program implementers, experts and other personnel handling adoption and foster care	• Tabular report on the common issues and concerns encountered by the field implementers	
3. Conduct focus group discussions (FGD) and act as resource person	• Initial assessment report and policy and legislative proposals	2 nd month
4. Analyze the result of the research and interviews with RAC on Adoption	• Analysis report	
Second Phase		
5. Submit assessment on the Alternative Parental Care Program of the Philippines	• Assessment report • Draft policy and legislative proposals	2 nd month

6. Consultation with RAC on Adoption	<ul style="list-style-type: none"> Revised assessment report and policy and legislative proposals 	3 rd month
7. Resource person at the National Dialogue	<ul style="list-style-type: none"> Present revised assessment report based on the comments of RAC 	
8. Consultation with RAC on Adoption	<ul style="list-style-type: none"> Submission of revised and conclusive assessment on Alternative Parental Care Program 	4 th month
Third Phase		
9. Finalization of assessment report, policies and legislative proposals	<ul style="list-style-type: none"> Revised assessment based on the comments of RAC 	4 th month
10. Submit improved assessment report and proposed amendments on the Alternative Parental Care Programs	<ul style="list-style-type: none"> Assessment report Policy and legislative proposals 	
11. Consultation with RAC on Adoption	<ul style="list-style-type: none"> Presentation of final output and recommendations to RAC 	
12. Submit Terminal Report	<ul style="list-style-type: none"> Terminal Report with the final assessment report and policy in strengthening the Adoption and Foster Care Programs 	5 th month

Required Reports:

- a. Approved Inception Report
 - b. Assessment Report presenting the gaps and inconsistencies in the existing laws and Policies on Alternative Parental Care Program
 - c. Assessment Report presenting recommendations to address gaps and streamline business processes and operating systems
 - d. Legislative measures in strengthening the adoption and foster care programs
 - e. Terminal Report / Executive Summary
 - f. Documentation on FGD and National Dialogue
5. Payment shall be made upon acceptance and/or approval by the Department of the various outputs/deliverables according to the following schedule:

Payment Tranche	Percentage of the Total Contract Price (TCP)	Deliverables	Timelines	Month
1 st tranche	15%	<ul style="list-style-type: none"> Approved Inception Report Initial recommendations with the RAC 	10 days after receipt of Notice to Proceed (NTP)	1 st month

		<ul style="list-style-type: none"> • Tabular report on the common issues and concerns encountered by the field implementers 	Within 30 days upon approval of the inception report	2 nd month
		<ul style="list-style-type: none"> • Analysis report 	Within 5 working days after the last conduct of FGD	
2 nd tranche	27%	<ul style="list-style-type: none"> • Assessment report 	3 working days after 2 nd RAC meeting	3 rd month
		<ul style="list-style-type: none"> • Executive Report or Activity highlights 	5 working days after submission of Assessment report	
		<ul style="list-style-type: none"> • Report on comments/ recommendations • Submission of draft policy and legislative proposals 	10 working days after the conduct of National Dialogue	
3 rd tranche	29%	<ul style="list-style-type: none"> • Revised and conclusive assessment on Alternative Paternal Care Program 	5 working days after 3 rd RAC meeting	4 th month
		<ul style="list-style-type: none"> • Final Assessment Report with policy and legislative proposals 	15 working days after 3 rd RAC meeting	
4 th tranche	29%	<ul style="list-style-type: none"> • Terminal Report 	5 working days after the 4 th RAC meeting	5 th month

- The contract duration is Five (5) Months from the receipt of Notice to Proceed (NTP).
- Applicant will be evaluated based on the following criteria:

Qualifications/Criteria	Percentage
1. Education: Preferably with Master's Degree in Social Work or related discipline/profession (Education, Psychology, Sociology)	20%
a. Master's degree holder and/or master's degree with PhD unit;	20%
b. Bachelor's degree holder with master's degree units;	15%
c. Bachelor's degree holder	10%
2. Experience: Has work experience and knowledge on social welfare especially on Alternative Parental Care Programs	25%
• Preferably 3 years and above	
a. With 3 years and above	25%
b. With 2 years and above	20%
c. With 1 year and above	15%
3. Experience: Has working knowledge and work experience in	25%

<p>research, analysis and drafting of legislative proposals/bills and implementing rules and regulations, policy making training and development related to Alternative Parental Care</p> <ul style="list-style-type: none"> • Preferably 3 years and above <ul style="list-style-type: none"> a. With 3 years and above b. With 2 years and above c. With 1 year and above 	<p>25%</p> <p>20%</p> <p>15%</p>
<p>4. Has completed project/s as service providers for review and development of laws and policies for the recommendation of legislative proposal, policy notes and guidelines on social welfare</p> <ul style="list-style-type: none"> • Preferably 2 projects completed <ul style="list-style-type: none"> a. 2 projects completed b. 1 project completed c. No project completed 	<p>15%</p> <p>15%</p> <p>10%</p> <p>0%</p>
<p>5. Has knowledge on the intent of the laws on Alternative Parental Care Programs</p> <ul style="list-style-type: none"> • At least 1 involvement in crafting the laws <ul style="list-style-type: none"> a. Involved in crafting 1 or more laws b. No involvement in committees 	<p>15%</p> <p>15%</p> <p>0%</p>
TOTAL	100%
Passing Mark is 75%	

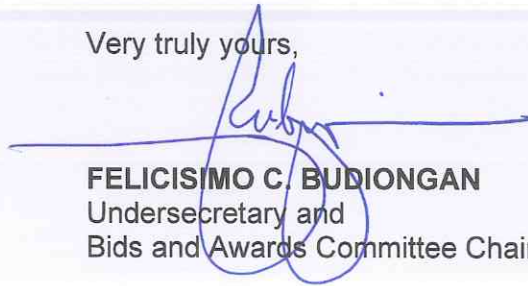
8. The Consultant shall be selected through Negotiated Procurement under Small Value Procurement pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (R. A. No. 9184) or the Government Procurement Reform Act (GPRA).
9. The Consultant shall be 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.
10. The DSWD now invites interested consultants to submit:
 - a. Comprehensive Curriculum Vitae (CV);
 - b. Financial Proposal (Annex A);
 - c. BIR Certificate of Registration;
 - d. PhilGEPS Registration Number;
 - e. Income/Business Tax Returns;
 - f. Omnibus Sworn Statement (Annex B);
 - g. Expression of Interest (Application) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements;

Interested Consultant may submit the said required documents at the address below or through email at quotations@dswd.gov.ph not later than **5:00 PM of April 12, 2019**.

THE CHAIRPERSON

Bids and Awards Committee
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,



FELICISIMO C. BUDIONGAN
Undersecretary and
Bids and Awards Committee Chairperson

Financial Proposal

NNP No.: 19-GOP-SVC-006

Lot No.	Particulars	Quantity	Total Contract Price <i>(including all applicable taxes, amount in Phil. Peso)</i>
1	Hiring of Consultant on the Alternative Parental Care Program	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 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 _____, 2019 at _____, Philippines.

(Authorized Representative/Signatory)

SUBSCRIBED AND SWORN to before me this ___ day of _____, 2019 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 _____, 2019.

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 _____