

**REQUEST OF PROPOSAL  
(Small Value Procurement-Individual Consultant)**

**HIRING OF CONSULTANT FOR THE DEVELOPMENT OF THE DSWD  
PARTNERSHIP MANUAL FOR ENGAGING LGUs AND SERVICE PROVIDERS  
(LSPs)**

DSWD NNP No. 21-GOP-SVP-IC-001  
(PR No. 01-20001-PR-2021-02-00211)

1. The Republic of the Philippines, through the **Social Welfare Institutional Development Bureau – Current Appropriation Funds**, of the **Department of Social Welfare and Development (DSWD)**, intends to apply the sum of **Four Hundred Thousand Pesos (PhP400,000.00)** being the Approved Budget for the Contract (ABC) as payment for the **“Hiring of Consultant for the Development of the DSWD Partnership Manual for Engaging LGUs and Service Providers (LSPs)** (DSWD NNP No. 21-GOP-SVP-001).
  
2. The project aims to develop a partnership manual with framework and mechanism for DSWD and the LGUs and Learning Service providers’ engagements to improve service delivery and establish and/or strengthen partnership with learning service providers in the delivery of Learning and Development Programs of the SWD Learning Institute.

3. **Scope of Work:**

The consultant will be required to do the following tasks as part of developing the partnership manual for engaging LGUs for SWD Learning and Development Programs of the SWD Learning Institute and for the sustainability of the devolved SWD programs and services:

1. Submit an inception report covering the detailed work plan and timeline of the consultant for the duration of the contract, and agreements as approved by SWIDB.
  2. Conduct necessary activities such as but not limited to workshops with LGUs to develop and validate the partnership framework, terms and toolkit.
  3. Produce the Partnership Manual.
  4. Conduct one post-consultation with SWIDB.
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4. The Consultant is expected to come up with the following deliverables and timelines, and shall undertake the following task:

Major outputs of the consultant are as follows:

1. Inception report
2. Developed Partnerships Manual for engaging LGUs for SWD Learning and Development Programs and sustainability of devolved SWD Programs and Learning Service Providers of the L&D Programs of the SWDLI.

## Institutional Arrangements

### 1. The Consultant

- a. Report to the Director of Social Welfare Institutional Development Bureau (SWIDB) to discuss plans on how to conduct the workshop with the LGUs and to identify the contents of the partnership manual
- b. Coordinate with the focal person(s) for the implementation of the inception plan

### 2. Social Welfare Institutional Development Bureau

- a. Serve as the office responsible for overseeing the operations/transactions of the Consultant
- b. Initiate and coordinate activities with the consultant in the conduct of his/her consultancy
- c. Analyze the quality of the outputs provided by the consultant under the terms provided hereto under deliverables and timelines
- d. Provide necessary documents within the duration of the engagement with the consultant

5. Payment shall be made upon acceptance and/or approval by the Department of the various outputs/deliverables according to the following schedule:

Payment Tranches	Payment Percentage	Deliverables	Timeline	Amount
1 <sup>st</sup> Tranches of Payment	15%	Complete inception report, annexing the required and specified assessments	Within two (2) weeks from the receipt of notice to proceed	60,000.00
2 <sup>nd</sup> Tranches of Payment	50%	Initial Draft of the Partnership Manual	Within four (4) weeks upon the approval of the inception report	200,000.00
3 <sup>rd</sup> Tranches of Payment	20%	Conduct a national validation workshop for LGUs and LSPs	Within two (2) weeks upon the approval of the initial draft	80,000.00
4 <sup>th</sup> Tranches of Payment	15%	Final draft of the Partnership for Manual LGUs and LSPs to be approved by the Undersecretary	Within four (4) weeks after the conduct of national validation workshop, approved by the undersecretary	60,000.00
<b>TOTAL:</b>				<b>400,000.00</b>

The outputs of the consultant will be subjected to evaluation metrics before proceeding to the next step. Only the work outputs/deliverables found acceptable shall be paid.

In the event of unsatisfactory performance, DSWD reserves the right to terminate the contract. In case of partially satisfactory performance, such as serious delays causing the negative impact on meeting the contract objectives, low quality or insufficient depth and/or scope of the assignment completion, DSWD is entitled to decrease the payment by a one-tenth of one percent (0.1%) per day deduction in payment for the covered work output/deliverable, except if satisfactorily justified.

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:

Qualification	Rating
<b>Education</b>	<b>25%</b>
<p>With Doctoral degree in Public Management, Public Administration, Development Management or other relevant area, with expertise or specialization in partnerships development</p> <p>Doctoral Degree: 20%            Doctoral Degree with certification of specialization or expertise: 25%</p>	
<b>Experience</b>	<b>50%</b>
<p>With 10 years of consultancy experience in establishing partnerships with continuing education institutions, professional development institutions, international and national academic institutions, government and non-government agencies</p> <p>10 years of experience: 40%            11-12 years of experience: 45%            13 years or more of experience: 50%</p>	
<b>Success Rate</b>	<b>25%</b>
<p>Has conducted researches and consultation workshops related to partnerships development with continuing education institutions, professional development institutions, international and national academic institutions, government and non-government agencies</p> <p>At least 1 output presented: 15%            2-3 outputs presented: 20%            4 or more outputs presented: 25%</p>	
<b>TOTAL</b>	<b>100%</b>

The passing rate/score is **Seventy-Five Percent (75%)**

7. The DSWD now invites interested individual applicants to submit the following:
  - a. Expression of Interest (Application) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements;
  - b. Curriculum Vitae (CV) (with TOR or diploma, proof of experiences and trainings);
  - c. Financial Proposal (Annex A);
  - d. Notarized Omnibus Sworn Statement (Annex B)
  - e. BIR Certificate of Registration; and
  - f. PhilGEPS Registration Number
8. The required documents shall be submitted at the address below or through email at **quotations@dswd.gov.ph** not later than **10:00 a.m. of 08 April 2021**. The total amount of contract is **Four Hundred Thousand Pesos (PhP400,000.00)**.
9. The project duration is three (3) months.
10. The Consultant shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements.

**THE CHAIRPERSON**

Bids and Awards Committee  
c/o Bids and Awards Committee Secretariat  
Procurement Management Service  
DSWD Central Office  
IBP Road, Constitution Hills. Quezon City  
Facsimile No.: (02) 951 7116  
Telephone Nos.: (02) 931 8161 or 9316139

**(ORIGINAL SIGNED)**  
**RENE GLEN O. PAJE**  
Undersecretary and Chairperson  
Bids and Awards Committee

## Financial Proposal

NNP No.: 21-GOP-SVP-IC-001

<b>Particulars</b>	<b>Quantity</b>	<b>Total Contract Price</b> <i>(including all applicable taxes, amount in Phil. Peso)</i>
<b>Hiring of Consultant for the Development of The DSWD Partnership Manual For Engaging LGUs and Service Providers (LSPs)</b>	1	

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

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

Date: \_\_\_\_\_

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], 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 Bidder] with office address at [address of Bidder];

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

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

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], 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 Bidder] 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] 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 Bidder] 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 Bidder] 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 Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 21\_\_ at \_\_\_\_\_, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

**[Jurat]**

[Format shall be based on the latest Rules on Notarial Practice]

