

REQUEST OF PROPOSAL

(Small Value Procurement-Individual Consultant)

ENGAGEMENT OF A CONSULTANT FOR THE ROLL-OUT OF THE CASE MANAGEMENT GUIDE FOR FORMER REBELS AND OTHER RETURNEES

-DSWD NNP No. 21-GOP-SVP-IC-006-
(PR No. 01-20001-PR-2021-03-00114)

1. The Republic of the Philippines, through the **Office of Undersecretary for Inclusive and Sustainable Peace (OUSISP) – Current Appropriation Funds**, of the **Department of Social Welfare and Development (DSWD)**, intends to apply the sum of **Four Hundred Thousand Pesos (PhP 400,000.00)** being the Approved Budget for the Contract (ABC) as payment for the **“Engagement of a Consultant for the Roll-Out of the Case Management Guide for Former Rebels and Other Returnees”** (DSWD NNP No. 21-GOP-SVP-IC-006)
2. This engagement of consultant for this project will provide expertise in the processes and tools needed for the roll-out of the FR CM Guide.
3. **Scope of Work:**
 1. **Submit an Inception Report**

An inception, report, which specifies relevant activities with the corresponding schedule within the timeline of the project, will be submitted to DSWD.
 2. **Prepare Training Modules**

The consultant will prepare Training Modules for the training of trainers and the actual roll-out to the end-users at the local level, based on the FR Case Management Guide
 3. **Conduct a Training of Trainers (TOT)**

The consultant will serve as the facilitator in the Training of Trainers and will document the inputs gathered from the said activity.
 4. **Pilot Test the Roll-Out of the CM Guide**

The CM Guide will initially be rolled out by one (1) DSWD Field Office in select LGUs with high number of FRs. The Consultant will regularly meet with the FOs and/or LSWDOs involved in the Pilot Test for monitoring and documenting issues, gaps and challenges in the current process.
 5. **Technical Assistance to the Actual Roll-Out of the CM Guide**

The consultant will provide technical assistance to Trainers from the DSWD Field Offices and will document the inputs gathered from the said activity.
 6. **Enhance the Case Management Guide**

The consultant will enhance the Guide based on inputs gathered from TOT and other new sources of data, if any.

Major outputs of the Consultant are as follows:

1. Inception report (covering the detailed activities and timelines of the assignments)
 2. Training Modules for TOT
 3. Executive Summary Report on the Conduct of the TOT
 4. Materials for Trainers for the Actual Roll-Out
 5. Executive Report on the Pilot Roll Out
 6. Executive Summary Report on the Roll-Out
 7. Enhanced CM Guide and Tools, as necessary
4. Payment shall be made upon acceptance and/or approval by the Department of the various outputs/deliverables according to the following schedule:

Payment Tranches	Deliverables	Indicative Timeline	% of the Contract Price
1 st Tranche of Payment	Inception Report	Within a week from the receipt of notice to proceed	5%
2 nd Tranche of Payment	Executive Summary Report on the Conduct of the TOT (as a result of the Development of Training Modules for TOT/Materials for TOT and the Actual Conduct of TOT)	Modules/ Materials within one (1) month from receipt of Inception Report TOT within two (2) weeks from receipt of training modules Executive Summary Report within one (1) week from the conduct of the TOT	40%
3 rd Tranche of Payment	Submission of the Executive Summary Report on the Pilot Roll-Out, Actual Roll-Out and Enhancement to CM Guide/ Tools (as needed)	Enhanced Training Modules within one (1) weeks from receipt of the Executive Summary Report Pilot Roll-Out within two (2) weeks from receipt of the enhanced training modules (and will be ongoing for one month)	55%

		Executive Summary Report on the Pilot Roll-Out and Materials within a month from the start of pilot roll out Technical Assistance to Actual Roll-Out of the CM Guide within two (2) weeks from receipt of Executive Summary Report on the Pilot Roll-Out	
Total			100%

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.

5. 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:

EVALUTATION CRITERIA

Educational Background	
Has a Bachelor's degree in Social Work, Development Studies, Community Development and other related Social Science Courses: <ul style="list-style-type: none"> a. Bachelor's Degree in abovementioned courses - 6% b. Master's Degree (and higher) in abovementioned courses - 8% c. With doctoral units or doctorate degree- 10% 	10%
Experience	
Has at least ten (10) years of work/consultancy experience in areas related to social welfare <ul style="list-style-type: none"> a. 10 years of experience - 8% b. More than 10 years of Experience - 10% 	10%
Experience working with government in the development of protocols/manuals/guidebooks <ul style="list-style-type: none"> a. At least 1 government engagement in the development of protocols/manuals/guidebooks- 18% b. 2 or more government engagements in the development of protocols/manuals/guidebooks- 20% 	20%


Experience as Resource Person/ Facilitator/ Lecturer	20%
Experience in the following areas is preferred: a. Philippine Peace Process -5% b. Community Organizing in Conflict-Vulnerable Areas- 5% c. Social Case Management - 15% d. ECLIP and/or other peace programs of the government-15%	40%
TOTAL	100%

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

6. The DSWD now invites interested individual applicants to submit the following:
 - a. Expression of Interest (EOI) 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.
7. Project duration is four (4) months.
8. The required documents shall be submitted at the address below or through email at quotations@dswd.gov.ph not later than **05:00 p.m. of 01 June 2021**. The total amount of contract is **Four Hundred Thousand Pesos (PhP 400,000.00)**.
9. 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 8101 to 07 local nos. 122, 123 and 124



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

Annex A

Financial Proposal

NNP No.: 21-GOP-SVP-IC-006

Particulars	Quantity	Total Contract Price (including all applicable taxes, amount in Phil. Peso)
Engagement of a Consultant for the Roll-Out of the Case Management Guide for Former Rebels and Other Returnees	1	

Name of Consultant: _____

Signature: _____

Date: _____

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

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]