

## REQUEST OF PROPOSAL

### (Small Value Procurement-Individual Consultant)

## HIRING OF CONSULTANT FOR THE DEVELOPMENT OF GUIDEBOOK ON IMPLEMENTING TRADITIONAL FACE-TO-FACE AND ONLINE/DIGITAL TRAINING PROGRAMS IN DSWD

DSWD NNP No. 21-GOP-SVC-IC-003-  
(PR No. 01-20001-PR-2021-03-00001)

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 **Five Hundred Thousand Pesos (PhP 500,000.00)** being the Approved Budget for the Contract (ABC) as payment for the **“Hiring of Consultant for the Development of Guidebook on Implementing Traditional Face-to-Face and Online/Digital Training Programs in DSWD (DSWD NNP No. 21-GOP-SVC-IC-003)**
2. The project aims to conceptualize and develop the Guidebook on the Application of Integrated and Blended Learning Approach to Learning and Development Interventions (LDIs). The Guidebook shall help the intended audience/users to understand and implement the entire process of designing and conducting LDIs for both face-to-face and online delivery.
3. **Scope of Work:**
  - a. Inception Plan

The Inception Plan shall cover the detailed work plan and timeframe of the consultancy work considering the duration of the contract and the agreements approved by both parties – the Consultant and SWIDB. This shall indicate schedules and/or deadlines of the activities and deliverables required to fulfil the objectives of the project.
  - b. Consultation Discussion Guides

A series of consultation in the form of focus group discussions (FGDs) will be conducted to gather the practices and narratives of L&D practitioners in the Department. The discussion intends to circle around their experiences in conceptualizing and conducting LDIs – both in delivering a face-to-face and online interventions. Data gathering tools and session guides that will be used for the purpose of the consultation shall be developed by the Consultant.
  - c. Guidebook Concept Note

The Consultant shall process the data that will be generated from the consultation accordingly and use these to propose the concept for the Guidebook. Such proposal shall be encapsulated through the Guidebook Concept Note. This document, as a deliverable, shall discuss the thematic section expected to be found in the Guidebook, the Guidebook format, syntax and tone of writing and the outline that will be referred to as the development proceeds to writing.
  - d. Guidebook on Applying Integrated and Blended Learning Approach to Learning and Development Interventions (LDIs).

The Consultant shall co-author and write sections of the Guidebook classified with technical content related to the application of Integrated and Blended Learning Approach to LDIs, including but not limited to definition, description, requirements, mechanics, examples, etc. of concepts, principles, processes, key elements, methodologies etc. essential in understanding the approach and its application in delivering a combined face-to-face and online learning interventions.

4. The Consultant is expected to come up with the following deliverables and timelines, and shall undertake the following task:
  - Inception Report
  - Consultation Discussion Guides
  - Guidebook Concept Note (including Thematic Sections, Format and Outline)
  - Guidebook on Applying Integrated and Blended Learning Approach to Learning and Development Interventions (LDIs)
  
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	Deliverables	Timeline	% of the Contract Price
1 <sup>st</sup> Tranche of Payment	Inception Plan and Consultation Discussion Guides (and other data gathering tools that will be identified)	Within two (2) weeks from the receipt of notice to proceed	10%
2 <sup>nd</sup> Tranche of Payment	Guidebook Concept Note	Within three (3) weeks from the last set of FGD in the consultation series	20%
3 <sup>rd</sup> Tranche of Payment	First Draft: Guidebook on applying Integrated and Blended Learning Approach to Learning and Development Interventions (LDIs)	Within three (3) weeks from the approval of the Guidebook Concept Note	30%
4 <sup>th</sup> Tranche of Payment	Final Document incorporating comments from the First Draft: Guidebook on Applying Integrated and Blended Learning Approach to Learning and Development Interventions (LDIs)	Within two (2) weeks from the receipt of comments/inputs to the First Draft	40%
<b>Grand Total</b>			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.

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
At least 3 years of experience in conducting L&D interventions, with considerable experience in delivering online learning interventions  At least 3 years of experience 25% 4-5 years of experience: 27% 6 or more years of experience: 30%	30%
Have at least 3 years of experience in facilitating consultation-workshops and other activities either through face-to-face or online setup for the purposes of gathering data and relevant information  At least 3 years of experience 25% 4-5 years of experience: 27% 6 or more years of experience: 30%	30%
Have been part of at least 3 development projects that include writing of modules, manuals, guidebook, policies and other knowledge products  At least 3 years of experience 25% 4-5 years of experience: 27% 6 or more years of experience: 30%	30%
Have at least 1-year experience of work engagement with government agencies  At least 1 engagement with government agencies related to research and writing: 5%  2-3 years' engagement with government agencies related to research and writing: 7%  4 or more years engagement with government agencies related to research and writing: 10%	10%
<b>TOTAL</b>	<b>100%</b>

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

7. The DSWD now invites interested individual applicants to submit the following:
- Expression of Interest (EOI) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements;
  - Curriculum Vitae (CV) (with TOR or diploma, proof of experiences and trainings such as Notice of Award, Notice to Proceed, contracts, Purchase Orders, certificates of participation, certificate of appreciation and the like);
  - Financial Proposal (Annex A);
  - Notarized Omnibus Sworn Statement (Annex B) (to be submitted by the awarded consultant)
  - 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](mailto:quotations@dswd.gov.ph) not later than **05:00 p.m. of 26 April 2021**. The total amount of contract is **Five Hundred Thousand Pesos (PhP 500,000.00)**, and **will be engaged for three (3) months or twelve (12) weeks from receipt of the Notice to Proceed (NTP)**.
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

(Original Signed)  
**RENE GLEN O. PAJE**  
Undersecretary and Chairperson  
Bids and Awards Committee

**Annex A**

**Financial Proposal**

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NNP No.: 21-GOP-SVC-IC-003

<b>Particulars</b>	<b>Quantity</b>	<b>Total Contract Price</b> (including all applicable taxes, amount in Phil. Peso)
<b>Hiring of Consultant for the Development of Guidebook on Implementing Traditional Face-to-Face and Online/Digital Training Programs in DSWD</b>	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]