

## REQUEST FOR PROPOSAL

### (Small Value Procurement-Individual Consultant)

#### HIRING OF CONSULTANT FOR THE DEVELOPMENT OF MODULES FOR TEEN SUPPORT: PSYCHOSOCIAL SUPPORT AND OTHER INTERVENTIONS FOR TEENAGE PARENTS AND THEIR FAMILIES

DSWD NNP No. 21-GOP-SVP-IC-007-  
(PR No. 01-20001-PR-2021-05-00087)

1. The Republic of the Philippines, through the **Social Technology Bureau – Current Appropriation Funds**, of the **Department of Social Welfare and Development (DSWD)**, intends to apply the sum of **Three Hundred Thousand Pesos (PhP 300,000.00)** being the Approved Budget for the Contract (ABC) as payment for the “**Hiring of Consultant for the Development of Modules for TEEN Support: Psychosocial Support and Other Interventions for Teenage Parents and their Families**” (DSWD NNP No. 21-GOP-SVP-IC-007)
2. The project aims to hire the services of an Individual Consultant who will assist to develop a module for family life enrichment service such as life coaching, family healing and parenting journey sessions for teenage parents and their families.

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 Gather Relevant Information**

Review of pertinent materials and documents during the development of the inception report and outline of the modules.

The Consultant shall coordinate with the concerned offices to gather basic information and reference materials from the implementers and key stakeholders.

**b. Preparatory Meetings**

Conduct and facilitate meetings to gather information and other relevant data as a guide in the development of the modules. The meetings may be done via face-to-face and/or online, as deemed applicable.

**c. Development of the Modules**

The Consultant shall develop the modules for family life enrichment services such as life coaching, family healing and parenting journey sessions for teenage parents and their families, based on the result of the initial gathered information and meetings. This shall be subjected for review of DSWD STB and other key stakeholders, and approval of the Cluster Head.

**d. Pre-testing of the Modules**

Conduct pre-testing of the modules to measure the appropriateness and effectiveness of the materials. The Consultant, in coordination with the project team, shall conduct the pretesting with key stakeholders, including teenage parents. A report on the conduct of the pre-testing shall be prepared and submitted to DSWD STB.

**e. Finalization of the Modules**

The Consultant shall finalize the modules based on the pre-test results and comments from the Department of Social Welfare and Development, particularly from STB and key stakeholders, subject to final approval of the Cluster Head. The modules must be written in English, with concise and high quality presentation.

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

Component and Activities	Expected Results and Outputs	Time Frame
<b>1. Identify and Gather Relevant Information</b>	Document: Inception Report	20 days
<b>2. Preparatory Meetings</b>	Action: Consultant to attend meetings/ conduct consultations with key stakeholders/ project focal persons to gather the necessary information/ relevant materials	10 days (and as needed during the consultancy period)
<b>3. Development of the Modules</b>	Document: Modules for family life enrichment services such as life coaching, family healing and parenting journey sessions for teenage parents and their families	60 days
<b>4. Pre-testing of the Modules</b>	Action: Consultant to conduct pretesting of the draft modules.	10 days
<b>5. Finalize the Modules</b>	Action: Consultant to finalize the manual based on the results of the pretesting and comments/ inputs from DSWD, particularly from STB and key stakeholders.  Document: Final Modules	20 days
	Total Number of Days	120 calendar days

5. 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	Percent	Amount
First Tranche	Draft Modules	Upon submission of first draft as specified in the timeline	60%	200,000.00
Second Tranche	Final Modules approved by the Cluster Head	Upon the approval of the final draft	40%	100,000.00
			<b>TOTAL:</b>	<b>300,000.00</b>

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>30%</b>
Consultant has at least a bachelor's in fields highly relevant to the nature of the consultancy (e.g. psychology, social work, community development, anthropology, women and development, development communication, sociology, public administration and management, and other related disciplines).	
<ul style="list-style-type: none"> <li>• Doctoral Degree</li> </ul>	30%
<ul style="list-style-type: none"> <li>• Master's Degree</li> </ul>	28%
<ul style="list-style-type: none"> <li>• Bachelor's Degree</li> </ul>	25%
<b>Experience</b>	<b>35%</b>
Minimum of one (1) year experience and technical training on manual/ module development, social research and or related documentations	
<ul style="list-style-type: none"> <li>• More than 5 years' experience</li> </ul>	35%
<ul style="list-style-type: none"> <li>• 2-4 years' experience</li> </ul>	33%
<ul style="list-style-type: none"> <li>• At least 1 year experience</li> </ul>	30%
<b>Track Records</b>	<b>35%</b>
The Consultant has proven track records in developing materials and has developed at least one (1) sample of written work related to the TOR of this Consultancy	


<ul style="list-style-type: none"> <li>• Excellent – with at least 5 submitted sample work/ outputs which show completeness and compliance to prescribed templates/ contents</li> <li>• Very Good – with at least 3 submitted sample work/ outputs which show completeness and compliance to prescribed templates/ contents</li> <li>• Good – with at least 1 submitted sample work which shows completeness with some tolerable deviations to the prescribes templates/ contents</li> </ul>	<p>35%</p> <p>33%</p> <p>30%</p>
<b>TOTAL</b>	<b>100%</b>

The passing rate/score is **Eighty-Five Percent (85%)**. *Failure to meet any of the minimum requirements per criteria stated above will automatically be given a zero (0%) rating.*

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;
  - f. PhilGEPS Registration Number; and
  - g. At least one (1) related sample work.
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 14 June 2021**. The total amount of contract is **Three Hundred Thousand Pesos (PhP 300,000.00)**.
9. The project duration is four (4) months from the issuance of the Notice to Proceed (NTP).
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 8101 to 07 local nos. 122, 123 and 124



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

**Annex A**

**Financial Proposal**

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NNP No.: 21-GOP-SVP-IC-007

<b>Particulars</b>	<b>Quantity</b>	<b>Total Contract Price</b> <i>(including all applicable taxes, amount in Phil. Peso)</i>
Hiring of Consultant for the Development of Modules for TEEN Support: Psychosocial Support and Other Interventions for Teenage Parents and their Families	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]*