

REQUEST OF PROPOSAL

(Small Value Procurement-Consultancy Firm)

ENGAGEMENT OF AN ELECTRONIC LEARNING MANAGEMENT SYSTEM DEVELOPER

DSWD RFP No. 21-GOP-SVP-CF-008-B
(PR No. 01-20001-PR-2021-03-00233)

1. The Republic of the Philippines, through the **Department of Social Welfare and Development – Social Welfare Institutional Development Bureau** under **2020 Continuing Appropriation Funds**, of the **Department of Social Welfare and Development (DSWD)**, intends to apply the sum of **Five Hundred Thousand Pesos (PhP500,00.00)** being the Approved Budget for the Contract (ABC) as payment for the **“Engagement of an Electronic Learning Management System Developer”** (DSWD NNP No. 21-GOP-SVP-CF-008-B).
2. The project aims to engage a consultancy firm for establishing the Learning Management System for DSWD, that provide alternative modes of learning for its internal staff, partners and intermediaries, and to harmonize the learning and development initiatives across OBS and Field Offices.
3. **Scope of Work:**
 - A. Development and Deployment of LMS
 1. Submit and Inception Report indicating the processes needed to develop timeline of activities
 2. Design and develop an initial prototype of the LMS based on the inception report and approved LMS design. The prototype will be subjected to the Bureau’s approval before proceeding to develop a fully-functioning LMS.
 3. Establish the DSWD Learning Management System based on the inception report and approved LMS design that is accessible both in online and offline mode. The LMS must comply/ pass vulnerability assessment to be done by ICTMS prior to production and deployment. The LMS must be installed/deployed within DSWD to ensure full access/ management by authorized system owner and administrator. In developing the system, firm is required to purchase necessary equipment, licensed programs and applications chargeable to the over-all fee for the service provider.
 4. Develop a comprehensive/ complete systems documentation and technical user manual for the administrator, course manger, module manager and learner with accompanying use-case diagrams, and covering all aspects of managing and utilization of the LMS
 5. Provide back-up plan for the application

Expected Outputs/Deliverables:

1. Approved inception report covering the detailed activities and timelines
2. Approved LMS prototype at the Bureau level

3. Live and fully-functioning LMS, accessible both in online and offline modes, approved at the Bureau level, User Vulnerability Assessment Report
 4. Technical and user manual and back-up plan of the application
 5. Training on the use of LMS, Course Authoring and Course uploading.
4. Payment shall be made upon acceptance and/or approval by the Department of the various outputs/deliverables according to the following schedule:

Payment Tranche	Outputs/Deliverables	Timeline	Percentage
1st Tranche	A. Development and Deployment of LMS A.1 Approved inception report covering the detailed activities and timelines	Within 1 week from the receipt of notice to proceed	15%
	A.2 Approved LMS prototype at the Bureau level	Within 1 week from the receipt of approved Inception Report	
2nd Tranche	A.3 Approved LMS, that is accessible both in online and offline mode, at the Bureau level User Acceptance Test and Vulnerability Assessment Report	Within 4 weeks from receipt of approved LMS prototype at the Bureau level	45%
3rd Tranche	A.4 Technical and user manual and back-up plan for the application	Within 1 week from receipt of approved online and offline mode of LMS at the Bureau level	20%
4th Tranche	A.5 Conduct Training on the use of LMS, course authoring and course uploading	Within 1 week from receipt of deployed LMS	20%
TOTAL			100%

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:

QUALIFICATION	Percentage
Consulting Firm	
1. At least 3 years experience in the development, design and deployment of websites, development of Learning Management Systems or e-governance tools (submit proof of engagement) <ul style="list-style-type: none"> a. At least three (3) years experience - 12% b. 4-7 more years of experience – 16% c. 8 or more years of experience -20% 	20%
2. The firm had preferably with experience in working with the government (submit proof of engagement) <ul style="list-style-type: none"> a. With private sector engagement – 6% b. With at least 1 engagement with the government – 8% c. 2 or more engagement with the government – 10% 	10%
3. Be able to provide project team for the whole duration of the project <ul style="list-style-type: none"> a. At least 2 staff – 6% b. 3-4 staff – 8% c. 5 or more staff – 10% 	10%
Project Manager and Team Members	
1. Project Manager has technical experience on Project Management (submit proof of engagement) <ul style="list-style-type: none"> a. 1 experience on managing a project – 20% b. 2-3 experiences on managing a project – 22% c. 4 or more experience on managing a project – 25% 	25%
2. Project Manager and/or team members are proficient in using any of the following programming languages (HTML, CSS, PHP, Java Script) (include in the CV of the Team) <ul style="list-style-type: none"> a. Two (2) programming languages – 10% b. Three (3) programming languages – 12% c. Four (4) programming languages – 15% 	15%

<p>3. Project Manager and/or team members had at least one (1) project on LMS development with attached proof of engagements</p> <p>a. At least 1 project on LMS development – 15%</p> <p>b. 2 projects on LMS development – 18%</p> <p>c. 3 or more projects on LMS development – 20%</p>	<p>20%</p>
<p>Total</p>	<p>100%</p>

The passing rate/score is **Sixty-Nine (69%)**.

6. The DSWD now invites interested Consultancy Firms to submit the following:
 - a. Company Profile (highlighting the years and experiences of the firm and with proof of engagements);
 - b. SEC/DTI Registration;
 - c. Comprehensive Curriculum Vitae of **Project Team Leader and Team members** (with TOR or diploma, proof of experiences and trainings);
 - d. Price Quotation Form (Annex A);
 - e. Proof of PhilGEPS Registration/ PhilGEPS Registration Number;
 - f. Mayor's/ Business Permit;
 - g. Duly accomplished and signed un-notarized Omnibus Sworn Statement (Annex B)- (*Notarized Omnibus Sworn Statement to be submitted once awarded*) (Annex B)

7. The required documents shall be submitted at the address below or through email at quotations@dswd.gov.ph not later than **5:00 p.m. of 20 October 2021**. The contract duration is **Eight (8) weeks** from receipt of Notice to Proceed (NTP).

8. The Consultancy Firm 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


NOEL M. MACALALAD
 Assistant Secretary and Chairperson
 Bids and Awards Committee

Annex B

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]