

## REQUEST OF PROPOSAL

(Small Value Procurement-Individual Consultant)

### HIRING OF CONSULTANCY SERVICES FOR THE “SUPPORT TO THE STRENGTHENING OF THE DSWD RESOURCE GENERATION AND MANAGEMENT SYSTEM (RGMS)”

-DSWD NNP No. 21-GOP-SVP-IC-008-A-  
(PR No. 01-20001-PR-2021-03-00243)

1. The Republic of the Philippines, through the **Resource Generation and Management Office – Current Appropriation Funds**, of the **Department of Social Welfare and Development (DSWD)**, intends to apply the sum of **Five Hundred Fifty Thousand Pesos (PhP 550,000.00)** being the Approved Budget for the Contract (ABC) as payment for the **“Hiring of Consultancy Services for the Support to the Strengthening of the DSWD Resource Generation and Management System”** (DSWD NNP No. 21-GOP-SVP-IC-008-A)
2. The project aims to revitalize and strengthen the DSWD system of resources generation and management. Specifically, it aims the following:
  1. To revisit the resource generation and management processes and initiatives of the DSWD based on existing policies, frameworks and accomplishments of the DSWD. The result will serves as a bedrock of processes and procedures to be improved.
  2. To enhance the resource generation and management business process taking into account the critical activities from the generation of resources, accessing of DSWD OBSUs, implementation and management.
  3. To formulate a resource generation agenda that is supportive of the achievement of the DSWD strategic objectives and targets. A five-year agenda to serve as spring-board on establishing collaboration and partners with agencies and organizations of mutual interest with the Department.
  4. To develop a date base of partners, programs/projects and the tool for monitoring progress of implementation.
3. **Scope of Work:**
  1. To conduct data gathering activities such as desk review, key informant interviews and focus group discussions with and among OBSUs to be identified as relevant in the report.
  2. To facilitate meetings/consultations with the RGMO and OBSUs to validate the results of the data gathering.
  3. To review and capture the totality of the different policies, organizational structure and frameworks of the DSWD related to resource generation and management. The review will give due regard to the relevant frameworks such as the DSWD Sulong Recovery 2020-2022, Recalibrated Strategy 2028, Research and

Evaluation Agenda, DSWD Policy Agenda and the Transition Plan related to the implementation of the Mandanas Ruling.

4. To conduct the review and analysis to which results and recommendations will aid the enhancement of the business process putting more clarity on the step-by-step process, outputs accountable offices/individuals and turn-around time for each process.
5. To conduct consultation workers for the development of the RGM Agenda. The document will contain the DSWD priorities in terms of resource generation and collaboration with external partners (both local and international) as well as strategies to be employed for the period of five years.
6. Upon completion of the project, the Consultant will present the outputs such as the Business Process and the RGM Agenda and Strategic Plan.

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

| Tranche                 | Output/Deliverable  | %           | Amount (PhP)      |
|-------------------------|---|-------------|-------------------|
| 1 <sup>st</sup> payment | Submission and Approval of Inception Report and Work Plan (3 hard copies and 1 soft copy) 10 days upon receipt of conformed Notice to Proceed (NTP)                         | 15%         | 82,500.00         |
| 2 <sup>nd</sup> payment | Submission and Approval of Five-year Resource Generation Agenda and Strategic Plan (3 hard copies and 1 soft copy) 50 days upon receipt of approved Inception and Work Plan | 50%         | 275,000.00        |
| 3 <sup>rd</sup> payment | Submission and Approval of Final Report (3 hard copy and 1 soft copy) 46 days upon receipt of approved Five-year Resource Generation Agenda and Strategic Plan              | 30%         | 192,500.00        |
|                         | <b>Total</b>  | <b>100%</b> | <b>550,000.00</b> |

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  | Percentage  |
|---|---|
| <p>A solid academic background with specialization in development management, social development, public administration or related fields; preferably with advanced training in program management, monitoring and evaluation, capacity development.</p>        | <p style="text-align: center;">30</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;">           Point System<br/>           Masteral – 30<br/>           Bachelor – 25         </div>                                  |
| Work Experience/Expertise   |   |
| <p>1. Expertise in Organization Development with practice</p>   | <p style="text-align: center;">20</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;">           Point System<br/>           9 yrs &amp; above – 20<br/>           8 yrs – 18<br/>           7- yrs - 15         </div> |
| <p>2. Superior experience with the donor community and development partners.</p>  | <p style="text-align: center;">20</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;">           Point System<br/>           Above 3 years – 20<br/>           2-3 years – 18<br/>           1 yr – 15         </div>   |
| <p>3. Has experience working with/for the DSWD with working knowledge on DSWD structure, systems, and thrusts.</p>  | <p style="text-align: center;">20</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;">           Point System<br/>           above 3 yrs – 20<br/>           2-3 yrs – 18<br/>           1 yr – 15         </div>       |
| <p>4. Established data gathering, information analysis, report writing and communication skills; strong organizational and process management competencies.<br/><i>Means of verifications (MOV) sample work or copy of Project Completion Report (PCR).</i></p> | <p style="text-align: center;">10</p>   |
| <b>TOTAL</b>  | <b>100%</b>   |

The passing rate/score is **Seventy Percent (70%)**

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;
  - f. Income Tax Return (ITR)
  - g. PhilGEPS Registration Number; and
  - h. Sample work or copy of Project Completion Report.
7. Project duration is three and a half (3.5) months from the receipt of conformed Notice to Proceed (NTP).
  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 21 September 2021**.
  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**

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NNP No.: 21-GOP-SVP-IC-008-A

| <b>Particulars</b>  | <b>Quantity</b> | <b>Total Contract Price</b><br>(including all applicable taxes, amount in Phil. Peso) |
|---|-----------------|---|
| <b>HIRING OF CONSULTANCY SERVICES FOR THE PROJECT "STRENGTHENING GENERATION AND MANAGEMENT SYSTEM" UNDER RGMO</b> | 1               |   |

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

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

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



## 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:

- [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];
- [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)];
- [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;**
- 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;
- [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
- [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]*