

**NOTICE OF NEGOTIATED PROCUREMENT**  
**(Small Value Procurement-Individual Consultant)**  
**DSWD NNP No. 20-GOP-SVC-006-A**

**“Hiring of Writer/Technical Editor for the Editing of Risk Resiliency Program  
(RRP) Success Stories Coffee Table Book”**  
**(PR No. 2020090136)**

1. The Department of Social Welfare and Development (DSWD) – Disaster Response Management Bureau (DRMB) through the DRMB 2019 DRRP CCAM Fund intends to apply the sum of **Four Hundred Thousand Pesos (Php400,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **“Hiring of Writer/Technical Editor for the Risk Resiliency Program (RRP) Success Stories Coffee Table Book”**.
2. The objective is to procure the services of a writer/ technical editor that can rewrite and edit the Risk Resiliency Program (RRP) Success Stories coffee table book and video documentation.
3. The Writer/Technical editor shall have the following qualifications:
  - a. Solid understanding of social development programs and issues;
  - b. Excellent communication skills and ability to follow complex instructions;
  - c. Exercise good judgement in assessing the level of edit by the CTB requires at every stage of the process;
  - d. The consultant must have a bachelor’s degree preferably in Mass Communication, Development Communication, Journalism, Advertising, and Communication and Social Sciences.
  - e. At least three (3) years of experience and a proven track record on writing and editing manuscripts, technical papers and/or Information, Education and Communication (IEC) materials.
  - f. Ability to meet deadlines is essential.
  - g. With at least three (3) samples of work. Experience working with any DSWD OBSU is an advantage.
  - h. With at least two (2) engagements in video documentation for the past five years.
  - i. Experienced in in writing and editing manuscripts, technical papers and/or Information, Education and Communication (IEC) materials with Government Agencies and/or Non-Government Organizations (NGO).

4. Scope of Work:

The Writer/Technical Editor shall be tasked to rewrite and edit the RRP Success Stories Coffee Table Book. He/She shall rewrite and edit the content of the report, as deemed fit by the end-user, and ensure that the success stories book is reader-friendly in terms of language, style, and presentation, and should be acceptable to the DRMB Communication Plan Team. The Writer/Technical Editor should have skill set and capabilities to ensure the success and timely delivery of the success stories book. Failure to do so gives the end-user the option to terminate the whole project.

The Writer/Technical Editor shall provide layout services to ensure consistency between and overall look and feel of the RRP document.

Specifically, the Writer/Technical Editor is expected to perform the following tasks:

- a. Provide layout services;
  - b. Attend the meetings with the DRMB Communication Plan Team;
  - c. Rewrite the materials for the coffee table book that will be provided by the DRMB;
  - d. Edit the content, technical accuracy, and style of the coffee table book (CTB);
  - e. Edit multiple pieces at various levels of development;
  - f. Proofread the CTB, including statistical tables and images;
  - g. Ensure quality control, including reviewing the layout, proofreading the typeset, and reviewing the sample proofs before final publication;
  - h. Provide a 30-60 second audio-visual presentation (AVP) version of the success stories in hard drive. Provide a camera-ready copy and signed digital proof of the RRP Success Stories Coffee Table Book.
5. The Project (Consulting Services) shall commence upon receipt of the Notice to Proceed (NTP) by the Writer/Technical Editor and shall be completed within a total of sixty (60) working days exclusive of the number of working days required by the end-user (Client/Procuring Entity) to act on the Writer/Technical Editor's submissions. Upon receipt of the NTP, the Writer/Technical Editor shall report and coordinate with the DSWD Disaster Response Management Bureau as the hiring party/end-user (Client/Procuring Entity).
  6. The Writer/Technical Editor will be paid the Total Contract Price (TCP) inclusive of applicable taxes. The TCP includes payment for the layout artist that the Editor will commission. In case of failure to make the required delivery within the time specified in the delivery terms mentioned below, a penalty of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion shall be imposed for every day of delay.

Payment shall be released in tranches based on receipt of the outputs/deliverable by the end-user (Client/Procuring Entity) as detailed below:

<b>Outputs/ Deliverables</b>	<b>Timeframe</b>	<b>Tranche</b>	<b>Percentage of the Total Contract Price (TCP)</b>	<b>Amount (PhP)</b>
At least three (3) studies of Cover Designs and Layout of the RRP Success Stories	Within ten (10) working days upon receipt of Notice to Proceed	1st	15%	60,000.00
1 <sup>st</sup> Draft of RRP Success Stories Coffee table Book (CTB) and AVP	Within thirty (30) working days after receipt of stories from DRMB	2nd	20%	80,000.00
2 <sup>nd</sup> Draft of RRP Success Stories Coffee table Book (CTB) and AVP	Within ten (10) working days upon receipt of comments on the 1 <sup>st</sup> draft of RRP Success Stories Coffee Table Book (CTB) and AVP	3rd	20%	80,000.00
Camera ready the copy of RRP Success Stories Coffee Table Book (CTB) and AVP	Within five (5) working days after receipt of the final draft of the RRP Success Stories Coffee Table Book (CTB) and AVP	4th	30%	120,000.00

Signed digital proof of the RRP Success Stories Coffee Table Book (CTBV) and AVP	Within five (5) working days after receipt of the Digital Proof of the RRP Success Stories Coffee Table Book (CTB) and AVP	5th	15%	60,000.00
<b>Total</b>			<b>100%</b>	<b>400,000.00</b>

7. 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 and qualification:

Criteria	Percentage
<p><b>A. Education</b></p> <p>Individual consultant has appropriate education credentials</p> <ul style="list-style-type: none"> <li>• Has postgraduate degree</li> <li>• Has Bachelor's degree</li> </ul> <p>(Preferably with degrees in Mass Communication, Development Communication, Journalism, Advertising, Communication Arts, Social Sciences)</p>	<p><b>15%</b></p> <p>15%</p> <p>10%</p>
<p><b>B. Experience</b></p> <p>B1. Applicable experience in information, education, and communication (IEC) materials development along the lines of social development programs or editing manuscripts, technical papers and video documentation</p> <ul style="list-style-type: none"> <li>• Four (4) years and above</li> <li>• At least three (3) years</li> </ul> <p>B2. With at least two (2) engagements in video documentation for the past five (5) years.</p> <ul style="list-style-type: none"> <li>• Three (3) and above engagements</li> <li>• At least two (2) engagements</li> </ul> <p>B3. Engagement in writing and editing manuscripts, technical papers and/or Information, Education and Communication (IEC) materials with Government Agencies and/or Non-Government Organizations.</p>	<p><b>20%</b></p> <p>20%</p> <p>15%</p> <p><b>20%</b></p> <p>20%</p> <p>15%</p> <p><b>5%</b></p>
<p><b>C. Quality</b></p> <p>Submission of at least three (3) IEC materials developed or manuscript, technical papers edited or video documentation developed.</p> <ul style="list-style-type: none"> <li>• Excellent - Sample works show clarity of IEC materials or manuscript, technical papers, and video documentation, neatness and without error on text, margins and layout</li> <li>• Good - Sample works show clarity of IEC materials or manuscript, technical papers, and video documentation with some tolerable deviations on neatness, text, margins and layout</li> </ul>	<p><b>40%</b></p> <p>40%</p> <p>35%</p>



• Average - Sample works show IEC materials or manuscript, technical papers, and video documentation with minor error in neatness, text, margins and/or layout.	30%
<b>TOTAL</b>	<b>100%</b>

Passing rate is 75%. Failure to meet any of the minimum requirements will be deemed disqualified.

8. The DSWD now invites interested consultants to submit:
- Expression of Interest (Application) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements;
  - Comprehensive Curriculum Vitae (CV)
  - Financial Proposal Form (Annex A);
  - Omnibus Sworn Statement (Annex B)-as a condition for award of contract
  - BIR Certificate of Registration;
  - PhilGEPS Registration Number;
  - At least three IEC materials developed or manuscript, technical papers edited or video documentation developed.


Interested Consultant may submit the said required documents at the address below or through email at [quotations@dswd.gov.ph](mailto:quotations@dswd.gov.ph) not later than **5:00 PM of 06 October, 2020**.

9. The Consultant shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements. Nonetheless, the DSWD will hold payments of Consultants in case they are unable to issue an (OR). If the DSWD is the sole source of income of the Consultant, he/she may avail of the substituted filing and will not be required to issue an OR, in which case a Notice of Availment of Substituted Filing of Percentage Tax Return shall be submitted by the Consultant.<sup>1</sup>

#### THE CHAIRPERSON

Bids and Awards Committee  
c/o BAC Secretariat  
Ground Floor, Matapat Building,  
DSWD Central Office,  
IBP Road, Constitution Hills, Quezon City  
Facsimile No.: (02) 8951-7116  
Trunk line No.: (02) 8931-8101 local 121 and 123

Very truly yours,

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

<sup>1</sup> In accordance to the Memorandum issued by the Office of the Undersecretary, General Administration and Support Services Group, Department of Social Welfare and Development dated 07 February 2017



**Annex A**

**Financial Proposal**

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NNP No.: 20-GOP-SVC-006-A

<b>Lot No.</b>	<b>Particulars</b>	<b>Quantity</b>	<b>Total Contract Price (including all applicable taxes, amount in Philippine Peso)</b>
1	Hiring of Writer/Technical Editor for the Risk Resiliency Program (RRP) Success Stories Coffee Table Book	1 Lot	

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

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

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



## Annex B

## OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

## AFFIDAVIT

I, \_\_\_\_\_ (*name of affiant*), of legal age,  
\_\_\_\_\_ (*civil status*), \_\_\_\_\_ (*nationality*) and  
residing at \_\_\_\_\_ (*address*), after having been duly  
sworn in accordance with law, do hereby depose and state that:

1. As individual consultant, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid/proposals, and to sign and execute the ensuing contract/purchase order for \_\_\_\_\_ (*name of project*) of the Department of Social Welfare and Development (DSWD);
2. That I am 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;
3. Each of the documents submitted in satisfaction of the requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
4. That I am authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
5. That I am not related to the Head of the Procuring Entity (HOPE), members of the Bids and Awards Committee (BAC), the Technical Working Group (TWG), 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;
6. That I shall comply with existing labor laws and standards;
7. That I am aware of and has undertaken the following responsibilities:
  - a. Carefully examine all of the Notice of Negotiated Procurement;
  - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract/Purchase Order;
  - c. Made an estimate of the facilities available and needed for the project, if any; and
  - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the \_\_\_\_\_ (*name of project*).
8. That I 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.



IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 2020 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Authorized Representative/Signatory)

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of \_\_\_\_\_, 2020 at \_\_\_\_\_, Philippines. Affiant is personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her \_\_\_\_\_ [insert type of government identification card used], with his/her photograph and signature appearing thereon, with No. \_\_\_\_\_ and his/her ID No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of \_\_\_\_\_, 2020.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_  
IBP No. \_\_\_\_\_

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Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_

Series of 2020