

REQUEST FOR PROPOSAL
(Small Value Procurement – Individual Consultant)

**HIRING OF CONSULTANT FOR THE ENHANCEMENT OF THE
KNOWLEDGE MANAGEMENT PORTAL**

DSWD RFP No. 21-GOP-SVP-IC-010
(PR No. 01-20001-PR-2021-02-00145)

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 **Three Hundred Thousand Pesos (PhP300,00.00)** being the Approved Budget for the Contract (ABC) as payment for the **“Hiring for Consultant for the Enhancement of the Knowledge Management Portal”** (DSWD RFP No. 21-GOP-SVP-IC-010).
2. The project aims to engage an Individual Consultant to enhance the current KM Portal by developing a website, based on the design prototype output of the recently concluded KM Portal Design Sprint.
3. **Scope of Work:**
 - a. Submit an Inception Report. It should cover the detailed work plan and timeline of the consultant for the duration of the contract, and agreements as approved by SWIDB. The objectives of the engagement and review of the existing KM Portal and design prototype is discussed in this stage;
 - b. Develop and enhanced version of the KM Portal, a website based on the design sprint prototype (<http://bit.ly/3bwR95a>). It must have a coded content management system using web development and programming languages (HTML CSS, PHP, JavaScript, etc.), and user analytics that can measure, collect and analyze web data from end-users;
 - c. Conduct a user orientation and testing activity where participants can test the functionalities of the website;
 - d. Develop a KM Portal manual for portal administrators and users. It should contain troubleshooting procedures and how to access/use the portal and its services; and;
 - e. Provide a back-up plan for the application.

Expected Outputs/Deliverables:

1. Inception Report
2. Functional KM Portal with a content management system that contains the following features:
 - a. Content creation (create and update content)
 - b. Content storage (database of information and other materials);
 - c. Workflow management (assign responsibilities based on roles such as administrators and users); and
 - d. User analytics (measure collect and analyze data from end-users).It must pass the User Acceptance Test and other assessments conducted by the information Communication and Technology Management Service (ICTMS), and must follow the DSWD Branding Guidelines implemented by the Social Marketing Services (SMS).

3. Conduct an orientation and develop a KM Portal manual for web administrators and users.
4. The Project Duration is three (3) months. Payment shall be made upon acceptance and/or approval by the Department of the various outputs/deliverables according to the following schedule:

Payment Tranche	Timeline	Deliverables	Percentage
1st Tranche	Within one (1) week from the receipt of Notice to Proceed	Inception Report	15%
2nd Tranche	Within ten (10) weeks from the receipt of approved Inception Report	Functional KM Portal with content management system and user analytics	70%
3rd Tranche	Within one (1) week from the submission of the approved KM Portal	Conduct of user orientation and development of KM Portal manual for web administrators and user manual	15%
TOTAL			100%

5. This project shall be procured using Section 53.9 (Negotiated Procurement-Small Value Procurement) of the updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 or the Government Procurement Reform Act and pursuant to the following criteria:

QUALIFICATION	Percentage
1. At least five (5) years of progressive experience and proven track record in development, design, and deployment of websites, management <ul style="list-style-type: none"> a. At least 5 years' experience- 40% b. 6-7 years' experience – 45% c. 8 or more years experience-50% 	50%
2. Proficient in using at least two (2) programming languages (HTML, CSS, PHP, JAVA Script) <ul style="list-style-type: none"> a. Two (2) programming languages – 20% b. Three (3) programming languages – 25% c. Four (4) programming languages – 30% 	30%

3. Experienced in developing at least two (2) WordPress plugins and customized WordPress themes	20%
a. Two (2) WordPress Plugins – 10% b. Three (3) WordPress Plugins – 15% c. Four (4) WordPress Plugins – 20%	
Total	100%

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

7. The DSWD now invites interested Individual Consultant to submit the following:
 - a. Expression of Interest (EOI) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements;
 - b. Comprehensive Curriculum Vitae with TOR or diploma, proof of experiences and trainings;
 - c. Financial Proposal (Annex A);
 - d. Proof of PhilGEPS Registration/ PhilGEPS Registration Number;
 - e. BIR Certificate of Registration; and
 - f. Notarized Omnibus Sworn Statement (Annex B)

8. The required documents shall be submitted at the address below or through email at quotations@dswd.gov.ph not later than **03:00 p.m. of 29 July 2021**. The total amount of contract is **Three Hundred Thousand Pesos (PhP300,000.00)** with a contract duration of **three (3) months** from receipt of Notice to Proceed (NTP).

9. The Individual 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 VOIP 10090

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

FINANCIAL PROPOSAL

RFP No.: 21-GOP-SVP-IC-010

Particulars	Quantity	Total Contract Price (including all applicable taxes, amount in Phil. Peso)
HIRING OF CONSULTANT FOR THE ENHANCEMENT OF THE KNOWLEDGE MANAGEMENT PORTAL	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 ___, 2021
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]

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Social Welfare Institutional Development Bureau

TERMS OF REFERENCE
*HIRING OF CONSULTANT FOR THE ENHANCEMENT OF THE KNOWLEDGE
MANAGEMENT PORTAL*

I. RATIONALE AND BACKGROUND

The Knowledge Management Portal was launched in 2016 as an online repository of Knowledge Products and directory of Core Group of Specialists, to facilitate the flow of information within the Department and establish a culture of knowledge sharing.

Through the years, certain capabilities and functionalities of the KM Portal needs to be updated and enhanced. The upload, download and edit functions of the portal are no longer possible due to errors, brought upon by outdated processes installed in the current portal.

With this, a Design Sprint session was conducted last October 2020 to address these issues and concerns. A design prototype was created along with its layout and functions. Thus, the bureau requires a consultant that can create an enhanced version of the KM Portal using the Design Sprint prototype.

II. OBJECTIVE

The purpose of hiring a consultant is to enhance the current KM Portal by developing a website, based on the design prototype output of the recently concluded KM Portal Design Sprint.

III. SCOPE OF WORK

The consultant will be required to do the following tasks:

1. Submit an Inception Report. It should cover the detailed work plan and timeline of the consultant for the duration of the contract, and agreements as approved by SWIDB. The objectives of the engagement and review of the existing KM Portal and design prototype is discussed in this stage;
2. Develop an enhanced version of the KM Portal, a website based on the design sprint prototype (<http://bit.ly/3bwR95a>). It must have a coded content management system using web development and programming languages (HTML CSS, PHP, JavaScript, etc.), and user analytics that can measure, collect and analyze web data from end users;
3. Conduct a user orientation and testing activity where participants can test the functionalities of the website; and,
4. Develop a KM Portal manual for portal administrators and users. It should contain troubleshooting procedures and how to access/use the portal and its services.
5. Provide a back-up plan for the application.



IV. EXPECTED OUTPUTS/DELIVERABLES

The major outputs of the consultancy are as follows:

1. Inception Report.
2. Functional KM Portal with a content management system that contains the following features:
 - a. Content creation (create and update content);
 - b. Content storage (database of information and other materials); and,
 - c. Workflow management (assign responsibilities based on roles such as administrators and users); and,
 - d. User analytics (measure collect and analyze data from end users).It must pass the User Acceptance Test and other assessments conducted by the Information Communication and Technology Management Service (ICTMS), and must follow the DSWD Branding Guidelines implemented by the Social Marketing Service (SMS).
3. Conduct an orientation and develop a KM Portal manual for web administrators and users.

V. INSTITUTIONAL ARRANGEMENTS

1. The Consultant

- a. Report to the Director of Social Welfare Institutional Development Bureau (SWIDB) on an on-call basis to discuss updates and implement activities related to the development of the KM Portal
- b. Coordinate with the focal persons for the implementation of the inception plan.

2. Social Welfare Institutional Development Bureau

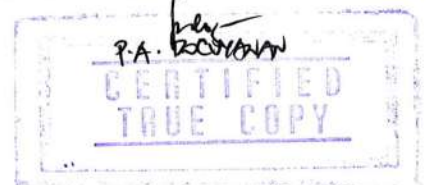
- a. Serve as the office responsible for overseeing the operations/transactions of the Consultant;
- b. Initiate and coordinate activities with the consultant in the conduct of his/her consultancy;
- c. Analyze the quality of the outputs provided by the Consultant under the terms provided herein under deliverables and timelines; and,
- d. Provide documents and input within the duration of the designing of the KM Portal.

3. Information Communication and Technology Management Service

- a. Provide guidance and technical assistance in the development, approval and hosting of the SWDLI website

c. Social Marketing Service

- a. Attend and provide inputs in meetings/activities with SWIDB and the consultant;
- b. Ensure that all materials used in the website are in compliance with the DSWD branding guidelines.



VI. WORK DELIVERABLES AND PAYMENT SCHEDULE

Tranche	Outputs/Deliverables	%	Timeline
1st	Inception Report	15%	Within one (1) week from the receipt of Notice to Proceed
2nd	Functional KM Portal with content management system and user analytics	70%	Within ten weeks (10) from the receipt of approved inception report
3rd	Conduct of user orientation and development of KM Portal manual for web administrators and user manual	15%	Within one (1) week from the submission of the approved KM Portal
	Total	100%	

The fee will only cover the professional services of the consultant subject to appropriate tax.

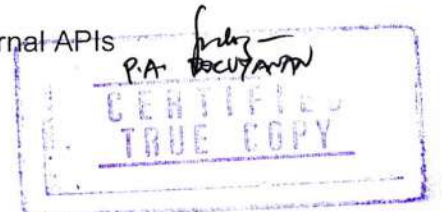
The outputs of the consultant will be subjected to evaluation metrics before proceeding to the next step. Only the work outputs/deliverables found acceptable shall be paid.

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.

VII. REQUIRED CREDENTIALS AND COMPETENCIES

The service provider must have/ be:

- o Have at least five (5) years of progressive experience and proven track of record in the design, development and deployment of websites, management systems or e-governance projects;
- o Proficient in using any of the following programming languages (HTML, CSS, PHP, Java Script
- o Experienced in developing WordPress Plugins, customized WordPress theme, real-time charts and reports
- o Experienced in integrating websites to external APIs



VIII. DELIVERY SITE

Social Welfare Institutional Development Bureau
4th Floor Mahusay Building
Department of Social Welfare and Development- Central Office
Batasan Complex, Constitution Hills
Quezon City

IX. OWNERSHIP AND PUBLICATION RIGHTS

All materials produced or acquired under the terms of this consultancy shall remain the property of DSWD. DSWD retains the exclusive right to publish or disseminate the knowledge products arising from the engagement even after the termination of this consultancy.

The consultant is required to submit a written letter request should raw data, versions and/ or parts of the output shall be used for purposes other than what was originally agreed upon with DSWD.

X. DURATION OF CONSULTANCY

The total duration to carry out the tasks outlined under this Terms of Reference is estimated to be at three (3) months.

EVALUATION GUIDE

QUALIFICATION	PERCENTAGE
1. At least five (5) years of progressive experience and proven track record in development, design, and deployment of websites, management	50%
a. At least 5 years experience	40%
b. 6-7 years experience	45%
c. 8 or more years of experience	50%
2. Proficient in using at least two (2) programming languages (HTML, CSS, PHP, Java Script)	30%
a. 2 programming languages	20%
b. 3 programming languages	25%
c. 4 programming languages	30%
3. Experienced in developing at least two (2) WordPress plugins and customized WordPress themes	20%
a. 2 WordPress Plugins	10%
b. 3 WordPress Plugins	15%
c. 4 WordPress Plugins	20%
Total	100%
Passing Rate	70%

