

## REQUEST FOR PROPOSAL

### DSWD RFP No. 21-GOP-SVP-CF-006

#### HIRING OF CONSULTING FIRM FOR THE CONDUCT OF THE DSWD KNOWLEDGE AUDIT (PR No. 01-20001-PR-2021-01-00127)

1. The **Government of the Philippines (GOP)**, through the **Department of Social Welfare and Development (DSWD) – Social Welfare Institutional Development Bureau (SWIDB) CY 2021 Funds**, intends to apply the sum of **Eight Hundred Thousand Pesos (PhP800,000.00)** being the Approved Budget for the Contract (ABC) as payment for the **“Hiring of Consulting Firm for the Conduct of the DSWD Knowledge Audit”** (DSWD RFP No. 21-GOP-SVP-CF-006).
2. The purpose of hiring a consulting firm is to conduct a knowledge audit for the Department and deliver significant outputs that will improve the quality of assistance provided to enhance the capability and capacity of the stakeholders, through the following:
  - To establish a baseline developing the capacity building activities that DSWD will need to effectively provide technical assistance to LSWDOs
  - To determine the current organizational assets
  - To identify the Department’s knowledge needs
  - To determine how the knowledge is identified, created, stored, shared, and utilized
  - To identify the obstacles in knowledge flow
  - To identify knowledge gaps

#### 3. **Scope of work are as follows:**

The Consulting Firm will be required to do the following tasks:

- a. Submit an Inception Report;
  - ❖ The Inception Report should cover the detailed work plan and timeline of the consultant for the duration of the contract, and agreements as approved by SWIDB.
- b. Collect Data;
  - ❖ Materials used to collect data must be submitted to SWIDB. These may include, but are not limited to the design, survey questionnaires, interview questions, etc.
  - ❖ Collected data must be processed, cleaned, and coded, when applicable. Raw and processed data will be submitted to SWIDB.
- c. Analyze and Interpret Data;
  - ❖ Identified knowledge assets, gaps, and needs are presented in reports that may influence the Department’s KM strategy and action plan. These reports include the following:

Report	Expected Content
Knowledge Inventory	The Knowledge Inventory should showcase the knowledge assets and needs of the

	<p>Department.</p> <p>Specifically, it should include the following:</p> <ul style="list-style-type: none"> <li>- Tacit and explicit knowledge of individuals, groups, or of the DSWD</li> <li>- Organizational culture practices concerning leadership, collaboration, team work, and the performance management and rewards system</li> <li>- Staff relationship with management, peers, and subordinates</li> <li>- Knowledge required by individuals, groups, or of the DSWD for better performance</li> <li>- Skills and competency enhancement needs</li> <li>- Opportunities for staff learning and development</li> <li>- Numbers, types, and categories of documents, databases, libraries, intranets, hyperlinks, and subscriptions to external knowledge resources</li> <li>- Knowledge locations in the organization and in its systems</li> <li>- Gaps and unnecessary duplication of knowledge assets are determined.</li> <li>- The DSWD and the access of knowledge within and without</li> <li>- The purpose, relevance, and quality of knowledge and use of knowledge</li> <li>- Staff directories consolidating their academic and professional qualifications, skills and core competency levels and experience, staff learning and development opportunities, and leadership potential</li> </ul>
<p>Knowledge Maps</p>	<p>The knowledge maps must be able to visually relay the sources, flows, constraints, and losses or stopping points of knowledge in DSWD through the examination of its people, business processes, and technology.</p> <p>Specifically, it should show the following:</p> <ul style="list-style-type: none"> <li>- How knowledge moves from where it is to where it is needed in an organization, revealing good and bad practices</li> <li>- Knowledge creation avenues that are useful but not much disseminated</li> <li>- How employees find the knowledge they must have, and how they share what knowledge they have</li> <li>- Gaps and bottlenecks in knowledge flow in the Department</li> <li>- The hidden costs of unnecessary time</li> </ul>

	<p>spent by staff seeking out the knowledge they need</p> <ul style="list-style-type: none"> <li>- How people go about their daily business and the extent to which identification, creation, storage, sharing, and use of knowledge forms part of the business processes in the DSWD</li> <li>- Policies and practices concerning knowledge flows, for instance, on data and information handling, management of records, or web publishing</li> <li>- Information and communications technology infrastructure, such as portals, content management, accessibility and ease of use, and current levels of usage</li> <li>- Creators, critics, collectors, connectors, and users of knowledge</li> <li>- Perspectives on knowledge from bottom-up to top-down, and focus knowledge management initiatives on the highest potential opportunities</li> </ul>
Office by Office Reports	The Office by Office reports are localized knowledge inventories and knowledge maps of each context particular to the Offices, Bureaus, Services, and Units in the DSWD Central Office and the Field Offices.

- d. Revise and finalize all deliverables based on inputs from SWIDB;
  - e. Administer consultation and coordination meetings as needed;
  - f. Complete tasks as may be reasonably requested by SWIDB.
4. In consideration with the consulting services required, payment of the Consulting Firm shall be made in accordance to the following schedule:

Tranche	Outputs/Deliverables	Timelines	Percentage of the Total Contract Price (TCP)
1st	Complete Inception report, annexing the required and specified assessments	Within one (1) week from the receipt of Notice to Proceed	10%
2nd	Design and tools used for data collection	Within two (2) weeks from the receipt of approved inception report	15%
3rd	Raw and Processed data	Within six (6) weeks from the receipt of approved design and tools to be used	15%
4th	Knowledge Inventory, Knowledge Maps, and Office by Office reports	Within six (6) weeks from the receipt of approved raw and processed data	60%
<b>Total</b>			<b>100%</b>

The Department shall pay to the Consulting Firm the Total Contract Price (TCP) inclusive of all applicable taxes and all operating costs relevant to the delivery of outputs except for related meetings/activities convened by SWIDB.

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

Criteria	Points
1. Have at least three (3) years of progressive experience and proven track record in research design and implementation (e.g. knowledge audit, KM assessment, program evaluation, academic research, social research, market research) <ul style="list-style-type: none"> <li>• 7 years or more of experience = 35%</li> <li>• 5 years of experience = 33%</li> <li>• 3 years of experience = 30%</li> </ul>	<b>35%</b>
2. Be able to provide full staffing <ul style="list-style-type: none"> <li>• With 5 or more staff in a team = 25%</li> <li>• With 3-4 staff in a team = 23%</li> <li>• At least two staffing = 20%</li> </ul>	<b>25%</b>
3. With attached project portfolio of Knowledge Management projects with government and private organizations <ul style="list-style-type: none"> <li>• 10 or more outputs presented = 40%</li> <li>• 6-9 outputs presented = 35%</li> <li>• 5 outputs presented = 30%</li> </ul>	<b>40%</b>
<b>Total</b>	<b>100%</b>

**Passing Rate: 80%**

6. The DSWD now invites interested consulting firms to submit the following:
- i) Company Profile together with their SEC Registration Certificate, Mayors/ Business Permit;
  - ii) Comprehensive Curriculum Vitae (CVs) of Team Members;
  - iii) Proof of PhilGEPS Registration/ PhilGEPS Registration Number;
  - iv) Income and Business Tax Return;
  - v) Financial Proposal Form (Annex A);
  - vi) Filled-up Omnibus Sworn Statement (Annex B);
  - vii) Technical Proposal (proposed methodology and approach); and
  - viii) Project portfolio of Knowledge Management projects with government and private organizations.

The required documents shall be submitted at the address below or through email at **quotations@dswd.gov.ph** not later than **05:00 p.m. of 22 April 2021**.

7. **The contract duration is Four (4) Months from receipt of Notice to Proceed (NTP).**
8. Please refer to the attached **Terms of Reference (TOR)** for the details. Prospective Bidders may obtain further information from the **DSWD Bids and Awards Committee**



**(BAC) Secretariat** and/or may email their queries or clarifications to **quotations@dswd.gov.ph** not later **5:00 p.m. of 22 April 2021**.

9. The Consulting 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 BAC Secretariat  
2nd Floor Mahusay Building,  
DSWD Central Office,  
IBP Road, Constitution Hills, Quezon City  
Telefax No.: (02) 8951-7116  
Trunkline No.: (02) 8931-8101 Voip 10090 and 10197

Very truly yours,

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



## Annex A

### Financial Proposal

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Particulars	Quantity	Total Contract Price <i>(including all applicable taxes, amount in Phil. Peso)</i>
<b>Hiring of Consulting Firm for the Conduct of the DSWD Knowledge Audit</b>	<b>1 Lot</b>	

Name of Consulting Firm: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

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

## Annex B

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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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]*