

NOTICE OF NEGOTIATED PROCUREMENT
(Small Value Procurement-Consulting Firm)
DSWD NNP No. 20-DFAT-SVCF-004-A

“ENGAGEMENT OF CONSULTING FIRM / SERVICE PROVIDER FOR THE DEVELOPMENT OF SOCIAL AND BEHAVIOR CHANGE COMMUNICATION (SBCC) MATERIALS FOR YAKAP BAYAN CLIENTS, IMPLEMENTERS AND PARTNERS”

Second (2nd) Posting
(PR No. 04-20001-PR-2020-03-00003)

1. The **Government of the Philippines (GOP)**, through the **Department of Foreign Affairs and Trade (DFAT) Funds**, of the **Department of Social Welfare and Development (DSWD)**, intends to apply the sum of **One Million Pesos (PHP 1,000,000.00)** being the **Approved Budget for the Contract (ABC)** as payment for the **“Engagement of Consulting Firm/ Service Provider for the Development of Social and Behavior Change Communication (SBCC) Materials for Yakap Bayan Clients, Implementers and Partners”** (DSWD NNP No. 20-DFAT-SVCF-004-A).

2. The project aims to engage consulting firm / service provider who will develop **Audio-Visual Presentation (AVP)** materials that would positively influence personal and social norms in support of long-term, sustainable behavior change desired under the **Yakap Bayan Program Model**. Specifically, the AVP materials aims to:

For AVPs Featuring Recovering Persons Who Used Drugs (RPWUDs)

- Highlight the success stories of RPWUDs; and
- Serve as information tool during conduct of group sessions, learning assemblies, and other activities for RPWUDs;

For Yakap Bayan Program Model AVPs

- Explain the Yakap Bayan Program Model, including, but not limited to, its objectives, target groups, expected results, and main outputs; and
- Serve as orientation material of Yakap Bayan Program Model for its clients, partners, stakeholders, and the general public.

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

The consulting firm / service provider shall provide the DSWD with services relative to the development and production of the video materials. Specifically, the consulting firm / service provider shall:

- a. Attend meetings with the DSWD representatives; provide the following key personnel: project manager, director, writer, editor, and full video production crew;
- b. Prepare the concept, script, and story board of the videos in consultation with the DSWD representatives;
- c. Have complete HD-based shooting equipment;

- d. Conduct talent castings as needed; all talents should be approved by the SMS;
 - e. Shoot footages in three (3) locations identified by DSWD (e.g. Ifugao, Iloilo City and Davao City);
 - f. Purchase appropriate licenses and royalties for creative works necessary for the production of the video, in favor of the DSWD;
 - g. Develop and produce five (5) videos under the supervision of SMS;
 - h. Edit video footages and graphics in the video using Adobe Premier Pro, Final Cut or equivalent with licensed musical score using digital CD based Network Library or equivalent; and
 - i. Submit copies of all raw footage, executable project files, music and edit masters, project files, and assets used for the production of the composite videos in two (2) 4 TB external hard drive to the SMS.
4. In consideration with the consulting services required, payment of the consultant shall be made in accordance to the following schedule:

Tranche	Outputs/Deliverables	Timelines	Percentage of the Total Contract Price (TCP)
1st	Submission of concept note and work plan	Three (3) days upon receipt of Notice to Proceed (NTP)	15%
2nd	Submission of script and storyboard	Seven (7) days after pre-production meeting	20%
3rd	Submission of edited video for first previewing	Five (5) days after production	25%
4th	Full delivery of all materials	Three (3) days after submission of approved videos	40%
Total			100%

The Department shall pay to the consulting firm / service provider the Total Contract Price (TCP) inclusive of all applicable taxes. The TCP shall likewise cover all production expenses (food, airfare, accommodation, talent fees, equipment rental, among others) for the whole production team, including the representatives of DSWD who will be joining the consulting firm during the production.

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 (GPRA) and pursuant to the following criteria and qualification:

Criteria	Points
1. Experience – with at least three (3) years' experience and proven track record on the development and production of AVPs. The Consulting Firm must also have	40%

<p>engagements with government agency/ies within the past three (3) years.</p> <ul style="list-style-type: none"> • Five (5) years and above = 40% • Four (4) years > Five (5) years = 30% • Three (3) years > Four (4) years = 20% • < Three (3) years = 0% 	
<p>2. Competent and experienced production staff – The Consulting Firm’s production team (complete pre-production, production, and post-production technical and support staff) must submit detailed resumes that will show their appropriate education, trainings, and experience in the development and production of AVPs. The Consulting Firm must also submit a list of equipment to be used for the project.</p> <ul style="list-style-type: none"> • Complete and detailed resumes of all the members of the production team with three (3) and above members with five (5) years’ experience in the production of AVP and complete list of equipment to be used = 30% • Complete and detailed resumes of all the members of the production team with two (2) members with five (5) years’ experience in the production of AVP and complete list of equipment to be used = 25% • Complete and detailed resumes of all the members of the production team with one (1) member with five (5) years’ experience in the production of AVP and complete list of equipment to be used = 20% 	30%
<p>3. Quality of Samples of Work – The Consulting Firm must be able to provide five (5) samples of work, the quality of which will assessed by SMS using the following criteria:</p> <ul style="list-style-type: none"> • Content / Organization – The video is compelling and provides motivating content that hooks the viewer from the beginning and keeps the audience’s attention – 10% • Video Editing – The video is edited with only high quality shots. Video moves smoothly from shot to shot. A variety of transitions are used to assist in communicating the main idea and smooth the flow from one scene to the next. Shots and scenes flow seamlessly. Digital effects are used appropriately for emphasis – 5% • Audio Editing – The audio is clear and effectively assists in communicating the main idea. Background audio is kept in balance – 5% • Lighting – Additional lighting is used to eliminate shadows and glares. All scenes have sufficient lighting for 	30%

viewer to easily see action – 5%	
<ul style="list-style-type: none">• Camera Techniques – All shots are clearly focused and well framed. The camera is held steady with few pans and zooms. Close-ups are used to focus attention – 5%	
Total	100%

Passing Rate: 85%

6. The DSWD now invites interested consulting firms to submit the following:

- i) Proof of PhilGEPS Registration/ PhilGEPS Registration Number;
- ii) Mayor's / Business Permit;
- iii) Income or Business Tax Return;
- iv) Notarized Omnibus Sworn Statement (Annex B), to be submitted by the awarded consulting firm;
- v) Expression of Interest (Application) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements;
- v) Technical Proposal (proposed methodology and approach);
- vi) Company Profile including the list of previous engagement in private or in government and SEC Registration Certificate;
- vii) Comprehensive Curriculum Vitae (CVs) of team members; and
- viii) Financial Proposal Form (Annex A).

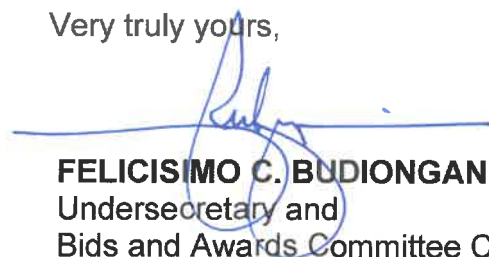
The Consulting Firm shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements.

Interested Consulting Firms may submit the said required documents at the address below or through email at quotations@dswd.gov.ph not later than **10:00 A.M. of 27 July 2020.**

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
Trunkline No.: (02) 8931-8101 local 121 and 123

Very truly yours,



FELICISIMO C. BUDIONGAN
Undersecretary and
Bids and Awards Committee Chairperson

Annex A**Financial Proposal**DSWD NNP No. 20-DFAT-SVCF-004-A

Lot No.	Particulars	Quantity	Total Contract Price (including all applicable taxes, amount in Phil. Peso)
1	Engagement of Consulting Firm/ Service Provider for the Development of Social and Behavior Change Communication (SBCC) Materials for Yakap Bayan Clients, Implementers, and Partners	1-Lot	

Name of Consulting Firm: _____

Signature of Authorized Representative: _____

Name of Authorized Representative: _____

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. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of [Name of Consulting Firm] with office address at [address of Consulting Firm];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Consulting Firm] with office address at [address of Consulting Firm];

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of [Name of Consulting Firm], 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 the Consulting Firm] 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;

4. 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;
5. *[Name of the Consulting Firm]* 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 Consulting Firm]* 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 Consulting Firm/s]* 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 Consulting Firm]* complies with existing labor laws and standards;
8. *[Name of Consulting Firm]* is 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).
9. *[Name of Consulting Firm]* 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.

Doc. No. _____

Page No. _____

Book No. _____

Series of 2020