

## REQUEST FOR PROPOSAL DSWD RFP No. 21-GOP-SVP-CF-011

### HIRING OF EXTERNAL TRAINING SERVICE PROVIDER FOR THE DSWD-WIDE TRAINING ON BASIC OCCUPATIONAL SAFETY AND HEALTH (BOSH) FOR SAFETY AND HEALTH COMMITTEE MEMBERS (PR No. 2021080373)

1. The Republic of the Philippines, through the **Department of Social Welfare and Development – Human Resource Management and Development Service** under **2021 Current Appropriation Funds**, intends to apply the sum of **One Hundred Fifty Thousand Pesos (Php150,000.00)** being the Approved Budget for the Contract (ABC) as payment for the “**Hiring of External Training Service Provider for the DSWD-WIDE Training on Basic Occupational Safety and Health (BOSH) for Safety and Health Committee Members**” (RFP No. 21-GOP-SVC-CF-011).
2. The project aims to engage a consultancy firm that will conduct training for Basic Occupational safety and Health (BOSH) for safety and Health Committee Members.
3. **Scope of Work:**

To ensure that the objectives of the DSWD-Wide BOSH Training are achieved, the external training service provider is expected to undertake the following:

1. **Preparatory Activities**
  - Conduct preliminary meetings with HRMDS Director and/or SHC Secretariat in preparation for the actual conduct of training
  - Conduct training needs analysis of participants
  - Draft the training plan and design which highlights the objectives, methodologies, tools, processes, among others
  - Develop training materials, training manual and other training related documents
  - Form its own training team composed of resource persons/subject matter experts, facilitator, documenter and technical support staff
2. **Actual Activity**
  - Provide the virtual platform for the conduct of the training
  - Deliver the 40-hour BOSH training program highlighting the CSC-DOH-DOLE Joint Memorandum Circular No. 1, series of 2020, or the *Guidelines on Occupational Safety and Health Standards for the Public Sector*, per agreed schedule
  - Provide the participants with training manual and other training reference materials
  - Manage the learning process and ensure that objectives are met
  - Encourage participants to share ideas and concerns to enrich the learning experience
  - Guide the participants during workshops and practicums/ assessments
  - Respond to the queries and clarifications of the participants
  - Summarize key messages or major points during the discussion

- Provide certification of the participants

3. Post Activity

- Undertake daily clinical sessions and overall post-evaluation with the SHC Secretariat
- Submit a post-training report

4. 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	<p>Within two (2) weeks from the receipt of Notice to Proceed (NTP)</p> <p>After two (2) weeks upon submission and approval of the training plan and design</p>	<ul style="list-style-type: none"> <li>• Conduct of Training Needs Analysis</li> <li>• Complete Training Plan providing the implementation plan of the training</li> <li>• Design of the BOSH for the Public Sector Training</li> </ul>	30%
2nd Tranche	<p>After two (2) weeks from the receipt of submission and approval of the post-training report</p>	<ul style="list-style-type: none"> <li>• Conduct of the 40-hour BOSH for the Public Sector Training</li> <li>• Complete the Post-Training Report</li> </ul>	70%
<b>TOTAL</b>			<b>100%</b>

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:

Qualification	Percentage
<b>A. Firm</b>	<b>80%</b>
1. At least 3 years of progressive experience in providing OSH training	20%
<p>a. At least 3 years' experience</p> <p>b. 4-5 years' experience</p> <p>c. 6 or more years' experience</p>	<p>15%</p> <p>17%</p> <p>20%</p>
2. At least 3 training or workshops related to OSH conducted	30%



a. At least 3 training or workshop	25%
b. 4-5 training or workshop	27%
c. 6 or more training or workshop	30%
<b>3. Firm had experience working with the Government</b>	<b>10%</b>
a. At least 1 government engagement related to design thinking	8%
b. 2-3 government engagement related to design thinking	9%
c. 4 or more government engagement related to design thinking	10%
<b>4. Be able to provide full staffing and platform for the whole duration of the training</b>	<b>20%</b>
a. At least two staffing and with provision of platform to be used in the training	15%
b. With 3-4 staff in a team and with provision of platform to be used in the training	17%
c. With 5 or more staff in a team and with provision of platform to be used in the training	20%
<b>B. Certified Safety Officers as Subject Matter Experts/Trainer</b>	<b>20%</b>
<b>1. Technical Experience on duties and responsibilities of a Safety Officer cognizant to the applicable rules and regulations on OSH standards</b>	<b>10%</b>
a. 3 years' experience on SO duties and responsibilities on OSH implementation and management	8%
b. 4 years' experience on SO duties and responsibilities on OSH implementation and management	9%
c. 5 years or more experience on SO duties and responsibilities on OSH implementation and management	10%
<b>B.2. Educational Attainment (per Trainer)</b>	<b>10%</b>
a. Graduate of 4 years Bachelor's Degree course	8%
b. Graduate of 4 years Bachelor's Degree course with post graduate units or other courses/ certifications	9%
c. Post graduate degree or certifications related to OSH implementation and management	10%
<b>Total</b>	<b>100%</b>


The passing rate/score is **Seventy-Nine (79%)**.



6. The DSWD now invites interested Consultancy Firms to submit the following:
  - i) Company Profile (highlighting the years and experiences of the firm and with proof of engagements);
  - ii) SEC/DTI Registration;
  - iii) Comprehensive Curriculum Vitae of Project Manager (with TOR or diploma, proof of experiences and trainings);
  - iv) Price Quotation Form (Annex A);
  - v) Proof of PhilGEPS Registration/ PhilGEPS Registration Number;
  - vi) Valid Mayor's/ Business Permit;
  - vii) **Duly Accomplished and Signed Omnibus Sworn Statement (Annex B)**  
*(The notarized OSS shall be submitted after the receipt of Notice of Award)*
7. **Project Duration one (1) month upon receipt of 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 12 October 2021.**
9. The Consultancy 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 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 Q. PAJE**  
Undersecretary and Chairperson  
Bids and Awards Committee



### ANNEX A

RFP No.: 21-GOP-SVC-011

<b>Particulars</b>	<b>Quantity</b>	<b>Total Contract Price</b> (including all applicable taxes, amount in Phil. Peso)
<b>HIRING OF EXTERNAL TRAINING SERVICE PROVIDER FOR THE DSWD-WIDE TRAINING ON BASIC OCCUPATIONAL SAFETY AND HEALTH COMMITTEE MEMBERS</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:

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:
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - 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]*