

NOTICE FOR NEGOTIATED PROCUREMENT (Small Value Procurement-Individual Consultant)

HIRING OF INDIVIDUAL CONSULTANT TO SERVE AS TECHNICAL WRITER FOR STANDARDS BUREAU (SB) IN THE CRAFTING AND FINALIZATION OF ITS OPERATIONS MANUAL AND PRIMER

DSWD NNP No. 18-GOP-SVC-022

(PR No. 2018072805)

1. The Government of the Philippines (GOP), through the Standards Bureau Funds, of the Department of Social Welfare and Development (DSWD), intends to apply the sum of Two Hundred Thousand Pesos (PhP 200,000.00) being the Approved Budget for the Contract (ABC) as payment for the “Hiring of Individual Consultant to Serve as Technical Writer for Standards Bureau (SB) in the Crafting and Finalization of its Operations Manual and Primer” (DSWD NNP No. 18-GOP-SVC- 022).
2. The objectives for the hiring of the individual consultant – technical writer is to assist the Bureau in the crafting and finalization its Operations Manual and Primer.
3. The Consultant is expected to come up with the following deliverables:
 - a. For the Operations Manual:
 - Write the Operations Manual on Regulatory Services based on existing policies and/or enhancement of the rough draft.
 - Ensure consistencies and alignment of the Manual provisions with the existing policies and relevant laws.
 - Edit, proofread and include illustrations (photos, diagrams, charts, etc.) to be a user-friendly document.
 - Provide hard and soft copies of the Operations Manual.
 - b. For the Primers:
 - Develop the Primer for the three (3) major regulatory services (registration, licensing and accreditation) basing on the approved Operations Manual.
4. **Qualification of the Consultant:**
 - Must have completed degree in Communication and Development Studies and other related courses; with units or completed degree in Community Development, Public Administration and Governance;
 - Must have at least five (5) years of experience in technical writing, research, data processing, editing and report writing;

- Must have written similar document and have been engaged in related work in at least three (3) reputable organizations, of which one (1) is government entity;
 - Familiarity with all the Department's programs and particularly on Kalahi CIDSS processes and program development & management;
 - Must have conducted writing workshop activities able to provide effective design methods in gathering toolkit components; and
 - Must have the ability to interact and coordinate with process owners and all relevant stakeholders performing the tasks outlined in the Terms of Reference.
5. In consideration with the consultancy services required, payment of the consultant shall be made in accordance to the following schedule:

Activity/ Expected Output	Schedule of Submission	% of the Contract Price
1 st Draft of the Operations Manual	2 weeks upon receipt of Notice to Proceed (NTP) and materials/ rough draft	
2 nd Draft of the Operations Manual, incorporating the comments/ inputs of the Standards Bureau	1 week upon receipt of comments/ inputs from the Standards Bureau on the 1 st draft	Ten Percent (10%)
3 rd Draft of the Operations Manual, incorporating the comments/ inputs of the Policy and Plans Group (PPG) Head	1 week upon receipt of comments/ inputs from the PPG Head, coursed through the Standards Bureau on the 2 nd draft	Fifteen Percent (15%)
Acceptance of the Final Draft/ Approved Operations Manual	N/A - payment to be processed upon approval of the final draft by the approving authorities	Twenty-Five Percent (25%)
1 st Draft of the 3 Primers	2 weeks after approval of the Operations Manual	
2 nd Draft of the 3 Primers, incorporating the comments/ inputs of the Standards Bureau	1 week upon receipt of comments/ inputs from the Standards Bureau on the 1 st Draft	Ten Percent (10%)
3 rd Draft of the 3 Primers, incorporating the	1 week upon receipt of comments/ inputs from the PPG Head, coursed through the	Fifteen Percent (15%)

comments/inputs of the PPG Head	Standards Bureau on the 2 nd draft	
Acceptance of the Final Draft/ Approved 3 Primers	N/A - payment to be processed upon approval of the final draft by the approving authorities	Twenty-Five Percent (25%)
TOTAL		One Hundred Percent (100%)

6. The contract duration is **Three (3) Months from receipt of the Notice to Proceed (NTP)**
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:

Criteria	Points
1. Master's Degree or Doctorate Degree along Development Studies, Public Administration, Management, Social Work, Law or other related fields.	15%
2. Has experience on developing Operations Manual Writing/ Development, or on other similar documents	35%
<ul style="list-style-type: none"> • Minimum of ten (10) years related professional experience • Five (5) to Nine (9) years • Less than five (5) years 	35% 25% 20%
3. With broad knowledge and/or experience along DSWD operations, preferably along Standards Regulation or Quality Assurance	30%
<ul style="list-style-type: none"> • Minimum of ten (10) years related professional experience • Five (5) to Nine (9) years • Less than five (5) years 	30% 25% 20%
4. Excellent in written and oral communication	20%
TOTAL	100%
Passing Rate	75%

8. The DSWD now invites interested individual applicants to submit the following:

- i) Comprehensive Curriculum Vitae;
- ii) BIR Certificate of Registration;
- iii) Proof of PhilGEPS Registration/PhilGEPS Registration Number;

- iv) Notarized Omnibus Sworn Statement (See Annex A) to be submitted by the awarded consultant; and
- vii) Price proposal (See Annex B).

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 30 October 2018**. The total amount of contract is **Two Hundred Thousands Pesos (PhP 200,000.00)** and will be engaged for **three (3) months**.


- 9. The Consultant shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements. Nonetheless, the DSWD will not 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.¹

THE CHAIRPERSON

Bids and Awards Committee
c/o BAC Secretariat
Ground Floor, DSWD Central Office,
IBP Road, Constitution Hills, Quezon City
Telefax No.: (02) 951-7116
Trunkline No.: (02) 931-8101 loc. 122 to 124

AIMEE TORREFRANCA-NERI
Undersecretary and
Bids and Awards Committee - Chairperson

By:


MARIE ANGELA S. GOPALAN
Director IV and
Bids and Awards Committee Vice - Chairperson

¹ 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

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 _____, 2018 at _____, Philippines.

(Authorized Representative/Signatory)

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2018 at _____, Philippines. Affiant/s is/are 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/s 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 _____, 2018.

NAME OF NOTARY PUBLIC

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

PRICE QUOTATION FORM

Notice of Negotiated Procurement No: **18-GOP-SVC-022**

Particulars	Quantity	Total Contract Price <i>(including all applicable taxes; amount in Phil Peso)</i>
HIRING OF INDIVIDUAL CONSULTANT TO SERVE AS TECHNICAL WRITER FOR STANDARDS BUREAU (SB) IN THE CRAFTING AND FINALIZING ITS OPERATIONS MANUAL AND PRIMER	1	
TOTAL CONTRACT PRICE		

Name of Consultant:

Signature:

Date: _____

STANDARDS BUREAU

October 1, 2018

FOR : **ATTY. RUTH EUNICE L. MINA**
 Officer-in-Charge
 Procurement Management Service

Department of Social Welfare and Development
 CENTRAL OFFICE

OCT 01 2018

FROM : **THE DIRECTOR IV**

PROCUREMENT SERVICE

Received by: [Signature]
 Time: 2:18 pm Control No.:

SUBJECT : **Amendment of Term of Reference for Hiring of Service Provider/Writer for the Standards Bureau Operations Manual and Primer**

We would like to inform you that we are amending the Term of Reference for Hiring of Service Provider/Writer for the Standards Bureau Operations Manual and Primer to wit:

XII. PROFESSIONAL FEE AND DURATION ENGAGEMENT	The project is expected to be completed in three (3) months. The details and the costing are as follows:		
	Activity / Expected Output	Schedule of Submission	Payment Tranches
	1 st draft of the Operations Manual	2 weeks after the contract was awarded	
	2 nd draft of the Operations Manual, incorporating the comments/inputs of the Standards Bureau	1 week upon receipt of comments/inputs from the Standards Bureau	₱ 20,000.00 (10%)
	3 rd draft of the Operations Manual, incorporating the comments/inputs of the Policy and Plans Group (PPG) Head	1 week upon receipt of comments/inputs from the PPG Head, coursed through the Standards Bureau	₱ 25,000.00 (15%)
	Acceptance of the Final Draft / Approved Manual		₱ 55,000.00 (25%)
	1 st draft of the 3 primers	2 weeks after approval of the Operations Manual	
	2 nd draft of the 3 primers, incorporating the comments/inputs	1 week upon receipt of comments/inputs from the Standards Bureau	₱ 20,000.00 (10%)

	of the Standards Bureau		
	3 rd draft of the 3 primers, incorporating the comments/inputs of the PPG Head	1 week upon receipt of comments/inputs from the PPG Head, coursed through the Standards Bureau	₱ 25,000.00 (15%)
	Acceptance of the Final Draft / Approved 3 Primers		₱ 55,000.00 (25%)
	TOTAL		₱ 200,000.00

Thank you.


MARITES M. MARISTELA, CESO III

TERMS OF REFERENCE

I. TITLE	Hiring of Service Provider/Writer for the Standards Bureau Operations Manual and Primer
II. PROPONENT	Standards Bureau (SB)
III. IMPLEMENTATION PERIOD	Three (3) Months
IV. TARGET DATE OF IMPLEMENTATION	July 2018
V. TARGET DATE OF COMPLETION	September 2018
VI. SERVICE COST	₱ 200,000.00
VII. BACKGROUND & RATIONALE	<p>Pursuant to Republic Act 10847 entitled "An Act Lowering the Age Requirement for Applicants taking the Board Examination for Social Workers, Providing for Continuing Social Work Education and Upgrading the Sundry Provisions relative to the Practice of Social Work", along with its Implementing Rules and Regulations issued by the Professional Regulatory Board for Social Workers, highlighted and emphasized the crucial role of the Department of Social Welfare and Development (DSWD) in the implementation of its regulatory functions. As mandated by applicable or related laws, the DSWD shall set standards, register, license, and accredit organizations which are working in the purview of social welfare and development (SWD). Further, technical assistance and resource augmentation to organizations shall likewise be provided to ensure that SWD programs and services are at par and compliant to the set standards for the benefit of its clients.</p> <p>Relative to this, an omnibus guideline on the Registration, Licensing and Accreditation is presently being formulated to provide guidance to organizations engaged in SWD activities. Detailed procedures on registration, licensing, accreditation processes shall be reflected or carried over in a primer as part of the DSWD's Operations Manual on Regulatory Processes, which is simultaneously being developed with the omnibus guidelines.</p> <p>To be able to come up with a comprehensive Operations Manual and primer, the Bureau is seeking a highly skilled and experienced Technical Manual Writer who shall write, align (consistency of provisions) and enhance the crafted operations manual, and develop the primer for the three (3) major regulatory services (registration, licensing and accreditation).</p>
VIII. DELIVERABLES	<ol style="list-style-type: none"> 1. For the Operations Manual: <ol style="list-style-type: none"> a. Write the Operations Manual on Regulatory Services based on existing policies and/or enhancement of the rough draft. b. Ensure consistencies and alignment of the Manual provisions with the existing policies and relevant laws.

Certified True Copy
Maria Aguilera
 Date: 7/17

	<ul style="list-style-type: none">c. Edit, proofread and include illustrations (photos, diagrams, charts, etc.) to be a user-friendly document.d. Provide hard and soft copies of the Operations Manual. <p>2. For the Primers</p> <ul style="list-style-type: none">a. Develop the primer for the three (3) major regulatory services (registration, licensing and accreditation) basing on the approved Operations Manual.															
IX. QUALIFICATIONS	<p>1. Educational Attainment</p> <ul style="list-style-type: none">a. Master's Degree or Doctorate Degree along Development Studies, Public Administration, Management, Social Work, Law or other related fields. <p>2. Experience, Training and Competencies</p> <ul style="list-style-type: none">a. With broad knowledge and/or experience along DSWD operations, preferably along Standards Regulation.b. Excellent in written and oral communication.c. Has experience on Operations Manual Writing/Development, or on other similar documents. <p>3. Documentary Requirements</p> <ul style="list-style-type: none">a. Expression of intent highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements.b. Curriculum Vitaec. Samples of developed Operations Manual or similar documents.															
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Page 2 of 3

Maria Aguilera Manalo Angeles
 Date: 7/17

		draft by the approving authorities	
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