

NOTICE OF NEGOTIATED PROCUREMENT
(Small Value Procurement-Individual Consultant)
DSWD NNP No. 18-GOP-SVC-015

**HIRING OF CONSULTANT FOR THE DEVELOPMENT OF STB MANUAL
OPERATIONS**
(PR No. 2018062121)

1. The Department of Social Welfare and Development (DSWD) through the *Social Technology Bureau (STB) - Current Appropriations Fund* intends to apply the sum of *Two Hundred Thousand Pesos (PhP 200,000.00)* being the Approved Budget for the Contract (ABC) inclusive of all pertinent taxes to payments under the contract for Hiring of Consultant for the Development of STB Manual Operations.
2. The Project Objective:
 - Through the hiring of a Consultant, the Bureau is able to develop a standard guide on the STB process of program development and management.
3. The consultant should possess the following:
 - Masteral or advanced degree in Science-related or Development course;
 - Minimum of three (3) years of relevant experience in writing documents;
 - Has previous experience in writing ISO accreditation/aligned manuals; and
 - Highly proficient in written communication skills.
4. The Consultant is expected to perform the following task:
 - Develop an inception report including proposed development process and outline of the manual and schedule of work;
 - Attend meetings with STB MANCOM, Regional Social Technology Unit (STU) and Coach Monitor, if needed;
 - Develop STB MOO which should be easily understandable and applicable by STB and STU staff;
 - Develop Evaluation Tool for measuring the applicability and relevance of the manual to the needs of the STB staff;
 - Finalize MOO and evaluation tool based on comments; and
 - Present to the STB MANCOM for approval of the Bureau Director and Coach Monitor
5. In consideration with the consultancy services required, payment shall be in accordance to the following schedule of deliverables:

Activities	Deliverables	Time Frame	Level of Approval	Tranche/ Percentage
1. Development of an Inception Report	Inception Report;	Within 3 working days upon receipt of Contract/Notice to Proceed (NTP); Within 3 working days for approval of STB	STB Director	1 st Tranche / 15%
2. Meeting with STB MANCOM	Outline of the MOO	Within 5 working days after the meeting	STB Director	
3. Drafting of STB MOO and Evaluation Tool	1 st draft and Evaluation Tool	Within 10 working days after meeting	STB Director	2 nd Tranche / 25%
4. Meetings with STU	Summary of enhancements on the MOO	Within 3 working days after the receipt of the 1 st draft	STB Director	
5. Submission of 2 nd draft of STB MOO	2 nd draft of STB MOO	Within 10 working days upon receipt of comments on the draft STB MOO	STB Director	3 rd Tranche / 30%
6. Meeting with STB MANCOM	Summary of enhancements	Within 3 working days after the receipt of the 2 nd draft	STB Director	
7. Submission of Final STB MOO	Final STB MOO with approved lay-out	10 working days after the meeting; 5 working days for approval of STB	STB Director / OIC-Asst. Secretary	4 th Tranche / 30%

6. The applications will be evaluated based on the following criteria:

Qualification	Percentage
Masteral or advanced degree in Science-related or Development course	25%
PhD	25%
MA	22%
Minimum of three (3) years of relevant experience in writing documents	25%
6 and above	25%
4-5 years	22%
3 years	20%
Has previous experience in writing ISO accreditation/aligned manuals	25%
Highly proficient in written communication skills; (to submit sample outputs)	25%

*Passing Rate: 80%

7. The DSWD now calls for the submission of the following documents on or before **12:00 p.m., 04 September 2018:**

- Comprehensive Curriculum Vitae;
- Price Quotation Form [Annex A];
- BIR Certificate of Registration;
- Proof of PhilGEPS Registration/PhilGEPS Registration Number;

- Omnibus Sworn Statement [Annex B], to be submitted by the awarded Consultant]; and
- Sample copies of written/edited work


Interested Consultant may submit the required documents at the BAC Secretariat Office, Ground Floor, DSWD Central Office, IBP Road, Batasan Hills, Quezon City or email at quotations@dswd.gov.ph.

- The contract shall be completed within three (3) months upon receipt of Notice to Proceed (NTP).
- The Consultant shall be selected through Negotiated Procurement under Small Value Procurement pursuant to Section 53.9 of the revised 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (R. A. No. 9184) or the Government Procurement Reform Act (GPRA).
- 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). An Acknowledgement Receipt shall be asked, in lieu of OR, as evidence of payment. 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
- For further information, please refer to herein attached Terms of Reference and Criteria for Evaluation or you may contact Ms. Ester R. Egamino at Tel. Nos. 931-6139/ 931-8101 to 07 local 122/124; Mobile No.: 0916-4286505 or at eregamino@dswd.gov.ph.

THE CHAIRPERSON

Bids and Awards Committee
c/o BAC Secretariat
Ground Floor, DSWD Central Office
IBP Road, Constitution Hills, Quezon City
Telefax No.: (02) 931-6139
Trunkline No.: (02) 931-8101 local 122 to 124

Very truly yours,


LUZVIMINDA C. ILAGAN
Undersecretary and
Bids and Awards Committee 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.

TERMS OF REFERENCE (TOR)² CONSULTANT ON THE DEVELOPMENT OF STB MANUAL OF OPERATIONS

I. BACKGROUND

The Social Technology Bureau (STB) plays a crucial role in the Department's vision where all Filipinos are free from hunger and poverty, have equal access to opportunities, enabled by a fair, just and peaceful society. The bureau formulates social welfare and development models of intervention and enhances existing programs and services to address emerging social issues. Its function is aligned with the Department's organizational outcome wherein poor, vulnerable and marginalized citizens are empowered and with an improved quality of life.

The STB also recognized the need to formulate its own strategy map contributive to the social protection mandate of the Department with commitment to realize the mission and core purpose in formulating social technologies and enhancing existing programs and services. The Bureau amended Administrative Order No. 34 Series of 2003, which provides the broad parameters of social technology development thru Memorandum Circular No. 6 Series of 2013 which provides the Field Offices, other concerned Bureaus, Offices and Units with a comprehensive guide and procedural requirements in the development and implementation of social technology projects. The development or enhancement of a social technology involves the process of planning, designing/redesigning, pilot testing, monitoring, evaluating, and adopting of new or existing social welfare technologies aimed at providing for and protecting the poor and vulnerable sectors. Further, MC No. 6 s. 2013 was amended thru AO No. 6 Series of 2016, enhancing the Social Technology Cycle into five stages: 1) Social Technology Identification; 2) Design Formulation; 3) Pilot Implementation 4) Evaluation and Documentation; and 5) Marketing and Promotion.

From CY 2014, the Bureau also conducted the STB initiative and strategic mapping composed of a series of activities: Rethinking of Mandate and Structure, Strategic Planning, and Performance Evaluation Workshop. This initiative further ensures that the STB contributes to the strategic roles of the Department and sets in motion organizational improvements that is anchored on holistic and community driven development, and team-approach that harness multi-disciplinary experts, with results-based monitoring and evaluation.

A National Consultation was also conducted in CY 2014 to set a clearly defined focus or agenda. The Bureau was able to develop a five-year Social Technology (ST) Agenda (CY 2015-2020) after the consultation, which aimed to address the following concerns:

- There are too many competing issues affecting the poor, disadvantaged and vulnerable sectors but the Bureau's financial and human resources are limited; hence, setting of priorities is extremely necessary;
- There are emerging issues that need to be immediately addressed to prevent affected sectors' further disempowerment; and
- Some disadvantaged sectors have been receiving fewer services compared to other groups.

² MC No. 20 s. 2004 or "Guidelines in the Preparation of Terms of Reference (TOR) for Consultancy Services" and Procurement Advisory No. 13-008 or "Guidelines in the Preparation of Terms of Reference (TOR) for Consulting Service"

In CY 2017, the Bureau conducted a Midterm Review of the Strategic Plan and Re-planning for CY 2017-2022. During this activity, it was recognized that there is also a need to review the ST Agenda to ensure its alignment to the DSWD Strategic Plan CY 2017-2022, particularly on *Organizational Outcome 2: Rights of the poor and vulnerable sectors promoted and protected*.

In the first semester of 2018, the Bureau was able to develop the ST Agenda for 2019-2022. The top social issues and proposed strategies were drawn and the need to strengthen the Bureau in order to achieve its targets for the next three years is necessary. This proposal shall support series of activities envisaged to strengthen the Bureau capacity to deliver its mandate with in accordance to standards of excellence, efficiency and resource stewardship.

II. PROJECT OBJECTIVES

Through the hiring of a Consultant, the Bureau is able to develop a standard guide on the STB process of program development and management.

III. SCOPE OF THE WORK AND SPECIFIC TASKS

The Bureau shall hire the services of a consultant to write the details of the enhanced ST processes and procedures. The consultant will review existing guidelines, bureau orders and related policies issued applicable to the Bureau. To enable a learning process and inclusive decision-making, the consultant shall develop the STB manual of operations (MOO) under the supervision and directions of the STB Management Committee (MANCOM) and the Monitoring and Evaluation (M&E) Committee. The Bureau created the M&E Committee in order to address integrity risks in ST projects. The Committee is composed of all Social Welfare Officer IVs of the Bureau and serves as the provider of inputs to all technical documents relative to ST business process. Specifically, the consultant will implement the following:

1. Develop an inception report including proposed development process and outline of the manual and schedule of work;
2. Attend meetings with STB MANCOM, Regional Social Technology Unit (STU) and Coach Monitor, if needed;
3. Develop STB MOO which should be easily understandable and applicable by STB and STU staff;
4. Develop Evaluation Tool for measuring the applicability and relevance of the manual to the needs of the STB staff;
5. Finalize MOO and evaluation tool based on comments; and
6. Present to the STB MANCOM for approval of the Bureau Director and Coach Monitor

IV. SCHEDULE OF ACTIVITIES AND DELIVERABLES:

Activities	Deliverables	Time Frame	Level of Approval
1. Development of an Inception Report	Inception Report;	Within 3 working days upon receipt of	STB Director

Activities	Deliverables	Time Frame	Level of Approval
		Contract/Notice to Proceed (NTP); Within 3 working days for approval of STB	
2. Meeting with STB MANCOM	Outline of the MOO	Within 5 working days after the meeting	STB Director
3. Drafting of STB MOO and Evaluation Tool	1 st draft and Evaluation Tool	Within 10 working days after meeting	STB Director
4. Meetings with STU	Summary of enhancements on the MOO	Within 3 working days after the receipt of the 1 st draft	STB Director
5. Submission of 2 nd draft of STB MOO	2 nd draft of STB MOO	Within 10 working days upon receipt of comments on the draft STB MOO	STB Director
6. Meeting with STB MANCOM	Summary of enhancements	Within 3 working days after the receipt of the 2 nd draft	STB Director
7. Submission of Final STB MOO	Final STB MOO with approved lay-out	10 working days after the meeting; 5 working days for approval of STB	STB Director / OIC-Asst. Secretary

Contract Duration: Three (3) months from the receipt of the contract/NTP

V. QUALIFICATION OF THE CONSULTANT

The successful candidate will have the following qualification:

Qualification	Percentage
Masteral or advanced degree in Science-related or Development course	25%
PhD	25%
MA	22%
Minimum of three (3) years of relevant experience in writing documents	25%
6 and above	25%
4-5 years	22%
3 years	20%
Has previous experience in writing ISO accreditation/ aligned manuals	25%
Highly proficient in written communication skills; (to submit sample outputs)	25%

Passing Rate: 80%

VI. PROFESSIONAL FEE AND INCENTIVES

Particulars	%	Payment Requirements
1 st tranche	15%	Inception Report
2 nd tranche	25%	1 st Draft and Evaluation Tool
3 rd tranche	30%	2 nd draft of STB MOO
4 th tranche	30%	Final copy of STB MOO

VII. INSTITUTIONAL/SUPERVISION ARRANGEMENT

The Consultant will be accountable to the Assistant Secretary of Office of the Secretary Group, as the supervising official of the proponent Bureau, (Social Technology Bureau) to enable a learning process and inclusive decision-making. The Consultant is expected to work alongside the STB. Specifically the DSWD shall:

1. Convene meetings with the M&E Committee, as necessary; and
2. Pay the Consultant the amount as agreed above, inclusive of tax, in consideration of the services rendered.

VIII. OWNERSHIP AND PUBLICATION RIGHTS

All materials produced or acquired under the terms of this consultancy shall remain the exclusive property of DSWD (including data gathered, presentations produced & reports submitted). Moreover, the DSWD retains the exclusive right to publish or disseminate the modules, session-guides and tools even after the termination of this Consultancy. A written consent from DSWD is required should any version of the outputs or part of it shall be used for other purposes other than what was originally agreed upon with DSWD.

ANNEX A

PRICE QUOTATION FORM

Notice of Negotiated Procurement No: 18-GOP-SVC-015

Lot No.	Particulars	Quantity	Total Contract Price (including all applicable taxes; amount in Phil Peso)
1	Hiring of Consultant for the Development of STB Manual of Operations	1	
TOTAL CONTRACT PRICE			

Name of Consultant:

Signature:

Date:

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. _____

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Page 1 of 4
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Noli Belyn Macebagda
2016

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*No. 166429 Maaabagdal
Swoil*

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