

NOTICE OF NEGOTIATED PROCUREMENT
(Small Value Procurement-Individual Consultant)
DSWD NNP No. 19-GOP-SVC-015

Hiring of Individual Consultant for the Study of the Socio-Economic Condition of the Indigenous Peoples (IPs) Engaged in Artisanal and Small-Scale Mining (ASM)
(PR No. 2019020757)

1. The Department of Social Welfare and Development (DSWD) through the **2019 Department of Foreign Affairs and Trade (DFAT) Funds** intends to apply the sum of **Eight Hundred Seven Thousand Five Hundred Pesos (Php807,500.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Hiring of Individual Consultant for the Study of the Socio-Economic Condition of the Indigenous Peoples (IPs) Engaged in Artisanal and Small-Scale Mining (ASM)**.
2. The purpose of hiring a consultant is to identify the services of a consultant to support DSWD in the implementation of the following:
 - To develop research design and conduct research on the “Study on the Socio-Economic Condition of the Indigenous People (IP) Engaged in Artisanal and Small-scale Mining”;
 - To write research report with relevant policy and program recommendations; and
 - To conduct research validation and presentation of research results to validate, present findings and gather inputs from key stakeholders.
3. The Consultant should possess the following qualifications:
 - At least a bachelor’s degree in social sciences such as anthropology, sociology, political science, community development, or related disciplines;
 - Minimum of five (5) years’ experience in the conduct of social research, assessment and/or evaluation of development programs, preferably of government-implemented and
 - Must have conducted at least two researches and submit sample works/researches.
4. The Consultant is expected to come up with the following deliverables in accordance to its scheduled timelines:
 - Inception Report with work plan and timeline
 - Research design
 - Research report with relevant policy and program recommendations
 - Conduct of research validation and presentation of research results

5. The total contract price is **Eight Hundred Seven Thousand Five Hundred Pesos (PhP807,500.00)** which shall be paid in accordance with the following:

Tranche	Payment Requirements	Percentage (%) of Payment
1 st Tranche	Submission and Approval of Inception report and Research design including framework, methodology, sampling, draft instruments/ tools; and review of related literature (RRL)	35%
2 nd Tranche	Submission of Pre-test Report; Approved Data Gathering Instruments; Report on the Actual Conduct of Data Gathering with Initial Findings; and Draft research report	35%
3 rd Tranche	Conduct of validation and presentation of study and Submission and Approval of Final Research Report	30%
TOTAL		100%

The fee will cover the professional services of the consultant and other incidental and operational expenses related to the project subject to appropriate taxes.

The outputs of the consultant will be subjected to evaluation metrics before proceeding to the next step. Only the work outputs/deliverables found acceptable shall be paid.

In the event of unsatisfactory performance, DSWD reserves the right to terminate the contract. In case of partially satisfactory performance, such as serious delays causing the negative impact on meeting the contract objectives, low quality or insufficient depth and/or scope of the assignment completion, DSWD is entitled to decrease the payment by a one-tenth of one percent (0.1%) per day deduction in payment for the covered work output/deliverable, except if satisfactorily justified.

6. The contract duration is estimated at four (4) months from receipt of **Notice to Proceed**.

Activities	Outputs/Deliverable	Timeline
Pre-Data Gathering Activities		
Development of an Inception Report	Submission of Inception Report	Within 15 calendar days upon receipt of Contract/Notice to Proceed (NTP)
Pre-Data Gathering Activities including preparatory Meetings	Submission of Activity documentation report	10 calendar days after the preparatory meeting/ pre-data-gathering activities
Formulation of Research Design and Instruments	Submission of Research Design and Instruments	15 calendar days upon the last day of pre-data gathering activities
Pre-testing of the Research Instruments	Submission of Field report on Pre-testing	15 calendar days from the receipt of approved research design
Data Gathering Activities		

Activities	Outputs/Deliverable	Timeline
Actual Data Gathering	Submission of Feedback report on the Data Gathering	30 calendar days from the receipt of approved research instruments
Data Processing and Writing of Research Report	Submission of Initial research report	20 calendar days from the receipt of feedback report on data gathering
Post Data Gathering Activities		
Validation and Presentation of Study	Submission of Presentation materials and Final Research Report	15 calendar days upon submission of the initial research findings

7. **Qualifications of Consultant and Evaluation Criteria:** The qualifications of the Consultant shall be evaluated based on the following criteria. The passing score is **Eighty Percent (80%)**.

Description	Percentage
Has at least a bachelor's degree in social sciences such as anthropology, sociology, political science, community development, or related disciplines. <i>Doctoral Degree – 30%</i> <i>Master's Degree and with units in doctoral studies – 25%</i> <i>Master's Degree – 23%</i> <i>Bachelor's Degree – 20%</i>	30%
Minimum of five (5) years' experience in the conduct of social research, assessment and/or evaluation of development programs, preferably of government-implemented and related to the issue. <i>More than 10 years' experience – 35%</i> <i>6-9 years' experience – 33%</i> <i>At least 5 years' experience: 30%</i>	35%
Submit at least two sample works/ researches related to social development issues <i>More than 5 researches presented – 35%</i> <i>4-5 researches presented – 33%</i> <i>2-3 researches presented – 30%</i>	35%
TOTAL	100%

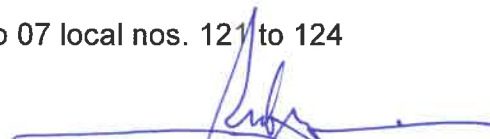
Note: Failure to meet the minimum requirement will automatically be given a zero percent (0%) rating.

8. The procurement process that will be adopted is Negotiated Procurement under Small Value Procurement pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (R. A. No. 9184) or the Government Procurement Reform Act (GPRA).

9. The Consultant shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements.
10. The DSWD now invites interested individuals to indicate their interest in providing the services. Interested individuals must submit the following documents in the address indicated below or through e-mail at quotations@dswd.gov.ph not later than **05:00 p.m. of 09 August 2019**.
- a) Comprehensive Curriculum Vitae (CV) indicating the complete and accurate description of previous engagements relevant to the above-mentioned evaluation criteria;
 - b) Financial Proposal (*Annex A*);
 - c) Omnibus Sworn Statement (*Annex B*);
 - d) PhilGEPS Registration Number;
 - e) BIR Certificate of Registration;
 - f) Income Tax Return;
 - g) At least two (2) sample works/researches related to social development issues; and
 - h) Expression of Interest (Application) highlighting the personal attributes, qualities, skills, knowledge and significant outcomes with the qualification requirements;

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) 931-6139
Telephone Nos.: (02) 931 8101 to 07 local nos. 121 to 124



FELICISIMO C. BUDIONGAN
Undersecretary and
Bids and Awards Committee Chairperson

Financial Proposal

DSWD NNP No. 19-GOP-SVC-015

Lot No.	Particulars	Quantity	Total Contract Price <i>(including all applicable taxes, amount in Phil. Peso)</i>
1	Hiring of Individual Consultant for the Study of the Socio-Economic Condition of the Indigenous Peoples (IPs) Engaged in Artisanal and Small-Scale Mining (ASM)	1-Lot	

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 _____, 2019 at _____, Philippines.

(Authorized Representative/Signatory)

SUBSCRIBED AND SWORN to before me this ___ day of _____, 2019 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 _____, 2019.

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 _____