

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2024-06-433  
End-user: KALAHI-CIDSS  
Name of Project:

RFQ No.: 2024-06-639  
Date: JUL 08 2024  
ABC: ₱150,000.00

**HIRING OF SERVICE PROVIDER RE: KALAHI-CIDSS MONITORING AND EVALUATION LEARNING AND DEVELOPMENT INTERVENTIONS FOR 2024 - MUNICIPAL TALAKAYAN**

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam:

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph) on or before JUL 12 2024 12:00NN.

RINA CLAIRE L. REYES  
BAC Chairperson

**TERMS AND CONDITIONS:**

1. Quotations in excess of the ABC will be **REJECTED**.
2. For unit price/s, quotations with a **dash or zero shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity **may give due preference to goods being offered with green component**.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier**.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
  - a. **Updated Mayor's / Business Permit**
  - b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
    - o **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
    - o **Official Receipt issued by BIR( a mere picture of the receipt can suffice)**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may be disqualified**.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications** and the **terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the Omnibus Sworn Statement prior to issuance of Award / Purchase Order with ABC amounting to P500,000.00 for Emergency Cases and P50,000.00 above for Small Value Procurement .
13. Upon **approval of the Purchase Order (PO)**, the Procurement Section shall send or forward the **approved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address** or upon notification of the winning bidder that the approved Purchase Order is available for confirmation. **Failure to submit the confirmed PO within the 3-day period shall cause the automatic cancellation of the PO.**
14. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR.**
15. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE ) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
16. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25123** or email address **[bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph)**.

**REQUEST FOR QUOTATION (RFQ)**

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	<b>HIRING OF SERVICE PROVIDER RE: KALAHI-CIDSS MONITORING AND EVALUATION LEARNING AND DEVELOPMENT INTERVENTIONS FOR 2024 - MUNICIPAL TALAKAYAN</b>				
	<i>Please see attached Terms of Reference</i>	1	lot		
<b>TOTAL</b>					
OTHER REQUIREMENTS			COMPLIANCE		REMARKS
			Can Comply	Cannot Comply	
A. Can comply with the works provided in the Terms of Reference.			[ ]	[ ]	
B. Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.			[ ]	[ ]	
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>					

• Award shall be made per:  Lot basis  Total Quoted Price

Note: **NO GIFT ALLOWED.** Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

**Sir:**

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

**Name of Firm/Dealer/Contractor:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

**Owner's/Proprietor/President's Name and Signature:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**For Authorized Representative, kindly indicate the following:** \_\_\_\_\_

**Name and Signature:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**PhilGEPS Registration Number:** \_\_\_\_\_

\_\_\_\_\_  
**Name and Signature of Convasser**



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**ANNEX E: TERMS OF REFERENCE FOR MUNICIPAL TALAKAYAN  
SERVICE PROVIDER****A. Background**

The program development objective (PDO) of the KALAHI-CIDSS Program is to have communities in the target municipalities become empowered to achieve improved access to basic services and to participate in more inclusive local planning, budgeting, implementation and disaster risk reduction and management. To be able to measure the attainment of the PDO, the regional program management office proposed for the conduct of Municipal Talakayan as one of its tools.

The Municipal Talakayan or simply Talakayan is both a diagnostic tool and a capacity-building tool. As a diagnostic tool, it shall assess the level of and changes in the development of the municipality through an understanding of the broader development context and existing local processes. As a capacity-building tool, it intends to enhance awareness and understanding of the roles and responsibilities of local stakeholders in local development and governance. It is therefore expected to build local capacities in results-based participatory M&E through knowledge generation, sharing, and collaborative self-assessment among stakeholders.

The Program's social development staff and monitoring and evaluation staff at all levels will be mobilized together with the Area Coordinating Teams. Given the huge task at hand, the implementation design also features the engagement of external service providers to achieve the desired quantity and quality of outputs.

**B. Objective and Importance of Engaging Service Providers**

With the conduct of the Talakayan, the DSWD sees the importance of engaging service providers primarily to assist in the preparatory work and facilitate and document the Municipal Talakayan Day activities following the Municipal Talakayan Design and Toolkit.

Co-implementation with service providers is crucial given the number of municipalities that will have to conduct it yearly and the limited staff of the DSWD. Moreover, the involvement of local partners in this kind of evaluation activity aims to enhance local partnership promoting participatory development that is essential for effective program delivery and attainment of the program development objectives.

**C. Scope of Work**

The service provider will serve as the Regional Project Management Office (RPMO) partner in the roll-out implementation of the Talakayan in the municipality of Lamut, Ifugao. This engagement will be for a period of three months from July 23 to September 17, 2024 (preparatory stage until report submission). The service provider will be responsible for the delivery of the following main tasks:

- **First Meeting**
  - Upon submission of data and presentation materials gathered by ACT/RPMO, prepare Session 1 presentation material
  - Attend the first meeting
  - Present initial data for Session 1 and perception survey
  - Document the meeting

- **Second Meeting**
  - Attend the second meeting
  - Present draft Sessions 1 and 2 and Perception Survey
  - In coordination with MLGU, RPMO, and ACT, (1) facilitate the municipal (LGU/MIAC) focus group discussion (FGD) and data validation (session 2 matrix should be ready before validation); and (2) document the FGD/data validation
  - Assist the MLGU in the preparation of Session 3 presentation
  - Document the meeting
- **Third Meeting**
  - Attend the third meeting
  - Present final Sessions 1 and 2 and Perception Survey for the Role Play
  - Document the meeting
- **Talakayan day preparation (Data Review and Analysis)**
  - Participate in work planning especially Talakayan Day event planning to take note of roles of service providers
  - Prepare the venue, Gallery Presentation including printing of photos collected from the MLGU, and all needed materials/logistics for the Talakayan Day
  - Provide tarpaulins for the gallery and venue – four 5x4 feet session galleries and one 9x6 feet backdrop
  - Provide resources in the preparation of venue and gallery (i.e. flowers, cloth, or any materials needed to implement the design provided by the DSWD and MLGU)
- **Talakayan day facilitation**
  - Serve as overall workshop facilitator and documenter during the Talakayan Day
  - Photo and video-document the whole process of the Talakayan Day
  - Facilitate the Gallery Walk and FGD (Session 4) and document FGD responses
  - Provide highlights of gallery walk (if there were relevant issues raised during the gallery walk that were not covered in the FGD).
  - Provide feedbacking of the results of the FGD and synthesis at the end of the Talakayan
  - Distribute and facilitate Talakayan Day Evaluation Form
  - Participate in the after-care activities such as but not limited to removal of decorations and galleries and clearing and cleaning of venue after the activity.
  - Attend in the cliniquing /reflection session of the activity called for by the DSWD.
- **Post-Talakayan Day Evaluation and Reporting**
  - Document the proceedings of the Talakayan Day and process/consolidate post-Talakayan evaluation following the provided template
  - Prepares Municipal Talakayan Report following the format provided by the DSWD with complete attachments including FGD Results (both validation session and Talakayan day FGDs)
  - Submit at least 5-minute AVP of the Talakayan from the preparation to closing activities

#### **D. Support Staff to be Provided by the Service Provider**

The service provider is required to provide facilitators and documenters. The prescribed members (with ideal number) of the service provider include the following:

Documenters (4): They are expected to document the main Talakayan day, including photo- and video-documentation; the gallery walk and FGDs; and the post-Talakayan evaluation session. They will also assist in putting up the Talakayan Gallery.

Main facilitator and assistant facilitators (4): They are expected to assist in putting up the Talakayan Gallery. During the Talakayan Day, the main facilitator will facilitate the whole activity while the assistant facilitators will facilitate the Gallery Walk and FGDs.

The complete number of required members, eight members, during the preparation and main Talakayan Days must be strictly followed. In case the service provider did not comply with the requirement, 10% of the total contract amount will be deducted for every deficient member. Each support member is required to focus in performing his or her assigned function. In the absence of some members, the lead documenter should ensure the quality of their outputs. However, performance of more than one function does not justify the deduction of the said 10% penalty.

**E. Deliverables**

The service provider will submit the following outputs:

TRANCHE	OUTPUTS
1 <sup>st</sup> Tranche	• Minutes of the 1 <sup>st</sup> and 2 <sup>nd</sup> meetings
	• Sessions 1 and 2 and Perception Survey Result PowerPoint presentations
2 <sup>nd</sup> Tranche	• Minutes of the 3 <sup>rd</sup> meeting and preparation activities
	• Resources for the preparation of venue and gallery
	• Tarpaulins for the gallery and venue – four 5x4 feet session galleries and one 9x6 feet backdrop
	• Summary of FGD Results, Synthesis and Next Steps
	• Complied evaluation forms
	• Talakayan Day documentation of proceedings
	• Photo and video documentation
	• Municipal Talakayan Report following the format provided by the DSWD with complete attachments including FGD Results (both validation session and Talakayan day FGDs) including consolidation and analysis of evaluation forms
	• at least 5-minute AVP of the Talakayan from the preparation to closing activities

**F. Timelines**

While the third party partner shall be engaged for a period of three months, he/she is expected to conduct Talakayan-related activities for a total of 18.5 person days. Indicative timeline for the conduct of Municipal Talakayan is as follows:

Scope	Activities	One Municipal Talakayan Round											
		Month 1				Month 2				Month 3			
		W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Preparatory Activities	Orientation and panning with the DSWD												
	Preparation of Session 1 and Perception Survey Results												

Scope	Activities	One Municipal Talakayan Round											
		Month 1				Month 2				Month 3			
		W 1	W2	W3	W4	W 1	W2	W 3	W 4	W 1	W 2	W 3	W 4
	MLGU Orientation (1 <sup>st</sup> meeting)												
	2 <sup>nd</sup> Meeting												
	MLGU data validation and preparation of session presentations												
	3 <sup>rd</sup> Meeting												
	Preparation of Session 4 Materials (Gallery)												
	Talakayan Day												
Post-Talakayan Activities	Evaluation and Processing of Outputs												
	Documentation Report and AVP Preparation and Submission												

**G. Area of Coverage**

Province	Municipality	No. of Barangays	Schedule of Main Talakayan Day
Ifugao	Lamut	18	17 September 2024

**H. Reporting Relationship**

The service provider will work under the direct supervision and guidance of the RPMO M&E Unit. They will also work closely with the Regional Program Management Office (RPMO), Area Coordinating Team (ACT), and MLGU for the preparation, implementation and post-implementation of Talakayan activities.

**I. Fees and Schedule of Payment**

The total contract cost is one hundred fifty thousand pesos (PhP 150,000.00) for the entire duration of the assignment. This amount represents the professional service fees including those of lead facilitator, lead documenter, workshop facilitators, and documenters; out-of-pocket costs such as communication, travel allowance, meals, resources used for the galleries and stages, and accommodation for days of fieldwork; printing expenses for the documentation report; and \_\_\_\_\_ percent VAT.

This amount shall be paid on a progress billing per municipality upon submission of outputs:

TRANCHE	AMOUNT (PhP)	OUTPUT / MILESTONE	WEIGHT ALLOCATION	DUE DATE
1 <sup>st</sup> Tranche (30%)	45,000.00	<ul style="list-style-type: none"> <li>Minutes of the 1<sup>st</sup> and 2<sup>nd</sup> meetings</li> </ul>	30%	7 calendar days after conduct of each meeting
		<ul style="list-style-type: none"> <li>Sessions 1 and 2 and Perception Survey Result PowerPoint presentations</li> </ul>	70%	
2 <sup>nd</sup> Tranche (70%)	105,000.00	<ul style="list-style-type: none"> <li>Minutes of the 3<sup>rd</sup> meeting and preparation activities</li> </ul>	5%	Within 3 calendar days after Talakayan Day
		<ul style="list-style-type: none"> <li>Resources for the preparation of venue and gallery</li> </ul>	12%	2 calendar days before Talakayan Day
		<ul style="list-style-type: none"> <li>Tarpaulins for the gallery and venue – four 5x4 feet session galleries and one 9x6 feet backdrop</li> </ul>	10%	2 days before Talakayan Day
		<ul style="list-style-type: none"> <li>Summary of FGD Results, Synthesis, and Next Steps</li> </ul>	5%	During Talakayan Day
		<ul style="list-style-type: none"> <li>Complied evaluation forms</li> </ul>	3%	
		<ul style="list-style-type: none"> <li>Talakayan Day documentation of proceedings</li> </ul>	5%	Within 3 calendar days after Talakayan Day
		<ul style="list-style-type: none"> <li>Photo and video documentation</li> </ul>	10%	15 calendar days after conduct of Talakayan Day
		<ul style="list-style-type: none"> <li>Municipal Talakayan Report following the format provided by the DSWD with complete attachments including FGD Results (both validation session and Talakayan day FGDs) including consolidation and analysis of evaluation forms</li> </ul>	40%	
<ul style="list-style-type: none"> <li>At least 5-minute AVP of the Talakayan from the preparation to closing activities</li> </ul>	10%			
<b>TOTAL</b>	<b>150,000.00</b>			

The processing of payments is subject to the completion/submission of above-stated milestones duly approved by DSWD RPMO.

In case the service provider failed to deliver any of the above-mentioned outputs, **deductions of the corresponding weight allocation** as indicated above shall be applied on his/her payment and **corresponding sanction based on the performance evaluation and contract condition**.

#### **J. Support to be provided by the DSWD**

The DSWD RPMO will provide/arrange technical and administrative support to the service provider, particularly on the following requirements:

1. Technical resources (data and information) and other requirements necessary for the Talakayan design implementation, these include project documents such as KC briefer, other KC evaluation studies, and Municipal Talakayan Design/Toolkit;
2. Logistics and meeting arrangements during the Talakayan field work activities, and venue and gallery presentation materials limited to bond papers, kraft papers, cartolina, permanent markers, and masking and transparent tapes;
3. Meals for AM snacks and lunch during the 1<sup>st</sup> and 2<sup>nd</sup> meetings and AM snacks, lunch, and PM snacks during the 3<sup>rd</sup> meeting and preparation day and main Municipal Talakayan Day;
4. The service provider will be required to conduct field visits for the first, 2<sup>nd</sup>, and 3<sup>rd</sup> meetings and data gathering, validation, or any related activities in KC-NCDDP covered municipality. The DSWD shall be responsible in arranging meetings or coordination activities with the ACTs, MCTs, and MLGUs. The DSWD shall also arrange provisions for accommodation but the expenses will be paid by the service provider. For the transportation, the DSWD will only provide information of schedules of regular trips to and from the target area to be visited;
5. Data for Session 2 will be provided before Validation Session (2<sup>nd</sup> meeting);
6. FGD questions and documentation templates.

#### **K. Qualifications**

The service provider must have the following qualifications:

Education: Must be a graduate of Social Science, Economics, Statistics, Social Sciences or related courses.

Experience:

- Must have 3 years work experience in social sector, preferably at the local level
- Must have 3 years experience in organizing, facilitating and documenting training, workshops, conferences, consultations and other similar events in social development contexts
- Must have at least 3 years experience in data gathering, processing, analysis and interpretation

Other Competencies:

- Must be familiar with CDD and BUB approaches to development, especially the KALAHI-CIDSS Program
- Must have a deep familiarity with area of coverage; preferably residents of municipalities/villages covered
- Must have an excellent command of the vernacular/ local language



Others Requisites:

- o Must have a good standing/ reputation within area of coverage and MLGU
- o Must possess essential equipment (i.e. computer, photo/video camera, recorder, etc.)
- o In case of award must be able to present Official Receipt as Consultant
- o Must submit list of support and staff with their updated resumes or curriculum vitae

Prepared by:

**FLORENCE L. BATAWANG**  
PEO-IV

Noted by:

**AMELYN P. CABRERA**  
Division Chief – Promotive Services Division

Recommending Approval:  
(As to Purpose)

**ENRIQUE H. GASCON JR.**  
ARDO/Regional Program Manager

Recommending Approval:  
(As to Fund Source)

**JOCELYN T. TUPENG**  
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Approved by:

**MARIA A. CATBAGAN-APLATEN, PhD**  
Regional Director