



NATIONAL AUTHORITY FOR CHILD CARE

REQUEST FOR QUOTATION

Name of Company _____
Address _____
Email Address _____
Contact Nos. _____
TIN No. _____

Sealed RFQ No. **2023-011**
Purchase Request No. **2023-02-0020**
Date Prepared: **02/15/2023**
Date Approved **FEB 16 2023**

QTY	UNIT	TECHNICAL SPECIFICATION	ABC	PRICE PROPOSAL PER UNIT / OFFERED	TOTAL PRICE
1	lot	<p>CONSULTANCY SERVICE</p> <p>Hiring of Consultant on the Development of a Training Module for Prospective Adoptive Parents (PAPs), Adoptive Families and Adoptees)</p> <p>Target Date : End 3 Month Period</p> <p>Detailed Specifications (Please see attached TOR)</p> <p>Scope of Work:</p> <ol style="list-style-type: none">1. Retrieve existing topics/modules being use by DSWD Field Offices and Child caring placing agencies who are conducting for a orientation to PAPs, adoptive families and adoptees2. Prepare Training Module3. Conduct of Pilot Training to Selected Social Workers for NCR4. Report on the Pilot Training5. Finalize the Module based on Pilot Testing6. Submit finalized module7. Submit terminal report and final module.	528,000.00		
End-user		PLANNING AND DEVELOPMENT UNIT			
Contact No.		8721-9711	528,000.00	GRAND TOTAL	
Place of Delivery:		NACC Office			

Prepared by:

EPHRAIM TORRES
Procurement Section

MMAJ

Approved by:

JELLIE B. HERMOSO
Admin Officer V

TERMS AND CONDITION

1. **Payment Terms:** Within 15 to 30 days after complete delivery of goods and submission of required documents
2. **Mode of Payment:** ADA (Advice to Debit Account)

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National Authority for Child Care (NACC), #2 Chicago St corner Ermin Garcia St. Barangay Pinagkaisahan, Cubao, Quezon City, Philippines 1111

3. **Price Validity:** 60 days from submission of quotation/s

4. **Delivery Period/s (with Approved Purchase Order (s)/Contracts/s):**

a. **As to schedule** Consultancy Service

b. **Within ten (10) calendar days** (8am to 3pm, Monday to Friday) upon signing and/or receipt of approved Purchased Order whether through fax or email. For goods, general merchandise or equipment

c. **Within fifteen (15) calendar days** (8am to 3pm, Monday to Friday) upon approval of final proofing. For printing services and the like

5. Suppliers/Service provider shall provide correct and accurate information as required in the RFQ

6. Suppliers/Service providers shall complete the "**Total Price**" for each item and the "**Grand Total**" in the space provided

7. Any interlineations, erasures or overwriting shall be valid only if these are countersigned by the supplier or the duly authorized representative

8. Price quotation/s shall be denominated in Philippine Peso and shall include all taxes, duties and/or levies payable

9. Warranty for IT/Electronic/Machine Products, Office Equipment and Furniture, Repair and Maintenance should be at its maximum duration on both parts and after sales services

10. Quotations submitted beyond the cut-off time/deadline shall be automatically not considered

11. Award of contract shall be **made to the lowest calculated responsive quotations**. In case of two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the BAC shall adopt and employ "draw lots" as tie breaking method in accordance to GPPB Circular 06-2005

12. Bidders shall attach the documentary requirement indicated in Annex H / Appendix A of the RA9184 2016IRR as of October 31, 2022.

a. **Mayor's Permit/Business Permit**

b. **PhilGEPS Membership/Reg. Number**

c. **Income/Business Tax Return (For SVP & Emergency Cases with ABC above P500K**

d. **Omnibus Sworn Statement (For SVP with ABCs above P50K & For All Emergency Cases)**

e. **PCAB License (Infra).**

f. **BIR Certificate of Registration 2303**

13. **NACC personnel's** has the right to inspect and/or test the goods offered to verify conformity to the required technical specifications

14. **Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.**

15. **NACC shall rescind the P.O./ Contract once the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the PO/contract, or within any extension thereof granted by the Executive Director pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price and/or the supplier fails to perform any other obligation under the P.O./Contract.**

16. **ALL bids/offers/quotations regardless of ABC must be hand-carried and to be submitted in a sealed envelope addressed to the BAC Chairperson at NACC Procurement Section indicating the /RFQ No. in front of the said envelope. Failure to do so will result to disqualification of bids/quotations**

17. **Bidders/Service Providers must use this prescribed Request for Quotation (RFQ) form. Non-conformity will result to disqualification of bids/quotations/proposals.**

AFTER HAVING CAREFULLY READ AND AGREED WITH THE TERMS AND CONDITION (TOR), OUR COMPANY SUBMITS THE ABOVE PROPOSAL.

AGREED TO TOR AND QUOTED SUBMITTED BY:

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Signature over Printed Name

National Authority for Child Care (NACC), #2 Chicago St corner Ermin Garcia St. Barangay Pinagkaisahan, Cubao, Quezon City, Philippines 1111

**TERMS OF REFERENCE ON CONSULTANCY ON THE DEVELOPMENT OF
TRAINING MODULE ADOPTION FOR PROSPECTIVE ADOPTIVE PARENTS
(PAPS), ADOPTIVE FAMILIES AND ADOPTEES**

I. Rationale

The National Authority for Child Care (NACC) is an attached agency of Department of Social Welfare and Development which is also mandated to protect Filipino families and children especially those who are foundling, abandoned, neglected and/or surrendered. It is the responsibility of the State to take care of the said children, hence several laws were passed and is being implemented to promote the best interest of children. It became the legal bases where the Department and partner agencies work to assist more children to either be reunited with their respective family or provide them other alternative care, such as foster care, adoption, legal guardianship and residential care.

The passage of Republic Act No. 11642 or Domestic Administrative Adoption and Alternative Child Care Act, strengthens the alternative child care by providing for an administrative process of domestic adoption reorganized the Inter-County Adoption Board (ICAB) into the National Authority For Child Care (NACC). Further, the said new law repealed the Republic Act No. 8552 or Domestic Act of 1998 and Republic Act No. 9523 or An Act Requiring a Certification from the Department of Social Welfare and Development (DSWD) to Declare a Child Legally Available for Adoption and amended the Republic Act No. 10165 or Foster Care Act of 2012, Republic Act No. 11222 or Simulated Birth Rectification Act and Republic Act No. 8043 or Inter-Country Adoption Act of 1995.

Hiring a consultant to develop a training module for prospective adoptive parents, adoptive families and adoptees would be a guide to implement an efficient and effective new law. The developed training module will be the reference of social workers handling alternative family care programs which will standardize all trainings conducted to prospective adoptive parents, adoptive families and adoptees.

II. Objectives

The consultancy on the development of training module in alternative parental care program aims to:

1. Development of training modules; and

2. Conduct pilot testing using the developed module to selected social workers from RACCO, DSWD ARRS - CDCLAA/Adoption/Foster Care, RSCC, local government units, and child placement agencies

III. Consultant's Scope of Work

The NACC will hire a consultant to develop training module towards improving the implementation of alternative parental care nationwide. The services of the consultant will cover the following:

1. Retrieve existing topics/modules being used by DSWD Field Offices and child caring placing agencies who are conducting fora/orientations to PAPs, adoptive families and adoptees
2. Prepare Training Module
3. Conduct of Pilot Training to selected social workers from NCR
4. Report on the Pilot Training
5. Finalize the Module based on Pilot Training Results
6. Submit Finalized Module
7. Submit Terminal Report and final module

IV. Deliverables

1. Draft Training Module approved by NACC
2. Conduct of Training
3. Report on the Pilot Training
4. Finalized Module based on Pilot Training Results
5. Terminal Report
6. Final Report

V. Timeline/Period of Performance

The whole project is anticipated to be completed by the end of 3-month duration. The following are the specific activities and timelines:

Activity	Deliverable	Date
First Phase		
Preparation of Training Program and Retrieval/Consolidation of existing modules	• Consolidation of existing modules	1 st month
Writing Training Module/s in consultation with DSWD and NACC	• Training Modules	
Second Phase		
Conduct of Training	• Conducted training to NCR	2 nd and

Submit Report on the Pilot Training	• Pilot Training Report	3 rd month
Finalization of Module	• Revised Training Module	
Submit Finalized Module	• Final Training Module	
Submit Terminal Report and final module	• Terminal Report and final module	

VI. Qualifications of the Consultant

Qualifications/Criteria	Percentage	
1. Educational Attainment	15%	
- with Masteral Degree in relevant fields		
- without Masteral Degree in relevant fields		10%
2. Has major work experience and an expert in the development of manual, training and development	30%	
- 3 years and above		
- 2 years experience and below		20%
3. Has working knowledge and work experience on social welfare, training and development, development of training manuals, background related to alternative parental care (RA 9523, RA 8552, RA 11222 and RA 11642)	30%	
- 3 years and above		
- 2 years and below		20%
4. Sample of developed/prepared Training Modules/Manuals, Reference Materials, Training Design and syllabus, Executive Summary reports, Training Proceedings/documentation and other related work puts to establish experiences and expertise	15%	
- 2 and above sample works from any of the following:		
a. Training Manuals development		
b. Training reports (ESR, Proceedings, documentations) prepared		
c. Training designs developed as service providers to other agencies		
- 1 sample work		10%
5. Has undertaken project/s as service providers for training program/developed training manuals with government or non-government agencies preferably with social protection agencies	10%	
- undertaken projects but not focused on social protection agencies		5%
TOTAL	100%	65%

Note: Passing mark is 65%

VII. Duration and Terms of Payment

Tranche	Activity	Deliverables	Date	Amount	Percentage
1	Signing of contract	• Signed and approved contact	Week 1	Php 26,400.00	5%
2	Collect and consolidate existing training topics and documents	• Consolidation of the documents	Week 1-2	Php 26,400.00	5%

3	Review and analyze documents collected	• Analysis Report	Week 3-4	Php 52,800.00	10%
4	Preparation of Training Module	• Draft training module	Week 5-7	Php 105,600.00	20%
5	Conduct of Training	• Conducted training to NCR	week 8	Php 79,200.00	15%
6	Submit Report on the Pilot Training	• Pilot Training Report	Week 9	Php 79,200.00	15%
7	Finalization of Module	• Revised module based on the result of pilot testing to NCR	Week 10-11	Php 105,600.00	20%
8	Submit Terminal and finalized module Report	• Terminal Report • Final training	Week 12	Php 52,800.00	10%
TOTAL				Php 528,000.00	100%

VIII. Institutional Arrangement/Coordination

The NACC with coordination with DSWD as the proponent agency shall oversee the implementation and management of the project.

IX. Source of Funds

The hiring of consultant requires the amount of Nine Hundred Seventy Eight Thousand Seven Hundred Fifty Pesos (Php 978,750.00) including the pilot testing chargeable against National Authority for Child Care Fund. The consultant's fee is subjected to tax prescribed by the BIR and provided that the PSB finds the deliverables sufficient and compliant. The contract duration is three (3) months from receipt of Notice of Proceed.

Prepared by:


KATHERINE B. DELA CRUZ
 Project Development Officer III
 Planning Development Unit