



Republic of the Philippines

Department of Environment and Natural Resources

BIODIVERSITY MANAGEMENT BUREAU

Ninoy Aquino Parks and Wildlife Center

Quezon Avenue, Diliman, Quezon City

Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417

Website: <http://www.bmb.gov.ph> E-mail: bmb@bmb.gov.ph

MEMORANDUM

FOR : The OIC, Assistant Secretary for Climate Change
and Concurrent Director

THRU : The Assistant Director and BAC Chairperson

FROM : The Chief
Caves, Wetlands and Other Ecosystems Division

SUBJECT : **ENDORSEMENT OF TERMS OF REFERENCE FOR THE
VIDEO EDITOR/ANIMATOR OF HIGHLIGHTS FOR THE
CAVE AND KARST DIGITAL WEBINAR SERIES**

Respectfully endorsing for your approval and signature the Terms of Reference for the procurement of services of a firm for the video editor/ animator of highlights for the Cave and Karst Digital Forum webinar series.

As reference, attached is the approved Supplemental Project Procurement Management Plan (SPPMP) for the said procurement.

For your information and consideration.


MARLYNN M. MENDOZA



REQUEST FOR EXPRESSION OF INTEREST
No. 20-019

PROCUREMENT FOR THE SERVICES OF A VIDEO EDITOR/ANIMATOR

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services of a Video Editor/Animator for the design and development of audio-video materials for the Caves and Karst Digital Forum Webinar Series;

The BMB-Bids and Awards Committee calls for the submission of documents for qualified Filipino Consulting Firms interested to bid for the requirement below, to wit:

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Video Editor/Animator	One (1) month	P100,000.00 Inclusive of tax


The documents for submission are:

1. Letter of intent;
2. Curriculum Vitae (basic personal information, including e-mail address, telephone, or fax number, educational background, work experience, and relevant accomplishments, 3 references)
3. Samples of previous work list of projects completed
4. Financial Proposal
5. SEC/DTI/CDA Registration;
6. Mayor's Permit;
7. PHILGEPS Certificate of Registration;
8. Income/Business Tax Return; and
9. Omnibus Sworn Statement

For inquiry, please contact Ms. Juvy Ladisla at Telephone No. 8924-6031 local 229. Interested applicants must submit the documents on or before 5:00pm, _____ to:

The Chairperson, Bids and Awards Committee
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center
Quezon Avenue, Diliman, Quezon City
Tel. No. 8924-6031 Fax : 8924 6031 loc. 221
Email address : bacsec@bmb.gov.ph

Approved For Posting:


AMELITA D. ORTIZ
Assistant Director
Chairperson, BAC

TERMS OF REFERENCE

The Biodiversity Management Bureau of the Department of Environment and Natural Resources (BMB - DENR) intends to engage the services of a firm with Video Editor/Animator for the design and development of audio-video materials for the Caves and Karst Digital Forum Webinar Series.

Service Description	:	Video Editor/Animator
Duration	:	One (1) month
Approved Budget for Contract	:	Php 100,000

Requirements:

The firm must have a member/s with:

- a degree related to multimedia preferably a Bachelor's degree in Graphic Design, Multimedia or Fine Arts;
- at least three (3) years of experience and skills in illustration, graphic design, animation and story development for Communication, Education and Public Awareness (CEPA) materials;
- extensive background and proven capacity on the use of Adobe products (Photoshop, Illustrator, InDesign, etc.) and other 2D animation software;
- capacity to work under pressure; and
- must have experience working with government, academe, non-government organizations or professional organizations involved in the biodiversity, environment and natural resources sector.

Major Responsibilities:

1. Develop a 4-min Audio-Visual presentation (AVP) with animation of the highlights of the conducted cave webinar series;
2. Submit and present drafts of the AVP for review with maximum of two (2) revisions until final approval;
3. Coordinate closely with CAWED in resolving technical and other design issues and; and
4. Coordinate work progress with CAWED to execute deliverables within agreed timeline

Deliverable:

1. 4-min AVP with animation on summary of the webinar series

Schedule of Payment:

- 15% of total contract amount to be released upon signing of contract;
- 30% of total contract amount to be released upon submission of draft animated video;
- 40% of total contract amount to be released upon submission of draft AVP;
- 15% of the total contract amount to be released upon submission of final and approved animated video and raw files.


Applications must include:

1. Letter of intent
2. Budget Proposal
3. PhilGEPS Registration
4. Business Permit
5. SWORN Statement
6. Curriculum vitae (basic personal information, including current email address, telephone, or fax number, educational background, work experience, and relevant accomplishments, 3 references)
7. Samples of previous work, list of projects completed

Please send applications not later than _____ to:

The Director
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center, North Avenue, Diliman, Quezon City
Telephone No. 9258951; Fax No. 9246031 local 229
Email address: bmb@bmb.gov.ph; Cc:
juvy.ladisla@yahoo.com.ph; cepa@bmb.gov.ph


Approved:


RICARDO L. CALDERON, CESO III
OIC Assistant Secretary for Climate Change and
Concurrent Director, BMB

PROCUREMENT FOR VIDEO EDITOR/ANIMATOR EVALUATION CRITERIA FOR SHORTLISTING	
	POINTS
1. Education of Consultant	10
Bachelor's degree holder in Graphic Design, Multimedia Arts or related course	10
2. Experience	70
2.1 At least 3 years of experience in illustration, graphic design, animation and story development for Communication, Education and Public Awareness (CEPA) materials	25
- Above 3 years	25
- 3 years	15
2.2 Experience in developing motion graphics/animated videos for government agencies/NGOs, private companies and development projects	25
- Developed 5 or more	25
- Developed less than 5	10
2.3 Experience in developing infomercials for government agencies/NGOs, private companies and development projects	20
- Developed 5 or more	20
- Developed less than 5	10
3. List of Completed Works related to development of motion graphics/animated videos for development-related campaigns and advocacies	20
5 pts per completed work but not to exceed 20 pts	20
TOTAL POINTS FOR ALL CRITERIA	100
Passing Rate	75

Prepared by:


JUVY P. LADISLA
End-User


ALITA D. SANGALANG
Member, TWG


MELODY ANN L. MALANO
Member, TWG

ELPIDIO B. GELERA, JR.
Member, TWG


RANDY C. MABANA
Member, TWG


ESTEVEN U. TOLEDO
Vice-Chairperson, TWG

DARWIN R. TEJERERO
Chairperson, TWG

Recommended by:


AMELITA D. ORTIZ
Chairperson, BAC

Approved by:


RICARDO L. CALDERON
OIC Assistant Secretary for Climate Change
and Concurrent Director