



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

REQUEST FOR EXPRESSION OF INTEREST

No. 2020-016

PROCUREMENT FOR THE SERVICES OF A FIRM FOR THE POST DOCUMENTATION AND PRODUCTION OF PROCEEDINGS AND CEPA MATERIALS FOR THE CAVE AND KARST WEBINAR SERIES

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services of a Firm for the Post Documentation and Production of Proceedings and Collaterals for the Cave 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>
Consulting Firm	One (1) month	P100,000.00 (inclusive of tax)

The documents for submission are:

1. Letter of intent;
2. Curriculum Vitae to include the following :
 - Education
 - Experience in documentation, creative layout, copywriting, graphic design and illustration of Communication, Education and Public Awareness (CEPA) materials;
 - Experience in documenting workshop proceedings and reports;
 - Experience in developing creative layout, illustration and graphic design for CEPA materials;
 - Experience working with government, academe, non-government organizations or professional organizations involved in the biodiversity, environment and natural resources sector;
 - Have a background and proven capacity on the use of Adobe products (Photoshop, Illustrator, InDesign and Premiere Pro);
3. Financial Proposal
4. SEC/DTI/CDA Registration;
5. Mayor's Permit;
6. PHILGEPS Certificate of Registration;
7. Income/Business Tax Return; and
8. Omnibus Sworn Statement

Please submit all requirements on or before the specified deadline. Late/Incomplete requirements shall be grounds for disqualification from the procurement process. All requirements are subject to the review of the Technical Working Group for recommendation to the Bids and Awards Committee prior to awarding of contract.

For inquiry, please contact Ms. Joy Navarro at Telephone No. 8924-6031 local 231. Interested applicants must submit the documents on or before 5:00pm, **DEC 18 2020** 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 loc 221 Fax : 8924-6031 loc. 220
Email address: bacsec@bmb.gov.ph

Approved For Posting:


AMELITA D.J. 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 for the design and development of materials intended for the post-documentation of and distribution for Philippine Caves and Karst Digital Forum webinar series.

Service Description	:	Post-Documentation and Production of Proceedings and CEPA materials for the Philippine Cave and Karst Digital Forum webinar series
Duration	:	One (1) month
Approved Budget for Contract	:	Php 100,000

Requirements:

The firm must have member/s with:

- communications-related degree preferably Bachelor in Development Communication, Fine Arts or Graphic Design;
- with at least five (3) years of experience and skills in documentation and production of proceedings
- with at least five (3) years of experience and skills in creative layout, copywriting, graphic design, and illustrations for IEC materials;
- extensive background and proven capacity on the use of Adobe products (Photoshop, Illustrator, InDesign and Premiere Pro);
- capacity to work under pressure;
- 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, design and layout posters and other knowledge products to be used as collaterals to participants of the webinar series;
2. Document and capture pertinent information from recordings and other materials used in the conduct of the webinar series;
3. Design and layout proceedings for the cave webinar series;
4. Undertake due diligence research on the validity of data and information used in the proceedings and other CEPA materials;
5. Come up with two (2) prototypes for each CEPA material and present to CAWED for review with maximum of two (2) rounds of revisions until final approval;
5. Closely coordinate work progress with CAWED and execute deliverables within agreed timeline;
6. Prepare printing specifications in consultation with CAWED; and
7. Work with CAWED to resolve technical and/or design issues.

Deliverables:

1. Draft proceedings of the webinar series
2. Revised draft of the proceedings of the webinar series
3. Design and lay-out of the Proceedings of the Philippine Cave and Karst Digital Forum webinar series
4. Design and layout of "Protect Our Caves" series Part 4 in poster and brochure form (Impacts of Human Activities on Caves)

Schedule of Payment:

- 15% of total contract amount to be released upon signing of contract;
- 25% of total contract amount to be released upon submission of draft proceedings of the webinar series, poster and brochure;
- 25% of total contract amount to be released upon submission of revised proceedings of the webinar series, poster and brochure with lay-out and design; and
- 35% of total contract amount to be released upon submission of final and approved poster, brochure, proceedings, including raw files and printing specifications.

Applications must submit:

- A letter of intent
- A curriculum vitae (basic personal information, including current email address, telephone, or fax number, educational background, work experience, and relevant accomplishments, 3 references)
- Samples of previous work, list of projects completed
- Financial Proposal
- Business/Mayor's Permit
- PHILGEPS Certificate of Registration
- BIR Certificate of Registration; and
- Omnibus Sworn Statement

Please send applications not later than _____ to:

The Chairperson

Bids and Awards Committee

Biodiversity Management Bureau – Department of Environment and Natural Resources

Ninoy Aquino Parks and Wildlife Center, North Avenue, Diliman, Quezon City

Telephone No. 9258951; Fax No. 9246031 local 229

Email address: bacsec@bmb.gov.ph/ bmb@bmb.gov.ph

Approved:

RICARDO L. CALDERON, CESO III

OIC Assistant Secretary for Climate Change and
Concurrent Director, BMB

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