



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](mailto:bmb@bmb.gov.ph)

**REQUEST FOR EXPRESSION OF INTEREST**

**No. 2021-011**

**PROCUREMENT OF SERVICES OF CONSULTING FIRM FOR FOUNDATIONAL UNDERWATER CAVE DIVING COURSE**

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services to effectively carry out Foundational Underwater Cave Diving Course, to develop the DENR cave diving skills as a basic prerequisite in the underwater cave assessment and monitoring activities.

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	P185,000.00 (inclusive of tax)

The documents for submission are:

1. Letter of intent;
2. Profile of the firm to include the following:
  - Basic information such as current email address, telephone or fax number, list of members that will be involved in the project with their educational background, work experience and engagements in relevant organization/societies (You may attach the CVs of the individuals involved in the project);
3. List of related ongoing/previous work/projects on cave diving
4. SEC/DTI/CDA Registration;
5. Mayor's Permit;
6. PHILGEPS Certificate of Registration;
7. Income/Business Tax Return; and
8. Omnibus Sworn Statement  
*\*notarization of the OSS should be complied with after the award of the contract but before payment pursuant to Item 6.3 of GPPB 09-2020*

Incomplete/non-submission of these requirements may be grounds for disqualification from the procurement process.

For inquiries, please contact Mr. Rej Winlove M. Bungabong at Telephone No. 8924-6031 local 231. Interested applicants must submit the documents on or before 5:00pm, JUN 9 2021 to:

Vice-Chairperson, Bids and Awards Committee

Biodiversity Management Bureau

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

Tel. No. 8924-6031 loc 221 Fax :8924 6031 loc. 220

Email address : [bacsec@bmb.gov.ph](mailto:bacsec@bmb.gov.ph); [bmb@bmb.gov.ph](mailto:bmb@bmb.gov.ph)

Approved For Posting:

**ARMIDA P. ANDRES**

Vice-Chairperson, BAC



## TERMS OF REFERENCE

### PROCUREMENT OF SERVICES OF CONSULTING FIRM FOR FOUNDATIONAL UNDERWATER CAVE DIVING COURSE

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of Consulting Firm to effectively carry out Foundational Underwater Cave Diving Course, to develop the DENR cave diving skills as a basic prerequisite in the underwater cave assessment and monitoring activities. This course is in line with the Learning and Development Plan Implementation of the BMB Caves, Wetlands, and other Ecosystems Division under its Caves Conservation and Management Program (CCMP).

Cave diving is considered a type of technical diving, and should never be attempted by anyone with an average open water or advanced level recreational scuba license. Technical diving covers a wide range of activities, requiring special training and equipment to mitigate the risks involved in technical cave diving. With this, the need for the Procurement of services of a Consulting Firm for the conduct of the Foundational Underwater Cave Diving Course is unquestionably relevant as the Biodiversity Management Bureau has no capacity and resources such as dive equipment to facilitate such a highly technical course. Hence, this activity is consistent with the Government's policy not to compete with the private sectors in accordance with Item No. 2 of Annex B of Implementing Rules and Regulations of Republic Act No. 9184 "Government Procurement Reform Act".

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
<b>Consulting Firm</b>	<b>1 month</b>	<b>P185,000 (inclusive of tax)</b>

The firm must:

1. Have experience in facilitating online lecture and onsite cave diving course
2. Be a government registered Filipino educational consultancy firm that can facilitate underwater caving course
3. Have member/s with 3 years or more experience and work on technical cave diving in the Philippines
4. Have member/s with 3 years or more experience as facilitator/instructor in underwater cave diving trainings/ orientations.

#### Major Responsibilities:

1. Logistical Arrangement:
  - Cave Diving equipment and Tank Rentals and refills
  - Diving spot arrangement (pool sessions and dive out sessions)
  - Dive Boat Rentals within the diving area vicinity
  - Online Lecture setup
  - Full Board Accommodation during dive out sessions
2. Capacitate, refresh and enhance the skills of DENR divers to properly and safely conduct underwater cave exploration, mapping, and assessment. In general, the course aims to provide valuable technical information about underwater caves as the basis for conservation while ensuring an ecologically sound experience, which will benefit not only cave divers in ensuring their safety but also our fragile underwater cave system. Specifically, the training aims to:

- Cave diving protocols and base configuration
- Standards and skills development on Cave Diving
- Equipment used with cave diving
- Stress management on Cave diving
- Appreciation of risks associated with cave diving
- Improved level of awareness of self, environment, equipment, and team
- Build solid foundational skill level on cave diving
- Prepare participants for continuing more demanding education on underwater Cave and Technical curriculums (Level 2 and Level 1 cave diving certification)

### Deliverables and Outputs

1. Cave Diving Course Outline **and** Cave Diving Training Pack/Materials
2. Training and evaluation report covering the training for the maximum of three (3) pax including the ff.:
  - a. **Classrooms Lectures** and Slide/Video Presentations on Cave Diving Basics of Exploration such as Buoyancy, Propulsion and Trim, Managing Mask and Gas Problems, Basic Navigation, Gas, Dive Planning, and Diving Physics (*Selected DENR Cave Focal may be invited to attend the orientation and lecture*)
  - b. **Underwater course sessions** completion report (including photo documentation)
3. Training Certificates and/or Licenses of the maximum of 3 trainees/pax

### Payment Scheme

Payment by DENR-BMB to the Firm shall be in three (3) tranches, according to the schedule below:

PAYMENT TRANCHE	PERCENTAGE	BUDGET BREAKDOWN (PHP)	SCHEDULE
First Tranche	15%	27,750.00	Upon signing of the Contract and submission of Work Plan
Second Tranche	50%	92,500.00	Submission of Course Outline and Cave Diving Training Pack Material
Final Tranche	35%	64,750.00	Upon submission and acceptance of Underwater Cave Diving Course Completion Report and issuance of Course Certificates/Licenses
		<b>185,000.00</b>	<b>TOTAL</b>

Interested applicants must submit the following:

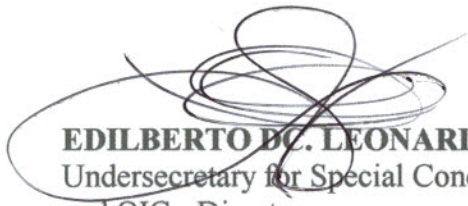
1. Letter of intent
2. Profile of the firm to include the following:
  - Basic information such as current email address, telephone or fax number, list of members that will be involved in the project with their educational background, work experience and engagements in relevant organization/societies (You may attach the CVs of the individuals involved in the project);
3. List of related ongoing/ previous work/projects on cave diving
4. PhilGEPS Certificate of Registration
5. BIR Certificate of Registration
6. Mayor's Permit
7. SEC/DTI/CDA Registration
8. Omnibus Sworn Statement



Please send application not later than \_\_\_\_\_ to:

The Vice-Chairperson  
Bids and Awards Committee  
Officer-in-Charge, Office of the Director  
Biodiversity Management Bureau – Department of Environment and Natural Resources  
Ninoy Aquino Parks and Wildlife Center Compound, North Avenue, Diliman, Quezon City  
Telephone No. 02-8925 8948; 02-8924 6031 local 207  
Email Address: [bacsec@bmb.gov.ph](mailto:bacsec@bmb.gov.ph) cc: [cmd@bmb.gov.ph](mailto:cmd@bmb.gov.ph)

Approved:



**EDILBERTO D. LEONARDO**  
Undersecretary for Special Concerns  
and OIC - Director