



Republic of the Philippines  
Department of Environment and Natural Resources  
**BIODIVERSITY MANAGEMENT BUREAU**  
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. 2021-001**

**PROCUREMENT OF AN INDIVIDUAL ANIMATOR/VIDEO EDITOR FOR THE  
DEVELOPMENT AND CONDUCT OF THE DALAW TURO SERIES**

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services of an Individual Consultant-Animator/Video Editor for the Development and Conduct of the Dalaw Turo Series.

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

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Animator/Video Editor	Five (5) months	P150,000.00 (Inclusive of tax)

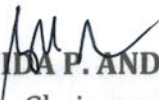
The documents for submission are:

1. Letter of intent;
2. Curriculum Vitae to include the following :
  - Education
  - Experience and skills in illustrating, graphic design, graphic layout, web design, web layout, branding and art direction;
  - Experience on the use of Adobe products (Photoshop, Illustrator, InDesign and XD), and Clip Studio Paint PRO;
  - Experience creating illustrations for various clients, participated in local art conventions, and have designed a fully animated UI design;
3. List of projects completed and samples of previous works sent via Google Drive/Link (i.e. animated works);
4. PHILGEPS Certificate of Registration;
5. BIR Certificate of Registration; and
6. Omnibus Sworn Statement *\*notarization of OSS should be complied with after the award of the contract but before payment pursuant to Item 6.3 of GPPB 09-2020*

For inquiries, please contact Ms. Joyce Se at Telephone No. 8924-6031 local 231. Interested applicants must submit the documents on or before 5:00pm, APR 27 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); [cepa@bmb.gov.ph](mailto:cepa@bmb.gov.ph)

Approved For Posting:

  
**ARMIDA P. ANDRES**  
Vice-Chairperson  
Bids and Awards Committee

## TERMS OF REFERENCE

The Biodiversity Management Bureau of the Department of Environment and Natural Resources (BMB-DENR) intends to engage the services of an Animator/Video Editor for the development and conduct of the Dalaw Turo Web Series.

**Service of Description** : Animator/Video Editor  
**Duration** : Five (5) months  
**Approved Budget for Contract:** Php 150,000

### Requirements:

The candidate must have:

- a degree related in arts preferably Bachelor of Arts in Multimedia Arts;
- at least three (3) years of experience and skills in illustrating, graphic design, graphic layout, web design, web layout, branding and art direction;
- at least three (3) years of experience on the use of Adobe products (Photoshop, Illustrator, InDesign and XD), and Clip Studio Paint PRO;
- must have experience creating illustrations for various clients, participated in local art conventions, and have designed a fully animated UI design.

### Major Responsibilities:

1. Design and layout a story board for the Dalaw Turo Web Series episode;
2. Design and layout a visual style or colored story board for the Dalaw Turo Web Series episode;
3. Develop five (5) 2-minute animated videos on the Biodiversity 101 for the Dalaw Turo Web Series;
4. Submit animation drafts for each episode and present to the CEPA team and BMB Youth/Senior/PWD focals for review with maximum of three (3) rounds of revision until final approval;
5. Closely coordinate work progress with CEPA team and BMB Youth/Senior/PWD focals and execute deliverables within agreed timeline;
6. Work with CEPA team and BMB Youth/Senior/PWD focals to resolve technical and/or design issues

### Deliverables:

1. Submission of approved storyboard;
2. Production of five (5) animation segments with voice over, sound effects and background music for Samot-Sari online Dalaw Turo 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 final and approved animated video and raw files of Segments 1 and 2;
- 30% of total contract amount to be released upon submission of final and approved animated video and raw files of Segment 3 and 4;
- 25% of total contract amount to be released upon submission of final and approved animated video and raw files of Segment 5.


**Applications must include:**

- A letter of intent
- A curriculum vitae (basic personal information, including current email address, telephone or fax number, educational background, work experiences, and relevant accomplishments)
- Samples of previous work, list of projects completed
- PhilGEPS Certificate of Registration
- BIR Certificate of Registration
- Omnibus Sworn Statement

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

The Vice Chairperson, Bids and Awards Committee  
Biodiversity Management Bureau  
Ninoy Aquino Parks and Wildlife Center, North Avenue, Diliman, Quezon City  
Telephone No. 8924-6031 local 221  
Email address: bacsec@bmb.gov.ph;  
Cc: juvyladisla@yahoo.com.ph; cepa@bmb.gov.ph

Approved:

  
**AMELITA D. ORTIZ**  
Assistant Director and OIC,  
Office of the Director, BMB

