



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

REQUEST FOR EXPRESSION OF INTEREST
No. 2021-005

PROCUREMENT OF AN INDIVIDUAL CONSULTANT- DIVING INSTRUCTOR FOR OPEN WATER AND ADVANCED OPEN WATER DIVING CERTIFICATION

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services of an Individual-Diving Instructor for Open Water and Advanced Open Water Diving Certification.

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>
Diving Instructor	Two (2) Months	P447,480.00 (Inclusive of tax)

The documents for submission are:

1. Letter of intent;
2. Curriculum Vitae to include the following :
 - Education
 - Experience as Dive Instructor with eligibility to teach advance open water diving training;
 - Knowledgeable in coastal and marine management and involvement in environmental activities (coastal cleanups, COTs extraction etc.)
 - Experience as facilitator in diving trainings/ orientations
3. Copy of License Certification;
4. PHILGEPS Certificate of Registration;
5. BIR Certificate of Registration; and
6. Omnibus Sworn Statement

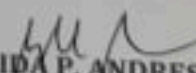
**notarization of the OSS should be complied with after the award of the contract but before payment pursuant to Item 6.3 of GPPB 09-2020*

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

For inquiries, please contact Mr. Desiree Eve R. Maaño at Telephone No. 8924-6031 local 207. Interested applicants must submit the documents on or before 5:00pm, MAY 24 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; coastalandmarine@gmail.com

Approved For Posting:


ARMIDA P. ANDRES
Vice-Chairperson
Bids and Awards Committee



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TERMS OF REFERENCE

PROCUREMENT OF SERVICES OF DIVING INSTRUCTOR FOR OPEN WATER AND ADVANCED OPEN WATER DIVING CERTIFICATION

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of Diving Instructor to effectively carry out Open Water Diver Course (Entry Level) and Advanced Open Water Dive Certification, to develop diving skills as basic prerequisite in the assessment and monitoring activities by coastal and marine environment practitioners of DENR-BMB. This is for the Capacity Building component of the Coastal and Marine Ecosystems Management Program (CMEMP).

Description	:	Diving Instructor
Duration	:	Two (2) Months
Total Contract Cost	:	PhP 447, 480.00 (inclusive of tax)

I. PROJECT BACKGROUND AND RATIONALE

The DENR is mandated among others, to enhance the contribution of natural resources for achieving national economic and social development and conserve specific terrestrial and marine areas representative of the Philippine natural and cultural heritage for present and future generations. One of its staff bureaus, the Biodiversity Management Bureau (BMB) is tasked to oversee and guide the regions and field offices in the implementation of CMEMP per DAO 2016-26.

BMB-Coastal and Marine Division trains and deploys SCUBA divers to provide technical assistance to the CMEMP field implementers in assessing and monitoring coastal and marine ecosystems, conducting investigations and validations of issues and concerns related to coastal and marine management in the country.

II. OBJECTIVE, SCOPE AND COVERAGE

The training aims to enhance the skills of the BMB staff with participation of the nearby regions and field offices in coastal and marine assessment and monitoring. The training course is designed to teach new divers, enhance the skills of the old divers to advance level and refresh the skills of the divers in order to properly conduct coastal and marine related activities such as providing technical assistance, conducting field validation. Primarily the training aims to enhance the skills of the participant divers in the following:

A. Open water diving:

- Dive properly with excellent buoyancy skills and proper use of diving equipment during dive/ reconnaissance surveys;
- Lay and retrieve transect during rapid assessment or habitat assessment dives;

- deploy balloons at the end of transect and or during establishment of monitoring markers; and
- conduct habitat assessment and monitoring without causing damages to the coastal and marine environment.
- Maintenance/ basic cleaning and caring of scuba diving equipment.

B. Advanced open water diving:

- Lay and retrieve transect during rapid assessment or habitat assessment dives;
- deploy balloons at the end of transect and or during establishment of monitoring markers; and
- Learn advanced level skills such as navigation, search and retrieval, deep and night diving which can be applicable to higher level of assessment techniques.
- Basic troubleshooting of diving equipment normally encountered during dives.

III. EXPECTED OUTPUT

1. Training and evaluation report covering the training for the maximum of 16 pax including the ff.:
 - a. Classrooms Lectures and Slide/Video Presentations on Open water and Advanced Open Water Course
 - b. Lecture presentation on the importance of better divers skills in conducting coastal and marine related activities (COTs extraction, Coastal clean-up, resource assessment preparation).
 - c. Pool session trainings photo documentation
 - d. Open water diving training sessions photo documentation including demonstration exercise on one of the lectured coastal and marine related activities.

IV. INCLUSIONS

1. Licenses of the maximum of trainees 16 pax
2. Fees for Training Staff (environmental fee and COVID testing: swab or rapid)
3. Tank Rentals and refills
4. Training materials/ Training Manuals and certificate
5. Diving spot (pool sessions and dive out sessions)
6. Dive Boats/Jeepney Rentals within the diving area vicinity

V. DURATION

The engagement shall be in effect for a period of two (2) months with training sessions of **4-5 days** per batch commencing from the date of receipt of the Notice to Proceed (NTP) by the winning bidder.

VI. QUALIFICATIONS

Requirements:

The candidate must possess the following:

1. At least 3 years of experience as Dive Instructor with eligibility to teach advance open water diving training.
 - a. Diver Instructor certification (ID or certificate)
 - b. Preferably PADI Certified Dive Instructor
2. At least 3 years of experience in coastal and marine management and /or involvement in environmental activities (coastal cleanups, COTs extraction etc.)
3. At least 3 years of experience as facilitator in diving trainings/ orientations.

VI. PAYMENT SCHEME

Payment by DENR-BMB to EXPERTS shall be in Four (4) tranches, according to the schedule below:

PAYMENT TRANCHE	PERCENTAGE	BUDGET BREAKDOWN (PHP)	SCHEDULE
Mobilization	20%	89,496	Upon signing of Notice to Proceed and distribution of training pack (dive manual, dive table, dive log etc.) per level of certification
1 st batch training completion	30%	134,244	upon submission and acceptance of training report for the 1st batch
2 nd batch training completion	30%	134,244	upon submission and acceptance of training report for the 2nd batch
3 rd batch	20%	89,496	Upon the submission and acceptance of the 3rd and final Approved Report
		447,480	TOTAL

Interested applicants must submit the following:

1. Letter of intent
2. Curriculum Vitae (basic personal information including current email address, telephone or fax number, educational background, work experience in relevant organization/ society, and relevant accomplishments, 3 references)
3. List of related on-going/ previous work/ projects (list of certified students and coastal and marine related activities involvement)
4. PhilGEPS certificate of Registration
5. BIR Certificate of Registration
6. Omnibus Sworn Statement

Please send application not later than MAY 24 2021 to:

ARMIDA P. ANDRES

Vice-Chairperson, Bids and Awards Committee

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 cc: cmd@bmb.gov.ph

Approved:



AMELITA D. ORTIZ

The Assistant Director

Officer-in-Charge, Office of the Director