



REQUEST FOR EXPRESSION OF INTEREST
No. 2020-010

PROCUREMENT FOR THE SERVICES OF A CONSULTANCY FIRM FOR THE CONDUCT OF
WEBINAR SERIES ON GREEN INFRASTRUCTURE

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services of a Consultancy Firm for the Conduct of Webinar Series on Green Infrastructure.

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	Three (3) months	P200,000.00 (inclusive of tax)


The documents for submission are:

1. Letter of intent;
2. Curriculum Vitae to include the following :
 - Education
 - Experience on various aspects of integrating green infrastructure on urban planning, promotion, facilitation, and documentation of trainings and workshops;
 - Have previously worked on similar workshops, roundtable discussions and trainings in the development sector, creatively rendered for the general audience;
 - Have demonstrated proficiency in developing and executing creative concepts, roundtable discussion flow, survey analysis, and workshops;
 - Have substantial financial and manpower capability in the promotion, facilitation and documentation of roundtable discussions, trainings, and workshops;
 - Have a team composed of members, specifically Lead Consultant/Facilitator, Documenter, Statistician and Creative Specialist;
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

For inquiry, please contact Ms. Deborrah Anne Dayao at Telephone No. 8924-6031 local 231. Interested applicants must submit the documents on or before 5:00pm, OCT 20 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. ORTIZ
Assistant Director
Chairperson, BAC



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

TERMS OF REFERENCE

The Biodiversity Management Bureau (BMB), together with the ASEAN Centre for Biodiversity-Biodiversity Conservation and Management of Protected Areas in ASEAN Project (ACB-BCAMP) and Biodiversity Finance United Nations Development Programme (UNDP-BioFin) Philippines will be holding the Mainstreaming of Biodiversity in the Infrastructure Sector through a webinar series on November 2020. This activity aims to (1) gather policy recommendations for mainstreaming green infrastructure in urban planning and development; and (2) suggest steps/recommendations for integrating green infrastructures in national and local policies, plans, programs, and strategies.

For this reason, the Bureau would require the services of a Consultancy Firm for the conduct of the said Webinar Series on Green Infrastructure.

Service Description	: Consultancy Firm for the Conduct of Webinar Series on Green Infrastructure
Project Duration	: 3 months
Approved Budget for Contract	: Php 200,000.00 inclusive of tax

SCOPE OF WORK:

1. Considering inputs and guidance from the BMB, the consultancy firm should be able to:
 - a) develop work plan (timeline) on the preparation and conduct of the Webinar Series on Green Infrastructures;
 - b) analyze the results of the online Survey on Green Infrastructures for the target participants;
 - c) develop an overall creative concept for the promotion of the Webinar Series;
 - d) facilitate/ moderate the Webinar Series; and
 - e) prepare proceedings of the Webinar.
2. Present to the BMB the technical and creative layout of the concept for approval;
3. Provide BMB schedules particularly in the promotion, analysis of the online survey for target participants, conduct of the webinar series, and preparation of proceedings;
4. Design and develop a wide-range of knowledge products for social media marketing such as infographics, social media cards, PPT designs and other collaterals;
5. Prepare printing specifications in consultation with CAWED;
6. Attend periodic meetings for updates and consultations with BMB;
7. Facilitate the online roundtable discussion with stakeholders;
8. Prepare proceedings of the Webinar Series.

EXPECTED OUTPUTS:

1. Detailed work plan of the Webinar Series;
2. Analysis of the online survey on Green Infrastructure
3. Knowledge products for social media marketing such as Landing page design/layout (online registration) and signature line; social media cards; four Zoom backgrounds;

design templates for Powerpoint presentation, e-certificates, and evaluation; and other collaterals

- 4. Facilitation of the Webinar Series
- 5. Proceedings of the Webinar Series (e-copy)

DELIVERABLES

	Deliverables	Proposed Deadline of Submission
1	Work plan (timeline) Development of wide-range of knowledge products for social media marketing such as infographics, social media cards, PPT designs and other collaterals;	Month 1 (October 2020)
2	Facilitation and documentation of the Webinar Series on Green Infrastructure Analysis of online survey	Month 2 (November 2020)
3	Proceedings of the Webinar Series on Green Infrastructure	Month 3 (December 2020)

QUALIFICATIONS:

The Consultancy Firm must:

- 1. Be a duly registered business entity with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry;
- 2. Be registered with the Philippine Government Electronic Procurement System (PHILGEPS);
- 3. Be registered with the Bureau of Internal Revenue (BIR);
- 4. Have a valid Business Permit/License;
- 5. Have at least five (5) years experience on various aspect of integrating green infrastructure on urban planning, promotion, facilitation, and documentation of trainings and workshops;
- 6. Have previously worked on similar workshops, roundtable discussion and trainings especially in the development sector, creatively rendered for general audience;
- 7. Have demonstrated proficiency in developing and executing creative concepts, roundtable discussion flow, survey analysis, and workshop;
- 8. Have substantial financial and manpower capability in the promotion, facilitating, and documentation of roundtable discussions, trainings, and workshops;
- 9. Have a team composed of members with the following qualifications:

Educational Background:

- 1. **Lead Consultant/Facilitator** – at least an MA/MS degree holder in Architecture, Urban Planning and related fields;
- 2. **Documenter** – at least have a Diploma/Certificate in Creative Writing, Development Communication, and related fields
- 3. **Statistician** – at least have a Diploma/ Certificate in Statistics, Math, and related fields

4. **Creative Specialist** – at least have a Diploma/ Certificate in Fine Arts, Graphic Design, and related fields

Work Experience:

Lead Consultant/ Facilitator – should have at least 5-year experience in conducting/facilitating workshops, seminars /webinars related to Urban Planning, Green Design and Green Infrastructure

Team Members:

Documenter - should have at least 5-year experience in documentation of trainings

Statistician - should have at least 5-year experience in survey analysis

Creative Specialist - should have at least 5-year experience using Graphic design and layout techniques in the development of promotional/campaign materials, websites, animations, and publications

ESTIMATED PROFESSIONAL FEES BREAKDOWN:

Lead Consultant/ Facilitator	Php 60,000 (15,000 per session)
Documenter	Php 50,000 (12,500 per session)
Creative Specialist	Php 50,000 (development of promotional materials)
Statistician	Php 40,000 (analysis of online survey)

EVALUATION PROCEDURE:

- Quality-Based Evaluation Procedure

SCHEDULE OF PAYMENT:


PAYMENT TRANCHE	PERCENTAGE	BUDGET BREAKDOWN (PHP)	SCHEDULE
First Payment	20%	40,000	Upon signing of contract and submission and acceptance of work plan (timeline) for the Webinar Series;
Second Payment	50%	100,000	Upon submission and approval of knowledge products for social media marketing or the promotion of the webinar and upon completion of the facilitation of the webinar series; and
Final Payment	30%	60,000	Upon submission and acceptance of the analysis of the online survey results on Green Infrastructure and proceedings of the Webinar
		200,000	TOTAL

Interested bidders must submit their Letter of Intent to:

The Chairperson

Bids and Awards Committee (BAC)
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center
Quezon Avenue, Diliman, Quezon City 1101
Email: cawed@bmb.gov.ph, bacsec@bmb.gov.ph
Cc: juvy.ladisla@bmb.gov.ph

APPROVED:


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