



REQUEST FOR EXPRESSION OF INTEREST
No. 2020-016

PROCUREMENT FOR THE SERVICES OF AN INDIVIDUAL CONSULTANT WRITER

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services of an Individual Consultant -Writer for the preparation, drafting and finalization of Manual on the Biodiversity Assessment and Monitoring System for Caves within Protected Areas (Manual on BAMS Caves).

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

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Consultant-Writer	Two (2) months	P250,000.00 (inclusive of tax)

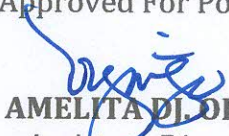
The documents for submission are:

1. Letter of intent;
2. Curriculum Vitae (basic personal information, including current e-mail address, telephone or fax number, educational background, work experience in relevant organizations/society, and relevant accomplishments, 3 references);
3. List of related on-going/previous work/projects;
4. PhilGEPS Certificate of Registration;
5. BIR Certificate of Registration; and
6. Omnibus Sworn Statement

For inquiry, please contact Ms. Ofelia D. Espayos at Telephone No. 8924-6031 local 231. Interested applicants must submit the documents on or before 5:00pm, DEC 02 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

TERMS OF REFERENCE

The Biodiversity Management Bureau of the Department of Environment and Natural Resources (BMB – DENR) intends to engage the services of an individual Consultant-Writer for the preparation, drafting and finalization of the Manual on the Biodiversity Assessment and Monitoring System for Caves within Protected Areas (Manual on BAMS Caves).

Service Description	:	Consultant-Writer
Duration	:	2 months (<i>2</i>)
Amount	:	250,000 (inclusive of taxes)

Requirements:

The candidate must have:

- a degree on natural sciences and with extensive knowledge on caves and cave resources;
- experience in technical writing and editing;
- leads or has led network/s of experts with studies on caves and cave resources;
- must have experience in gathering of informative materials related to cave assessment and monitoring;
- must have experience working with government, academe, non-government organizations or professional organizations involved in the environment and natural resources sector.

Major Responsibilities:

- Consolidate literature /references related to the drafting of Manual on BAMS Caves;
- Coordinate and gather inputs from appropriate experts for specific sections of the Manual;
- Participate in meetings/consultations/workshops relevant for the drafting and presentation of the Manual on BAMS Caves;
- Prepare the draft Manual on BAMS Caves, including introductory texts/write-up, photos and recommended illustrations, if any;
- Present the draft Manual and updates on BAMS Caves in relevant meetings as necessary;
- Finalize the draft Manual on BAMS Caves for submission, presentation to and approval of BMB.

Deliverables:

- 1st/initial draft of the Manual on BAMS Caves
- Revised draft of the Manual on BAMS Caves
- Finalized text with recommended illustrations for the Manual on BAMS Caves

Schedule of Payment:

- 15% of the total contract upon signing of the contract
- 15% of total contract amount to be released upon submission of an initial draft of the Manual on BAMS Caves;
- 30% of total contract amount to be released upon submission of the revised draft Manual (electronic copy);
- 40% of total contract amount to be released upon submission of accepted and approved electronic and printed copies of the final Manual on BAMS Caves.

Applications must submit:

- A letter of intent;
- A curriculum vitae (basic personal information, including current e – mail address, telephone, or fax number, educational background, work experience, membership in relevant organizations/society, and relevant accomplishments, 3 references);
- List of related ongoing/previous work/projects
- PhilGEPS Registration
- BIR Certificate of Registration
- Omnibus Sworn Statement

Please send applications not later than DEC 02 2020 to:

The Chairperson

Bids and Awards Committee

Biodiversity Management Bureau - Department of Environment and Natural Resources

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

Telephone No. 9258950; Fax No. 9246031 local 226

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

Approved:

RICARDO L. CALDERON
Asst. Secretary for Climate Change
and concurrent BMB Director