



REQUEST FOR EXPRESSION OF INTEREST
No. 2021-023

PROCUREMENT OF SERVICES OF DIVING INSTRUCTOR FOR OPEN WATER AND RESCUE DIVING TRAINING 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 Rescue Diver 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).

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

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Diving Instructor	Three (3) Months	P439,200.00 (Inclusive of tax)

The documents for submission are:

1. Letter of intent;
2. Curriculum Vitae to include the following:
 - a) Basic information including current e-mail address, telephone or fax number, educational background, work experience, membership in relevant organizations/society and relevant accomplishments, 3 references;
 - b) Supporting documents and means of verification that would support qualifications reflected in the TOR (i.e. license certification, issued certificates to students, sample works, technical reports, news features, photo documentations, etc.)
 - c) Experiences as Open Water and Rescue Dive Instructor including Emergency First Response;
 - d) Experience in Coastal and Marine Management;
 - e) Experience in rescue and/or retrieval diving operations;
3. PHILGEPS Certificate of Registration;
4. BIR Certificate of Registration; and
5. 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. John Michael Cornito at Telephone No. 8924-6031 local 207. Interested applicants must submit the documents on or before 5:00pm, NOV 19 2021 to:

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:


NANCY R. CORPUZ
Chairperson, Bids and Awards Committee

TERMS OF REFERENCE

PROCUREMENT OF SERVICES OF DIVING INSTRUCTOR FOR OPEN WATER AND RESCUE DIVING TRAINING 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 Rescue Diver 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 : Three Months
Total Contract Cost : PhP 439,200 (inclusive of tax)

I. PROJECT BACKGROUND AND RATIONALE

The DENR is mandated among others, to enhance the contribution of natural resources in 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 the 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 of coastal and marine ecosystems, conduct investigations and validations of issues and concerns related to coastal and marine management in the country.

II. OBJECTIVE, SCOPE AND COVERAGE

The training course is designed to teach and certify new divers, enhance the skills of the certified open water divers to advance level, and refresh the skills of the certified divers in order to properly conduct coastal and marine related activities (i.e. technical assistance, field validation, etc). Primarily, this training aims to enhance the skills of the participants in the following:

A. Open Water Diving Training

1. Dive properly with excellent buoyancy skills and proper use of diving equipment during dive/ reconnaissance surveys;
2. Lay and retrieve transect during rapid assessment or habitat assessment dives;
3. Deploy balloons at the end of transect and or during establishment of monitoring markers;
4. Conduct habitat assessment and monitoring without causing damages to the coastal and marine environment; and
5. Maintenance/ basic cleaning and caring of scuba diving equipment.

B. Rescue Diving Training

1. Learn how to perform CPR and first-aid training;
2. Practice handling scenarios such as leg cramp, assisting a tired diver, surfacing unconscious diver, finding a missing diver, etc; and
3. Basic troubleshooting of diving equipment and underwater problems normally encountered during check-out dives.

C. Refresher Diving

1. Refresh scuba diving skills (e.g. buoyancy, proper use of diving gears and equipment, etc); and
2. Acclimatize to the underwater environment.

These terms of reference would require a level of expertise and attention beyond the optimum in-house capability of the Biodiversity Management Bureau and is consistent with the Government's policy not to compete with the private sectors, in accordance with item no. 2 of Annex "B" of the 2016 IRR of R.A. 9184.

III. EXPECTED OUTPUT

1. Training and evaluation report covering for training maximum of 16 pax including.
 - a. Classrooms Lectures and Slide/Video Presentations on Open water and rescue diving Course
 - b. Pool session trainings photo documentation
 - c. Open water diving training sessions photo documentation

IV. INCLUSIONS

1. Fees for Training Staff (environmental fee)
2. Tank Rentals and refills
3. Training materials/ Training Manuals and certificate
4. Training Venue/ Resort (pool sessions and dive out sessions)
5. Dive Boats/Jeepney Rentals within the diving area vicinity

V. DURATION

The engagement shall be in effect over a period of **three months** commencing from the date of receipt of the Notice to Proceed (NTP) by the winning bidder.

VI. TEAM COMPOSITION

1. Dive Instructor
2. 2-3 Diving Support Staff (Rescue Diver/ Master Diver)

VII. QUALIFICATIONS

Requirements:

The candidate must possess the following:

At least 5 years of experience as Open Water and Rescue Dive Instructor

- Diver Instructor certification (ID or certificate)

- Knowledgeable in coastal and marine management and involvement in environmental activities (coastal cleanups, COTs extraction etc.)
- Experience and involvement in various rescue and/or retrieval operations
- Good verbal/ communication skills and has the ability in conducting lectures and dive briefings

VI. PAYMENT SCHEME

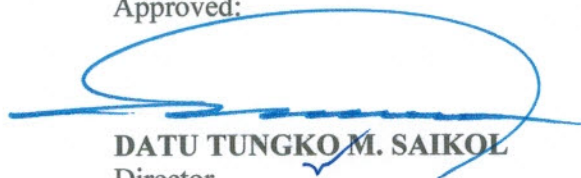
Payment by DENR-BMB to the DIVE INSTRUCTOR shall be in Four (4) tranches, according to the schedule below:

PAYMENT TRANCHE	PERCENTAGE	BUDGET BREAKDOWN (PHP)	SCHEDULE
Mobilization	15%	65,880	Upon signing of Notice to Proceed and submission of Inception Report and timeline
1 st batch training completion	30%	131,760	Upon submission and acceptance of training report for the 1st batch
2 nd batch training completion	30%	131,760	Upon submission and acceptance of training report for the 2nd batch
3 rd batch	25%	109,800	Upon the submission and acceptance of the 3rd and final approved Report
		439,200	TOTAL

Please send applications not later than NOV 19 2021 to:

The BAC Chairperson
 Biodiversity Management Bureau – Department of Environment and Natural Resources
 Ninoy Aquino Parks and Wildlife Center Compound, North Avenue, Diliman, Quezon City
 Telephone No. 925 8950; Fax 924 6031 local 226
 Email Address: cmd@bmb.gov.ph; bacsec@bmb.gov.ph

Approved:


DATU TUNGKO M. SAIKOL
 Director
