



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

REQUEST FOR EXPRESSION OF INTEREST
No. 2021-022

PROCUREMENT OF AN INDIVIDUAL LAY-OUT ARTIST FOR THE 2021 ATLAS OF PHILIPPINE WETLANDS AND CLASSIFIED CAVES

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of a lay-out artist to effectively carry out the design and lay-out of the 2021 Atlas of Philippine Wetlands and Classified Caves;

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>
Lay-out Artist	Three (3) Months	P150,000.00 (Inclusive of tax)

The documents for submission are:

1. Letter of intent expressing willingness to report at the Bureau Office at least once a week, or as the need arises;
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. sample works, technical reports, publications, plans, tools, etc.)
 - c) Experiences/engagements about lay outing in at least five (5) publications, preferably with maps;
 - d) Experience working with National Government Agencies, Academe, Non-Government Organizations or professional organizations involved in the environment and natural resources sector;
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. Jon Francis Oria at Telephone No. 8924-6031 local 231. Interested applicants must submit the documents on or before 5:00pm, NOV 22 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; cawed@bmb.gov.ph

Approved For Posting:


NANCY R. CORPUZ

Chairperson, Bids and Awards Committee



TERMS OF REFERENCE

PROCUREMENT OF INDIVIDUAL CONSULTANT (LAY-OUT ARTIST) FOR THE UPDATING OF THE 2021 ATLAS OF PHILIPPINE WETLANDS AND CLASSIFIED CAVES

The Biodiversity Management Bureau of the Department of Environment and Natural Resources (BMB-DENR) intends to engage the services of a lay-out artist to effectively carry out the design and layout of the **2021 Atlas of Philippine Wetlands and Classified Caves**.

[This 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.]

Service Description	:	Lay-out Artist
Duration	:	Three (3) months after signing of contract
Approved Budget for Contract	:	Php 150,000 (inclusive of taxes)

Requirements:

The candidate must have:

- at least a degree in the Communication/Advertising Arts or any related field;
- experience in lay outing in at least five (5) publications, preferably with maps;
- ability to work in a team;
- excellent skills in designing lay-out of technical publications;
- capacity to work under pressure;
- worked previously or with strong links with government agencies, academe, non-government organizations or professional organizations involved in the environment and natural resources sector with attached proof of engagement (e.g. copy of completed contract, certificate of acceptance, performance evaluation etc.); and
- willingness to report at the Bureau office at least once a week, or as the need arises

Major Responsibilities:

- Design and layout (including front and back cover) of the 2021 Atlas of Philippine Wetlands and Classified Caves;
- Attend review meetings and present draft design to BMB and/or concerned authorities;
- Provide technical assistance and guidance to the lay outing of Map; and
- Finalize and submit the edited and ready-for-printing Atlas

Deliverables:

- At least two drafts of the proposed design and layout of the 2021 Atlas of Philippine Wetlands and Classified Caves;
- Final printer-ready 2021 Atlas of Philippine Wetlands and Classified Caves; and
- Editable electronic format of raw files (in e-mail, CD, DVD or memory stick) of printer-ready 2021 Atlas of Philippine Wetlands and Classified Caves

Payment Scheme

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

PAYMENT TRANCHE	PERCENTAGE	BUDGET BREAKDOWN (PHP)	SCHEDULE
First Tranche	15%	22,500.00	Upon signing of the contract and submission of work plan
Second Tranche	25%	37,500.00	Upon submission and acceptance of the 1 st draft of proposed design and lay-out of the Atlas
Third Tranche	25%	37,500.00	Upon submission and acceptance of the 2 nd draft of proposed design and lay-out of the Atlas
Final Tranche	35%	52,500.00	Upon submission of final printer-ready lay-out design and editable electronic format of raw files of the Atlas
		150,000.00	TOTAL

Interested applicants must submit the following:

- Letter of intent
- A curriculum vitae (basic personal information including e-mail address, telephone or fax number, educational background, work experience, and relevant accomplishments, 3 references)
- List of related ongoing/ previous work/projects
- Samples of previous work completed (portfolio)
- PhilGEPS Certificate of Registration
- BIR Certificate of Registration (Must be named after the consultant)
- Omnibus Sworn Statement
- BIR Certificate of Registration

Please send application not later than NOV 22 2021 to:

The 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:


DATU TUNGKO M. SAIKOI

Director