



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. 2021-004

**PROCUREMENT FOR THE SERVICES OF A FIRM FOR THE DEVELOPMENT OF THE MANUALS
ON BIODIVERSITY ASSESSMENT AND MONITORING SYSTEM (BAMS) FOR CAVES AND
INLAND WETLANDS**

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services of a Firm for the Development of the Manuals on Biodiversity Assessment and Monitoring System (BAMS) for Caves and Inland Wetlands;

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 | Six (6) months | P500,000.00 (inclusive of tax) |

The documents for submission are:

1. Letter of intent;
2. A write-up about the firm to include the following:
 - Basic personal information of the Head of the Firm, including current e-mail address, telephone or fax number
 - Educational background of members who will be involved in the project
 - Experiences in conduct of biodiversity assessment and monitoring
 - Experiences in technical writing and editing
 - Relevant publications/ accomplishments
 - List of related ongoing/previous work/projects
3. SEC/DTI/CDA Registration;
4. Mayor's Permit;
5. PHILGEPS Certificate of Registration;
6. Income/Business Tax Return; and
7. 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 Ms. Joy M. Navarro at Telephone No. 8924-6031 local 231. Interested applicants must submit the documents on or before 5:00pm, _____ 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; bmb@bmb.gov.ph

Approved For Posting:


ARMIDA P. ANDRES
Vice-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 a Firm for the **Development of the Manuals on Biodiversity Assessment and Monitoring System (BAMS) for Caves and Inland Wetlands.**

| <u>Requirement</u> | <u>Duration</u> | <u>Budget</u> |
|--------------------|-----------------|--------------------------------|
| Consulting Firm | 6 months | P500,000 (inclusive of tax) |

The Firm must have member/s with:

- Must have at least 5 years experience in the conduct of biodiversity assessment and monitoring, preferably in caves and inland wetlands;
- Must have at least 5 years experience in technical writing and editing of publications and/or informative materials related to biodiversity;
- Must have at least 3 years experience working with government, academe, non-government organizations or professional organizations involved in the environmental and natural resource sector.

Major Responsibilities:

1. With BMB, review, simplify and standardize the methods and forms used by DENR Field Personnel in the conduct of BAMS on Caves and Inland Wetlands;
2. Draft the Manuals on BAMS Caves and Inland Wetlands, including introductory texts/write-up, photos and recommended illustrations, if any, based on existing references, consultations and own experience;
3. Facilitate meetings/consultations/workshops relevant for the drafting and presentation of the BAMS Manuals on Caves and Inland Wetlands;
4. Provide technical assistance (Focal person: Consultant) and guidance to the Bureau in the pre-testing of the Manuals with DENR field personnel;
5. Finalize and submit the edited and ready-for-printing Manuals on BAMS Caves and Inland Wetlands for approval of BMB; and
6. Closely coordinate work progress with BMB-CAWED and execute deliverables within mutually-agreed timeline.

Deliverables and Outputs

1. At least two (2) drafts of the Manuals on BAMS Caves and Inland Wetlands;
2. Final Manuals on BAMS Caves and Inland Wetlands, and powerpoints;
3. A USB and Cloud drive containing electronic copies of the printer-ready Manuals on BAMS Caves and Inland Wetlands in PDF and editable format, and an organized folder that contains the raw files of illustrations, figures, photos, graphs and tables used in the manuals.

Payment Scheme

| PAYMENT TRANCHE | PERCENTAGE OF THE BUDGET | BUDGET BREAKDOWN | SCHEDULE |
|-----------------|--------------------------|------------------|---|
| First Payment | 15% | 75,000 | Upon signing of the contract and upon submission of an inception report with work plan and financial proposal. |
| Second Payment | 30% | 150,000 | Upon submission of the initial drafts of the two (2) BAMS Manuals on Caves and Inland Wetlands (electronic copy). |
| Third Payment | 35% | 175,000 | Upon submission of the pre-tested draft Manuals, with recommended illustrations and forms, and presentations. (electronic copy). |
| Final Payment | 20% | 100,000 | Upon submission and acceptance of approved final Manuals on BAMS for Caves and Inland Wetlands (electronic and printed copies) and raw files. |
| | | 500,000 | TOTAL |

Applications must submit:

- A letter of intent;
- A write-up about the firm to include the following:
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 - Educational background of members who will be involved in the project
 - Experiences in conduct of biodiversity assessment and monitoring
 - Experiences in technical writing and editing
 - Relevant publications/ accomplishments
 - List of related ongoing/previous work/projects
- SEC/DTI/CDA Registration
- Business/Mayor's permit
- PhilGEPS Certificate of Registration of the Firm
- Income/Business Tax Return
- Omnibus Sworn Statement

Please send application not later than _____ to:

The Vice-Chairperson

Bids and Awards Committee

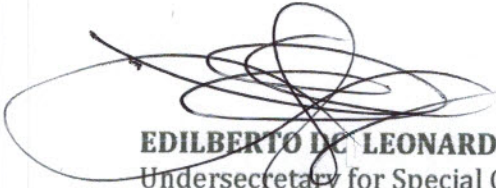
Biodiversity Management Bureau – Department of Environment and Natural Resources

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:



EDILBERTO D. LEONARDO

Undersecretary for Special Concerns
and OIC - Director