



REQUEST FOR EXPRESSION OF INTEREST
No. 2024-008

PROCUREMENT FOR THE SERVICES OF AN INDIVIDUAL CONSOLIDATOR – WRITER OF THE PROTECTED AREA SUITABILITY ASSESSMENT REPORT FOR THE VERDE ISLAND PASSAGE (VIP)

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of an Individual Consolidator – Writer of the Protected Area Suitability Assessment Report for the Verde Island Passage (VIP).

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

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Consolidator – Writer	Fifteen (15) days	P60,000.00 (Inclusive of tax)

The documents for submission are:

1. Letter of Intent;
2. Curriculum Vitae, detailing experience and previously completed work similar to the scope of work, detailed task, and deliverable of the project, which includes the following;
 - a) Educational background;
 - b) Work Experience;
 - c) Sample of completed work in electronic copy (at least (2) samples of completed work related to writing and editing reports or documentation) (hard and electronic copy)
3. PHILGEPS Certificate of Registration;
4. BIR Certificate of Registration; and
5. Omnibus Sworn Statement
 - *Notarized 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 shall be grounds for disqualification from the procurement process.

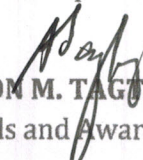
For inquiries, please contact Mr. John Erick B. Avelino at Telephone No. 8925-8948 local 207/228/249. Interested applicants must submit the documents on or before 5:00pm, _____ to:

FEB 29 2024

The 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 and 8925-8948 loc. 207/ 228/ 249
Email address: bacsec@bmb.gov.ph; cmd@bmb.gov.ph

Approved for posting:


ANSON M. TAGTAG
Chairperson, Bids and Awards Committee



TERMS OF REFERENCE

PROCUREMENT FOR THE SERVICES OF AN INDIVIDUAL CONSOLIDATOR - WRITER OF THE PROTECTED AREA SUITABILITY ASSESSMENT REPORT FOR THE VERDE ISLAND PASSAGE (VIP)

I. Background

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources is currently spearheading the establishment of the Verde Island Passage as a Protected Area under Republic Act No. 7586 or the National Integrated Protected Areas System (NIPAS) Act of 1992 as amended by Republic Act 11038 or the Expanded NIPAS (ENIPAS) Act of 2018. This is in line with our mandate in establishing and managing protected areas and our commitment to strengthening the management and protection of Verde Island as one of our priority areas for conservation. A Write Shop for the CALABARZON and MIMAROPA Protected Area Suitability Assessment (PASA) Report was conducted on November 28-29, 2023. The BMB-CMD is currently reviewing submitted PASA reports of the two (2) Regional Offices as to their contents and completeness based on the BMB Technical Bulletin No. 2016-04 entitled "Clarifying the Procedural Guidelines in the Conduct of PASA".

Along this line, and considering the urgency of the task, the BMB intends to procure the services of a consultant to consolidate and write the PASA report for the VIP.

II. Objectives

The engagement of the Consultant is necessary to expedite the consolidation and writing of the PASA Report for the Verde Island Passage in coordination with the BMB-Coastal and Marine Division, DENR CALABARZON, and MIMAROPA.

III. Scope of Work

The scope of work of 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 sector, under Item no. 2 of Annex B of the 2016 IRR of R.A. 9184.

The Consultant shall report to the Director of the BMB. He/she shall work closely with the Coastal and Marine Division (CMD) and shall have the following duties and responsibilities:

1. Review the PASA Report of DENR CALABARZON and MIMAROPA including the result of the review of the BMB-CMD on the commonalities and differences between the two (2) PASA reports;
2. Consolidate and write the reports of the DENR CALABARZON, and MIMAROPA into VIP PASA Report following the based on BMB Technical Bulletin No. 2016-04 entitled, "Clarifying the Procedural Guidelines in the Conduct of PASA";
3. Convene a meeting with BMB, DENR CALABARZON, and MIMAROPA to consult/discuss and solicit inputs/comments for the VIP PASA Report;

4. Integrate inputs/comments to improve/refine the draft PASA Report for the Verde Island Passage; and
5. Submit a finalized PASA Report for the Verde Island Passage.

IV. Deliverables

1. Final PASA Report of the Verde Island Passage in hard copy and Google Drive link for the soft copy of the said PASA Report of the Verde Island Passage;
2. Report of the consultation meeting with BMB, DENR CALABARZON, and MIMAROPA.

V. Minimum Qualification and Requirements:

1. A bachelor's degree in communication arts, journalism, or any related course;
2. At least two (2) years of work experience in writing and editing, reports preferably technical reports;
3. Previous work with government agencies involved in the environment and natural resources sector in the country, especially in the coastal and marine sector is an advantage;
4. Highly organized, takes initiative, and works independently, creatively, and innovatively;
5. Proficient in written and spoken Filipino and English.

VI. Timetable

The Consolidator-Writer is expected to submit the deliverables within 15 days commencing upon signing of the contract.

VII. Contract Price and Schedule of Payments with Deliverables

The contract price is all-inclusive, fixed, and output-based regardless of any extension of the specified duration. The Contractor/Consultant shall receive SIXTY THOUSAND peso payments (PHP 60,000.00), inclusive of taxes based on the following tranches and deliverables:

Payment Tranche	Amount	Percentage of Budget	Fund Release Terms
1 st Tranche	PHP12, 000.00	30%	Upon signing of the contract and submission of the activity plan with a timeline
2 nd Tranche	PHP 42,000.00	70%	Upon acceptance of the final draft of the PASA Report in hard copy and Google Link for the soft copy (15th day) and the Report of the Consultation Meeting with BMB R4A and R4B
TOTAL	PHP 60,000.00	100%	


**Procurement for the Services of an Individual
Consultant-Consolidator-Writer of the
Protected Area Suitability Assessment (PASA) Report**


Technical Evaluation Criteria

CRITERIA	POINTS	MOVs
1. EDUCATIONAL BACKGROUND	25	
<ul style="list-style-type: none"> ● Bachelor's degree in communication arts or any related course 	25	Diploma
<ul style="list-style-type: none"> ● Bachelor's degree in other course 	20	Diploma
2. EXPERIENCE	45	
At least two (2) years of experience in writing a report		
<ul style="list-style-type: none"> ● More than 2 years 	20	
<ul style="list-style-type: none"> ● Two (2) years 	15	
<ul style="list-style-type: none"> ● Experience in writing a technical report is an advantage 	5	
Previous work or engagement with government agencies, academe, non-government organizations, or professional organizations. Involvement in the environment and natural resources sector in the country, especially in the coastal and marine sectors		
<ul style="list-style-type: none"> ● more than 2 years 	15	
<ul style="list-style-type: none"> ● 2 years 	10	
<ul style="list-style-type: none"> ● Involvement in the coastal and marine sectors is an advantage 	5	
3. OTHER REQUIREMENTS:	30	
Sample Works		
<ul style="list-style-type: none"> ● more than 2 reports 	25	Sample Report
<ul style="list-style-type: none"> ● 2 reports 	20	-do-
<ul style="list-style-type: none"> ● Technical Reports 	5	Sample Technical Report
Overall Rating	100	
Passing Rate	70	

Prepared by:



JOHN ERICK B. AVELINO
End-User


ELPIDIO B. GELERA JR.
Member, TWG


ALITA D. SANGALANG
Member, TWG


MELODY ANN L. MALANO
Member, TWG

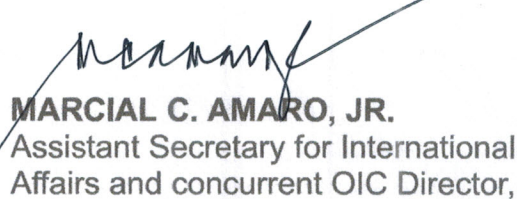

ESTEVEN U. TOLEDO
Vice Chairperson, TWG


DARWIN R. TEJERERO
Chairperson, TWG

Recommended by:


ANSON M. TAGTAG
Chairperson, BAC

Approved by:


MARCIAL C. AMARO, JR.
Assistant Secretary for International
Affairs and concurrent OIC Director,
BMB

VIII. Management and Reporting Arrangements

This engagement is output-based without the need for a daily or regular physical presence. The Consultant shall be under the direct supervision of the Coastal and Marine Division and may be required to report to BMB to personally meet with the CMD as needed.

IX. Documentary Requirements

1. Letter of Intent;
2. Curriculum Vitae with an attached clear copy of Diploma and recent passport-sized photograph;
3. Names and contact details of three (3) references;
4. At least (2) samples of completed work related to writing and editing reports or documentation (hard and electronic copy)
5. List of related ongoing/previous works/projects;
6. PHILGEPS Certificate of Registration;
7. BIR Certificate of Registration; and
8. Notarized Omnibus Sworn Statement

Approved:



MARCIAL C. AMARO, JR.

Assistant Secretary for International Affairs
and concurrent OIC Director, BMB

Department of Environment and Natural Resources
Ninoy Aquino Parks and Wildlife Center
North Avenue, Diliman, Quezon City

Email Address: bacsec@bmb.gov.ph; director@bmb.gov.ph;
bmb@bmb.gov.ph; cmd@bmb.gov.ph