



REQUEST FOR EXPRESSION OF INTEREST
No. 2024-023

Self-Contained Underwater Breathing Apparatus (SCUBA) Diving Training Instructor

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of Self-Contained Underwater Breathing Apparatus (SCUBA) Diving Training Instructor to effectively carry out various levels of SCUBA Diving Certification such as Open Water, Advanced Open Water, and Dive Master Course.

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

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
SCUBA Diving Instructor	Three (3) months	P393,000.00 (Inclusive of tax)

The documents for submission are:

1. Letter of Intent;
2. Curriculum Vitae with an ID picture and providing clear details of relevant experience and specific duties and responsibilities;
3. PHILGEPS Certificate of Registration;
4. BIR Certificate of Registration;
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*
6. Copy of SCUBA Diving Instructor ID/Certification
7. Copy of SCUBA Diving Team ID/Certification (assistants/safety divers)
8. Copy of SCUBA Diving Team ID/Certification (Dive Master Instructor)
9. Name and contact details of three (3) organizations and institutions that can provide reference on experience as an instructor;
10. List of at least 20 students certified in SCUBA diving as instructor certified by Training Diving Organization you are affiliated with;
11. Sample SCUBA Diving Course Program for the 3-level certification (Open Water, Advanced Open Water, Dive Master Course); and
12. Current email address, telephone, and/or fax contact numbers

Incomplete/non-submission of these requirements shall be grounds for disqualification from the procurement process.

For inquiries, please contact Ms. Armida P. Andres at Telephone No. 8924-6031 to 35 local 207 and 89258948. Interested applicants must submit the documents on or before 5:00pm, _____ to:

APR 10 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, 9246031 to 35 local 207 and 9258948

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

Approved for posting:


ANSON M. TAGTAG

Chairperson, Bids and Awards Committee

TERMS OF REFERENCE

Self-Contained Underwater Breathing Apparatus (SCUBA) Diving Training Instructor

The Biodiversity Management Bureau – Department of Environment and Natural Resources (BMB-DENR) through its Coastal and Marine Division intends to engage the services of a SCUBA Diving Instructor to effectively carry out various levels of SCUBA Diving Certification such as Open Water, Advanced Open Water, and Dive Master Course. This aims to develop the diving skills of selected staff as a basic prerequisite in the assessment, monitoring, and underwater validation activities by the coastal and marine environment practitioners of the DENR.

I. SERVICE DESCRIPTION

Consultant/Professional in the conduct of training and giving certification for various SCUBA Diving Level Certification courses.

II. SCHEDULE AND DURATION

All the training activities are expected to be completed within three 3 months, starting April 2024.

III. REQUIREMENTS

The consultant must have an Instructor Level Certification in any Registered Diving Training Organization.

1. At least 5 years of experience as a Diving Instructor.
2. Certified at least 20 students in various certification level.
3. Must have in the team 2-3 safety divers to assist during the training with at least rescue diver certification.
4. Knowledgeable and involved in coastal and marine conservation activities.
5. Worked with LGUs, NGAs, and NGOs on coastal and marine-related activities.

IV. INTERESTED PARTY IS REQUIRED TO ATTACH IN THE APPLICATION LETTER THE FOLLOWING:

1. A curriculum vitae with an ID picture and providing clear details of relevant experience and specific duties and responsibilities
2. Copy of SCUBA Diving Instructor ID/ Certification

3. Copy of SCUBA Diving Team ID/Certification (assistants/safety divers)
4. Copy of SCUBA Diving Team ID/Certification (Dive Master Instructor)
5. Name and contact details of three (3) organizations and institutions that can provide reference on experience as an instructor
6. List of at least 20 students certified in SCUBA diving as instructor certified by Training Diving Organization you are affiliated with
7. Sample SCUBA Diving Course Program for the 3-level certification (Open Water, Advanced Open Water, Dive Master Course)
8. Current email address, telephone, and/or fax contact numbers

V. RATIONALE OF THE PROJECT

The DENR through the BMB is currently implementing the Coastal and Marine Ecosystems Management Program (CMEMP). One of the targets under the Program is the management of marine protected areas under the National Integrated Protected Areas System (NIPAS).

One of the prerequisites in the management of marine protected areas is establishing the baseline, regular monitoring, and validation of the coastal and marine habitats within the protected area. This will help provide a basis for the needed management interventions. To do so, coastal and marine staff need to be trained in habitat assessment skills thus requiring SCUBA diving skills.

The Consultant shall ensure the conduct of the training on SCUBA Diving including the Emergency First Response Course for the staff working for CMEMP.

VI. OBJECTIVES AND SCOPE

1. OPEN WATER DIVING TRAINING

The Consultant shall be able to train six (6) DENR Personnel from the Office of the Secretary, Policy and Planning Service and the Biodiversity Management Bureau (BMB).

Inclusion:

- Open Water Dive Manual and Dive Log per participant
- Classroom sessions, confined or pool sessions, and check-out dive sessions
- Certification ID issuance at least 30 days after completion of the course

2. ADVANCED OPEN WATER DIVING TRAINING

The Consultant shall be able to train two (2) DENR Personnel with open-water diving certification from BMB.

Inclusion:

- Advanced Open Water Dive Manual and Dive Log per participant

- Classroom sessions, confined or pool sessions, and check-out dive sessions
- Certification ID issuance at least 30 days after completion of the course

3. DIVE MASTER TRAINING

The Consultant shall be able to train two (2) DENR Personnel with rescue diver certification from BMB Coastal and Marine Division.

Inclusion:

- Dive Master Course Manual and Dive Log per participant
- Classroom sessions, confined or pool sessions, and check-out dive sessions
- Certification ID issuance at least 30 days after completion of the course

4. REFRESHER/INTRO DIVING COURSE

The Consultant shall be able to train two (4) DENR Personnel from BMB.

Inclusion:

- Dive Log per participant
- Classroom sessions, confined or pool sessions, and check-out dive sessions

VII. MANAGEMENT ARRANGEMENT

The Consultant will submit an inception report (including the training design and work plan), progress reports per training conducted, and one final report to the BMB in close coordination with the Coastal and Marine Division.

Payment for major outputs produced by the Consultant shall be made in tranches upon acceptance by the DENR-BMB of the Inception Report, Progress Reports, and Final Report as endorsed by the Coastal and Marine Division.

VIII. PROFESSIONAL FEE AND SCHEDULE OF PAYMENT

The Professional Fee of the consultant with his/her team is **PhP 393,000**. Preliminary meetings, transportation of trainees, and other administrative costs outside the coverage of the professional fee will be shouldered by the BMB.

The release of payment will be as follows:

Percentage	Amount (in PhP)	Deliverables
15%	58,950	Upon signing of the contract submission of the inception report, training design, and work plan.

25%	98,250	Upon submission of the 1 st progress report containing the accomplishment of the 1 st training with the list of trainees who completed the course
25%	98,250	Upon submission of the 2 nd progress report containing the accomplishment of the 2 nd training with the list of trainees who completed the course
35 %	137,550	Upon submission of the final report containing the accomplishment of the 3 rd training and the total list of trainees who completed the training courses.
100%	393,000	

Please send application not later than March 15, 2024 to:



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


Procurement of Services of Instructor for SCUBA Diving Training

CRITERIA	POINTS
1. DIVING CERTIFICATION	30
<ul style="list-style-type: none"> • Can certify up to instructor-level certification in any Registered Diving Training Organization 	30
<ul style="list-style-type: none"> • Can certify up to divemaster-level certification in any Registered Diving Training Organization 	10
2. Work Experience	70
Experience as a Diving Instructor	20
<ul style="list-style-type: none"> • More than 5 years 	20
<ul style="list-style-type: none"> • 5 years 	15
Number of students certified in various levels of certification	20
<ul style="list-style-type: none"> • More than 20 students 	20
<ul style="list-style-type: none"> • 20 students 	5
Level of certification of attached safety divers to assist in the training	10
<ul style="list-style-type: none"> • 2 divemaster level of certification or above 	10
<ul style="list-style-type: none"> • 1 Divemaster level and 1 Rescue level of certification and below 	5
Emergency First Response Course Certification	10
<ul style="list-style-type: none"> • With attached certification to train on Emergency First Response (trainer him/herself or team member) 	10
<ul style="list-style-type: none"> • No certification 	5
Worked with LGUs, NGAs, NGOs, on coastal and marine-related activities requiring SCUBA Diving (COTs extraction, underwater clean-up, coral restoration, giant clam seeding)	10
<ul style="list-style-type: none"> • 2 points per activity but not to exceed 10 points 	10
Overall Rating	100
Passing Rate	70

Prepared by:


ARMIDA P. ANDRES
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

ON TRAVEL
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