BIDS AND AWARDS COMMITTEE

REQUEST FOR PROPOSAL (RFP)

PREPARATION OF A COFFEE TABLE BOOK FOR CAVES IN THE CODILLERA

The Department of Environment and Natural Resources-Cordillera Administrative Region (DENR-CAR), through the General Appropriation Act of 2019 intends to apply the sum of Four Hundred Twenty Thousand Pesos (Php 420,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Preparation of Coffee Table Book in the Cordillera.

Contract Duration: Sixty (60) calendar days

The DENR-CAR now calls for the submission of Proposal for the above-mentioned project with the following scope of work and qualifications requirements:

SCOPE OF WORK:

1. The SPECIALIST shall conduct photo-shoot of the identified caves from the six (6) provinces in the region, utilizing all his personal photography equipment, (minimum requirement are 2 DSLR cameras for high resolution photos, one computer/one laptop for lay outing, one printer) and materials, and effects.
2. The SPECIALIST shall conduct interviews with the communities, LGU and research on history, circumstances, use and current management of the caves to be included in the text of the book.
3. The SPECIALIST shall prepare the write – up for the coffee table book;
4. The SPECIALIST shall layout the contents of the book containing 150 pages;
5. The SPECIALIST shall be responsible in the printing of 18 copies of the book which shall be the final output of the project in accordance with the book specifications as follows:
   - Length : 12.5 inches
   - Width : 11.5 inches
   - Hard-bound Cover, Linen Type
   - With Fly Leaf Cover
   - Glossy Paper, minimum 250 gsm
   - Uncoated matte finish (first page)

(The sample of the quality, dimensions, color, paper thickness, shall be exactly the same as the coffee table book entitled “Treasures of the Philippine Wild”, available at the Protected Area Management and Biodiversity Conservation Section, of the DENR-CAR for scrutiny).

Please check the Terms of Reference for the complete list of identified caves and for further information, guidance and reference.

Interested individual consultants/firms must submit their Proposals and Curriculum Vitae with proofs of their qualifications in terms of education, training undergone and work experience along with the documents required in the checklist of requirements not later than 9:30 a.m. of September 6, 2019 c/o the BAC Secretariat, Administrative Division, DENR-CAR Regional Office, Gibraltar, Baguio City. Opening will follow immediately.
The DENR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

ATTY. CLEO D. SABADO-ANDRADA, CPA
Chairman, Bids and Awards Committee
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CHECKLIST REQUIREMENTS OF CONSULTANTS FOR SUBMISSION (WITH CORRESPONDING TABBING)

I. **ELIGIBILITY DOCUMENTS** (1st Envelope together with the Technical Proposal)
   a. Mayor’s/Business Permit
      *For Individuals engaged in Consulting Services only the **BIR Certificate of Registration** shall be submitted in lieu of DTI Registration and Mayor’s Permit
   b. Statement of On-going Contracts
   c. PhilGEPS Registration **Number**
   d. Income/Business Tax Return
   e. Omnibus Sworn Statement (notarized) please see attached Form

II. **TECHNICAL PROPOSAL** (Attach format)
   1. TECH-1 Technical Proposal Submission Form
   2. TECH-2 Consultant’s Organization and Experience
      A Consultant’s Organization
      B Consultant’s Experience
   3. TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment
   4. TECH-5 Team Composition and Task Assignments
   5. TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff

III. **FINANCIAL PROPOSAL**: (2nd Envelope)
    - Financial Proposal Submission Form (please see attached Form)