



REQUEST FOR PROPOSAL

P.R. NO:	2024-03-0785	MODE OF PROCUREMENT:	NP-SVP
P.R. DATE:	27 MAR 2024	REF. NO.:	RFP-2024-001
END-USER:	FASPS - PMED	DATE PREPARED:	April 17, 2024
PRN:		CLOSING DATE/TIME:	April 22, 2024 10:00 AM

1. The DENR-Central Office, through its Bids and Awards Committee for Regular Operations, invites eligible bidder/s to submit duly signed proposal/quotation not later than the closing date and time for the procurement project stated below:

Item No.	Description	TOTAL ABC (P) (VAT Inclusive)
1	Hiring of Consultant Re: Editor/Proofreader as per Terms of Reference	135,000.00

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.
 3. Interested bidder/s must submit the following documents with **check (✓) mark**:

1.	Proof of PhilGEPS Registration (Registration Number/Certificate)
2.	A. For Consulting firms/company <ul style="list-style-type: none"> ● Valid & current SEC/DTI Registration ● Valid and current Business Permit B. Individual Consultant <ul style="list-style-type: none"> ● BIR Certificate of Registration;
3.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")
4.	Curriculum Vitae of the Consultant
5.	Duly Conformed Terms of Reference

Failure to submit all documents as required above shall be automatically disqualified.

4. Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
 5. Award of Contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
 6. Refusal to sign and accept the Award or enter into contract without justifiable reason may be grounds for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
 7. Open proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), 2nd Floor, 2 Storey Warehouse, DENR Compound and/or thru e-mail address ampbac.co@denr.gov.ph and/or fax number (02) 8926-2675. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Ms. Gianina P. Agir at the same contact details.
 8. If thru email, kindly indicate in the subject ATTENTION: JELYN STA. ANA - RFP-2024-001.
 9. DENR reserves the right to reject any and all proposals, declare failure, or not award the contract at any time in accordance with Section 41 of RA 9184 and its IRR without thereby incurring liability to the affected supplier.

DIANNE G. IBIAS
 Chief, Procurement Mgt. Section
 Property & Supply Management Division

TECHNICAL PROPOSAL FORM

Description / Technical Specifications

Statement of Compliance
to the Requirements

Hiring of Consultant Re: Editor/Proofreader as per Terms of Reference

TERMS OF REFERENCE

Background and Rationale:

The Foreign-Assisted and Special Projects Service (FASPS), as one of the service arms of the Department of Environment and Natural Resources, is mandated to oversee, coordinate and facilitate the preparation, implementation and evaluation of foreign-assisted and special projects (FASPs). With numerous ongoing and pipeline projects, FASPS produces various knowledge products including briefers, reports, manuals, newsletter, and other materials and prepares various speeches that require high-quality editing and proofreading to ensure accuracy, clarity and consistency.

The specific objectives are:

- To review and proofread the various knowledge products of FASPS ensuring consistency and accuracy in grammar, spelling, punctuation, and formatting
- To correct subject-verb agreement, run-on and fragmented sentences, weak or improper verb usage, and other grammatical errors
- To edit the style and fine-tune the text with the Department's style guide and writing style
- To promote awareness and increase appreciation of the public of DENR efforts in protecting and conserving our environment and natural resources through the implementation of FASPs, pursuant to its mandate and program thrusts

Approved Budget for the Contract: One Hundred Thirty Five Thousand Pesos only (P135,000.00)

Type of Contract: Consultancy Service

Duration of Contract: Three (3) months upon Approval of Contract

Payment Terms: Divided into three (3) equal parts paid at the end of each month

Timeframe	Deliverables
First Month	<ul style="list-style-type: none"> ● FASPS Photo Digest
Second Month	<ul style="list-style-type: none"> ● FASPS Project Profiles ● Forum Report ● Articles for FASPS Newsletter, Website and e-Library* ● Briefers* ● Speeches*
Third Month	<ul style="list-style-type: none"> ● Articles for FASPS Newsletter, Website and e-Library

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TECHNICAL PROPOSAL FORM

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Hiring of Consultant Re: Editor/Proofreader as per Terms of Reference

- FASPS Updates Newsletter
- Briefers*
- Speeches*
- One (1) Completion Report**

*No distinct number, based on the need of FASPS

**Submission of report/synthesis of compilation of copies of all reviewed/proofread knowledge products, including observations and recommendations on how to strengthen and sustain the effort

Reporting Requirement:

1. Regular physical attendance in office not required but may be required to work on assignments after office hours, weekends, and holidays.
2. May be required to attend meetings, discussions, forums, conventions, conferences, and other similar events and submit report to the FASPS Director through the Chief of the Project Monitoring and Evaluation Division.

Submission of Work: Online

Scope of Work: The Knowledge Management/Communication Consultant may be required to perform any of the following duties and responsibilities:

1. Editing, proofreading, and/or improvement of various knowledge products, but not limited to:
 - a. CONVENE: Final draft of the FASPS photo digest
 - b. FASPS Project Profiles
 - c. FASPS Updates Newsletter
 - d. Articles for the FASPS Website and e-Library
 - e. Forum Reports
 - f. Briefers
 - g. Speeches
2. Conduct interviews with Project Officers and DENR Officers as required
3. Submit outputs in soft copy (Word file and PDF file) to the FASPS Director, through the Project Monitoring and Evaluation Division (PMED) Chief and provide certification of proofreading
4. Perform other related tasks necessary to carry out the aforementioned task

Qualifications:

1. With Bachelor's degree in mass communication, journalism, broadcasting or other related courses
2. Minimum of five (5) years of working experience in publication or related fields
3. Proof of previous writing, editing and proofreading experiences
4. Working experience on public information for DENR projects is an advantage

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TECHNICAL PROPOSAL FORM

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Hiring of Consultant Re: Editor/Proofreader as per Terms of Reference

- 5. Excellent communication, KM, media relations and editorial skills
- 6. Fluent in writing and reading the subject language

APPROVED BY:


AL B. OBOLFO, Ph.D.
Director

Project Requirements/Terms and Conditions:

1. **Delivery/completion** period: as per attached Terms of Reference.
2. **Delivery Site:** Supply Management Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable subjected to deduction of applicable Government Tax
4. DENR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
5. Replacement of Defective Items: Within ten (10) Calendar Days upon receipt of Notice of Defects from DENR.
6. Warranty: Three (3) months in case of Expendable Supplies and One (1) Year in the case of Non-expendable Supplies from issuance of Certificate of Inspection and Acceptance. Warranty Certificate must be submitted during delivery.
7. Amendment to Order may be issued subject to the conditions set forth under Annex D of the 2016 Revised IRR of RA 9184.
8. Payment shall be made in accordance with the Government Terms
9. Liquidated Damages (LD) equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of LD reaches 10% of the amount of the Contract, without prejudice to other courses of action and remedies open to it.
10. **Bidder has no overdue deliveries or unperformed services intended for DENR-CO.**

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**FINANCIAL QUOTATION FORM
(PRICE MUST BE VAT INCLUSIVE)**

Item No.	DESCRIPTION	QTY	ABC PRICE (₹)	BIDDER'S PRICE QUOTATION (₹)	
				Monthly Cost	Total
1	Hiring of Consultant Re: Editor/Proofreader as per Terms of Reference	1 lot	135,000.00		

BIDDER'S UNDERTAKING

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements, hereby OFFER to supply/deliver/perform the above described items.

I/We undertake, if our proposal is accepted, to deliver the items/services in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this quotation is binding on us.

NAME OF COMPANY (IN PRINT)

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE

ADDRESS:

Designation:

Date:

Email Address:

Telefax No.:

Mobile Number:

