



**DEPARTMENT OF ENERGY**  
 (Kagawaran ng Enerhiya)  
 Energy Center, Rizal Drive Bonifacio  
 Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-02-0101-2024-07-0373-0909-0119
Purchase Request No.:	02-0101-2024-07-0373

**REQUEST FOR QUOTATION**

<b>Title of Procurement/End-user</b>	<b>: PROCUREMENT OF PROFESSIONAL SERVICES FOR BASKETBALL, VOLLEYBALL, BADMINTON, CHESS REFEREES/UMPIRES AND ARBITER IN LINE WITH THE CONDUCT OF 2024 DOE SPORTS TOURNAMENT / HRMD</b>
<b>Approved Budget for the Contract</b>	<b>: Php 85,500.00</b>
<b>Mode of Procurement</b>	<b>: Small Value Procurement (AMP53.9)</b>
<b>Bidding Terms</b>	<b>: Per Lot</b>
<b>Delivery Terms/Schedule</b>	<b>: Please refer below</b>
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance.
<p><b><i>Basketball:</i></b> 50% of the total amount cost to be given after the elimination round. The remaining 50% total amount shall be given after the final round.</p> <p><b><i>Volleyball, Badminton, Chess:</i></b> Full payment Shall be given after the final round of the respective event.</p>	

**SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE COLLATED AND SUBMITTED IN A ONE (1) PDF FILE FORMAT**

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3<sup>rd</sup> Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: [bacsecretariat@doe.gov.ph](mailto:bacsecretariat@doe.gov.ph) not later than **(August 12, 2024, 4:00PM)**. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

<b>Terms of Reference/Specifications</b>				
	Description/ Specification:	Quantity	Unit Price	Total ABC
LOT NUMBER	ITEM NUMBER	SPORT/GAME		ABC
Lot 1	Item 1	BASKETBALL		45,300.00
	Item 2	VOLLEYBALL		15,200.00
	Item 3	BADMINTON		10,000.00
Lot 2	Item 1	CHESS		15,000.00
<b>TOTAL</b>				<b>Php 85,500.00</b>

LOT 1	ITEM 1	BASKETBALL			ABC – 45,300.00		
<i>Elimination Round</i>	2	Referees	Php1,800.00	Php2,500.00 per game	13 games for Elimination Round	1 game per day	Php32,500.00
	1	Scorebook Keeper	Php350.00				
	1	Time Keeper	Php350.00				
<i>Semifinal Round</i>	3	Referees	Php2,400.00	Php3,200.00 per game	2 games for Semifinal Round	1 game per day	Php6,400.00
	1	Scorebook Keeper	Php400.00				
	1	Time Keeper	Php400.00				
<i>Final Round</i>	3	Referees	Php2,400.00	Php3,200.00 per game	2 games for Final Round	1 game per day	Php6,400.00
	1	Scorebook Keeper	Php400.00				
	1	Time Keeper	Php400.00				

**I. Roles and Responsibilities of Sports Officials:**

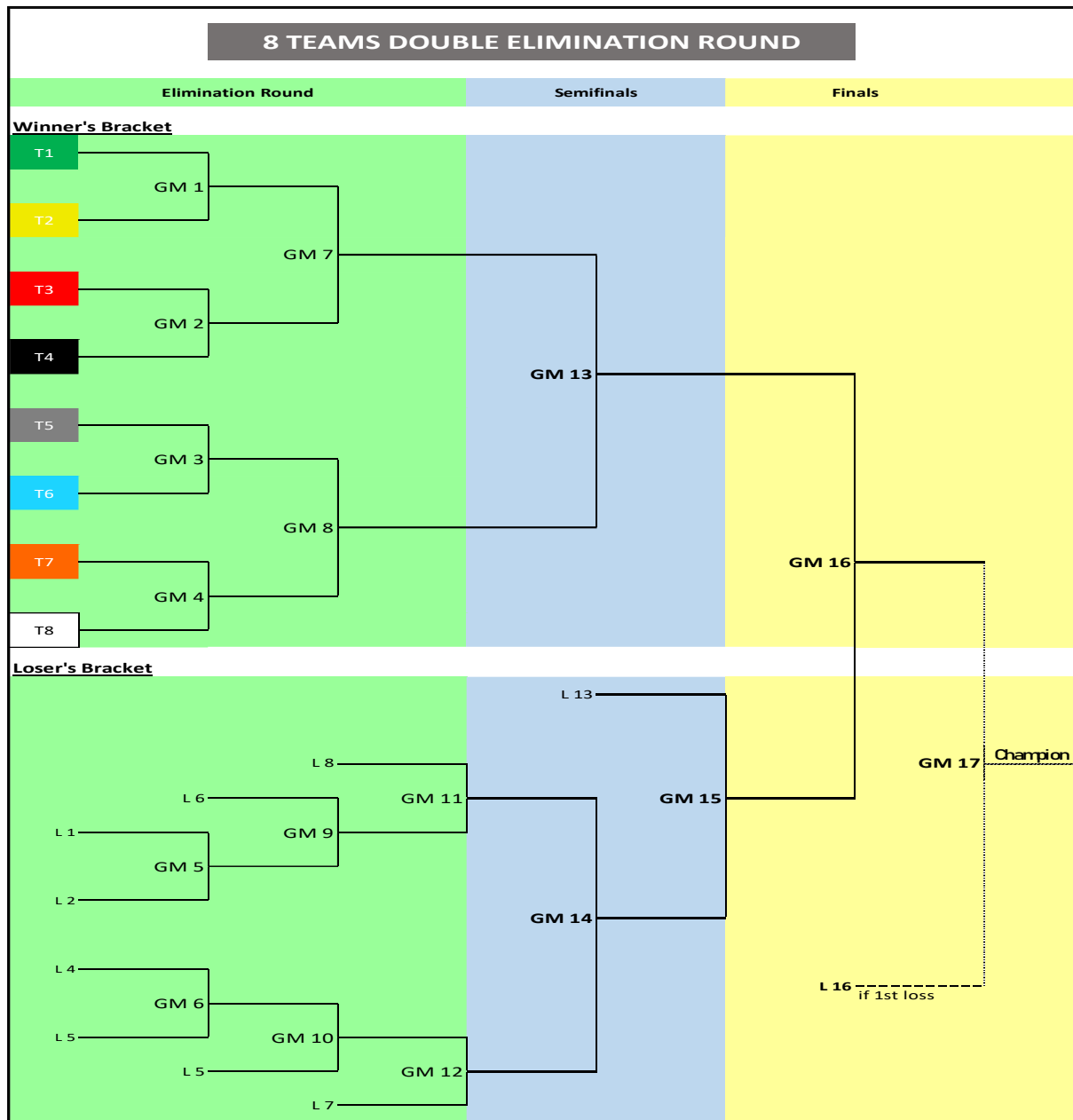
**Referees:**

- a) Conduct briefing/orientation of the rules and guidelines of every sporting event.
- b) Inspect all the relevant equipment (floor, balls, hoops, scoreboards, etc.) prior to the game including rosters in score books in case of incorrect name submission.
- c) Shall ensure the game to be played within the rules and regulations and prevents a team from taking undue and unfair advantage.
- d) Shall make assessments and calls for game violations and fouls.
- e) Shall take action on disciplinary reasons as well and maintain the order of the game.
- f) Has the expertise/experience as Referee for at least one (1) year;

**Time/Scorebook Keeper:**

- a) Keep running summary of points and fouls
- b) Assists referee in recording time
- c) Contracts/quotation includes supply of scorebook/sheet for all the tournaments.

## II. Tournament Format



1. The tournament will be played in a double-round elimination.
2. The teams compete in a bracket where every team must lose two times to be eliminated.
3. The winner of each game in the winners' brackets moves on to the next round. The loser drops down to the loser's bracket.
4. Once in the loser's bracket, the winning team advances to the next round and the loser is eliminated.
5. The losing team in the semifinal round will battle for the third (3<sup>rd</sup>) place.
6. In the championship, a team from the winner's bracket that has not lost yet, plays a team from the loser's bracket that has already lost one game.

<b>LOT 1</b>	<b>ITEM 2</b>	<b>VOLLEYBALL</b>	<b>ABC – 15,200.00</b>
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<b>Semifinal Round</b>	1	Referee	Php1,400.00	Php2,400.00 per game	2 games per day	2 days	Php9,600.00
	2	Line Judges	Php600.00				
	1	Scorer	Php400.00				
<b>Final Round</b>	1	Referees	Php1,600.00	Php2,800.00 per game	2 games per day	1 day	Php5,600.00
	2	Line Judges	Php650.00				
	1	Scorer	Php550.00				

**I. Roles and Responsibilities of Sports Officials:**

**Referees:**

- a. Conduct briefing/orientation of the rules and guidelines of every sporting event.
- b. Inspect all the relevant equipment (floor, balls, hoops, scoreboards, etc.) prior to the game including rosters in score books in case of incorrect name submission.
- c. Shall ensure the game to be played within the rules and regulations and prevents a team from taking undue and unfair advantage.
- d. Shall make assessments and calls for game violations and fouls.
- e. Shall take action on disciplinary reasons as well and maintain the order of the game.
- f. Has the expertise/experience as Referee for at least one (1) year;

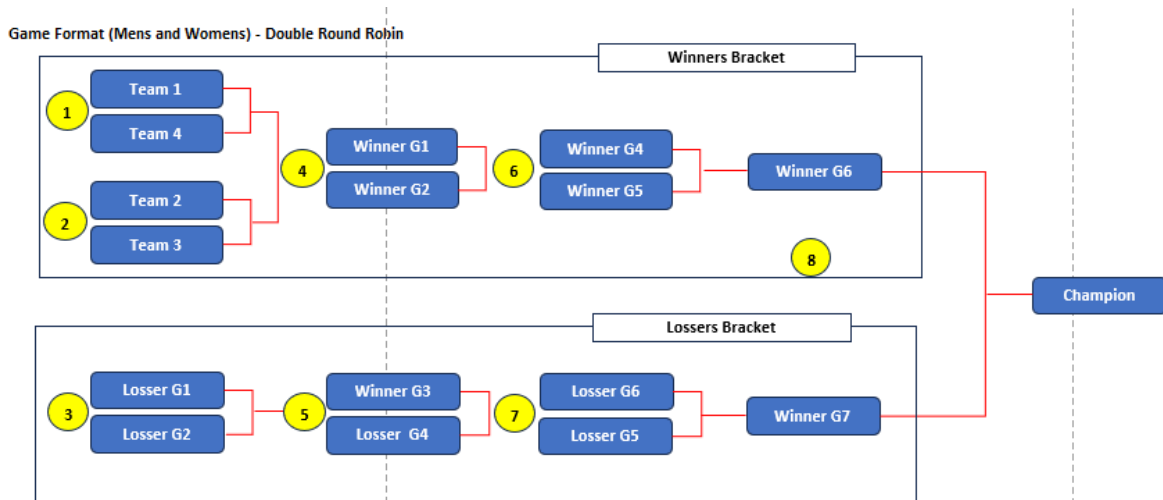
**Line judges:**

- a. Responsible for a service, side or baseline during a particular match and decides whether the ball (volleyball) has landed in or out of court.

**Scorer:**

- a. Keep running summary of points and fouls
- b. Assists referee in recording time

**II. Tournament Format**



Division	Elimination Round								Semi Finals				Finals			
	Day 1		Day 2		Day 3		Day 4		Day 5		Day 6		Day 7		Day 8	
Men / Women	G1	Team 1 vs Team 4	G2	Team 2 vs Team 3	G3	L G1 vs L G2	G4	W G1 vs W G2	G5	W G3 vs L G4	G6	W G4 vs W G5	G7	L G5 vs L G6	G8	W G6 vs W G7

Round	No. of Games	Number of Days	Referees / Line Judges / Scorer
Semi – Finals	4	2	1 Referee 2 Line Judges
Finals	2	1	1 Scorer
<b>Total</b>	<b>8</b>	<b>3</b>	

- For every win of 2-0 sets or 2-1 sets, the game tally for “W” will be given to the WINNER, while a game tally for “L” for the LOSER.
- For Championship Round (Knock-out round): Best of Five sets, 1-25 points each set and 15 points for 5th set. DEUCE system will apply.
- The losing team in Game 7 will automatically be the 3rd PLACE.

LOT 1	ITEM 3	BADMINTON				ABC – 10,000.00
<i>Semifinal Round</i>	2	Umpire	Php2,000.00	Php4,800.00 per 2 matches in a day	1 day for Semifinal Round	Php4,800.00
	4	Line Judges	Php2,800.00			
<i>Final Round</i>	2	Umpire	Php2,300.00	Php5,200.00 per 2 matches in a day	1 day for the Final Round	Php5,200.00
	4	Line Judges	Php2,900.00			

### I. Roles and Responsibilities of Sports Officials:

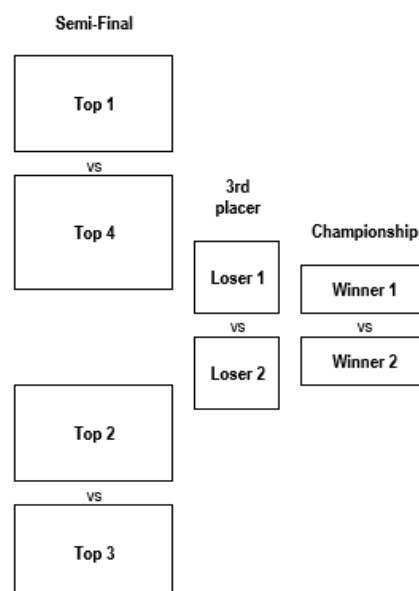
#### Umpire:

- Has the authority over a particular match and shall be in charge of the court and its immediate surrounds
- Shall ensure the match is conducted in accordance with the Rules and Regulations of the DOE Badminton Sub-committee and any other regulations pertinent to the specific competition.
- Shall make rule calls regarding service faults and other player faults or lets.

#### Line judges:

- Responsible for a service, side or baseline during a particular match and decides whether the shuttle (badminton) has landed in or out of court.

### II. Tournament Format:



Round	No. of Match	No. of days	Umpire/Line Judges
Semi-Finals	2	1	2 Umpire 2 Line Judges

Finals	2	1	2 Umpire 2 Line Judges
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1. Each team match shall consist of 2 Men’s Doubles, 2 Women’s Doubles, and 1 Mixed Doubles Event.
2. There will be two (2) matches per day.
3. The scoring will be best of 3 games of 1-21 points. Players will have to change courts whoever team gets 18 points first.
4. The semi-final round will be as follows:
  - o Second seeded team (Team2) versus the third seeded team (Team3).
  - o Top-seeded team (Team1) versus the bottom-seeded team (Team 4)

LOT 2	ITEM 1	CHESS					ABC – 15,000.00
Round 1	1	Arbiter	Php3,000.00	Php3,000.00 per round	3 games per day	1 day	Php 15,000.00
Round 2	1	Arbiter	Php3,000.00	Php3,000.00 per round	3 games per day	1 day	
Round 3	1	Arbiter	Php3,000.00	Php3,000.00 per round	3 games per day	1 day	
Round 4	1	Arbiter	Php3,000.00	Php3,000.00 per round	3 games per day	1 day	
Round 5	1	Arbiter	Php3,000.00	Php3,000.00 per round	3 games per day	1 day	

**I. Roles and Responsibilities of Sports Official:**

**Arbiter:**

- a. Conduct Ensure that all games are played according to the official rules of chess
- b. Monitor the time controls for each game, ensuring that players adhere to the time limits set for their moves
- c. Maintain order and ensure a quiet, respectful environment conducive to concentration and fair play.
- d. Ensure all necessary equipment, including clocks and score sheets, are in place and functioning properly.
- e. Mediate and resolve any disputes between players, such as claims of illegal moves or disagreements over the interpretation of rules.

**II. Game format:**

**6 TEAMS SINGLE ROUND ROBIN**

Teams	Wins	Losses	Ties	Ranking
Team 1				
Team 2				
Team 3				
Team 4				
Team 5				
Team 6				

Round 1	Round 2	Round 3	Round 4	Round 5
Team 1 vs Team 2	Team 3 vs Team 4	Team 5 vs Team 6	Team 1 vs Team 3	Team 2 vs Team 4
Team 3 vs Team 4	Team 5 vs Team 6	Team 1 vs Team 2	Team 3 vs Team 5	Team 4 vs Team 6
Team 5 vs Team 6	Team 1 vs Team 3	Team 2 vs Team 4	Team 5 vs Team 6	Team 1 vs Team 2
Team 1 vs Team 3	Team 2 vs Team 4	Team 5 vs Team 6	Team 1 vs Team 2	Team 3 vs Team 4
Team 5 vs Team 6	Team 1 vs Team 2	Team 3 vs Team 4	Team 5 vs Team 6	Team 1 vs Team 2

**Other Terms:**

- a. Bids must be inclusive of all taxes.
- b. Payment Terms:  
***Basketball:** 50% of the total amount cost to be given after the elimination round. The remaining 50% total amount shall be given after the final round.*  
  
***Volleyball, Badminton, Chess:** Full payment Shall be given after the final round of the respective event.*
- c. Sports officials are overall in charge of the tournament competition. The officials shall ensure that the tournament is conducted in accordance with the Laws of Basketball, Badminton, Volleyball, and Chess, and with the Rules and Regulations of the DOE Subcommittee, and any other regulations pertinent to the specific competition.
- d. Referees for Basketball and Volleyball must be accredited by any association of Basketball/Volleyball officials in the Philippines.
- e. Umpire for Badminton must be accredited by any Philippine Badminton Association.
- f. The Chess Arbiter must be accredited by the National Chess Federation in the Philippines or any accredited Chess Club Association in the Philippines.

**General Conditions:**

1. Quotation shall be valid for sixty (60) days from submission
2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. **(If applicable)**
3. The following documents shall be attached/included in the submission of proposal/quotation:
  - a) Mayor's / Business Permit
  - b) PhilGEPS Registration Number/Certificate
  - c) Income /Business Tax Return **(For ABCs above 500k)**
  - d) Omnibus sworn Statement (Annex C)
4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.
5. The Supplier shall clearly state the company name and account name for payment.
6. The price quoted is inclusive of all taxes and other charges.
7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.

## Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. \_\_\_\_\_  
Purchase Request No. \_\_\_\_\_

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the RFO at the Procurement Management Division Office, 3<sup>rd</sup> Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

### Company Logo/Letterhead

Date :  
 Company Name :  
 Procurement Title :  
 Delivery Date/Delivery Terms : [No. of Days] calendar days upon receipt of Purchase Order  
 Delivery Location : Department of Energy Main Office, BGC Taguig City  
 Payment Terms : Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance

**Price Quotation:**

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total Bid
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

**General Conditions:**

8. Quotation shall be valid for sixty (60) days from submission
9. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. **(If applicable)**
10. The following documents shall be attached/included in the submission of proposal/quotation:
  - e) Mayor's / Business Permit
  - f) PhilGEPS Registration Number
  - g) Income / Business Tax Return
  - h) Omnibus sworn Statement (Annex C)
11. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.
12. The Supplier shall clearly state the company name and account name for payment.
13. The price quoted is inclusive of all taxes and other charges.



14. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184, otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.

The above quoted prices are inclusive of all cost and applicable taxes.

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

**Name and Signature of Authorize Representative**

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**Company Name/Business name** that will be used in the Notice of Award and Purchase Order/Notice to Proceed

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**Tel. No. / Cellphone No./ email address**

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**Date**

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## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*