



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

RFQ No.	RFQ-02-0101-2025-01-0009-0218-0002
Purchase Request No.:	02-0101-2025-01-0009

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF SERVICES ON THE ENHANCEMENT OF THE ENERGY MANAGEMENT SYSTEM MANUAL FOR THE 2ND SURVEILLANCE AUDIT OF THE DEPARTMENT OF ENERGY (DOE)
Approved Budget for the Contract	: PHP 800,000.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: One Hundred Twenty (120) calendar days from the issuance of Notice to Proceed (NTP)
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.

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, 3rd 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 not later than **21 February 2025, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	Procurement of Services on the Enhancement of the Energy Management System Manual for the 2 nd Surveillance Audit of the Department of Energy (DOE)	1	PHP 800,000	PHP 800,000
I. SCOPE AND BOUNDARY				
Implementing a comprehensive Energy Management System in the Department of Energy facilities (Main and Annex Building and Motorpool) using the available energy (electricity and fuel) efficiently leading to environmental sustainability and minimizing our carbon footprint.				
II. REQUIREMENTS, COVERAGE AND DELIVERABLES				
The listed below shall be executed by the EnMS Service Provider including additional and/or changes in the EnMS implementation such as:				
<ul style="list-style-type: none"> a. Review of Energy Management Manual and other existing ISO 50001 related documentation b. Review of Audit findings c. Identification of current and other potential gaps towards ISO 50001 certification d. Enhancement of the plans, schedules, and activities towards ISO 50001 certification 				

- e. Enhancement of Energy Management System Manual and other related process, reports and including data capture/recording to support ISO 50001 clause provisions
- f. Team orientation on the changes and improvements

III. CONTRACT / PROJECT / ACTIVITY DURATION

The engagement of EnMS Service Provider shall be working for DOE for a period of One Hundred Twenty (120) calendar days from the issuance of Notice to Proceed (NTP).

This is in preparation for the 2nd Surveillance Audit scheduled this 2025. The contract can be terminated earlier as deemed necessary by DOE.

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract (ABC) is Eight Hundred Thousand Pesos (PhP 800,000.00), inclusive of all applicable government taxes in accordance with government procedure.

V. RESPONSIBILITIES

a. The EnMS Service Provider shall have the following responsibilities:

1. Abide with the government auditing principles and terminologies as specified in the Government Accounting Manual and other applicable government rules and guidelines.
2. Adhere to the agreed scope of work/deliverables which were approved by DOE.
3. Conduct trainings to the Energy Management Team, EnMS Internal Audit Team, and other DOE personnel who are instrumental in the successful execution of the EnMS.
4. Provide a full report consistent with the content of the approved scope of work/deliverables to the agency at the end of each activity unless otherwise agreed by DOE.
5. All information reviewed and recorded by the Service Provider will be always treated in full confidentiality.
6. Regularly coordinate with DOE-EPMPD on the progress of the engagement.
7. Technical assistance in the review of the Certification Audit Findings (Opportunities for Improvement, Observations and NCs, if applicable) and assist in correcting observations and assistance in the corrective actions to be prepared.

b. The DOE shall have the following responsibilities:

1. Provide inputs, as needed, in the enhancement of the EnMS Manual.
2. Shall determine the acceptability of the deliverables and shall be the approving authority for all operations-related activities, including payment of the services under the contract.

VI. SERVICE PROVIDER QUALIFICATIONS

The EnMS Service Provider shall provide documented information to adequately assess the following:

- a. The EnMS Service Provider must be a firm that have at least three (3) years' experience in conducting energy management and must have proof of completed similar or related contracts/ services and must provide proof of completion which may include but not limited to certificate issued by contracting entities, copy of final invoice payment or other acceptable proof thereof from contracting entities;
- b. The EnMS Service Provider shall have competent technical professionals/certified energy experience and capability of technical understanding of energy management of Commercial, Industrial, Transportation sectors (CITs);

- c. The EnMS Service Provider shall be capable to conduct coaching and mentoring; and
- d. The EnMS Service Provider must provide proof of relevant skills, work experience and seminars conducted.

VII. SCHEDULE OF PAYMENTS

For the services rendered, the contract price is inclusive of Value-Added Tax (VAT) and all other pertinent taxes and insurances.

The price quoted should be firm and irrevocable and not subject to any change whatsoever, even due to the increase in cost of manpower and fluctuations in foreign exchange rates and excise duties. Should the bided Goods be rendered obsolete or phased out by the manufacturer, the upgraded or newer version shall be delivered at no additional cost to the DOE. No upfront payment will be made to the winning service provider.

The SERVICE PROVIDER shall be paid according to the following schedule:

Activity	Deliverables	Schedule of Payment	% of the Total Contract Amount	Timeline			
				M1	M2	M3	M4
Review of the EnMS Manual and other existing ISO 50001 related documentation including the audit findings during the EnMS Certification Audit	Documentation on the recommendation of the EnMS Manual, addressing corrective actions stemming from findings in the Certification Audit and encompassing other relevant ISO 50001-related documents including: <ul style="list-style-type: none"> • Context of the organization • Leadership • Planning • Support • Operation • Performance evaluation • Improvement 	Thirty (30) calendar days after receiving of Notice to Proceed (NTP)	30%				
Conduct of the following EnMS trainings: <ul style="list-style-type: none"> - Energy Management Team; - EnMS Internal Audit Team; - and other DOE personnel who are instrumental in the successful execution of the EnMS. Presentation on the enhancement of the EnMS Manual and other related processes, reports, including data capture/recording to support the provisions of ISO 50001 clauses.	The Service Provider shall provide the following: <ol style="list-style-type: none"> 1. Successful conduct of trainings to key personnel 2. Final Report with presentation on the enhancement of the EnMS Manual 3. EnMS documents based on the standard PNS ISO 50001:2019 Philippine National Standard 4. Reference and templates as basis on the development of EnMS documents 5. Presentation materials 6. Attendance 7. Post Activity Reports 	Ninety (90) calendar days after receiving of NTP	40%				
Submission of Terminal Report	Approved and accepted Service Provider Terminal Report.	One Hundred Twenty (120) calendar days after receiving of NTP	30%				

VIII. GENDER SENSITIVITY

The participatory role of women in every aspect of this project implementation is encouraged. The purpose of gender and development is to ensure that both men and women can participate in, and benefit from, the development in a way that is equitable. Likewise, the gender and development approach focus on the socially constructed differences between men and women, the need to challenge existing gender roles and relations, and the creation and effects of class differences on development.

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. **(As stated in the Terms of Reference/ Specifications)**
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, 3rd 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:

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
 - c) Income / Business Tax Return
 - 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.

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**

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

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

Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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]