



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

RFQ No.	RFQ-02-0101-2024-09-0479-1111-0148
Purchase Request No.:	02-0101-2024-09-0479

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF THE SERVICES OF FACILITATOR ON THE CONDUCT OF STANDARD FIRST AID AND BASIC LIFE SUPPORT (BLS) CARDIOPULMONARY RESUSCITATION (CPR) / AUTOMATED EXTERNAL DEFIBRILLATOR (AED) FOR THE DOE HEALTH AND SAFETY OFFICERS (HSOS)
Approved Budget for the Contract	: Php 196,000.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: Please see schedule below
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 **14 November 2024, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	A.RATIONALE Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 04, series of 2020 titled, <i>Mental Health Program in the Public Sector</i> , and CSC Resolution No. 1901265 dated 23 October 2019, which is anchored to Republic Act No. 11036, titled "An Act Establishing a National Mental Health Policy for the Purpose of Enhancing the Delivery of Integrated Mental Health Services, Promoting, and Protecting the Rights of Persons Utilizing Psychosocial Health Services, Appropriating Funds Therefor and Other Purposes," or the Mental Health Act (MHA) of 2018, the Department of Energy (DOE) adopts herein provisions, standards, and guidelines, and	70		Php196,000

	<p>thereby promulgates the DOE Mental Health Policy (MHP), within the workplace.</p> <p>Pursuant to DOLE Department Order (DO) 13 series of 2013 defined a “certified first-aider” as any person trained and duly certified or qualified to administer first aid by the Philippine National Red Cross (now known as Philippine Red Cross) or by any organization accredited by the same.</p> <p>Pursuant to Department Order (DO) No. DO020202-06-0010 and DO No. DO2023-02-0008, and to promote wellness, good health, energy efficiency and conservation, safeguard lives of DOE personnel, and establish effective and sound decision-making and communication/actions during incidents.</p> <p>After the conduct of Two (2) day Psychosocial Support Group Training for DOE Health and Safety Officers (HSOs) last 22-23 May 2024, 28-29 May 2024, and 04-05 June 2024 respectively, the proposal to conduct First Aid and Basic Life Support came about as part of the continuity of training for our HSOs to be equipped during emergencies/disasters.</p> <p>The request for the conduct of Standard First Aid and BLS Cardiopulmonary Resuscitation (CPR) / Automated External Defibrillator (AED) for DOE HSOs was an offshoot of the Psychosocial Support Program for HSOs conducted in three (3) batches in May and June 2024. The participants to the said program had provided positive feedback and manifested that the aforementioned program would be very good follow-up activity, and will greatly benefit the HSOs in their present functions and mandate.</p>														
2.	<p>B.SCOPE OF WORK</p> <p>The service provider will conduct the following topics;</p> <table border="1" data-bbox="297 1639 948 2043"> <thead> <tr> <th>Lesson</th> <th>Sub-Lesson</th> <th>Methodology</th> </tr> </thead> <tbody> <tr> <td>Course Orientation</td> <td>Course Requirements</td> <td>Lecture-discussion</td> </tr> <tr> <td rowspan="2">I. Introduction to First Aid</td> <td> <ul style="list-style-type: none"> Definition Objectives Principles Health risk and hazard </td> <td>Lecture-discussion</td> </tr> <tr> <td> <ul style="list-style-type: none"> Proper removal of used protective gloves </td> <td>Demonstration/Practice</td> </tr> </tbody> </table>	Lesson	Sub-Lesson	Methodology	Course Orientation	Course Requirements	Lecture-discussion	I. Introduction to First Aid	<ul style="list-style-type: none"> Definition Objectives Principles Health risk and hazard 	Lecture-discussion	<ul style="list-style-type: none"> Proper removal of used protective gloves 	Demonstration/Practice			
Lesson	Sub-Lesson	Methodology													
Course Orientation	Course Requirements	Lecture-discussion													
I. Introduction to First Aid	<ul style="list-style-type: none"> Definition Objectives Principles Health risk and hazard 	Lecture-discussion													
	<ul style="list-style-type: none"> Proper removal of used protective gloves 	Demonstration/Practice													

	II.	Emergency Action Principles	<ul style="list-style-type: none"> • Scene size-up • Primary assessment • Medical Assistance • Secondary assessment 	Lecture-discussion			
			<ul style="list-style-type: none"> • Log-roll technique • Opening of the airway, Checking of Breathing and Pulse • H.A.I.N.E.S. recovery position • Head-to-toe examination 	Demonstration/Practice			
	III.	Cardiac Emergencies	<ul style="list-style-type: none"> • Heart Attack and Cardiac Arrest 	Lecture-discussion			
			<ul style="list-style-type: none"> • Cardiopulmonary Resuscitation (CPR) • Automated External Defibrillator (AED) 	Demonstration/Practice			
	IV.	Airway and Breathing Emergencies	<ul style="list-style-type: none"> • Foreign-body obstruction • Asthma attack • Hyperventilation 	Lecture-discussion			
			<ul style="list-style-type: none"> • Airway obstruction • Metered-dose inhaler 	Demonstration/Practice			
	V.	Bleeding and Shock	<ul style="list-style-type: none"> • Bleeding • Shock 	Lecture-discussion			
			<ul style="list-style-type: none"> • Direct pressure to control bleeding • Proper body position 	Demonstration/Practice			
	VI.	Soft Tissue Injuries	<ul style="list-style-type: none"> • Wounds • Burns • Bandaging 	Lecture-discussion			
			<ul style="list-style-type: none"> • Care for wounds and impaled object • Tying and untying a square knot • Bandage technique 	Demonstration/Practice			

	VII.	Poisoning	<ul style="list-style-type: none"> Ingested Inhaled Injected Absorbed 	Lecture-discussion			
			<ul style="list-style-type: none"> Care for snakebites 	Demonstration/Practice			
	VIII.	Head and Spine Injuries	<ul style="list-style-type: none"> Causes and prevention Head injury Concussion Spinal injury 	Lecture-discussion			
			<ul style="list-style-type: none"> Assessment of head and spinal injury Stabilization of the head and spinal Helmet removal Loading and securing to a backboard 	Demonstration/Practice			
	IX.	Bones, Joints and Muscle Injuries	<ul style="list-style-type: none"> Strain Sprain Dislocation Fracture 	Lecture-discussion			
			<ul style="list-style-type: none"> Splinting of injured extremity Sling application 	Demonstration/Practice			
	X.	Medical Emergencies	<ul style="list-style-type: none"> Stroke Diabetic Seizures Anaphylaxis Fainting 	Lecture-discussion			
	XI.	Environmental Emergencies	<ul style="list-style-type: none"> Heat cramp Heat exhaustion Heat stroke Hypothermia 	Lecture-discussion			
	XII.	Special Situations	<ul style="list-style-type: none"> Emergency preparedness and evacuation Emergency childbirth Aquatic emergencies 	Lecture-discussion			
	XIII.	Lifting and Moving	<ul style="list-style-type: none"> Emergency move Non-emergency move Lifting and carrying guidelines 	Lecture-discussion			

		<ul style="list-style-type: none"> • Emergency move techniques • Non-emergency techniques 	Demonstration/Practice			
	XIV. Evaluation	<ul style="list-style-type: none"> • Bandaging technique • Immobilization technique • Transfer technique 	Skill Test			
3.	<p>QUALIFICATIONS</p> <p>The training provider must comply the following qualifications:</p> <ol style="list-style-type: none"> 1. Must be a Department of Labor and Employment (DOLE) recognized and duly certified accredited facility for the conduct of Standard First Aid and Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) / Automated External Defibrillator (AED) and trained and duly certified to conduct/perform safely the course orientation; 2. Has duly trained medical personnel to safely perform/conduct the training. <u>A Certification from the service provider must be provided for this purpose;</u> and 3. Capable on the following arrangements: <ol style="list-style-type: none"> a. On-site 4day training; b. Training time (8:00 AM – 5:00 PM); and c. Other arrangements shall be based on the mutual arrangement between end-user and service providers. 					
4.	<p>D. SERVICE PROVIDERS' RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Present the entire duration of the training program for 70 participants. 2. Total session of 32 hours (8 hours per day) for 4 days, face-to-face. 3. Set up a training delivery schedule with a full itinerary of the events. 4. Select a Lead Facilitator and assign Training Assistant to deliver training sessions. Training Assistant (separate from the lead facilitator) to support the Lead Facilitator in all logistical requirements of the session. 					

	<p>5. Provide training materials and organize other necessary arrangements for the participants to attend the training.</p> <p>6. Prepare and submit the training reports for the program with Training Certificates for the participants.</p>			
5.	<p>E. SCHEDULE</p> <p>Tentative date/s</p> <p>First batch: November 18-21, 2024</p> <p>Second batch: November 25-28, 2024</p> <p>Third batch: December 02-05, 2024</p> <p>Training time: 8:00 AM - 5:00 PM</p> <p>Venue: To be decided by the end-user</p>			
6.	<p>F. TERM OF CONTRACT</p> <p>The DOE hereby engages the service on the conduct of Standard First Aid and Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) / Automated External Defibrillator (AED) in <u>November 2024</u>, but not to exceed the total contracted price of Php 196,000.00.</p>			
7.	<p>G. PAYMENT</p> <p>Payment shall be processed after the training submissions of original billing/statement of account, including the list of personnel who participated on the said training course.</p>			
<p>General Conditions:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

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

Company Name/Business name 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]