



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

BIDS AND AWARDS COMMITTEE

Bid Bulletin No. 1 for Early Procurement Activities No.1 for CY2022

1. EARLY PROCUREMENT ACTIVITY FOR THE DOE ANNUAL SECURITY SERVICES FOR DOE:

A. ERRATUM:

The Title of this Procurement is "**Early Procurement of DOE Annual Security Services**" and not " Early Procurement of DOE Annual Facility Management Services" as stated in Invitation to Bid Clause No. 1 and 2

B. SPECIFICATIONS:

ANNEX "E"

Colored CCTV System

I. Specifications:

Colored CCTV system, to include:

1. Installation, testing and commissioning
2. UTP CAT-6 Cable Wire in standard VGA format and motion detect capability
3. 49 AHD (1080P or 2MP) camera lens with at least sixty (60) days retention period of recording,
4. camera lens are fixed with infra-red capabilities, can be digitally zoomed, 2.8 mm camera lens to cover approximately 90 degrees area, clear picture at 20 meters if not in zoom mode or 15 meters if on zoom mode,
5. twenty-four (24) of the camera lenses are bullet type with aluminum covers to be installed outside of buildings with Infra-Red (IR) capability and sunlight compensation capability and can clearly pick up objects at least 20 meters away,
6. another eleven (11) units for outdoor use are Pan Tilt Zoom (PTZ with keyboard unit) at least 20x zooming capability to be installed at open areas like driveway lobbies, entrance gates, motor-pool gates, parking areas to be able to pick clear pictures of drivers of vehicles and plate numbers, etc.
7. another fourteen (14) units dome type fixed cameras for indoor installation. three (3) monitors (at least 42" in size), configured for at least 18 frames per monitor, and
8. at least three (3) monitors (at least 42" in size), configured for at least 18 frames per monitor.

C. BIDDING FORM:



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Annex E

Bid Detail Form

DEPARTMENT OF ENERGY
CY 2022 SECURITY CONTRACT

BID DETAILS

- I. Salaries, Benefits, Premiums, Bonuses, etc., (in accordance with the latest PADPAO Monthly Rate based on the issuance of Wage Order No. NCR-22 RB I-20, RB IVA-18, PADPAO Memo on Agency Fee and provisions under Republic Act (R.A.) No. 9184 and its Revised Implementing Rules and Regulations (IRR))

	SGs	Monthly Rate	Total Monthly Rate		
a. DOE Main Office Premises, Rented Offices at PNOC Buildings and common ground areas at Energy Center, Luzon Field Office (LFO) and at Warehouse in Antipolo City					
Duty Hours	Duty Shift DOE Main Office	Pax	Monthly Rate	Total Monthly Rate	
8 Hrs	1 st Shift (06:00 – 14:00H)	25	P	_____	_____
	2 nd Shift (14:00 – 10:00H)	22	P	_____	_____
	3 rd Shift (10:00 – 06:00H)	12	P	_____	_____
12 Hrs	1 st Shift (06:00 – 18:00H)	1	P	_____	_____
	3 rd Shift (18:00 – 06:00H)	1	P	_____	_____
Luzon Field Office					
8 Hrs	1 st Shift (06:00 – 14:00H)	3	P	_____	_____
	2 nd Shift (14:00 – 10:00H)	3	P	_____	_____
	3 rd Shift (10:00 – 06:00H)	3	P	_____	_____
Antipolo Area					
12 Hrs	1 st Shift (06:00 – 18:00H)	1	P	_____	_____
	3 rd Shift (18:00 – 06:00H)	1	P	_____	_____
			P	_____	_____
				x 12 months	_____

- * Item (a) is inclusive of Administrative Overhead and Margin
- Depreciation Costs of equipment, security services, cost of supplies, etc.
- Insurances/security premiums, bonds and the likes

- b. Colored CCTV System (see Specifications on Annex E) _____

_____% Admin Cost on CCTV system and installation

* Only Admin Cost applies to the Total Bid Amount

Grand Total/Annual P _____

Submitted by : _____
 Position : _____
 Company Name : _____
 Address : _____
 Telephone No. : _____

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2. EARLY PROCUREMENT ACTIVITY FOR THE DOE MAIN OFFICE AND LUZON FIELD OFFICE ANNUAL PHOTOCOPYING SERVICES

A. ADDITIONAL INFORMATION:

DOE's historical annual volume or number of photocopying:

PHOTOCOPYING SERVICES			
SUMMARY OF VOLUME OF COPIES PRODUCED			
	2018	2019	2020
Black	2,879,499	2,976,248	1,231,946
Colored	129,297	202,527	54,304
Total	3,008,796	3,178,775	1,288,270

B. TERMS OF PAYMENT:

Monthly progress billing based on the **actual good copies produced within the billing period** as certified by the end-user, issuance of end-user's acceptance certificate and submission of complete documents. Payment is through List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) and subject to usual government budgeting, auditing and accounting procedures.

C. BIDDING FORM

Annex E

Bid Detail Form

DOE CY 2022 Photocopying Services Contract

Particulars	Estimated Volume	Unit Price	Total
Black and White	3,000,000 good copies		
Colored	130,000 good copies		
Total Estimated Copies: 3,130,000 good copies*		Grand Total	

*This quantity is estimate only for bidding purposes and is not a committed volume for the contract.

Monthly Payment shall be based on numbers of good copies produced by the Machines in particular month of billing based on duly approved Request Slip for Reproduction (RSR) duly approved and acknowledged by the End-Users of respective Operating Units.

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Other Information:

- a. Rate of Key Operator (K.O.) :P ____ day or P ____ /month
- b. Overtime Services of K.O. shall be computed based on the above rate and DOLE standards.

Submitted by:

Name: _____
Position: _____
Company: _____
Address: _____
Tel. No./Contact No. _____

3. EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF DOE'S MINERAL DRINKING WATER.

A. TERMS OF PAYMENT:

Monthly progress billing based on the **actual delivery made within the billing period** as certified by the end-user, issuance of end-user's acceptance certificate and submission of complete documents. Payment is through List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) and subject to usual government budgeting, auditing and accounting procedures.

B. SPECIFICATIONS:

Other terms of reference

10. Other requirements for submission

- a) **Copy of Operational Permit/Sanitary Permit Sanitary/ Inspection of Refilling Station where the water supply of CLIENT shall come in case it wins the contract, issued by the City/Municipal of concerned Government unit;**
- b) **Copies of Sanitary Survey of Water Source /Application for Drinking Water Site Clearance and the corresponding Drinking Water Site Clearance filed/issued by the LGU whichever is applicable, if the source is other than the MWSS distribution system; and**
- c) Photocopy of Certificate of Potability issued by the Officer of the City/ Municipal Health Office for existing water source rather than the MWSS distribution system.

4. EARLY PROCUREMENT ACTIVITY FOR THE DOE MAIN OFFICE AND LUZON FIELD OFFICE ANNUAL JANITORIAL, MAINTENANCE OF SANITATION & HYGIENIC PEST CONTROL SERVICES FOR DOE

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A. BIDDING FORM

DETAILS OF BID

MAIN OFFICE IN FORT BONIFACIO, TAGUIG CITY

I. SALARIES & WAGES

a) Salaries and Wages

	Pax	Daily Wage (NCR 22)	WD	
Supervisor (Sun)	1 x	P _____	x 294	P _____ 0.00
Supervisor (Sat)	1 x	_____	x 289	_____ 0.00
Janitors (Sun)	21 x	_____	x 294	_____ 0.00
Janitors (Sat)	39 x	_____	x 289	_____ 0.00
Janitor (LFO)	4 x	_____	x 289	_____ 0.00

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b) 13th Month Pay

Per Month

	Pax	Daily Wage (NCR 22)	Per Month	
Supervisor (Sun)	1 x	P _____	x 24.50	P _____ 0.00
Supervisor (Sat)	1 x	_____	x 24.08	_____ 0.00
Janitors (Sun)	21 x	_____	x 24.50	_____ 0.00
Janitors (Sat)	39 x	_____	x 24.08	_____ 0.00
Janitor (LFO)	4 x	_____	x 24.08	_____ 0.00

c) 5 days incentive leave & 19 days holidays

Days

	Pax	Daily Wage (NCR 22)	Days	
Main Office	62 x	P _____	x 24	P _____ 0.00
LFO	4 x	_____	x 24	_____ 0.00

d) Allowances

Monthly Months

	Pax	Monthly	Months	
Supervisor	2 x	P _____	x 12	P _____

SUB-TOTAL

P _____

II. CONTRIBUTIONS

Monthly Months

	Pax	Monthly	Months	
a) SSS (Jan/ress)	0 x	P _____	x 12	P _____
b) SSS (Supervisor)	2 x	_____	x 12	_____
c) SSS (LFO)	4 x	_____	x 12	_____
d) ECC	66 x	_____	x 12	_____
e) PHILHEALTH (Manila)	62 x	_____	x 12	_____
f) PHILHEALTH (LFO)	4 x	_____	x 12	_____
g) PAG-IBIG	66 x	_____	x 12	_____

SUB-TOTAL

P _____

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III. OTHERS

- | | | | | | | | |
|---|----|---|---------|---|----|----------|---------|
| a) Complete uniform (3 polo shirt w/ collar, co. name and logo, 1 long black pants. | 61 | x | P _____ | x | 1 | set | P _____ |
| b) Complete uniform for Supervisors (3 short sleeves barong and 1 long black pants) | 2 | x | P _____ | x | 1 | lot | P _____ |
| c) Additional uniform for OSEC assigned 3 Janitorial personnel: (3 short sleeves barong and 1 long black pants) | 3 | x | P _____ | x | 1 | lot | P _____ |
| d) Supplies (Main Office) | | | | | | | |
| - Monthly delivery (Item "A") | | | P _____ | x | 12 | months | P _____ |
| - Quarterly delivery (Item "B") but cost computation converted to Monthly | | | _____ | x | 12 | | |
| - Costs for items "C" and "D" are part of the Admin/Logistic Cost | | | _____ | x | 12 | months | |
| | | | | | | Subtotal | _____ |
| e) Supplies (LFO) | | | | | | | |
| - Monthly delivery (Item "E" of Annex C -TOR) | | | P _____ | x | 12 | months | P _____ |
| - Quarterly delivery (Item "F" of Annex C -TOR) but cost computation converted to Monthly | | | _____ | x | 12 | | |
| | | | | | | Subtotal | _____ |
| f) Every Month Misting/ Disinfection using Sodium Hypochlorite | | | P _____ | x | 12 | months | P _____ |

SUB-TOTAL P _____

TOTAL (I, II, III) P _____

IV. ADMIN COST/LOGISTIC COST (% of Items I, II and III)

Inclusive of all equipment/tools/devices, etc. as indicated in Annex D of the attached List of Materials, Supplies and Equipment (brand new and/or not more than 2 years old), 2 trainings, and premiums on bonds

TOTAL II

V. TAXES (12% of Items I to V)

VAT / EVAT

P _____

GRAND TOTAL P _____

Submitted by : _____
 Position : _____
 Company Name : _____
 Address : _____
 Tel. No. : _____

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5. EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF DOE'S FUEL REQUIREMENT THROUGH FLEET CARD

A. MINIMUM QUALIFICATION AND SELECTION CRITERIA

1. Minimum Number of Servicing Gasoline Station
 - a. NCR - 250
 - b. Luzon Field Office - 250
 - c. Visayas Field Office - 150
 - d. Mindanao Field Office - 150

Points = 70% meet minimum requirement
= 80% Above the minimum requirement

2. **Optional** Related Services/Perks
 - a. Free Towing/Roadside Assistance = 10%
 - b. Corporate Loyalty Points = 10%
 - c. Additional 10% for extra perks.

Required Documents for Submission:

1. List of Gasoline station for Luzon Visayas and Mindanao Accepting Fleet Card Services
2. List of Perks under Fleet Card/Perks Brochure, **if applicable**

6. EARLY PROCUREMENT ACTIVITY FOR THE DOE ANNUAL FACILITIES MAINTENANCE SERVICES FOR DOE

A. Similar Largest Completed Contract (SLCC):

The Coverage period for the SLCC is increased from two (2) years to three (3) years

B. Definition of electro/mechanical skilled personnel – means that the personnel should be knowledgeable with the following types of work:

- a. Electrical related Works
- b. Air-conditioning related works

C. TERMS OF REFERENCE/SPECIFICATIONS:

XIX OTHER REQUIREMENTS TO SUBMIT –

Item (e) - Bidder is no longer required to have a Philippine Contractor Accreditation Board (PCAB) Certificate

D. BID DETAIL FORM:

- D.1 The Minimum Basic Salary/Wages per day for the Multi-skilled manpower is Php700.00. All other cost that is based on the Basic Minimum Salary Wages should use this amount.

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D.2 Item e. Allowances for Supervisor: The computation for allowance should be allowance for 1 month x 12 months

D.3 ITEM III: Depreciation of Equipment is one (1) Year

III. MISCELLANEOUS

a. Polo Shirt Uniforms w/ Logo and Co. Name	_____	x	6	x	23	P	_____
Technical Pants	_____	x	3	x	23		_____
Construction Long Sleeve w/ Logo and Co. Name	_____	x	2		23		_____
b. Premium for Bid, Performance, Labor Cost, Damage to Property & Personnel Injury							_____
c. Depreciation cost of Equipment/Tools (one year)						P	_____

7. EARLY PROCUREMENT ACTIVITY FOR THE DOE'S EMPLOYEE SHUTTLE SERVICE

A. Similar Largest Completed Contract (SLCC):

The Coverage period for the SLCC is increased from two (2) years to three (3) years

B. Additional Information:

The requirement for Certificate on Occupational Safety and Health Standard (OSHS) and/or the Basic Occupational Standard and Health (BOSH) applies to the Service Provider's focal person and the drivers that will be provided to DOE.



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C. Bid Detail Form: Annex E
Shuttle Vehicles and Destinations:

- a. Two (2) Aircon Shuttle Buses, year model CY 2016 up to present, each having at least forty (40) seats (2 x 2 per side) with seat covers, seat belts, plus five (5) fixed seats at the back, fire extinguisher, comfortable leg-room (at least 28 centimeters of space from front-end of the seat to the back of the next seat) and width of at least 44 centimeters fully air-conditioned at the range of 22 to 25 degrees centigrade, with window curtain and audio and video system, having automatic door closer at the front and emergency exit at rear-end side, to be provided with complete sign-ages/markings as "DOE Employees Shuttle Service" at the front and rear wind shields, driven by duly uniformed neat-in-appearance, courteous and responsible drivers with complete IDs and communication system;
- b. Three (3) Mini Buses/Aircon Coasters, year model CY 2016 up to present, each having a least twenty eight (33) seats (2 x 2 per side), with seat covers, seat belts, plus five (5) fixed seats at the back, fire extinguisher, comfortable leg-room (at least 28 centimeter of space from front-end of the seat to the back of the next seat) and width of at least 44 centimeters, fully air-conditioned at range of 22 to 25 degrees centigrade, with window curtains and audio and video system, having automatic door closer and emergency exit at rear-end side, to be provided with complete sign-ages/markings at the front and rear wind shields as "DOE Employees Shuttle Vehicle", and driven by duly uniformed, neat-in-appearance, courteous and responsible drivers with IDs and communication system;
- c. Four (4) Passenger Vans, year model CY 2018 up to present, each having at least eleven (11) seats, with seat covers, seat belts, fire extinguisher, comfortable leg-room (at least 28 centimeters of space from front-end of the seat to the back of the next seat) and width of at least 44 centimeters, fully air-conditioned at range of 22 to 25 degrees centigrade with audio and video system, provided with complete sign-ages/markings at the front and rear wind shields as "DOE Employees Shuttle Vehicle", and driven by duly uniformed neat-in-appearance, courteous and responsible drivers with IDs and communication system;

*The Aircon Shuttle Busses shall service the routes of Monumento and SM Fairview in Quezon City; Aircon Mini Bus/Coasters shall service Lawton/Welcome Rotunda in Manila, SM Masinag in Marikina, and Vista Mall in Molino Cavite via Alabang Star Mall in Muntinlupa; and the Aircon Vans shall service SM Calamba and San Pedro in Laguna, Imu area in Cavite (via CAVITEX) and Bulacan area (via Sta. Rita Exit) to pick-up passengers in the morning and ferry back in the afternoon to/from DOE at Energy Center, Bonifacio Global City (BGC) in Taguig City.

**Bids are inclusive of toll fees, other fees, taxes, drivers' salaries and allowances, insurance of riding employees (each riding employee shall be covered with a maximum of P150,000.00 personal accident insurance for a total of 233 seating/riding employees in the nine (9) shuttle vehicles x P150,000.00 = P34



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insurance plus P1,000,000.00 property damage for a total of P35,950,000.00 Comprehensive General Liability (CGL) insurance.

- I. Shuttle Bus No. 1 (Monumento - DOE and vice versa)
- a. 1st trip – Morning: Monumento to DOE Main P _____
- b. 2nd trip – Afternoon: DOE to Monumento _____
- P _____/day
- II. Shuttle Bus No. 2 (SM Fairview - DOE and vice versa) inclusive of toll fees
- a. 1st trip – Morning: SM Fairview to DOE Main P _____
- b. 2nd trip – Afternoon: DOE to SM Fairview _____
- P _____/day
- III. Shuttle Mini Bus/Coaster or equivalent: (Vista Mall, Molino via Alabang Star Mall - DOE and vice-versa)
- a. 1st trip – Morning: Vista Mall, Molino to DOE Main P _____
- b. 2nd trip – Afternoon: DOE to Vista Mall Molino _____
- P _____/day
- IV. Shuttle Mini Bus/Coaster or equivalent: (Lawton/Welcome Rotunda, Manila - DOE and vice-versa)
- a. 1st trip – Morning: Lawton/Welcome Rotunda to DOE Main P _____
- b. 2nd trip – Afternoon: DOE to Lawton _____
- P _____/day
- V. Shuttle Coaster/Mini Bus or equivalent: (SM Masinag, Marikina – DOE and vice versa)
- a. 1st trip – Morning: SM Masinag to DOE Main P _____
- b. 2nd trip – Afternoon: DOE to SM Masinag _____
- P _____/day
- VI. Shuttle Passenger Van: (SM Calamba, Laguna – DOE and vice versa)
- a. 1st trip – Morning: SM Calamba to DOE Main P _____
- b. 2nd trip – Afternoon: DOE to SM Calamba _____
- P _____/day
- VII. Shuttle Passenger Van: (San Pedro Laguna, Pacita Complex – DOE and vice versa)
- a. 1st trip – Morning: San Pedro Laguna to DOE Main P _____
- b. 2nd trip – Afternoon: DOE to San Pedro _____
- P _____/day
- VIII. Shuttle Passenger Van: (Imus Cavite, via CAVITEX) – DOE and vice versa)
- a. 1st trip – Morning: Imus Cavite to DOE Main P _____
- b. 2nd trip – Afternoon: DOE to Imus Cavite _____
- P _____/day

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I. Shuttle Passenger Van: (Bulacan, via Sta Rita Exit to Bocaue exit) – DOE and vice versa)

a. 1st trip – Morning: Bulacan to DOE Main

P _____

b. 2nd trip – Afternoon: DOE to Bulacan

P _____

P _____/day

Daily Rental
X 249 working days

P _____

Sub-total 1

P _____

II. Premiums on various Security Bonds: CGL (P1M)
for DOE Properties, Bus Passengers at
maximum total 233 seating passengers at
P150,000.00 each for a total of P35.95M CGL,
Performance Bond,
Labor Bond

P _____

Sub-total 2

P _____

GRAND TOTAL P _____

Submitted by:

Name: _____

Position: _____

Company: _____

Address: _____

Tel No. / Contact No.: _____

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8. EARLY PROCUREMENT ACTIVITY FOR THE DOE - MINDANAO ANNUAL SECURITY SERVICES FOR DOE

A. BID DETAIL FORM

APPROVED BUDGET for the CONTRACT (ABC)
CY2022 DOE SECURITY SERVICES CONTRACT
 Mindanao Field Office

a, * Salaries, Benefits, Premiums, Bonuses, etc., (in accordance with the latest PADPAO Monthly Rate based on the Issuance of Wage Order No. RTWPB-XI-20, PADPAO Memo on Agency Fee and provisions under Republic Act (R.A.) No. 9184 and its Revised Implementing Rules and Regulations (IRR)

	SGs	Mo. Rate	Total
DOE- Mindanao Field Office Rented Office at Tolentino 2020 Building and Storage Area at Toril, Davao City.			
Duty Hours	Duty Shift		
	Storage Area	Pax	Monthly Rate
			Total Monthly Rate
8 - Hrs.	1st Shift (06:00 - 14:00H)	1 P	_____ P _____
	2nd Shift (14:00 - 10:00h)	1	_____
	3rd Shift (10:00 - 06:00H)	1	_____
	Mindanao Field Office (MFO)		
12 - Hrs.	1st Shift (06:00 - 18:00H)	1	_____
		4	_____
			x 12 months P _____

- * Item (a) is inclusive of Administrative Overhead and Margin:
- Depreciation Costs of equipment, security devices, cost of supplies, etc.
 - Insurances/security premiums, bonds and the likes

b. - Colored CCTV System, to include installation, labor and necessary repairs during the contract. P _____

- a. DVR Recorder (8 channels),
- b. 4 unit cameras
- c. 1 unit of 19" monitor,
- d. 4 units of Bullet/ Dome type CCTV Camera,
- e. 500 GB Hard Disk,
- f. 150 meters CAT6 Coaxial Cable,
- g. Catenaries (RG 45, nails, electrical tapes, cable tie, etc)

Grand Total/Annua P _____
PB FOR 12 months P _____

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B. ANNEX D

Annex "D"

EQUIPMENT, DEVICES, SUPPLIES, MATERIALS and SPECIAL SERVICES

Qty	Unit	Particulars	Description / Nomenclature
1	unit	Handheld Metal Detectors	For use in scanning metal objects placed inside bags/luggage at entry points especially at building lobbies. To sound off an alarm when a metal is scanned.
2	units	9MM Caliber with extra fully loaded magazine clip	Per SG on-duty
2	units	Cellphones with camera and recorder, at least 8 megapixels clear image	For use by SGs at main office and storage.
2	sets	Colored CCTV system, to include installation and necessary repairs during the contract. (a) DVR Recorder (8 channels), (b) 4 unit cameras (c) 1 unit of 19" monitor, (d) 4 units of Bullet/dome type CCTV camera (e) 500 GB Hard Disk (f) 150 mtrs. CAT6 Coaxial cable (g) Catenaries (RG 45, nails, electrical tapes, cable tie, etc.)	Can record continuously for at least 30 days of events before being overwrite, capability to playback, save, back-up to external drive (save photos thru flash drive) for printing of selected scenes, etc.
		Camera lens shall be installed in accordance with the CCTV Installation Plan. Identified areas of installation may be changed due to necessity on real time situation.	For use at main office and storage.
4	sets	First Aid Medical Kits (1 per SG)	For emergency use by SGs

9. EARLY PROCUREMENT ACTIVITY FOR THE DOE NEWSPAPER SUBSCRIPTION

NONE

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Considering the COVID-19 situation, Opening of Bids can be witnessed through video conferencing via MS Teams platform. In preparation, you may download the app in advance to witness the proceedings. Bidders and observers may submit their intent to participate with the following information such as the nominated email address to bacsecretariat@doe.gov.ph

This Bid Bulletin forms part of the terms of reference. All other terms and conditions in the Bid Documents issued by the DOE-BAC not consistent with this Supplemental / Bid Bulletin shall remain valid and effective.

Approved for Issuance:

USEC. ROBERTO B. UY

Chairperson, Bids and Awards Committee