



**BIDS AND AWARDS COMMITTEE**

**Bid Bulletin No. 1 for 2<sup>ND</sup> EPA CY2025**

**1. EARLY PROCUREMENT ACTIVITIES OF SERVICES FOR THE CONCEPTUALIZATION, DEVELOPMENT, AND IMPLEMENTATION OF THE EEC STRATEGIC COMMUNICATION CAMPAIGN THROUGH DIGITAL PLATFORMS FOR CY2025**

**Section VII. Technical Specifications/ Terms of Reference**

**III. SCOPE OF SERVICES**

The Scope of Services includes the following:

1. Development of Digital Campaign Plan (DCP). The development of a digital campaign plan involves creating a comprehensive strategy to effectively reach and engage the target audience through various online platforms. This includes the following:
  - c. Platform Analysis :  
**Identification of the platform will be based on the assessment of the service provider. Result of such assessment shall form part of the Strategic Communication Campaign Plan.**
  - d. Provide a minimum of three (3) posts per day in each of the identified platform.

**Other Queries:**

**USB:**

- Must include sample works in the bid/proposal in **USB or in printed format as applicable** with at least 5 commendations, citations, or awards received.

**KPI:**

- **The proposed activities and KPIs related to the social media platforms shall be determined based on the assessment of the service provider to the existing digital platforms of the end-user.**

Queries	Response
<b>Budget Allocation:</b> - Do you have a preferred budget split between production and media placement, or should bidders provide recommendations based on their strategic approach?	<b>The budget includes expenses for all activities and deliverables.</b>
<b>Content Posting Requirements:</b> - Page 26 of the Scope of Services mentions providing a minimum of three (3) posts per day across identified platforms. Do you require us to have different contents per platform or it can	<b>Materials should be consistent across platforms.</b>

be similar contents cross-posted to the identified platforms	
<b>Campaign Alignment:</b> - Are there any previous campaigns that we should reference or align with to ensure consistency in messaging for this campaign? Does EEC have branding guidelines that we need to follow?	<b>It should aligned with the “You Have the Power! Campaign” being implemented by the DOE. The branding will be provided prior to the inception meeting.</b>
<b>Submission Requirements:</b> - What specific documents or requirements need to be included in the USB submission?	<b>Sample works or projects to be submitted in USB or printed format as applicable.</b>

**2. EARLY PROCUREMENT ACTIVITIES OF SERVICES FOR THE IMPLEMENTATION OF THE STRATEGIC COMMUNICATION CAMPAIGN ON ENERGY EFFICIENCY AND CONSERVATION (EEC) THROUGH VARIOUS MEDIA PLATFORMS FOR CY2025**

**Revision:**

**USB:**

- Must include sample works in the bid/proposal in **USB or in printed format as applicable** with at least 5 commendations, citations, or awards received.

**3. EARLY PROCUREMENT ACTIVITIES OF SERVICES FOR THE CONDUCT THE 2025 ENERGY EFFICIENCY EXCELLENCE (EEE) AWARDS FOR CY2025**

**Revision:**

**USB:**

- Must include sample works in the bid/proposal in **USB or in printed format as applicable** with at least 5 commendations, citations, or awards received.

**4. EARLY PROCUREMENT ACTIVITIES OF SERVICES FOR THE CONDUCT OF STUDY ON THE DEVELOPMENT OF MINIMUM ENERGY PERFORMANCE (MEP) FOR SECTORS FOR CY2025**

**Revision:**

**USB:**

- Must include sample works in the bid/proposal in **USB or in printed format as applicable** with at least 5 commendations, citations, or awards received.

## 5. EARLY PROCUREMENT ACTIVITIES OF PROFESSIONAL SERVICES FOR THE UPDATING OF THE PHILIPPINE COMPREHENSIVE ROADMAP FOR THE ELECTRIC VEHICLE INDUSTRY (CREVI) FOR CY2025

### General Clarification:

- 1.) The Supplier may utilize the CREVI 2024 and the updated CREVI 2024 as basis for updated CREVI 2025
- 2.) Page 28:
  - ii. Hybrid set-up shall include venue and meals for one hundred (100) on-site participants and accommodation for ten (10) pax. The virtual platform must also be able to accommodate a minimum of 100 participants. Proposed venue and meals shall be submitted to the End-user for clearance.
    - **The End-user will provide the list of indicative participants/ sectors (stakeholders) to be invited for the public consultation.**

### Section VII. Technical Specifications/ Terms of Reference

#### Task 5: Submission and Printing of the CREVI 2025

- b. The Final Philippine CREVI 2025 shall be layout ~~and conceptualized in a coffee table book layout~~ by the SP to be approved by the End-user before the mass printing of the Final Philippine CREVI 2025. **Please refer to the DOE PEP/PDP as base reference for the layout**
- c. The Final Philippine CREVI 2025 shall be printed by the SP with the following specification. In addition, the Philippine CREVI 2025 shall be summarized, conceptualized, printed and reproduced by the SP with high-definition infographics layout and design in an 8" x 13" tri-fold brochure printed with the following materials which shall be approved by the End-user. Approved layout and design shall be provided with the End-user in pdf format and other format where the End-user can edit and include additional future revisions/amendments.  
Specification and Description for Philippine CREVI 2025 ~~coffee table book~~ layout:

## 6. EARLY PROCUREMENT ACTIVITIES OF SERVICES FOR THE EVENT MANAGEMENT FOR THE PROMOTION OF ELECTRIC VEHICLE INDUSTRY DEVELOPMENT ACT (EVIDA) AND THE ADOPTION OF ELECTRIC VEHICLES (EVs) FOR CY2025

- None

**7. EARLY PROCUREMENT ACTIVITIES OF PROFESSIONAL SERVICES FOR THE CONDUCT OF ASSESSMENT/GUIDE IN THE SELECTION OF ELECTRIC VEHICLE CHARGING STATIONS (EVCS) LOCATIONS FOR DEPLOYMENT AND CONSTRUCTION IN THE PHILIPPINES FOR CY2025**

**Section VII. Technical Specifications/ Terms of Reference**

<b>No.</b>	<b>Current Provision</b>	<b>Revision</b>
1	Pg 24, ii  ii. Site development requirements, including the cost estimates needed (cost estimates must be made within plus or minus 10% for the site development based on reasonable approved current prices as projected)	<b>The Contractor shall develop a list of requirements per location, including, but not limited to, cost estimates and timelines for the construction and installation of EVCS per location, (cost estimates must be made within plus or minus 10% for the site development based on reasonable approved current prices as projected), documentary requirements from LGUs and DUs, including possible electrical line upgrades, the process flow for acquiring necessary permits, and applicable fees.</b>
2	Pg 24, 4:  4. To provide optimal conceptual design of EVCS, which may be integrated with hybrid power generation; and	<b>4. To provide an optimal design (i.e., cost effective structural and electrical design) for the EVCS that may be integrated with other renewable energy sources (e.g. Solar Energy/Hybrid model, etc.) (refer to Annex B)</b>
3	Pg. 25, c.  c. Facilitate and provide logistical requirements for the End User in the conduct of site inspections	<b>c. Facilitate and provide logistical requirements for two (2) End User's staff in the conduct of site inspections, including travel fare, meals, and accommodation for each location, as necessary.</b>

**8. EARLY PROCUREMENT ACTIVITIES OF DOE's OUTSOURCED MANPOWER SERVICES PROVIDER FOR CY2025**

**Section VII. Technical Specifications/ Terms of Reference**

- Please see Annex A for Total Manpower requirement per position per lot
- Please see Annex B for Qualification Standards Outsourced Personnel

**The period for clarification is extended until December 27, 2024, which could be email at [bacsecretariat@doe.gov.ph](mailto:bacsecretariat@doe.gov.ph)**

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

Approved for Issuance:

(sgd)

**GIOVANNI CARLO J. BACORDO**

*Undersecretary and  
Chairperson, BAC*

DEBM/jjad/jcl

**ANNEX "A"**  
**TOTAL MANPOWER REQUIREMENT PER POSITION PER LOT**

LOT 1 – DOE Regular Fund

SALARY GRADE	POSITION TITLE	BASIC MONTHLY SALARY	NUMBER OF PERSONNEL
3	DRIVER I / UTILITY WORKER II	14,125.00	8
4	DRIVER II / MECHANIC I	14,993.00	18
5	CHAUFFEUR I	15,909.00	2
6	DATA ENCODER I	16,877.00	23
7	COMPUTER OPERATOR I	17,899.00	10
8	DATA ENCODER II	18,998.00	28
9	COMPUTER OPERATOR II	20,340.00	6
10	DATA ENCODER- CONTROLLER / PHOTOGRAPHER II	22,190.00	4
11	DATA ENCODER III	25,439.00	9
12	COMPUTER OPERATOR III	27,608.00	3
13	DATA ENCODER IV / PROJECT SUPPORT STAFF	29,798.00	11
14	COMPUTER OPERATOR IV	32,321.00	1
15	DATA ENCODER V	35,097.00	2
16	SENIOR COMPUTER OPERATOR I	38,150.00	4
<b>Total Outsourced Manpower Personnel</b>			<b>129</b>

LOT 2 - Locally Funded Project (Fund 151)

SALARY GRADE	POSITION TITLE	MINIMUM MONTHLY SALARY / GROSS SALARY	NUMBER OF PERSONNEL
3	DRIVER I / ADMINISTRATIVE AIDE III	14,125.00	0
4	DRIVER II / MECHANIC I	14,993.00	7
5	CHAUFFEUR I	15,909.00	0
6	DATA ENCODER I	16,877.00	1
7	COMPUTER OPERATOR I	17,899.00	0
8	DATA ENCODER II	18,998.00	1
9	COMPUTER OPERATOR II	20,340.00	0
10	DATA ENCODER-CONTROLLER	22,190.00	0
11	DATA ENCODER III	25,439.00	4
12	COMPUTER OPERATOR III	27,608.00	0
13	PROJECT SUPPORT STAFF	29,798.00	35
14	COMPUTER OPERATOR IV	32,321.00	0
15	DATA ENCODER V	35,097.00	0
16	SENIOR COMPUTER OPERATOR I	38,150.00	0
<b>Total Outsourced Manpower Personnel</b>			<b>48</b>

**ANNEX "B"**  
**QUALIFICATION STANDARDS**  
**OUTSOURCED PERSONNEL**

**SENIOR COMPUTER OPERATOR I (SG 16)**

All Bureaus/Services/Divisions/Offices/Units

EDUCATION : Bachelor's degree

EXPERIENCE : Five (5) years of relevant experience

**DATA ENCODER V (SG 15)**

All Bureaus/Services/Divisions/Offices/Units

EDUCATION : Bachelor's degree

EXPERIENCE : Four (4) years of relevant experience

**COMPUTER OPERATOR IV (SG 14)**

All Bureaus/Services/Divisions/Offices/Units

EDUCATION : Bachelor's degree

EXPERIENCE : Three (3) years of relevant experience

**PROJECT SUPPORT STAFF (SG 13)**

All Bureaus/Services/Divisions/Offices/Units

EDUCATION : Bachelor's degree

EXPERIENCE : One (1) year of work experience

**DATA ENCODER IV (SG 13)**

All Bureaus/Services/Divisions/Offices/Units

EDUCATION : Completion of two (2) years studies in college

EXPERIENCE : Three (3) years of relevant experience

**COMPUTER OPERATOR III (SG 12)**

All Bureaus/Services/Divisions/Offices/Units

EDUCATION : Completion of two (2) years studies in college

EXPERIENCE : Two (2) years of relevant experience

**DATA ENCODER III (SG 11)**

All Bureaus/Services/Divisions/Offices/Units

EDUCATION : Completion of two (2) years studies in college

EXPERIENCE : Two (2) years of relevant experience

**PHOTOGRAPHER II (SG 10)**

Information Technology Management Service/Public Affairs Staff

EDUCATION : Completion of two (2) years studies in college

EXPERIENCE : Two (2) years of relevant experience

**DATA ENCODER-CONTROLLER (SG 10)**

All Bureaus/Services/Divisions/Offices/Units

EDUCATION : Completion of two (2) years studies in college

EXPERIENCE : Two (2) years of relevant experience



**COMPUTER OPERATOR II (SG 9)**

All Bureaus/Services/Divisions/Offices/Units

EDUCATION : Completion of two (2) years studies in college

EXPERIENCE : One (1) year of relevant experience

**DATA ENCODER II (SG 8)**

All Bureaus/Services/Divisions/Offices/Units

EDUCATION : Completion of two (2) years studies in college

EXPERIENCE : One (1) year of relevant experience

**COMPUTER OPERATOR I (SG 7)**

All Bureaus/Services/Divisions/Offices/Units

EDUCATION: Completion of two (2) years studies in college

**DATA ENCODER I (SG 6)**

All Bureaus/Services/Divisions/Offices/Units

EDUCATION : Completion of two (2) years studies in college

**CHAUFFEUR II (SG 6)**

Office of the Secretary

EDUCATION : High School Graduate

EXPERIENCE : One (1) year of relevant experience

ELIGIBILITY : Professional Driver's License

**CHAUFFEUR I (SG 5)**

Commission on Audit/Executive Offices

EDUCATION : High School Graduate

EXPERIENCE : One (1) year of relevant experience

ELIGIBILITY : Professional Driver's License

**DRIVER II (SG 4)**

All Bureaus/Services/Divisions/Offices/Units

EDUCATION : Elementary School Graduate

ELIGIBILITY : Professional Driver's License

**DRIVER I (SG 3)**

All Bureaus/Services/Divisions/Offices/Units

EDUCATION : Elementary School Graduate

ELIGIBILITY : Professional Driver's License

**UTILITY WORKER II (SG 3)**

All Bureaus/Services/Divisions/Offices/Units

EDUCATION : Elementary School Graduate