



BIDS AND AWARDS COMMITTEE

Bid Bulletin No. 1 for Public Bidding No. 3

A. Procurement of DOE Shuttle Services for DOE Main Office

1. The Service Provider Responsibilities includes the implementation of the DOE Minimum Health Protocol Standard, attached as Annex A.
2. The following information required under the submission of labor bond/security should be included in the Bid Detail Form as attachment:

“ ...SERVICE PROVIDER shall indicate the salary of each drivers in their bid including all benefits in accordance with the law, e.g., 13th month pay, 5-days incentive leave, COLA, etc. for purposes of computing the required Labor Bond”

3. The bid form submission shall include the properly accomplished bid details form, attached as Annex B.

B. Supply and delivery of Covid 19 Kit Promotional Materials and one (1) Lot Field Supplies for Alternative Fuels and Technology Division

1. Specifications:
 - a. Face Towel - 1pc, small size, cotton or equivalent, soft and absorbent, color white with embroidered DOE Logo
 - b. Face Shield - 1pc, Clear and Anti-fog, latex free, one-size-fits-all, one color only.
 - c. Picture of Samples as reference, attached as Annex C

C. Services for the Conceptualization, Editing and Lay-Outing of Information Materials for the Implementation of the Energy Efficiency Act.

1. Item III: Scope of Services

C. Printing of Materials

The following materials shall be printed by the service provider following the provided specifications for binding:

- c.1 EE&C Compendium of Laws and Issuances
- c.2 **Joint-Congressional Energy Committee Report**

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- c.3 Energy Utilization Management Bureau Annual Report
- c.4 **National Energy Efficiency and Conservation Action Plan**

Specifications:

- a. **Size:** as per approved layout
- b. Page numbers at the bottom right of the page with volume number and volume/chapter title at the upper right of the page or **as approved lay-out;**
- c. Cover shall be 220# gloss paper;
- d. **Text size is as per approved layout** on uncoated paper non-glossy paper;
- e. All graphics, images, illustrations, graphics, and visuals shall be in full color;
- f. **Number of pages: as per lay-out specifications**
- g. **Perfect** binding at the left side of the handbook
- h. **Number of Pages: 25 copies each**

D. Development of Energy Research Testing Services-Online Services Management System (ERTLS-OSMS) under the DOE Energy Information System Project

1. Scope of Work:

The SP, being knowledgeable in software development and project management, is required to provide services for the development/customization of ERTLS-OSMS under the DOE Information System (DOE-Infosys) which addresses/contains the following Scope of Works (SW):

Clarification On "Item D. Development/Customization/Integration of Online Payment System":

- A. The ERTLS-OSMS online payment system should be, among others, capable, of the following functions:
 - i. Physical Payment
 - ii. Online Payment through Government Servicing Bank
 - iii. Online Payment through Commercial Payment System
- B. All payment shall be integrated in DOE Treasury Division's Collection Monitoring System (COMS) **including all related COMS enhancement required for such integration.**
- C. All refunds shall be subject to the usual government budgeting, accounting and auditing rules and regulation.



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2. Item I: Roles and Responsibilities:

The SOLUTION PROVIDER shall:

- k. Shall develop-the ERTLS-OSMS to its own facilities (infrastructure) during the development stage; and
- l. Shall deploy ERTLS-OSMS system to the DOE's existing on **premise** infrastructure for staging and production stages.

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 jdeogracias@doe.gov.ph

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:


ASEC. ROBERT B. UY
Vice - Chairperson, Bids and Awards Committee


FGD/jjad

Annex A

Bid Bulletin No. 1 Public Bidding No. 3

Service Provider is responsible for compliance to the DOE health and safety protocols including other government agency issuances relating to the response and mitigating measures against the COVID-19 pandemic, such as but not limited to:

1. Minimum DOE Health Standards
 - a. Sanitization and disinfection of common and frequently touched surfaces (e.g. seat surfaces, rails, belts, door and window controls), before, between and after each use;
 - b. Daily general disinfection of the vehicle;
 - c. Weekly vehicle fumigation by a professional disinfection service provider;
 - d. Provision of thermal scanner thermometer;
 - e. Daily Service Provider health clearance for the drivers;
 - f. Wearing of face mask and gloves at all times; and
 - g. Submission of medical certificate on the health status of the drivers assigned when required by the DOE.

2. Replacement of vehicle as requested by DOE based on its assessment as to the reliability/safety or when the government or DOE health protocols or requirements are not met.

ANNEX B

DEPARTMENT OF ENERGY CY 2021 Shuttle Services

BID DETAILS FORM

Shuttle Vehicles and Destinations:

- a. Two (2) Aircon Shuttle Buses, year model CY 2014 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 curtains 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 2014 up to present, each having at 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 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 window curtains and audio and video system, having automatic door closer and emergency exit 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 2016 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, Imus 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 = P34,950,000.00 personal accident 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

IX. 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 _____/day

Daily Rental P _____
X 202 working days
Sub-total 1 P _____

X. 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, P _____
Performance Bond, _____
Labor Bond _____

Sub-total 2 P _____

GRAND TOTAL P _____

Submitted by:

Name: _____

Position: _____

Company: _____

Address: _____

Tel No. / Contact No.: _____

Annex C
Bid Bulletin No.1

Procurement of Covid 19 Kit Promotional Materials and One
(1) Lot of Field Supplies (Field Shoes , Bags and Jackets) for
Alternative Fuels and Technology Division

SAMPLE PICTURES
FIELD JACKETS



FIELD BAGS



COVID-19 HEALTH KIT



Tote Bag



Face Shield

