



DEPARTMENT OF ENERGY

(Kagawaran ng Enerhiya)

Procurement Management Division

3F DOE Main Bldg., Energy Center, Rizal Drive Bonifacio

Global City, Taguig City, Philippines 1632

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BIDDING DOCUMENTS

***PROCUREMENT FOR THE DEVELOPMENT OF
ENERGY RESEARCH TESTING SERVICES-ONLINE
SERVICES MANAGEMENT SYSTEM (ERTLS-OSMS)
UNDER THE DOE ENERGY INFORMATION SYSTEM
PROJECT***

(Request for Services No. 2101-030 INFOSYS-ITMS-CX)

**6th Edition
July 2020**

Section I. Invitation to Bid



INVITATION TO BID FOR THE *Procurement of Development of Energy Research Testing Services-Online Services Management System (ERTLS-OSMS) under the DOE Energy Information System Project*

1. The *Department of Energy*, through the *General Appropriations Act of 2021* intends to apply the sum of **Php4,950,000.00** that will be sourced from the **GAA for FY 2021**, being the Approved Budget for the Contract (ABC) to payments under the contract for **RFS No. 2101-030 INFOSYS-ITMS-CX**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DOE* now invites bids for the *Procurement of Development of Energy Research Testing Services-Online Services Management System (ERTLS-OSMS) under the DOE Energy Information System Project*. Delivery of the Goods and Services is required **180 days upon receipt of Notice to Proceed**. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Under GPPB Resolution No. 09-2020, due to logistical constraint brought about by the public safety emergency, the bidder may submit alternate eligibility documents such as, Expired Business/Mayor’s permit with proof and/or receipt of renewal, unnotarized Omnibus Sworn Statement and Bid Securing Declaration form, the said submission is conditioned that the winning bidder shall replace such submission with the proper required documents, otherwise , the corresponding payment will not be processed. The Performance Securing Declaration is acceptable subject to the conditions set forth under the above resolution.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from **Department of Energy – Procurement Management Division** and inspect the Bidding Documents at the address given below during **office hours from Mondays to Fridays 8:00am to 3:00pm**.

**Procurement Management Division
Department of Energy
3F DOE Main Building, Energy Center,
Rizal Drive, Bonifacio Global City
Taguig City, Philippines 1632**

Considering the COVID -19 situation, the DOE only accepts **payment for the bid documents through bank payment (Landbank of the Philippines):**

Payment for	:	Bidding Documents for [Item to be Bidded]
Payee Account Name	:	DOE Trust Fund
Account Number	:	0052-1155-58
Swift Code	:	TLBPPHMM
Beneficiary Address	:	Department of Energy, Energy Center, BGC, Taguig City

Copy of the payment receipt must be emailed to:

Jaymee Joy A. Deogracias:

jaymeedeogracias@gmail.com or jdeogracias@doe.gov.ph

For pre-bid conference purposes, it may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

With the current COVID-19 community quarantine measures, bidders are encouraged to download a copy of the Bid Documents for pre-bid conference purposes instead of physically securing a hard copy at the DOE-BAC Secretariat office.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **08 April 2021** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to Section 5 of Appendix 8 of the 2016 IRR of RA 9184, in the amount of **Php5,000.00**
6. The Procuring Entity will hold a pre-bid conference for this Project on **15 April 2021 through video conferencing which will start at 2:00 PM at DOE BAC Main Office**. The bidders are required to submit the following information through jaymeedeogracias@gmail.com or jdeogracias@doe.gov.ph in the following Format: :

1. Complete name of the authorized company representative: _____
2. Position Title : _____
3. Complete company Name, address and contact details : _____
4. Active email addresses where the link will be sent : _____
5. Indicate the item/s the company would like to participate : _____

Maximum of two representative will be given the link to the pre-bid. Those that will be joining the pre-bid conference through online should have the following handle format: **Surname_Position Title_Company Name Acronym_Items Interested In [Short Title]**. Deadline of submission of information is on or before **13 April 2021**. Video conferencing will be through MS Teams, prospective bidders are advised to download MS Teams app prior to the date of the Pre-bid Conference.

7. Bids must be duly received by the BAC Secretariat at the address below on or before **2:00 PM of 29 April 2021 or submission could be made through courier service**

provided it will be stamped-received by the DOE Records Management Division or the BAC Secretariat on or before 2:00 PM of 29 April 2021. Online submission is not yet available.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**
9. Bid opening shall be on **29 April 2021 at 2:30 PM, DOE – Audio Visual Room, DOE-Main Building**. Bids will be opened in the presence of the bidders' **authorized** representatives who choose to attend at the address below. Late bids shall not be accepted.

**Department of Energy
DOE Main Building, Energy Center,
Rizal Drive, Bonifacio Global City
Taguig City, Philippines 1632**

Due to community quarantine measures, only the authorized representative is allowed to attend the bid opening and will be required to follow the DOE Protocol for Visitors; compliance to social distancing, wearing of masks, body temperature screening, filling up of self-screening form which must be filled-up prior to the arrival at DOE (the form can be downloaded at the DOE website). Visitors who show signs of COVID-19 related symptoms such as, cough, flu, fever, high body temperature, sneezing are advised not to proceed to DOE since they will not be allowed to enter the DOE compound. Virtual participation of the opening bids for Bidders can be witnessed by the authorized representative through the MS Teams platform.

10. To minimize errors in the preparation of bids, bidders are strongly enjoined to send the person or representative actually preparing their bids to attend/participate in the Pre-bid Conference. The bidders' representative shall carefully consider all the discussions during the Pre-bid Conference and be guided by them in the preparation of bids.
11. The **Department of Energy (DOE)** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

**Jaymee Joy A. Deogracias
Procurement Management Division
3F DOE Main Bldg., Energy Center,
Rizal Drive Bonifacio Global City,
Taguig City, Philippines 1632
Email address: jdeogracias@doe.gov.ph
Telephone/Facsimile: (02) 3479-2900 local 383 (02) 8541-4105;
Website: www.doe.gov.ph**

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

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Department of Energy** wishes to receive Bids for the ***Procurement of Development of Energy Research Testing Services-Online Services Management System (ERTLS-OSMS) under the DOE Energy Information System Project***, under ***RFS No. 2101-030 INFOSYS-ITMS-CX***.

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **GAA CY2021** in the amount of **Php4,950,000.00**

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that: **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **and/or through videoconferencing** as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

- 13.2. Payment of the contract price shall be made in: Philippine Pesos

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **29 August 2021**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB Clause 14** shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as One (1) Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Software Design, Development and Implementation b. completed within five (5) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting no allowed
12	The price of the Goods shall be quoted DDP – Department of Energy, Taguig City or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than Ph 99,000.00 if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php247,500.00 if bid security is in Surety Bond.
15.	Each Bidder shall submit one (1) original and four (4) copies of the first and second components of its bid.
20.2	No further Instructions

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to the Contract are DDP delivered Department of Energy, Taguig City. In accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are Department of Energy, Taguig City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>Engr. Jerry P. Ritual</i></p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ol style="list-style-type: none"> e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Intellectual Property Rights –

The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.

2.2 The terms of payment shall be as follows:

Progress billing based on the schedule below through List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) and subject to usual government auditing and accounting procedures).

Item No.	Deliverables	Requirement	Payment (% of Total Contract Cost)
1.	Inception Report	Certificate of acceptance for the Inception Report	10%
2.	Software Documentation (SW – A)	Approved Software Requirement Specifications (SRS) Approved Business Requirement Documents Approved Wireframes and/or Prototypes	20%
	Software Development and Deployment (SW- B)	Certificate of Go Live of Information System based on approved SRS Certificate of acceptance for Technical Documentation	30%
	Development/Customization/Integration of online payment system	Certificate of Go Live for the Developed/Customized/Integrated ERTLS Online Payment System Certificate of acceptance for Technical Documentation	30%
	Software Adoption and Completion (Capacity Building)	Certificate that all the required Training/workshop for software’s end-users and administrators has been conducted. Certificate of acceptance for the Systems Manuals/Documentation	10%

	<i>Note: Retention is 10% of every progress billing</i>		
4	The inspections and tests that will be conducted are: <i>As stated in the Terms of Reference</i>		

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Item	Units	Delivery Schedule
1	Development of Energy Research Testing Services-Online Services Management System (ERTLS-OSMS) under the DOE Energy Information System Project	1 Lot	Completion within One Hundred Eighty (180) calendar days from the Notice to Proceed which includes end-user's acceptance

Section VII. Technical Specifications/ Terms of Reference

Specification/Terms of Reference		
Item	Description	Bidder's Compliance
Procurement of Development of Energy Research Testing Services-Online Services Management System (ERTLS-OSMS) under the DOE Energy Information System Project ABC = Php4,950,000.00		
	<p>Background</p> <p>The Department of Energy (DOE) in its continuing effort to identify ICT solutions to support the realization of a responsive Information System (IS) endeavors the automation of internal workflows and processes and establish online and “less” paper internal transactions called the “DOE Information System”. With the rapid progress in the application systems development, DOE innovates software solution that streamlines the management of online services of the Energy Research and Testing Laboratory Services (ERTLS). As such, it is necessary to develop a software that would cater the services handled ERTLS in providing high quality services to their stakeholders under the “New Normal”.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. To develop Energy Research and Testing Laboratory Services-Online Services Management System (ERTLS-OSMS) under DOE Infosys; and 2. To develop/customize/integrate an Online Payment System. <p>The following are the expected features, functionalities, and other requirements of the system:</p> <ol style="list-style-type: none"> 1. Energy Research and Testing Laboratory Services – Online Services Management System (ERTLS-OSMS) <ol style="list-style-type: none"> a. Self-service client registration b. Admin Account Management integrated to Personnel Management Information System (PMIS) c. Online Filing of Application by the client with provision for walk-in client through kiosk and through ERTLS Administration account; ERTLS to file the application on behalf of the client; d. Automation of business process flows (end-to-end) – from filing to releasing of application 	

<p>e. With Workflow Designer which enables customization and versioning of process flows to adopt the future changes of the Citizen’s Charter;</p> <p>f. Capable of Report Generation;</p> <p>g. Integration and Data Sharing to DOE Philippine Energy Labelling Program System</p> <p>h. Client and ERTLS Admin Dashboard with Statistical Analysis;</p> <p>i. Includes Mobile Apps for Application Monitoring and Approval purposes for ERTLS Administration</p> <p>j. Implements both Digital Signature using DICT’s PNPKI Digital Certificate and other forms of electronic signature</p> <p>k. Implements QR Code</p> <p>l. Includes Survey for Client Satisfaction and capable of generating Rating Report</p> <p>m. Implements system security</p> <p>n. The DOE shall have the copyright of the system</p> <p>o. Other features and functionalities that may be identified during the conduct requirement elicitation workshops.</p> <p>2. Development/Customization/Integration of Online Payment System (commercial payment services)</p> <p>There is an option to choose the mode of payment either via DOE Treasury Division (Collection Monitoring System) or Commercial Payment Services.</p> <p>The development of the system will enable the ERTLS to provide improved frontline services with automated workflows and management of service requests to ensure compliance with government regulatory requirements and policies.</p> <p>The project requirements are as follows:</p> <ul style="list-style-type: none"> • Formulation of Software Documentation based on the ERTLS Services; • Software development and deployment and licenses; and • Software Adoption and Completion (Capacity Building). <p>In view hereof, we are looking for a SP who is capable of developing the above Information System (IS) requirement.</p>	
<p>I. Scope of Work:</p> <p>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</p>	

following Scope of Works (SW).

- A. Proof of concept of available software system
- B. Formulation of Software Documentation (see Annexes A and B)
- C. Systems Design and Development (using Agile Software Development Methodology),
- D. Development/Customization/Integration of Online Payment System
- E. Testing, Transitioning and Completion
- F. Systems Adoption and Completion (Capacity Building)

II. Expected Outputs or Deliverables:

The minimum outputs or deliverables shall be the following during Contract Execution Stage:

ACTIVITY	SCOPE OF WORKS	DELIVERABLES
A.	Formulation of Software Documentation based on the ERTLS Services as described in Annex B (<i>see Annex A; SW-A for detailed activities</i>)	
1	Formulation of Software Requirement Specifications (SRS) (for end-user sign-off)	Software Requirement Specifications (SRS) document
2	Business Requirement Documents (for end-user sign-off)	Business Requirement Documents
3	Wireframes and/or Prototypes (for end-user sign-off)	Wireframes and/or Prototypes
B.	Software development and deployment (<i>see Annex A; SW-B for detailed activities</i>) and licenses	Go live of Online Service Management System for ERTLS integrated with Online Payment System
1	Software Development and Testing	ERTLS-OSMS based on approved SRS/BRD/Wireframes and/or Prototypes Developed/Customized/Integrated Online payment system Technical Documentation
2	Software Licenses requirements	Software license for Online payment system (if necessary)
C.	Software Adoption and Completion (Capacity Building) (<i>see Annex A; SW-C for detailed activities</i>)	
1	Software training module and documentation	Training modules User's manual System Administration Manual Operation and Technical Manual Terminal Report
2	Conduct of Beta Testing (Pilot implementation)	Beta Testing Report

	3	Conduct of training for capacity building for the end users (ERTLS Administrators and Clients – Internal and External) and software/system administration	Software/System Administration and End User Training Technology transfer Video Tutorials of system features and functionalities							
<p>III. Roles and Responsibilities:</p> <p>2. The SOLUTION PROVIDER shall:</p> <ol style="list-style-type: none"> a. Establish the Project Management Team (PMT); b. Familiarize with the current processes of the operating unit/end-users; c. Formulate the Software Requirement Specifications; d. Develop the systems based on the approved Software Requirement Specifications; e. Identify the necessary infrastructure, hardware and software for a complete platform to run the system as designed; f. Familiarize with the current DOE IT system platform which shall be utilized and considered in the customization/development of the software/system and integration to existing related system; g. Familiarize with the existing Personnel Management Information System (PMIS); h. Submit Project Management reports; i. Deploy the systems as approved by the ERTLS and ITMS-ITD; j. Regularly coordinate with the ERTLS and ITMS-ITD; 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 infrastructure for staging and production stages. m. Provide two (2) years of technical support and maintenance to ERTLS and ITMS-ITD from the date of acceptance. <p>Project Duration and Timeline</p> <p>The estimated project duration to develop the IS shall be 180 days with two (2) years of support after acceptance. Project completion shall be acknowledged by the Department through submission/approval of Project Completion Acknowledgement Form.</p> <table border="1" data-bbox="284 1937 1216 2036"> <thead> <tr> <th data-bbox="284 1937 820 2036">Activities</th> <th data-bbox="820 1937 1077 2036">Timeline</th> <th data-bbox="1077 1937 1216 2036">Work Percentage</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Activities	Timeline	Work Percentage			
Activities	Timeline	Work Percentage								

1. Work Schedule and Methodology (Inception Meeting)	10 Calendar days upon receipt of NTP	10%	
2. Formulation of Software Documentation under SW – A	36 Calendar days upon receipt of NTP	20%	
3. Conduct of software development/ deployment, meetings, workshops, and other related activities as per scope of works under SW – B	150 Calendar days upon receipt of NTP	60%	
4. Software documentation and conduct of meetings, trainings, workshops, and other activities related to capacity building under SW - C	180 Calendar days upon receipt of NTP	10%	
CONFIDENTIALITY AGREEMENT			
<p>The Contractor shall not use or disclose such Confidential Information, or any part thereof, in any manner other than is necessary to perform its services under this Contract or as required by law.</p>			
<p>All documents, records, reports, and data, including data recorded in the data processing systems, including the receipt, processing, and payment of services, shall be the property of the DOE.</p>			
Annex A			
Detailed Scope of Work (SW):			
<p>SW-A: Software Documentation based on the Identified Features/Functionality of ERTLS-OSMS</p>			
<ol style="list-style-type: none"> 1. Formulates SRS/BRD/Wireframes and/or Prototypes <ul style="list-style-type: none"> - Conducts meetings/workshops for system requirement elicitation - Conducts fact-finding and discovery work to establish the as-is (existing) and to-be (proposed) business processes and its characteristics - Defines the domain, managerial, and user requirements - Develops the functional and non-functional design specifications of the application - Translates the functional design specifications into the logical and physical system models/architectures - Designs user interfaces, mock-ups/prototypes - Designs detailed back-end database specifications - Identifies hardware and software requirements - Conducts User Experience (UX) Workshop - Seeks approval of the SRS by the client - Provides supplies and materials essential to the above 			

activities.

SW-B: Software Development and Deployment based on the Approved Software Requirements Specifications

1. Conducts Software Development and Testing

- Performs agile development activities
 - o Sprint Planning
 - o Test Plan and Test Design Preparation
 - o T Case Writing
 - o Test Scripts Writing
 - o Coding
 - o System/Product Demonstration
 - o Functional Testing
 - o Bug Fixing
 - o Regression Testing
 - o Retrospective
 - o Documentation

2. Conducts Software Transitioning and Completion

- Deploys Final System/Product
- ITMS-ITD will provide the server hosting.
- Conducts Real Environment Testing (RET) and Pilot Testing
- Prepares, converts and cleans data
- Populates the database
- Do handholding and coaching, and software refinements
- Submits complete documentation (system/technical manual and source code document)

SW-C: Software Adoption and Completion

1. Conducts of Trainings

- Software Administration and End-user Training

2. Prepares and submits Software Documentation

- Training Modules
- User's Manual
- System Administration Manual
- Terminal Report

Note: All meetings, workshops or trainings to be conducted are inclusive of meals. For workshop or training, there should be a maximum of ten (10) participants for every module (per step). A Certificate of Completion or Achievement shall be issued to participants for every workshop or training conducted

Annex B



SUMMARY of Energy Research and Testing Laboratory Services (ERTLS)

PROCESS	DURATION	TRANSACTION CLASSIFICATION
EXTERNAL SERVICES		
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)		
1. Geological / Chemical Laboratory Analysis and Testing	12 Working Days	Highly Technical
Lighting and Appliance Testing Laboratory (LATL)		
1. Validation of Energy Labels	3 Working Days	Simple
2. Inspection of Generic Models / Exempted Products	5 Working Days	Complex
3. Evaluation of Endorsed Test Report from Other Laboratory	5 Working Days	Complex
4. Calibration of Electrical, Temperature and Energy-Monitoring Instruments	6.5 Working Days (Electrical Instruments) 7 Working Days (Temperature Instruments)	Complex
5. Energy Performance Testing of Lighting Products	Depending on the Performance Test	Highly Technical
6. Energy Performance Testing of Appliance and Equipment	Depending on the Appliance / Equipment to be tested	Highly Technical
INTERNAL SERVICES		
Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)		
1. Geological / Chemical Laboratory Analysis and Testing	12 Working Days	Highly Technical



Geological / Chemical Laboratory Analysis and Testing

Testing of petroleum and biofuel products based on the Philippine National Standards (PNS) specifications.

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	OIMB, REMB, ERDB, EUMB			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. GRFTL-SF-2		GRFTL Office of the Division Chief		
2. Customer Feedback Form				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of samples and receipt request (GRFTL-SF-2).	1.1 Review/checking for the correctness of the filled-in request form	None	0.5 Working Day	Technical Staff of the Relevant Geoscientific Research and Fuel Testing Laboratory Section
	1.2 Examine the nature/size/ weight/ volume of sample if acceptable for the required analysis.			Note: <ul style="list-style-type: none"> ➤ Geothermal Coal Section - coal and geothermal water samples ➤ Processed Fuels Section - petroleum and biofuel samples ➤ Geology Section- rock samples ➤ Oil and Gas Section - geothermal gas, biogas

				or synthesis gas
2. Issuance of Work Order (GRFTL-SF-3)	2.1 Dispatch of GRFTL-SF-3 to the assigned GRFTL Section	None	0.5 Working Day	GRFTL Staff & Chief SRS, GRFTL
3. Analysis of Sample	3.1 Review and Endorsement of Transmittal Letter and Test Report to GRFTL Chief SRS	None	10 Working Days	GRFTL Staff and GRFTL Chief SRS GRFTL
a. Conduct of Sample Preparation / Testing / Analysis (Refer to page 3)				
b. Preparation of Results of Analysis				
4. Endorsement of Transmittal Letter and Test Report to ERTLS Director	4.1 Affix initial of supervisor of the concerned unit and GRFTL Chief SRS and signature ERTLS Director to the Transmittal Letter	None	1 Working Day	ERTLS-OD, ERTLS
5. Release of Test Report	5.1 Receiving copy acknowledged by the customer			
Total Number of Days			12 Working Days	

Note: *CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS:

Processed Fuels Section	
PNS Test for Automotive Diesel Oil (12 samples)	PNS Test for Automotive Diesel Oil (12 samples)
PNS Test for B100 (8 samples)	PNS Test for B100 (8 samples)
PNS Test for E100 (30 samples)	PNS Test for E100 (30 samples)
PNS Test for Fuel Oil (Bunker) (8 samples)	PNS Test for Fuel Oil (Bunker) (8 samples)
PNS Test for Gasoline (10 samples)	PNS Test for Gasoline (10 samples)
PNS Test for Kerosene (30 samples)	PNS Test for Kerosene (30 samples)
Non-PNS Test for Diesel (40 samples)	Non-PNS Test for Diesel (40 samples)
Non-PNS Test for Gasoline (40 samples)	Non-PNS Test for Gasoline (40 samples)
Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks (8 samples)	
Geothermal-Coal Section	
Heating Value and Sulfur Analysis with Sample Preparation (10 samples per batch)	additional 2 days for every 5 samples in excess of 10 samples
Proximate Analysis, Ultimate Analysis and Heating Value Determination with Sample Preparation (4 samples per batch)	additional 2 days for every 4 samples in excess of 4 samples

Proximate Analysis with Sample Preparation (8 samples per batch)	additional 2 days for every 4 samples in excess of 8 samples
Ultimate Analysis (CHNAS) with Sample Preparation (4 samples per batch)	additional 2 days for every 4 samples in excess of 4 samples
(For batch analyses without sample preparation, testing may be completed earlier than 10 working days)	
Complete Ion Analysis (10 samples)	additional 5 days for every 5 samples in excess of 10 samples
Oil and Gas Section	
Analysis of Crude Oil (8 samples)	additional 3 days for every 2 samples in excess of 8 samples
Analysis of Natural Gas / Biogas (20 samples)	additional 3 days for every 5 samples in excess of 20 samples
Analysis of Source Rocks / Soil	*Minimum of 10 working days per every one (1) sample. Duration of analysis will depend on the condition of the samples received.
Analysis of Stable Isotope (10 samples)	additional 3 days for every 3 samples in excess of 10 samples
PNS Test for B100: GC Analysis (8 samples)	additional 3 days for every 2 samples in excess of 8 samples
PNS Test for E100: GC Analysis (20 samples)	additional 3 days for every 5 samples in excess of 20 samples
Analysis of Liquefied Petroleum Gas (8 samples)	additional 3 days for every 2 samples in excess of 8 samples
Geology Section	
Micropaleontological and Petrographic Analysis (5 samples)	additional 3 days for every 2 samples in excess of 5 samples



Validation of Energy Labels

Validation of energy labels is a service related to ES&L program rendered by LATL. This includes validation of energy labels for air conditioners, refrigerators, clothes washers and televisions.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Business, Government-2-Government,			
Who May Avail:	Private companies, industries, academe, government institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1 copy of Service Request Form		DOE-ERTLS-LATL-AES		
2. 1 copy of Approved Order of Payment		DOE-ERTLS-LATL-AES		
3. Validation Fee/s		Client		
4. 1 copy of Official Receipt for payment of validation fee/s		DOE Treasury		
5. 1 copy of Test Report / Generic Report / Inspection Report / Revised Rating Report		Third party laboratory and DOE-ERTLS-LATL- AES		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client logs in to http://www.latl.wattmatte.rs.org.php request for online validation and inputs their product details. Note: New clients need to do one-time registration to http://www.latl.wattmatte.rs.org.php prior requesting for online validation of energy label.	1.1 Receipt of online request for validation	None	0.5 Working Day	Science Research Specialist / Science Research Analyst / Lab Tech. II, Lighting and Appliance Testing Laboratory
	1.2 Fill up of SRF for validation			Chief SRS, LATL
	1.3 Approval of SRF for validation			SRS / SRA / Lab Tech. II, LATL
	1.4 Preparation and generation of Order of Payment			
2. Payment of validation fee/s to DOE Treasury	2.1 DOE Treasury to issue official receipt	Php 200.00 per model	0.5 Working Day	Cashier, Treasury Division

<p>3. Wait for the completion of service.</p> <p>Note:</p> <p>a. Please refer to the corresponding days in the "Processing Time" column.</p> <p>b. Wait for DOE-LATL's advice/notice for the issuance / releasing of Energy Label. The client may also call DOE-LATL for updates on the status of service.</p>	3.1 LATL staff checks the availability of Test Report / Generic Report / Revised Rating Report of the requested model to be validated	Corresponding fees should already have been paid in step 2	<ul style="list-style-type: none"> • For Air Conditioner – 5 models per day • For Refrigerator – 5 models per day • For Clothes Washer – 5 models per day • For Television – 5 models per day 	SRS / SRA / Lab Tech. II, LATL		
	3.2 Validation of prototype energy label					
	3.3 If prototype energy label is for correction, inform customer of corrective action					
	3.4 If prototype energy label is not for correction, review and recommend approval of energy label				0.5 Working Day	Sr. SRS / Supervising SRS, LATL
	3.5 Approval of energy label				0.5 Working Day	Chief SRS, LATL
4. Download prototype energy label						
Total Number of Days		3 Working Days				



Inspection of Generic Models / Exempted Products

Inspection of generic models / exempted products are services related to ES&L program rendered by LATL. This includes generic models / exempted products for air conditioners, refrigerators, clothes washers and televisions.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Citizen, Government-2-Government, Government-2-Business			
Who May Avail:	Private companies, industries, academe, government institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1 copy of Request Letter from Client		To be submitted by the client to DOE-LATL		
2. 1 copy of Service Request Form		DOE-ERTLS-LATL-AES		
3. Inspection Sample/s		To be submitted by the client to DOE-LATL		
4. 1 copy of Approved Order of Payment		DOE-ERTLS-LATL-AES		
5. Inspection Fee/s		Client		
6. 1 copy of Official Receipt for payment of inspection fee		DOE Treasury		
7. 1 copy of Individual Inspection Report from Third Party Laboratory		Third Party Laboratory		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of letter of request for inspection of generic models or exempted products to DOE-ERTLS Note: Client may send request letter through email.	1.1 Letter of request received from client will be endorsed to LATL by the Office of the Director.	None	0.5 Working Day	Science Research Specialist / Science Research Analyst / Lab Tech. II, Lighting and Appliance Testing Laboratory
	1.2 Letter of request with endorsement will be scan copied for LATL filling and back-up.			
	1.3 LATL staff will check if there is an existing base model report for generic models. If there is no			

	base model report, client will bring the actual base model unit to LATL upon inspection.			
	1.4 LATL staff will inform client the schedule of inspection through phone or email.			
2. Fill up of Service Request Form (SRF) to DOE-LATL	2.1 Assist client in filling up SRF	None		
3. Submission of SRF to DOE-LATL	3.1 Checking and approval of SRF	None		Chief SRS, LATL
	3.2 Preparation and generation of Order of Payment			SRS / SRA / Lab Tech. II, LATL
4. Submission of Inspection Sample/s to DOE-LATL. Note: If client opts to conduct inspection outside DOE, the client will bear all travel expenses.	4.1 Receiving of inspection sample/s	None	0.5 Working Day	SRS / SRA / Lab Tech. II, LATL
5. Payment of Inspection Fee/s to DOE Treasury	5.1 DOE Treasury to issue official receipt	Php 600.00 per model		Staff, Treasury Division
6. Present Official Receipt (OR) given by DOE Treasury to DOE-LATL	6.1 Photocopy OR and other documents for filing	None		SRS / SRA / Lab Tech. II, LATL
7. Wait for the inspection to finish. Sign and conforme to the Inspection Report.	7.1 LATL staffs will conduct inspection by accomplishing Inspection Form and taking photographs of the unit being inspected	Correspondin g fees should already have been paid in step 5	<ul style="list-style-type: none"> • Inspection of Air Conditioners – 5 units per 1 Working Day • Inspection of Refrigerators - 5 units per 1 Working Day 	SRS / SRA / Lab Tech. II, LATL
	7.2 LATL staffs will compare generic model to its base			<ul style="list-style-type: none"> • Inspection of Clothes

	<p>model by referring to reports submitted by the third-party laboratory or the actual base model brought by the client.</p>		<p>Washer – 5 units per 1 Working Day</p> <ul style="list-style-type: none"> • Inspection of Television – 5 units per 1 Working Day 	
<p>8. Wait for the completion of services of product being inspected.</p> <p>Note:</p> <p>a. Please refer to the corresponding days in the "Processing Time" column</p> <p>b. Wait for DOE-LATL's advice/notice for the issuance / releasing of Inspection Report. The client may also call DOE-LATL for updates</p>	<p>7.3 If generic model is the same as its base model, client will sign and conform to the Inspection Forms. Note: If found not generic to base model, LATL staff will inform the client.</p>	<p>Corresponding fees should already have been paid in step 5</p>	<p>3 Working Days</p>	<p>SRS / SRA / Lab Tech. II, LATL</p>
	<p>7.4 If unit is requested for inspection of exempted product, LATL staff will verify if it is exempted or not. Note: If found not to be exempted, LATL staff will inform the client.</p>			<p>Sr. SRS / Supervising SRS, LATL</p>
	<p>8.1 Preparation of individual inspection report</p> <p>8.2 Preparation and approval of summary matrix of individual inspection report. Preparation of transmittal letter.</p> <p>8.3 Approval and signing of transmittal letter</p>			<p>Chief SRS / Director, LATL</p>

on the status of service.				
9. Claim inspection report and retrieve inspection sample at DOE-LATL	9.1 Inspection report/s ready for release	None		SRS / SRA / Lab Tech. II, LATL
Total Number of Days			5 Working Days	



Evaluation of Endorsed Test Report from Other Laboratory

Evaluation of endorsed test report from other laboratory is a service related to ES&L program rendered by LATL. This includes evaluation of endorsed test report for air conditioners, refrigerators, clothes washers and televisions.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)				
Classification:	Complex Transaction				
Type of Transaction:	Government-2-Citizen, Governmen-2-Government, Government-2-Business				
Who May Avail:	Private companies, industries, academe, government institutions				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. 1 copy of Test Report from third party laboratory		Third party laboratory			
2. 1 copy of Service Request Form		DOE-ERTLS-LATL-AES			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill up of Service Request Form (SRF) to DOE-LATL	1.1 Received of test report from third party laboratory	None	0.5 Working Day	Science Research Specialist / Science Research Analyst / Lab Tech. II, Lighting and Appliance Testing Laboratory	
	1.2 Assist client in filling up SRF				
2. Submission of SRF to DOE-LATL	2.1 Checking and approval of SRF				None
3. Wait for the completion of service. Note: a. Please refer to the corresponding days in the "Processing Time" column. b. Wait for DOE-LATL's advice/notice for the	3.1 Preparation of discussion of result		SRS / SRA / Lab Tech. II, LATL		
	3.2 If the received test report is erroneous, inform third party laboratory for corrective action				

issuance / releasing of Discussion of Result. The client may also call DOE-LATL for updates on the status of service.			<ul style="list-style-type: none"> • For Clothes Washer – 10 models per 2 Working Days • For Television – 10 models per 2 Working Days 	
	3.3 If the received test report is not erroneous, review and approve discussion of result then prepare transmittal letter.		2.5 Working Days	Sr. SRS / Supervising SRS, LATL
	3.4 Approval and signing of transmittal letter			Chief SRS / Director, LATL
4. Claim Discussion of Result at DOE-LATL	4.1 Discussion of result ready for release			SRS / SRA / Lab Tech. II, LATL
Total Number of Days		5 Working Days		



Calibration of Electrical, Temperature and Energy-Monitoring Instruments

Calibration work is conducted to address the calibration requirements of LATL and to accommodate external customers. Services offered are calibration of Digital Power Meter (1Watt to 20KW) (up to 20A), Digital Multimeter (up to 1000V AC/DC) (up to 20A AC/DC), Resistance (up to 10GΩ), Platinum Resistance Thermometer (-10 to 420°C), Resistance Temperature Device (-10 to 420°C) and Thermocouple K, J, T, R, L, N.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Citizen, Governmen-2-Government, Government-2-Business			
Who May Avail:	Private companies, industries, academe, government institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Equipment for calibration, accessories, manual		To be submitted by the client to DOE-LATL		
2. 1 copy of Calibration Service Request		DOE-ERTLS-LATL-CIC		
3. 1 copy of Approved Order of Payment		DOE-ERTLS-LATL-CIC		
4. Calibration Fee/s		Client		
5. 1 copy of Official Receipt for payment of calibration fee		DOE Treasury		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of equipment for calibration to DOE-LATL-CIC with its accessories and manual if available. Note: Client may prefer to call beforehand to check if LATL can calibrate their equipment.	1.1 Functionality check of equipment for calibration	None	0.5 Working Day	Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory
2. Fill up and submission of Calibration Service Request in DOE-LATL	2.1 Assist client in filling up Calibration			Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

	Service Request			
	2.2 Checking and approval of Calibration Service Request			SRS, LATL
	2.3 Preparation and generation of Order of Payment (OOP)			Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL

<p>3. Payment of calibration fee/s to DOE Treasury</p>	<p>3.1 DOE Treasury to issue official receipt</p>	<p>Note: Electrical calibration – 5 points per parameter Temperature calibration – 5 points</p> <ul style="list-style-type: none"> ➤ Calibration of Digital Power Meter (DPM) Php 4,900.00 • Calibration of each additional point Php 350.00 ➤ Calibration of Digital Multimeter (DMM) up to 4 ½ Digital Resolution Php 3,250.00 (5 points per parameter) • Calibration of each additional point for DMM Php 200.00 ➤ Calibration of AC/DC Voltmeters Php 1,950.00 • Calibration of each additional point for AC/DC Voltmeters Php 390.00 ➤ Calibration of AC/DC Ammeters Php 2,100.00 • Calibration of each additional point for AC/DC Ammeters Php 420.00 ➤ Calibration of Ohmmeter Php 1,950.00 • Calibration of each additional point for Ohmmeter Php 390.00 ➤ Calibration of Resistors Php 1,350.00 • Calibration of each additional point for 	<p>0.5 Working Day</p>	<p>Staff, Treasury Division</p>
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		<p>Resistors Php 300.00</p> <ul style="list-style-type: none"> ➤ Calibration of Clamp Meters Php 2,050.00 • Calibration of each additional point for Clamp Meter Php 410.00 ➤ Calibration of Platinum Resistance Thermometer (PRT) Php 4,900.00 		
		<ul style="list-style-type: none"> • Calibration of each additional temperature point for PRT Php 980.00 ➤ Calibration of Liquid-in-Glass (LIG) Thermometer Php 1,650.00 • Calibration of each additional temperature point for Liquid-in-Glass (LIG) Php 600.00 ➤ Calibration of Digital / Bi-metal Thermometer / RTD / Thermocouple Php 1,950.00 • Calibration of each additional temperature point for Digital / Bi-metal Thermometer / RTD / Thermocouple Php 390.00 		<p>Collection Officer, Treasury Division</p>
4. Present Official Receipt (OR) given by DOE Treasury to DOE-LATL	4.1 Photocopy OR and other documents for filing	None		<p>Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL</p>

<p>5. Wait for the completion of calibration services.</p> <p>Note:</p> <p>a. Please refer to the corresponding days in the "Processing Time" column.</p> <p>b. Wait for DOE-LATL's advice/notice for the issuance / releasing of Calibration Certificate/s. The client may also call DOE- LATL for updates on the status of service.</p>	5.1 Conduct of calibration	<p>Corresponding fees should already have been paid in step 3 according to the type of appliance / testing / service requested</p>	<p>Electrical Instruments</p> <ul style="list-style-type: none"> • DPM – 1.5 Working Days (5 points per parameter) • DMM – 1.5 Working Days (5 points per parameter) • AC/DC Voltmeters – 1.5 Working Days (5 points per parameter) • AC/DC Ammeters – 1.5 Working Days (5 points per parameter) • Ohmmeter – 1.5 Working Days (5 points per parameter) • Resistors – 1.5 Working Days (5 points per parameter) • Clamp Meter – 1.5 days (5 points per parameter) 	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL SRS I / SRS II / Sr. SRS,
	5.2 Computation of uncertainty of measurement		LATL	
	5.3 Preparation of calibration certificate		SRS II / Sr. SRS, LATL	
	5.4 Review, approval and signing of calibration certificate		1.5 Working Days	Chief SRS / Sr. SRS, LATL

6. Claim Test Report and retrieve test sample at DOE- LATL	6.1 Calibration certificate ready for release	None		Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
Total Number of Days		Electrical Instruments – 6.5 Working Days Temperature Instruments – 7 Working Days		



Energy Performance Testing of Lighting Products

Tests, among others, are conducted in support of the National Government's ES&L program as well as in support of the research and development activities of local manufacturers, lighting application companies, importers, industry sector, academe, government institutions and other lighting uses. The scope of testing are photometric and electrical characteristics of lighting products.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizen, Governmen-2-Government, Government-2-Business			
Who May Avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1 copy of Service Request Form (SRF)		DOE-ERTLS-LATL-LOD		
2. Test Sample/s		To be submitted to LATL-LOD by the client		
3. 1 copy of Approved Order of Payment		DOE-ERTLS-LATL-LOD		
4. Testing Fee/s		To be shouldered by the client (schedule of payment is at the back of the Service Request Form)		
5. 1 copy of Official Receipt for payment of testing fee		DOE Treasury		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of test sample/s to DOE-LATL-LOD	1.1 Evaluation of test sample/s	None	0.5 Working Day	Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory
	1.2 Receiving of test sample/s			
2. Fill up Service Request Form (SRF)	2.1 Assist client / Give assistance needed if	None	0.5 Working Day	Lab. Tech II / SRS / Supervising SRS / Chief SRS, LATL
	2.2 Approval of SRF			
	2.3 Preparation and generation of Order of Payment (OOP)			

<p>3. Pay testing fee/s at DOE Treasury</p>	<p>3.1 DOE Treasury to issue official receipt</p>	<ul style="list-style-type: none"> • Goniophotometry – Php 11,600.00 / sample • Sphero photometry – Php 740.00 / sample • Endurance Test/LED lumen maintenance – Php 2,200.00 / batch • 10W – 22W LFL and FCL life test (1,900 hrs) – Php 11,580.00 / batch • 10W – 22W LFL and FCL lumen maintenance – Php 19,200.00 / batch • 10W – 22W LFL and FCL life test every next 1,000 hrs – Php 2,200.00 / batch • 23W – 32W LFL and FCL life test (100 hrs) – Php 7,720.00 /batch • 23W – 32W LFL and FCL life test (1,900 hrs) – Php 13,480.00 / batch • 23W – 32W LFL and FCL lumen maintenance – 	<p>0.5 Working Day</p>	<p>Collection Officer, Treasury Division</p>
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		<ul style="list-style-type: none"> • Php 21,200.00 / batch • 23W – 32W LFL and FCL life test every next 1,000 hrs – Php 3,200.00 / batch • 33W – 40W LFL and FCL life test (100 hrs) - Php 7,800.00 / batch • 33W – 40W LFL and FCL life test (1,900 hrs) – Php 15,000.00 / batch • 33W – 40W LFL and FCL lumen maintenance – Php 22,800.00 / batch • 33W – 40W LFL and FCL life test every next 1,000 hrs – Php 4,000.00 / batch • Other light sources above 40W – 100W @ 100hrs life test) - Php 8,400.00 / batch • Other light sources above 40W – 100W @ 1,900hrs life test) – Php 26,400.00 / batch 		
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		<ul style="list-style-type: none"> • Other light sources above 40W – 100W lumen maintenance) – Php 34,800 .00 / batch • Other light sources above 40W – 100W @ life test at every 1,000 hrs) – Php 10,000.00 / batch • Other light sources above 100W – 200W @ 100hrs life test) – Php 9,400.00 / batch • Other light sources above 100W – 200W @ 1,900hrs life test – Php 45,400.00 / batch • Other light sources above 100W – 200W lumen maintenance – Php 54,800.00 / batch • Other light sources above 100W – 200W @ life test at every 1,000 hrs – Php 20,000.00 / batch 		
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<p>4. Present Official Receipt (OR) given by DOE Treasury to DOE-LATL</p>	<p>4.1 Photocopy OR and other documents for filing</p>	<p>• 23W – 32W LFL and FCL life test (100 hrs) – Php 12,200.00 / batch</p> <p>None</p>		<p>Lab. Tech II / SRS, LATL</p>
<p>5. Wait for the completion of services of product being tested.</p> <p>Note:</p> <p>a. Please refer to the corresponding days in the “Processing Time” column</p> <p>b. Wait for DOE-LATL’s advice/notice for the issuance/releasing of Test Report/s. The client may also call DOE-LATL for updates on the status of service.</p>	<p>5.1 Conduct of Test</p> <p>5.1.1 Electrical and photometric characteristics of Omni-directional light sources zero ageing</p>	<p>Corresponding fees should already have been paid in step 3 according to the type of appliance / testing / service requested</p>	<p>1 Working Day / sample</p>	<p>Lab. Tech II / SRS, LATL</p>
	<p>5.1.2 Electrical and photometric characteristics of Omni-directional light sources initial rating test with 100 hours ageing</p>		<p>5 Working Days / sample</p>	
	<p>5.1.3 2,000 hours lumen maintenance test for fluorescent lamps</p>		<p>91 Working Days / batch</p>	
	<p>5.1.4 Electrical and photometric characteristics luminaires</p>		<p>1 Working Day / sample</p>	
	<p>5.1.5 Electrical and photometric characteristics Roadway / Streetlights</p>		<p>1 Working Day / sample</p>	
	<p>5.1.6 Endurance Test – Supply Switching Test (SST)</p>		<p>6 – 18 Working Days / batch (No. of days is dependent on the rated life of the test sample)</p>	

	5.1.7	Endurance Test – Temperature Cycling Test (TCT)		42 Working Days / batch	
	5.2	Preparation and generation of Test Report/s		3 Working Days	
	5.3	Review, Approval of Test Report/s and preparation of transmittal letter			Sr. SRS / Supv. SRS, LATL
	5.4	Approval and signing of transmittal letter			Chief SRS / Director, LATL
6. Claim Test Report and retrieve test sample at DOE-LATL	6.1	Test Report ready to be released (Inform/Notify client)	None		Lab. Tech II / SRS, LATL
Performance Tests			Total Number of Days		
Electrical and photometric characteristics of Omni-directional light sources zero ageing			5 Working Days		
Electrical and photometric characteristics luminaires.			5 Working Days		
Electrical and photometric characteristics Roadway/Streetlights.			5 Working Days		
Electrical a photometric characteristics of Omni- directional light sources initial rating test with 100 hours ageing.			9 Calendar Days		
Endurance Test – Supply Switching Test (SST).			10 to 22 Calendar Days		
Endurance Test – Temperature Cycling Test (TCT).			46 Calendar Days		
2,000 hours lumen maintenance test for fluorescent lamps.			95 Calendar Days		



Energy Performance Testing of Appliance and Equipment

Tests, among others, are conducted in support of the National Government's ES&L program as well as in support of the research and development activities of local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders. The scope of testing are air conditioners, refrigerators, clothes washing machines and television sets.

Office or Division:	Lighting and Appliance Testing Laboratory (LATL)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Citizen / Governmen-2-Government / Government-2-Business			
Who May Avail:	Local manufacturers, appliance industry players, importers, academe, government institutions and other stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Service Request Form (SRF) (1 copy)				DOE-ERTLS-LATL-AES
2. Test Sample/s				To be submitted by the client to DOE-LATL-AES
3. Approved Order of Payment (1 copy)				DOE-ERTLS-LATL-AES
4. Testing Fee/s				Client
5. Official Receipt for payment of testing fee				DOE Treasury
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Service Request Form (SRF) in DOE-LATL-AES Note: For special cases of testing, client may prefer to call beforehand to check if LATL can render the service.	1.1 Assist client in filling up SRF	None	0.5 Working Day	Lab. Tech II / Science Research Specialist, Lighting and Appliance Testing Laboratory
2. Submission of SRF to DOE-LATL	2.1 Checking and approval of SRF			Chief SRS / Sr. SRS, LATL
	2.2 Preparation and generation of Order of Payment			Lab. Tech II / SRS / SRA / Chief SRS, LATL
3. Submission of test sample/s to DOE-LATL	3.1 Receiving of test sample/s			Lab. Tech II / SRS / SRA, LATL

<p>4. Payment of testing fee/s to DOE Treasury</p>	<p>4.1 DOE Treasury to issue official receipt</p>	<ul style="list-style-type: none"> • Testing of Air Conditioner Php 12,400.00 • Testing of Clothes Washer Php 24,400.00 • Testing of Refrigerator – Complete Tests Php 24,400.00 • Testing of Refrigerator – Partial Test Php 14,200.00 • Ice Making Test (Optional) Php 8,000.00 • Freezing Capacity (Optional) Php 8,000.00 • Testing of Television Php 4,700.00 • Testing of Cooking Stove Php 6,500.00 • Witness Testing - Fixed Php 500.00 • Witness Testing - Variable Php 500.00 	<p>0.5 Working Day</p>	<p>Collection Officer, Treasury Division</p>
<p>5. Present Official Receipt (OR) given by DOE Treasury to DOE-LATL</p>	<p>5.1. Photocopy OR and other documents for filing</p>	<p>None</p>		<p>Lab. Tech II / SRS / SRA, LATL</p>
<p>6. Wait for the completion of services of product being tested.</p>	<p>6.1 Conduct of test</p>	<p>Corresponding fees should already have been paid in step 4 according to the type of appliance /</p>	<ul style="list-style-type: none"> • Testing of Air Conditioner s – 1 unit per 1 Working Day 	<p>Lab. Tech II / SRS / SRA, LATL</p>

<p>Note:</p> <p>a. Please refer to the corresponding number of days in the "Processing Time" column</p> <p>b. Wait for DOE- LATL's advice/notice for the issuance/releasing of Test Report/s. The client may also call DOE-LATL for updates on the status of service.</p>		<p>testing / service requested</p>	<ul style="list-style-type: none"> • Testing of Clothes Washer – 4 units per 7 Working Days • Testing of Television – 4 units per 1 Working Day • Refrigerator storage temperature test – 11 Working Days • Refrigerator energy consumption test – 16 Working Days • Refrigerator ice making test – 11 Working Days • Refrigerator freezing capacity test – 11 Working Days • Testing of Air Conditioner s – 1 unit per 1 Working Day 	
	<p>6.2 Preparation of Test Report/s</p>		<ul style="list-style-type: none"> • Testing of Clothes Washer – 2 Working Days per unit • Testing of Television – 1 	<p>Lab. Tech II / SRS / SRA, LATL</p>

			Working Day per unit • Refrigerator storage temperature test – 2 Working Days per unit	
	6.3 Review / Approval of Test Result / Preparation of transmittal letter		1 Working Day	SRS / Supervising SRS, LATL
	6.4 Approval and Signing of transmittal letter		1 Working Day	Chief SRS / Director, LATL
7. Claim to DOE-LATL test report/s and retrieve test sample/s	7.1 Test report/s ready for release	None	0.5 Working Day	Lab. Tech II / SRS I / SRS II / Sr. SRS, LATL
Appliance		Total Number of Days		
Air Conditioner		5.5 Working Days		
Television		5.5 Working Days		
Clothes Washer		12.5 Working Days		
Refrigerator		21.5 Working Days		



Geological / Chemical Laboratory Analysis and Testing

Testing of petroleum and biofuel products based on the Philippine National Standards (PNS) specifications.

Office or Division:	Geoscientific Research and Fuel Testing Laboratory Division (GRFTLD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government-2-Government			
Who May Avail:	OIMB, REMB, ERDB, EUMB			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. GRFTL-SF-2		GRFTL Office of the Division Chief		
2. Customer Feedback Form				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of samples and receipt request (GRFTL-SF-2).	1.1 Review/checking for the correctness of the filled-in request form	None	0.5 Working Day	Technical Staff of the Relevant Geoscientific Research and Fuel Testing Laboratory Section
	1.2 Examine the nature/size/ weight/ volume of sample if acceptable for the required analysis.			Note: ➤ Geothermal Coal Section - coal and geothermal water samples ➤ Processed Fuels Section - petroleum and biofuel samples ➤ Geology Section- rock samples ➤ Oil and Gas Section - geothermal gas, biogas

				or synthesis gas
2. Issuance of Work Order (GRFTL-SF-3)	2.1 Dispatch of GRFTL-SF-3 to the assigned GRFTL Section	None	0.5 Working Day	GRFTL Staff & Chief SRS, GRFTL
3. Analysis of Sample	3.1 Review and Endorsement of Transmittal Letter and Test Report to GRFTL Chief SRS	None	10 Working Days	GRFTL Staff and GRFTL Chief SRS GRFTL
a. Conduct of Sample Preparation / Testing / Analysis (Refer to page 3)				
b. Preparation of Results of Analysis				
4. Endorsement of Transmittal Letter and Test Report to ERTLS Director	4.1 Affix initial of supervisor of the concerned unit and GRFTL Chief SRS and signature ERTLS Director to the Transmittal Letter		1 Working Day	ERTLS-OD, ERTLS
5. Release of Test Report	5.1 Receiving copy acknowledged by the customer			
Total Number of Days			12 Working Days	

Note: *CONDUCT OF SAMPLE PREPARATION / TESTING / ANALYSIS:

Processed Fuels Section	
PNS Test for Automotive Diesel Oil (12 samples)	PNS Test for Automotive Diesel Oil (12 samples)
PNS Test for B100 (8 samples)	PNS Test for B100 (8 samples)
PNS Test for E100 (30 samples)	PNS Test for E100 (30 samples)
PNS Test for Fuel Oil (Bunker) (8 samples)	PNS Test for Fuel Oil (Bunker) (8 samples)
PNS Test for Gasoline (10 samples)	PNS Test for Gasoline (10 samples)
PNS Test for Kerosene (30 samples)	PNS Test for Kerosene (30 samples)
Non-PNS Test for Diesel (40 samples)	Non-PNS Test for Diesel (40 samples)
Non-PNS Test for Gasoline (40 samples)	Non-PNS Test for Gasoline (40 samples)
Other Samples e.g. Pyrolysis Oil and Biofuel from other feedstocks (8 samples)	
Geothermal-Coal Section	
Heating Value and Sulfur Analysis with Sample Preparation (10 samples per batch)	additional 2 days for every 5 samples in excess of 10 samples
Proximate Analysis, Ultimate Analysis and Heating Value Determination with Sample Preparation (4 samples per batch)	additional 2 days for every 4 samples in excess of 4 samples

Proximate Analysis with Sample Preparation (8 samples per batch)	additional 2 days for every 4 samples in excess of 8 samples
Ultimate Analysis (CHNAS) with Sample Preparation (4 samples per batch)	additional 2 days for every 4 samples in excess of 4 samples
(For batch analyses without sample preparation, testing may be completed earlier than 10 working days)	
Complete Ion Analysis (10 samples)	additional 5 days for every 5 samples in excess of 10 samples
Oil and Gas Section	
Analysis of Crude Oil (8 samples)	additional 3 days for every 2 samples in excess of 8 samples
Analysis of Natural Gas / Biogas (20 samples)	additional 3 days for every 5 samples in excess of 20 samples
Analysis of Source Rocks / Soil	*Minimum of 10 working days per every one (1) sample. Duration of analysis will depend on the condition of the samples received.
Analysis of Stable Isotope (10 samples)	additional 3 days for every 3 samples in excess of 10 samples
PNS Test for B100: GC Analysis (8 samples)	additional 3 days for every 2 samples in excess of 8 samples
PNS Test for E100: GC Analysis (20 samples)	additional 3 days for every 5 samples in excess of 20 samples
Analysis of Liquefied Petroleum Gas (8 samples)	additional 3 days for every 2 samples in excess of 8 samples
Geology Section	
Micropaleontological and Petrographic Analysis (5 samples)	additional 3 days for every 2 samples in excess of 5 samples

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**

- (i) Conformity with the Technical Specifications, including the following, :
 - a. Brochures/prototype/actual samples of the products offered
 - b. Production/Delivery schedules
 - c. Manpower requirements/Organizational structure
 - d. After sales service/parts, if applicable
 - e. Certificate of warranty/ guarantee; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s) or the Bid Detail Form.

Bidding Forms

Mandatory Submission of Bidding Forms

Price Schedule for Goods Offered from Abroad

[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

BID FORM

Date : _____
 Project Identification No. : _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address	Amount	Purpose of Agent	Currency/Commission or gratuity
------------------	--------	------------------	---------------------------------

(if none, state "None")]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION **Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and

- c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[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]

STATEMENT OF ONGOING, COMPLETED AND/OR AWARDED CONTRACTS

**The Bids and Awards Committee
Department of Energy
Energy Center, Rizal Drive, Bonifacio Global City
Taguig, Metro Manila**

Ongoing, completed or awarded but not yet started projects for the period _____ (last two years), where applicable.

Procuring Entity / Date of Contract	Kinds of Goods Sold and/or Services Offered	Amount of Contract and Value of Outstanding Contracts	Date of Delivery	End-user's Acceptance if Completed (date)	Specify whether a Prospective Bidder is a Manufacturer, Supplier, Distributor or Service Provider	Indicate whether "Similar" or "Not Similar"

Submitted By:

(Signature over Printed Name)

Note:

- 1. May be reproduced, if necessary**
- 2. Please attach end-user's certificate of acceptance**

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT

**The Bids and Awards Committee
Department of Energy
Energy Center, Rizal Drive, Bonifacio Global City
Taguig, Metro Manila**

**Single Largest Completed Contract (SLCC) for the period _____
(last two years), where applicable.**

Procuring Entity / Date of Contract	Kinds of Goods Sold and/or Services Offered	Amount of Contract and Value of Outstanding Contracts	Date of Delivery	End-user's Acceptance if Completed (date)	Specify whether a Prospective Bidder is a Manufacturer, Supplier, Distributor or Service Provider	Indicate whether "Similar " or "Not Similar"

Submitted By:

(Signature over Printed Name)

Note:

- 1. May be reproduced, if necessary**
- 2. Please attach end-user's certificate of acceptance**

Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the ____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called "the Entity") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part;

Page 3 of 3

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:

- i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
 4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

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]

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]
To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

*[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]