



**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**

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***PROCUREMENT OF SERVICES FOR THE  
ESTABLISHMENT OF THE ENERGY PORTAL***

(RFS No. 2009-429-IT-ITD-CX)

**Sixth Edition**

**July 2020**

# ***Section I. Invitation to Bid***



## INVITATION TO BID FOR THE ESTABLISHMENT OF THE ENERGY PORTAL

1. The *Department of Energy*, through the *Continuing Budget under General Appropriations Act of 2020* intends to apply the sum of **Php19,000,000.00** being the ABC to payments under the contract for **RFS No. 2009-429-IT-ITD-CX**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Department of Energy* now invites bids for the above Procurement Project. Delivery of the Goods is required by **one hundred eighty (180) calendar days from the 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) No. 9184.

**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 No. 5183.

4. Prospective 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 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](mailto:jaymeedeogracias@gmail.com) or [jdeogracias@doe.gov.ph](mailto: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 **10 June 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 **Php25,000.00**
6. The *Department of Energy* will hold a Pre-Bid Conference<sup>1</sup> on **17 June 2021 through video conferencing which will start at 1:00 PM at DOE BAC Main Office**. The bidders are required to submit the following information through [jaymeedeogracias@gmail.com](mailto:jaymeedeogracias@gmail.com) or [jdeogracias@doe.gov.ph](mailto:jdeogracias@doe.gov.ph):
  1. Complete name of the authorized company representative who will participate in the Pre-Bid Conference. Complete company Name, address and contact details;
  2. Active email addresses where the invitation/link will be sent; and
  3. Indicate the item/s the company would like to participate

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Deadline of submission of information is on or before **15 June 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 through manual submission at the office address indicated below on or before **2:00 PM of 01 July 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 2:00PM of 01 July 2021. Online submission is not yet available.** Late bids shall not be accepted.

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

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 **01 July 2021 at 2:30 PM, DOE – Audio Visual Room, DOE-Main Building.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

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

**Due to community quarantine measures, only one 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 shows 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 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, 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](mailto:jdeogracias@doe.gov.ph)**  
**Telephone/Facsimile: (02) 3479-2900 local 383 (02) 8541-4105**  
**Website: [www.doe.gov.ph](http://www.doe.gov.ph)**

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**USEC. ROBERTO B. UY**  
Vice - Chairperson  
Bids and Awards Committee

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## **1. Scope of Bid**

The Procuring Entity, *Department of Energy* wishes to receive Bids for the *Establishment of the Energy Portal*, with identification number *RFS No. 2009-429-IT-ITD-CX*.

## **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for *Continuing Budget under General Appropriations Act of 2020* in the amount of *Php19,000,000.00*.

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.

## **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:

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 the **BDS**.
  - 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 the **BDS**.

### **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<sup>2</sup> 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 **3 October 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**

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<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 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 Entity's 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 follows: **One 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"> <li>a. <i>Software Design, Development and Implementation</i></li> <li>b. completed within <i>five (5) years</i> prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<i>Subcontracting is not allowed</i>
12	The price of the Goods shall be quoted DDP <b>Department of Energy, Taguig City</b> 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"> <li>a. The amount of not less than <i>Php380,000.00</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <i>Php950,000.00</i> if bid security is in Surety Bond.</li> </ul>
15	Each Bidder shall submit <i>one (1) original</i> and <i>four (4) copies</i> of the first and second components of its bid.
20.2	<i>No further Instructions</i>
21.2	<i>No further Instructions</i>

## ***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 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 VII (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**

- 5.1 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.
- 5.2 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><b>Delivery and Documents –</b></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 <b>Department of Energy, Taguig City</b>. In accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are <b>Department of Energy, Taguig City</b>. 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>Mr. Jerry P. Ritual, Chief- ITMS-ITD</i>.</p> <p><b>Incidental Services –</b></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"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ol>
	<ol style="list-style-type: none"> <li>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.</li> </ol>

**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 through List of Due and Demandable Accounts and Payables (LDDAP) and subject to usual government budget, accounting and auditing rules and guidelines:

Deliverables	Payment Terms Percentage (%)	Percentage Amount	Requirement
Inception Report	10%	1,900,000.00	<ul style="list-style-type: none"> <li>Signed Inception Report</li> </ul>
Supply and delivery of ICT Software and Hardware requirement	20%	3,800,000.00	<ul style="list-style-type: none"> <li>Approved Certificate or Acceptance/ Completion by the End-User</li> <li>Delivery Receipt</li> <li>Invoice</li> </ul>
Energy and DOE Portals Development <b>1. Portal Design</b> <ul style="list-style-type: none"> <li>Approved portal designs, as follows:               <ul style="list-style-type: none"> <li>SRS covering the Energy and DOE portals, and the Energy Sector Agencies' Portal</li> <li>Stakeholder Map Matrix with Needs/Requirements analysis</li> <li>Solution Concept Diagram</li> <li>Business Process Flows</li> <li>Business Requirements Documents</li> <li>Wireframes and/or Prototypes</li> <li>Business Transformation Readiness Assessment (based on TOGAF)</li> <li>Data Architecture Documentation (Target State)</li> <li>Application Integration Architecture Diagrams with Information Flows</li> <li>Technology – Communications Engineering Diagram and the Environments &amp; Location Diagram</li> <li>Web Portal Look and Feel &amp; alignment with NGP</li> <li>Non-Functional Requirements (with Approved User Acceptance Testing (UAT), Real Environment Testing (RET) and Pilot Testing (PT) - Actual Usage), if any):                   <ul style="list-style-type: none"> <li>DICT Integration Standard Protocols: Web APIs (preferred REST)</li> <li>PII needs to be Encrypted at</li> </ul> </li> </ul> </li> </ul>	10%	1,900,000.00	<ul style="list-style-type: none"> <li>Approved Certificate of Acceptance/ Completion by the End-User</li> </ul>

<p>Transmission and at rest (for the new developments)</p> <ul style="list-style-type: none"> <li>● Non-PII also needs to be Encrypted at Transmission</li> <li>● Public API Consumption</li> </ul> <p>○ Other System Features (with Approved UAT, RET and PT):</p> <ul style="list-style-type: none"> <li>● Single Sign-On*</li> <li>● API Integration</li> <li>● Theme Development for the Energy and Agency Portals</li> <li>● Standardization of contents/modules for aggregation</li> <li>● User Dashboard Development</li> <li>● Two-Factor Authentication (2FA)</li> </ul> <p>* System Requirement for Single Sign On Features:</p> <ul style="list-style-type: none"> <li>● For DOE internal system - the DOE has existing subscription for Office 365.</li> <li>● For external and public user interface – Open Source</li> <li>● The Single Sign-on (SSO) to be used shall be compatible with Liferay.</li> </ul>			
<p><b>2. Portal Development</b></p> <ul style="list-style-type: none"> <li>● Go Live of Energy and DOE Portals (with Approved UAT, RET and PT)</li> <li>● DOE Website contents migrated to the DOE Portal</li> <li>● New Modules based from DOE requirements developed and integrated to the Energy and DOE Portals (with Approved UAT, RET and PT)</li> </ul>	30%	5,700,000.00	Approved Certificate of Acceptance/ Completion by the End-User
<p><b>3. Systems Integration</b></p> <ul style="list-style-type: none"> <li>● Existing DOE information systems integrated to the Energy and DOE Portals (with Approved UAT, RET and PT)</li> </ul>	25%	4,750,000.00	Approved Certificate of Acceptance/ Completion by the End-User
<p>Conduct of System Transitioning and Completion</p> <ul style="list-style-type: none"> <li>● Complete software documentation submitted (Training Modules, User Manual, System Administration Manual, Technical Manual, Source Codes, Terminal Report)</li> <li>● Conducted training / capability-building (End-Users' Training, System Administrators' Training)</li> </ul>	5%	950,000.00	Approved Certificate of Acceptance/ Completion by the End-User
<p>Note: Retention is 10% of every progress billing 5% Warranty of the total contract price</p>			

4	The inspections and tests that will be conducted are: <i>As stated in the Terms of Reference</i>
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## ***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.

<b>Activities</b>	<b>Timeline</b>	<b>Work Percentage</b>
Submission of Inception Report	30 calendar days upon receipt of the Notice to Proceed	10%
Supply and delivery of ICT Software and Hardware requirement	90 calendar days upon receipt of the Notice to Proceed	20%
Portal Design	180 days calendar days upon receipt of the Notice to Proceed	10%
Portal Development	180 days calendar days upon receipt of the Notice to Proceed	30%
Integration of various information systems listed in Annex B	180 days calendar days upon receipt of the Notice to Proceed	25%
Conduct of System Transitioning and Completion	180 days calendar days upon receipt of the Notice to Proceed	5%



## ***Section VII. Technical Specifications***

# Technical Specifications

Specification/ Terms of Reference		
Item	Description	Bidder's Compliance
<b>Establishment of the Energy Portal</b>  <b>ABC: Php19,000,000.00</b>		
	<b>I. Objective</b>  Acquisition of services for the Establishment of Energy Portal, providing a centralized gateway to the energy sector's online services and information, as well as establishing interconnectivity and interoperability within the energy sector.	
	<b>II. Project Implementation</b>  The Energy Portal project will be divided into two (2) phases as follows:  Phase I <ul style="list-style-type: none"> <li>● Collaboration with DICT, DOE and Energy Sector agencies for the development of the Energy and DOE Portals</li> <li>● Design and development of the Energy and DOE Portals</li> <li>● Data Migration of existing DOE Website to the DOE Portal</li> <li>● Customization/development and integration of contents/modules/information systems of Energy and DOE Portals</li> </ul> Phase II <ul style="list-style-type: none"> <li>● Design and Development of portals of the Energy Sector Agencies</li> <li>● Data Migration of the existing websites to the portals of the Energy Sector Agencies</li> <li>● Customization/development and integration of Energy Portal modules of the Energy Sector Agencies</li> <li>● Integration of existing information systems of the Energy Sector Agencies</li> </ul>	

<p>For this procurement, only Phase I will be implemented including the ICT hardware and software requirements of DOE. Phase II will be proposed for DOE and Energy Sector Agencies' ISSP CY2021 onwards.</p>	
<p><b>III. Scope of Work:</b></p> <p>The SP will be required to provide services for the development of Energy Portal which addresses/contains the following Scope of Works (SW).</p> <p>A. Supply and delivery of ICT Software and Hardware requirement (see Annex A)</p> <p>B. Energy Portal Design and Development with the following major work components:</p> <ol style="list-style-type: none"> <li>1. Submission of Inception Report;</li> <li>2. Collaboration with DICT, DOE and Energy Sector Agencies for the development of Energy and DOE Portals</li> <li>3. Identification of detailed functionalities/features of the Energy and DOE Portals</li> <li>4. Conduct of review and assessment of the Energy Knowledge Management (eKM) documentation as basis of the Energy Portal's features/functionalities;</li> <li>5. Conduct of requirements elicitation workshops to determine the new and/or additional requirements for the Energy and DOE Portals with DICT, DOE and Energy Sector agencies;</li> <li>6. Development/formulation of the following: <ol style="list-style-type: none"> <li>a. Software Requirements Specification (SRS) covering the Energy and DOE portals, and the Energy Sector Agencies' Portal</li> <li>b. Stakeholder Map Matrix with Needs/Requirements analysis</li> <li>c. Solution Concept Diagram</li> <li>d. Business Process Flows</li> <li>e. Business Requirements Documents</li> <li>f. Wireframes and/or Prototypes</li> <li>g. Business Transformation Readiness Assessment (based on TOGAF)</li> </ol> </li> </ol>	

<p>h. Data Architecture Documentation (Target State)</p> <p>i. Application Integration Architecture Diagrams with Information Flows</p> <p>j. Technology – Communications Engineering Diagram and the Environments &amp; Location Diagram</p> <p>k. Web Portal Look and Feel &amp; alignment with NGP</p> <p>l. Non-Functional Requirements:</p> <ul style="list-style-type: none"> <li>i. DICT Integration Standard Protocols: Web APIs (preferred REST)</li> <li>ii. Personally identifiable information (PII) needs to be Encrypted at Transmission and at rest (for the new developments)</li> <li>iii. Non-PII also needs to be Encrypted at Transmission</li> <li>iv. Public API Consumption</li> </ul> <p>m. Other System Features:</p> <ul style="list-style-type: none"> <li>i. Single Sign-On <ul style="list-style-type: none"> <li>• For DOE internal system - the DOE has existing subscription for Office 365.</li> <li>• For external and public user interface – Open Source</li> <li>• The Single Sign-on (SSO) to be used shall be compatible with Liferay.</li> </ul> </li> <li>ii. API Integration</li> <li>iii. Theme Development for the Energy and Agency Portals</li> <li>iv. Standardization of contents/modules for aggregation</li> <li>v. User Dashboard Development</li> <li>vi. Two-Factor Authentication (2FA)</li> </ul> <p>7. Development of the Energy and DOE portals based on the approved designs;</p> <p>8. Data Migration of the existing DOE Website to the DOE Portal;</p> <p>9. Customization/development, testing, and integration</p>	
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<p>of contents/modules of Energy and DOE Portals</p> <p>10. Customization, testing and integration of existing DOE information systems to the Energy and DOE Portals</p> <p>The required baseline technology requirements for the project are Liferay and open source technologies.</p> <p>All documents must be accepted/ signed-off by the end-user.</p> <p>c. Conduct of System Transitioning and Completion:</p> <ol style="list-style-type: none"> <li>1. Submission of complete software documentation <ul style="list-style-type: none"> <li>- Training Modules</li> <li>- User Manual</li> <li>- System Administration Manual</li> <li>- Technical Manual</li> <li>- Source Codes</li> <li>- Terminal Report</li> </ul> </li> <li>2. Conduct of training / capability-building <ul style="list-style-type: none"> <li>- End-Users' Training</li> <li>- System Administrators' Training</li> </ul> </li> </ol>										
<p><b>IV. Expected Outputs or Deliverables:</b></p>										
<p>The minimum outputs or deliverables shall be the following during project execution stage:</p>										
<table border="1"> <thead> <tr> <th data-bbox="256 1093 456 1155">ACTIVITY</th> <th data-bbox="456 1093 636 1155">SCOPE OF WORKS</th> <th data-bbox="636 1093 1096 1155">DELIVERABLES</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 1155 456 1285">A.</td> <td data-bbox="456 1155 636 1285">Supply and delivery of ICT Software and Hardware requirement</td> <td data-bbox="636 1155 1096 1285"> <ul style="list-style-type: none"> <li>• ICT Software and Hardware delivered and accepted</li> </ul> </td> </tr> <tr> <td data-bbox="256 1285 456 2022">B.</td> <td data-bbox="456 1285 636 2022">Energy and DOE Portals Design and Development</td> <td data-bbox="636 1285 1096 2022"> <ul style="list-style-type: none"> <li>• Inception Report</li> <li>• Energy and DOE Portals</li> <li>• DOE Website contents migrated to the DOE Portal</li> <li>• Approved project requirements, as follows: <ul style="list-style-type: none"> <li>○ SRS covering the Energy and DOE portals, and the Energy Sector Agencies' Portal</li> <li>○ Stakeholder Map Matrix with Needs/Requirements analysis</li> <li>○ Solution Concept Diagram</li> <li>○ Business Process Flows</li> <li>○ Business Requirements Documents</li> <li>○ Wireframes and/or Prototypes</li> <li>○ Business Transformation Readiness Assessment (based on TOGAF)</li> <li>○ Data Architecture Documentation (Target State)</li> <li>○ Application Integration Architecture Diagrams with Information Flows</li> <li>○ Technology – Communications Engineering Diagram and the Environments &amp; Location Diagram</li> <li>○ Web Portal Look and Feel &amp; alignment with NGP</li> <li>○ Non-Functional Requirements: <ul style="list-style-type: none"> <li>• DICT Integration Standard Protocols: Web APIs (preferred REST)</li> </ul> </li> </ul> </li> </ul> </td> </tr> </tbody> </table>		ACTIVITY	SCOPE OF WORKS	DELIVERABLES	A.	Supply and delivery of ICT Software and Hardware requirement	<ul style="list-style-type: none"> <li>• ICT Software and Hardware delivered and accepted</li> </ul>	B.	Energy and DOE Portals Design and Development	<ul style="list-style-type: none"> <li>• Inception Report</li> <li>• Energy and DOE Portals</li> <li>• DOE Website contents migrated to the DOE Portal</li> <li>• Approved project requirements, as follows: <ul style="list-style-type: none"> <li>○ SRS covering the Energy and DOE portals, and the Energy Sector Agencies' Portal</li> <li>○ Stakeholder Map Matrix with Needs/Requirements analysis</li> <li>○ Solution Concept Diagram</li> <li>○ Business Process Flows</li> <li>○ Business Requirements Documents</li> <li>○ Wireframes and/or Prototypes</li> <li>○ Business Transformation Readiness Assessment (based on TOGAF)</li> <li>○ Data Architecture Documentation (Target State)</li> <li>○ Application Integration Architecture Diagrams with Information Flows</li> <li>○ Technology – Communications Engineering Diagram and the Environments &amp; Location Diagram</li> <li>○ Web Portal Look and Feel &amp; alignment with NGP</li> <li>○ Non-Functional Requirements: <ul style="list-style-type: none"> <li>• DICT Integration Standard Protocols: Web APIs (preferred REST)</li> </ul> </li> </ul> </li> </ul>
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C.	Conduct of System Transitioning and Completion	<ul style="list-style-type: none"> <li>● Complete software documentation submitted (Training Modules, User Manual, System Administration Manual, Technical Manual, Source Codes, Terminal Report)</li> <li>● Conducted training / capability-building (End-Users' Training, System Administrators' Training)</li> </ul>	

<p><b>V. Roles and Responsibilities</b></p> <p>1. The SERVICE PROVIDER (SP) shall:</p> <ol style="list-style-type: none"> <li>a. Establish a Project Management Team;</li> <li>b. Familiarize with the National Government Portal (NGP) to determine how to integrate with Energy Portal;</li> <li>c. Familiarize with the information, online services of the Energy Sector's operating units/end-users;</li> <li>d. Conduct review of Energy Portal documents and come up with recommendations for possible enhancements/modifications;</li> <li>e. Conduct meetings and workshops for requirements elicitations;</li> <li>f. Formulate the documentation identified in the Scope of Works;</li> <li>g. Submit Project Management Reports including GANTT Chart, Cash Flow, among others;</li> <li>h. Prepare the necessary development/staging/production servers.</li> <li>i. Design, customize/develop, test and integrate new portal modules and existing information systems of the DOE to the Energy Portal based on the approved software documentations;</li> <li>j. Identify the necessary infrastructure, hardware and</li> </ol>		
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<p>software for a complete platform to run the portal as designed;</p> <ul style="list-style-type: none"> <li>k. Familiarize with the current DOE and Energy Sector Agencies ICT technologies and platforms ensure compatibility of the customized/developed systems; and</li> <li>l. Regularly coordinate with DOE-Information Technology and Management Services-Information Technology Division (ITMS-ITD).</li> </ul> <p>2. The DOE shall perform the following functions:</p> <ul style="list-style-type: none"> <li>a. Assign a Project Management Team (PMT) and Technical Working Group (TWG) which can access information and provide technical support as deemed necessary in undertaking the project;</li> <li>b. Provide technical specifications and requirements of the project, as well as documents, reports, and forms required in the effective development of the information systems;</li> <li>c. Review the design and programs developed by the SP and recommend inputs and revisions (when necessary);</li> <li>d. Provide the required production servers in collaboration with DICT;</li> <li>e. Issue Certificate of Completion and Certificate of Acceptance to the SP, within fifteen (15) calendar days upon receipt of the developed software applications and documentation; and</li> <li>f. Perform other necessary functions related to the enumerated tasks above during the implementation of the project</li> </ul>	
<p><b>VI. Bidder's Minimum Technical Qualification</b></p> <ul style="list-style-type: none"> <li>1. Minimum of 5 years of experience in the design and development of government and private sector portals (total number of years of experience).</li> <li>2. Must have at least 5 clients (ongoing or completed), both private and public, in the Philippines for the last 10 years.</li> <li>3. The Technical Staff must have at least a minimum of 4 years of related experience.</li> </ul> <p>Documents supporting the technical qualification should be included in the submission.</p> <p><b>VII. Project Duration and Timeline</b> The estimated project duration to customize/develop the system shall be 180 days.</p>	

Activities	Timeline	Work Percentage
Submission of Inception Report	30 calendar days upon receipt of the Notice to Proceed	10%
Supply and delivery of ICT Software and Hardware requirement	90 days calendar days upon receipt of the Notice to Proceed	20%
Portal Design	180 days calendar days upon receipt of the Notice to Proceed	10%
Portal Development	180 days calendar days upon receipt of the Notice to Proceed	30%
Integration of various information systems listed in Annex B	180 days calendar days upon receipt of the Notice to Proceed	25%
Conduct of System Transitioning and Completion	180 days calendar days upon receipt of the Notice to Proceed	5%

### GANTT Chart

Activities	Implementation Schedule					
	July	Aug	Sept	Oct	Nov	Dec
Submission of Inception Report	30 days					
Supply and delivery of ICT Software and Hardware requirement	90 days					
Portal Design	180 days					
Portal Development	180 days					
Integration of various information systems listed in Annex B	180 days					
Conduct of System Transitioning and Completion					60 days	

### Payment Schedule

Deliverables	Payment Terms Percent (%)	Percentage Amount	Requirement
Inception Report	10%	1,900,000.00	Signed Inception Report
Supply and delivery of ICT Software and Hardware requirement	20%	3,800,000.00	Approved Certificate or Acceptance/ Completion by the End-User  Delivery Receipt Invoice



<p>Energy and DOE Portals Development</p> <p><b>2. Portal Design</b></p> <ul style="list-style-type: none"> <li>● Approved portal designs, as follows: <ul style="list-style-type: none"> <li>○ SRS covering the Energy and DOE portals, and the Energy Sector Agencies' Portal</li> <li>○ Stakeholder Map Matrix with Needs/Requirements analysis</li> <li>○ Solution Concept Diagram</li> <li>○ Business Process Flows</li> <li>○ Business Requirements Documents</li> <li>○ Wireframes and/or Prototypes</li> <li>○ Business Transformation Readiness Assessment (based on TOGAF)</li> <li>○ Data Architecture Documentation (Target State)</li> <li>○ Application Integration Architecture Diagrams with Information Flows</li> <li>○ Technology – Communications Engineering Diagram and the Environments &amp; Location Diagram</li> <li>○ Web Portal Look and Feel &amp; alignment with NGP</li> <li>○ Non-Functional Requirements (with Approved User Acceptance Testing (UAT), Real Environment Testing (RET) and Pilot Testing (PT) - Actual Usage), if any): <ul style="list-style-type: none"> <li>● DICT Integration Standard Protocols: Web APIs (preferred REST)</li> <li>● PII needs to be Encrypted at Transmission and at rest (for the new developments)</li> <li>● Non-PII also needs to be Encrypted at Transmission</li> <li>● Public API Consumption</li> </ul> </li> <li>○ Other System Features (with Approved UAT, RET and PT): <ul style="list-style-type: none"> <li>● Single Sign-On</li> <li>● API Integration</li> <li>● Theme Development for the Energy and Agency Portals</li> <li>● Standardization of contents/modules for aggregation</li> <li>● User Dashboard Development</li> </ul> </li> </ul> </li> </ul>	<p>10%</p>	<p>1,900,000.00</p>	<p>Approved Certificate of Acceptance/ Completion by the End-User</p>	
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<ul style="list-style-type: none"> <li>Two-Factor Authentication (2FA)</li> </ul>				
<p><b>2. Portal Development</b></p> <ul style="list-style-type: none"> <li>Go Live of Energy and DOE Portals (with Approved UAT, RET and PT)</li> <li>DOE Website contents migrated to the DOE Portal</li> <li>New Modules based from DOE requirements developed and integrated to the Energy and DOE Portals (with Approved UAT, RET and PT)</li> </ul>	30%	5,700,000.00	Approved Certificate of Acceptance/ Completion by the End-User	
<p><b>3. Systems Integration</b></p> <ul style="list-style-type: none"> <li>Existing DOE information systems integrated to the Energy and DOE Portals (with Approved UAT, RET and PT)</li> </ul>	25%	4,750,000.00	Approved Certificate of Acceptance/ Completion by the End-User	
<p>Conduct of System Transitioning and Completion</p> <ul style="list-style-type: none"> <li>Complete software documentation submitted (Training Modules, User Manual, System Administration Manual, Technical Manual, Source Codes, Terminal Report)</li> <li>Conducted training /</li> </ul>	5%	950,000.00	Approved Certificate of Acceptance/ Completion by the End-User	

capability-building (End-Users' Training, System Administrators' Training)				
Note: Retention is 10% of every progress billing 5% Warranty of the total contract price				

## ICT Software/Hardware Requirements

## Software

ITEM	QTY	UNIT	MINIMUM SPECIFICATIONS
1	5	licenses for 3-year subscription	Photoshop for teams
2	5	licenses for 3-year subscription	Acrobat Pro DC for teams

*Note: License subscription will commence at the time of final acceptance of the project.*

## Hardware

ITEM	QTY	UNIT	MINIMUM SPECIFICATIONS
1	4	sets	<p>RACK SERVER</p> <ul style="list-style-type: none"> <li>● 2 x 2.1GHz 8-Core Xeon E5-2620V4 Dual Capable</li> <li>● Chipset/FSB: Intel C612</li> <li>● 32GB RAM (1 x 16GB DDR4 2400 ECC Reg.)</li> <li>● Expansion slot: 2 x PCI-E x16 slots (FHHL)</li> <li>● LAN: Intel i350 Dual Port Gigabit Ethernet Controller</li> <li>● VGA: onboard graphics controller</li> <li>● IPMI 2.0 + KVM w/ Dedicated LAN</li> <li>● SAS3 (12Gbps) via LSI 3108</li> <li>● RAID 0, 1, 5, 6, 10, 50, 60 support</li> <li>● 8 x 300GB SAS 10K RPM 2.5" HDD</li> <li>● 10 Hot-swap 2.5" SAS/SATA drive bays; (default 8 SAS3, 2 SATA3)</li> <li>● Power Supply: 700W Platinum-Level Redundant</li> <li>● Cooling System: 5 x 4cm heavy-duty counter-rotating fans w/ air shroud and optimal fan speed control</li> <li>● Form Factor: 1U Rackmount</li> <li>● With mounting kits/accessories</li> <li>● ISO Certifications: ISO9001, ISO14001, ISO 13485</li> </ul>

2	1	lot	<p>2FA / OTP SMS Messaging Appliance</p> <ul style="list-style-type: none"> <li>● Hardware Specification: Intel CPU   Linux OS   4GB RAM   500GB HDD  1U Rack mountable Dimension 432(W) x 305 (D) x 42 (H) x mm   4 x 10/100/1000BT NIC Card   3 x 2G/3G/4G modem  6 x USB  1 x RS232   1 x VGA   Certificate CE, FCC</li> <li>● Support Web based configuration, management and administration</li> <li>● Support WEB OTP w/ Integration to Back End System via API</li> <li>● Support SMS using FTP (file)and ODBC (database) connection</li> <li>● Plug and Play appliances for easy maintenance and support</li> <li>● Support Web –based user interface with address book and canned messages to send SMS</li> <li>● Support multiple user access rights</li> <li>● Support Automatic SMS message routing using SMS keyword for interactive information on – demand</li> <li>● Support free integration to multiple number of backend applications</li> <li>● Support Dual Integration via email or HTTP Post for sending and receiving SMS</li> <li>● All messages are date/time stamped for monitoring and tracking purposes</li> <li>● Support 2-way SMS communication</li> <li>● Must be highly scalable, supporting up to 32 modems</li> <li>● Must support integration with Social Messaging Platforms (FB Messenger, Viber, Line, WeChat, WhatsApp, Slack)</li> <li>● Must support an option for High Availability (HA) setup / configuration</li> <li>● Warranty: 1 year with 8x5 technical support and maintenance</li> </ul> <p>Scope of Work</p> <ul style="list-style-type: none"> <li>● Installation, setup and configuration which includes rack mounting and all interface connection requirements</li> <li>● Technical assistance to application engineer for the WEB OTP / 2FA integration via API</li> <li>● Testing and Commissioning of the solution</li> <li>● Conduct knowledge transfer / training for 3-5 IT personnel (on-site / online)</li> </ul>
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### Information Systems for Integration in the Energy and DOE Portals

The Solution Provider shall ensure security Information Systems to be integrated in the Energy and DOE Portals.

NO.	System	Description/ Main Function	API Status
1	Attendance Monitoring System (AMS)	AMS is used for the Daily Time Record (DTR) management of DOE employees.	Without
2	Budget and Treasury Management System (BTMS)	The Budget and Treasury Management System (BTMS) is a common, modern, integrated, accurate, reliable and secure information system for the public financial management (PFM) operations of the Government of the Philippines (GOP). It provides a sustainable government resource planning solution that is extensible, flexible thereby supporting a range of public financial requirements, and adaptable to reform and modernization.	Without
3	Chatbot	Automated DOE HelpDesk Infocenter with capability and capacity to manage inquiries and feedback from DOE stakeholders	Without
4	Collection Monitoring System (COMS)	It is a web-based system that automates the process of assessment, collection and generation of various assessment/collection reports. Authorized users, particularly the Treasury personnel and other DOE staff, can easily monitor assessments and payments of the Department.	Without
5	Competency Model Management System (CMMS)	The Competency Model Management System Software is an application that utilizes an intuitive user interface that makes inputting and editing records fast and efficient. This program provides a graphical user interface that allows a user to input all information and store it electronically to exterminate the need for using paper records.	Without
6	Competitive Selection Process Portal (CSP Portal)	The DOE CSP E-based Portal plays a vital role in upholding the objective of the "Competitive Selection Process" (CSP) policy, i.e. to institutionalize a clear,	Without

		transparent, and fair supply procurement process.	
7	DOE Electric Power Database Management System (DEPDMS)	DEPDMS is a robust electricity market database that will accommodate various and voluminous data from the electric power industry participants such as Market Operator, System Operator, generators and suppliers. This system should automate the loading, extraction, transformation, monitoring and analysis of the data. This web-based system would facilitate efficient submission / collection of data from stakeholders and other DOE attached agencies.	Without
8	DOE Information System (DOE Infosys)	The DOE Infosys automates the internal workflows and processes of the Department and aims to establish online and "less" paper internal transactions.	Without
9	Downstream Oil and Natural Gas Online Application System (DONOAS)	This online platform enables oil companies, businesses, and facilities to file service applications, monitor the processing of their application, and access issued certificates and permits. With Downstream Oil and Natural Gas Online Application System, you can save time, energy, and other resources from personally filing applications to the Department of Energy. You can also track all your company/business/facility's filed applications.	Without
10	Downstream Oil and Natural Gas Online Portal (DONGOP)	DONGOP is an end-to-end data platform with analytics system providing online registration, service application, facility profile management, inspection report management, oil products information management, document processing, workflow management, and executive dash reporting service for DOE Oil Industry Management Bureau.	Without
11	E-Library System	The E-library system is an online public access catalog system which allows users access to the titles, authors and publication history of existing collections of both technical journals and books on Energy.	Without
12	Employees Compensation Payroll System integrated with Personnel Management Information System (ECPS-PMIS)	The ECPS-PMIS is an integrated solution for management and monitoring of human resource information, e201 files, payroll and accounting services.	Without
13	Energy Applications Monitoring System (EAMS)	Modules: <ul style="list-style-type: none"> <li>● Document Tracking</li> <li>● Reports</li> <li>● Investor Assistance and Support</li> </ul>	Without

		Tracking	
14	Energy Data Center Management System (EDCMS)	EDCMS is a web-based database management system that will enable service contractors to submit and request data.	Without
15	Energy Efficiency and Conservation Database System for Sectors (EDSS)	Phase 1 modules include but not limited to: <ul style="list-style-type: none"> <li>· Module 1 – Annual Energy Efficiency and Conservation Report (AEECR)</li> <li>· Module 2 - Annual Energy Utilization Report (AEUR)</li> <li>· Module 3 – Registration of Energy Conservation Officer (ECO)</li> <li>· Module 4 – Registration of Energy Manager</li> </ul> Development of Phase 2 is ongoing and Phase 3 is for development.	Without
16	Energy Virtual One-Stop-Shop (EVOSS)	EVOSS is a web-based monitoring system for energy applications and a repository of project related information and permits issued which shall be shared by all agencies involved in the approval process of energy applications that would enable us to work together as one in providing assistance to facilitate doing business in the energy sector. The system promotes transparency and accountability among all actors in the application process.	Without
17	Enterprise Content Management System (ECMS)	ECMS enables end-to-end management (from capture to disposition) of enterprise content and provides the flexibility to access and deliver content in various user interfaces (desktop, web, mobile) providing a connected and digital workplace and empowering employees to meaningfully engage clients/stakeholders.	With



18	Government Energy Management Program System (GEMPS)	<p>The modules of Phase 1 include but not limited to:</p> <ul style="list-style-type: none"> <li>· Module 1 – Government Entity Registration</li> <li>· Module 2 – Submission of Historical Consumption</li> <li>· Module 3- Submission of Electricity and Fuel Consumption Report</li> <li>· Module 4 – Computation of Electricity and Fuel Savings</li> <li>· Module 5. Submission of Inventory of ACUs, Lighting Fixtures, Other Equipment and Motor Vehicles</li> <li>· Module 6. Submission of Projects</li> <li>· Module 7. Generation of Report</li> <li>· Module 8. Computation of Building Energy Efficiency Index</li> </ul> <p>The development of Phase 2 is ongoing. Phase 3 is for development.</p>	Without
19	Job Order Attendance Monitoring and Payroll System (JOAMPS)	JOAMPS is used for the Daily Time Record (DTR) and Payroll of Job Order staff of the DOE.	Without
20	Online Energy Resources Atlas (OERA)	OERA is a web-based map that can show location and attribute information about existing energy resource contract and application areas (solar, wind, geothermal, hydro, coal and petroleum) and other energy facilities (e.g., gasoline stations, power plants, oil depot/refineries) in the Philippines.	Without
21	Payment Process Monitoring System (PPMS)	<p>PPS automates the payment process workflows and reports generation.</p> <p>The Payment Processing Software is an application that utilizes an intuitive user interface that makes inputting and editing records fast and efficient. This program provides a graphical user interface that allows a user to input all information and store it electronically to exterminate the need for using paper records.</p>	Without
22	Petty Cash Fund Management System (PCFMS)	This web-based system manages the granting, utilization and liquidation of petty cash advances. The PCFMS automates the workflow of Petty Cash Fund Management which include, but not limited to, creation of Petty Cash Voucher (PCV), tracking and monitoring of PCV status/actions with dashboard, processing	Without

		of PCV Request, processing of PCV Liquidation, and generation of Reports. PCFMS is used for the processing and report generation of the Petty Cash Voucher by Treasury Division	
23	Philippine Energy Labelling Program System (PELPS)	Phase 1 modules include but not limited to: <ul style="list-style-type: none"> <li>· Module 1 – Company Registration</li> <li>· Module 2 – Product Registration</li> <li>· Module 3 – Energy Labeling Issuance</li> </ul> Development of Phase 2 is ongoing and Phase 3 is for development.	Without
24	Philippine Renewable Energy Market System (PREMS)	PREMS is an enterprise-grade system that will automate the main functions of the Renewable Energy (RE) Registrar.	Without
25	Procurement Monitoring System (PMS)	The Procurement Monitoring System shall cover all procurement activities specified in the APP, whether ongoing and completed, from the holding of the pre-procurement conference to the issuance of notice of award and the approval of the contract, including the standard and actual time for each major procurement activity. The procurement monitoring report shall be approved and submitted by the Head of the Procuring Entity to the GPPB in printed and electronic format within fourteen (14) calendar days after the end of each semester. The BAC shall be responsible for ensuring that the procuring entity abides by the standards set forth by the Act. For the purposes of this electronic system is to “monitoring of public procurement” comprises each and any systematic observation of the public procurement system conducted in a coherent way in order to assess how this system functions and develops over time and to establish whether the desired (targeted) state defined by policy makers has been achieved.	Without
26	Property Inventory Management System (PIMS)	PIMS is an integrated solution that will facilitate more efficient flow and work procedure in the Supply and Property Management Division (SPMD). It shall automate the requirements and functions of the SPMD, particularly in the acquisition, warehousing and management of supplies and properties of the organization.	Without

27	Tax Collection Monitoring System (TCMS)	TCMS automates the tax collection monitoring process workflows and reports generation.  The Tax Collection Software is an application that utilizes an intuitive user interface that makes inputting and editing records fast and efficient. This program provides a graphical user interface that allows a user to input all information and store it electronically to exterminate the need for using paper records.	Without
28	Vehicle Management System (VMS)	The Vehicle Management Software is an application that utilizes an intuitive user interface that makes inputting and editing records fast and efficient. It provides the interface to users in a graphical way to manage the daily transactions and provides reports needed by the user and the management. The aim of this application is to reduce the manual effort needed to manage transactions in a company.	Without
29	Virtual Collaborator Client and Monitoring System	Module 1 –Interactive feedback support system (Chat) for GEMP, PELP and EDSS Portal  Module 2 – Automatic Virtual Activity Broadcaster through video conferencing software for GEMP, PELP and EDSS Portal	Without
	Other Information Systems that may be identified during the requirements elicitation phase at no extra cost to DOE.		

**Note:**

1. *Integration of above-mentioned Information Systems is subject for approval of the system owner/end-user.*
2. *API status*
  - a. *There are ongoing application system projects that may need development of APIs for system integration.*
  - b. *The Solution Provider shall ensure the security of the listed Information Systems to be integrated in the Energy and DOE Portals.*
  - c. *As stated in Scope of Work Item B. Sub-Item No. 10. "Customization, testing, and integration of existing DOE information systems to the Energy and DOE Portals." The "customization, testing, and integration" shall, among others, include the development of Application Programming Interfaces (APIs).*

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# 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

- ☐ (e) 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**
- ☐ (f) 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**
- ☐ (g) 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**
- ☐ (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (i) 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

- ☐ (j) The Supplier’s audited financial statements for the **year ending 2020**, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions; **and**
- ☐ (k) 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***

- ☐ (l) 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.

**II. FINANCIAL COMPONENT ENVELOPE**

- ☐ (m) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (n) Original of duly signed and accomplished Price Schedule(s).

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

- ☐ (o) *[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.
- ☐ (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

# *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]*

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## 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 and 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]*

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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 five years), where applicable.**

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

**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 five years), where applicable.**

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

**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]*

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**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;

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:*

*[Insert Procuring Entity]*

*for:*

*[Insert Name of Supplier]*

*[Insert Name and Signature of Witness]*

*[Insert Name and Signature of Witness]*

*[Insert Name and Signature of DOE Chief Accountant as Witness]*

**Acknowledgment**

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



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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]*

