



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)
Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-02-0101-2023-09-0431-1111-0213
Purchase Request No.:	02-0101-2023-09-0431

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF SERVICES FOR THE PRODUCTION OF AUDIO-VISUAL PRESENTATIONS AND OTHER MULTIMEDIA MATERIALS, AND CONCEPT, LAYOUT FOR THE ENERGY VIRTUAL ONE-STOP SHOP (EVOSS)
Approved Budget for the Contract	: Php500,000.00
Mode of Procurement	: Small Value Procurement (AMP 53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: Please refer to the Timetable
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance.

SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE COLLATED AND SUBMITTED IN A ONE (1) PDF FILE

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **14 November 2023, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	<p>I. Background/Rationale</p> <p>a. Energy Virtual One-Stop Shop (EVOSS) Act</p> <p>The Republic Act (RA) No. 11234, An Act Establishing the Energy Virtual One-Stop Shop for the Purpose of Streamlining the Permitting Process of Power Generation, Transmission and Distribution Projects otherwise known as the Energy Virtual One Stop Shop (EVOSS Act) was signed into law on March 8, 2019. Its Implementing Rules and Regulations was promulgated on May 28, 2019, with the issuance of the DOE Department Circular No. DC2019-05-0007.</p> <p>The EVOSS Act aims to facilitate and streamline business processes, create an environment of transparency and accountability, and cut down transaction costs through the harmonization of forms and processes to increase efficiency in</p>			

the bureaucracy. Moreover, an online platform will be established where prospective energy project developers/investors can apply, monitor, submit all documentary requirements and needed permits and applications, and pay for the necessary charges and fees.

b. EVOSS-Related Issuances

After the enactment of the EVOSS Act, the following orders and laws were subsequently issued relevant to the permitting process which substantially increased the number of processes for inclusion in the EVOSS System:

1. Administrative Order No. 23 Eliminating Overregulation to Promote Efficiency of Government Processes was issued on February 21, 2020. Section 3 states that for processes applicable to energy-related projects, the timelines provided by RA No. 11234 shall be complied with.
2. Executive Order No. 143 Creating the Energy Virtual One-Stop Shop Task Group, providing its Functions, and for other Purposes was issued on July 2, 2021. The Task Group was created as an interim measure to continue the implementation of RA No. 11234.
3. Republic Act No. 11592 An Act Establishing the Regulatory Framework for the Safe Operations of the Liquefied Petroleum Gas Industry, Delineating the Power and Functions of Various Government Agencies, Defining and Penalizing Certain Prohibited Acts (LPG Regulation Industry Act) was issued on October 14, 2021. Section 49 on Permits and Licenses states that the procedure for all permits and licenses issued pursuant to this Act shall be governed by Republic No. 11234, otherwise known as the EVOSS Act. The EVOSS Steering Committee shall streamline the permitting process for the LPG industry and shall continue its mandate under Republic Act No. 11234.
4. Republic Act No. 11646 An Act Promoting the Use of Microgrid Systems to Accelerate the Total Electrification of Unserved and Underserved Areas Nationwide (Microgrid Systems Act). In Section 19 on the Permitting Process, Republic Act No. 11234 or the EVOSS Act shall apply to the permitting process of all MGSPs; Provided that the applicable time frames shall be reduced to half of the

time frames indicated in Sections 13, 14, 15 and 16 of RA No. 11234 unless the specific time frame is provided.

5. Republic Act No. 11697 An Act Providing for the Development of the Electric Vehicle Industry (Electric Vehicle Industry Development Act) was issued on April 15, 2022. In Section 21 on Permits, the time frame for the procedure of all permits and licenses issued pursuant to this Act shall be governed by RA No. 11234 (EVOSS Act). Towards this end, the EVOSS Steering Committee shall include the Anti-Red Tape Authority among its members. Updates on the Implementation of the EVOSS Act
6. Executive Order No. 21 Directing the Establishment of the Policy and Administrative Framework for Offshore Wind Development was issued on April 19, 2023. Section 4 on EVOSS Integration cites that within thirty (30) days from receipt of submission of the complete list made under Section 3, the DOE shall review the submission and take the appropriate action whether they shall:
 - a) initiate the full integration of applicable permit into the EVOSS platform, provided that all requirements have been submitted; or
 - b) require the Permitting Agency (PA) to remediate or supplement a deficient or incomplete submission. Upon the ingratiation of the PA's requirements or processing onto the EVOSS platform, the processing of such PA's permit shall be done through the EVOSS System.

c. EVOSS System

As stipulated in Section 5 of the EVOSS Act, the DOE shall operate and maintain an effective information technology infrastructure system which shall be updated regularly. In line with this, the ESC created the Sub-Committee chaired by the Department of Information and Communications Technology to review and finalize the Terms and Reference (TOR) of the System Developer for the Enhancement of the EVOSS System. The TOR was approved during the 2nd ESC Meeting. With the approved TOR, the services of the system developer were contracted in compliance with the conditions provided in the EVOSS Act and its IRR.

The EVOSS system is continuously enhanced to include the features indicated in the EVOSS Act and to adapt

and include the requirements of the stakeholders. Currently, the system has the following features:

1. Contains the Checklist of Requirements, Process Flow Diagrams, and Fees of the Processes within the System.
2. Provides separate log-in for agency/entity and the applicants.
3. Restricts access to designated users to specific projects within the company.
4. Provides a dashboard for each agency indicating the list of applications per project, forms, and attachments submitted, number of days elapsed, etc.
5. Indicates the deadline or due date to respond to an action assigned to them specific to the deliverable.
6. Automatic escalates the task after exceeding the due date/deadline set for the assigned task.
7. Automatic issues the Deemed Complete and Deemed Approved Certificates, if processing goes beyond the time frame.
8. Provides system-generated email notifications and SMS notifications.
9. Enables the applicants to monitor the status of their applications through the EVOSS System.
10. Retains an audit trail of the changes made in the system.
11. Capable of integrating with online payment systems.
12. Capable of accepting complaints related to the five (5) offenses stated in the EVOSS Act. Updates on the Implementation of the EVOSS Act
13. Capable of interoperating with other existing systems with the use of Application Programming Interface.
14. Capable of generating operational reports based on the format, parameters, and requirements.

The full operationalization of the EVOSS System is mainly dependent on the readiness of the processes of the agencies and entities to be incorporated or integrated into the system. Generally, the existing processes and requirements of the agencies and entities are based on the business-as-usual

situation. As a consequence, the process/es of each agency and entity will have to undergo a series of consultations with the agency or entity to validate the submitted streamlined process in compliance with the EVOSS time frame. After the consultation and finalization of the streamlined process, only then will the module be developed which will then be subjected to several testing procedures by the system developer and the users. Once the users are comfortable with the functionalities of the system, the module is rolled-out. This is followed by the conduct of several Hands-On Trainings for the Agency/Entity Users and Virtual Orientations for the stakeholders/applicants.

II. Methodology

The DOE will commission the services of a media production company that will provide expertise in creatives and in the production of various multimedia materials particularly AVP for the Energy Virtual One-Stop Shop (EVOSS) Platform.

The scope of services for the AVP will cover pre-, during, and post-production activities to include preparation of the concepts, storylines, scripts, and accompanying storyboards, draft, and final outputs.

The informational booklet will be produced specifically to contain the following:

1. Overview of the EVOSS System
2. Features of EVOSS System
3. How to navigate the EVOSS System
4. FAQs on the use of the EVOSS System

III. Communication Objectives, Target Audiences, and Key Messages

The following are the target audiences, communication objectives, and key messages:

A. Target Audiences:

- a. Energy Developers / players / generators
- b. Government Agencies and LGUs

B. Objectives:

5. Promote the EVOSS System (its features and the benefits of having an online application and monitoring system)
6. Promote transparency in the application of energy-related permits and documents
7. Create instructional AVP on the navigation of the EVOSS System
8. Develop and AVP on the FAQs about the EVOSS System

C. Key Messages:

The EVOSS System is a powerful tool for transparency, effectiveness, and efficiency in energy applications. The EVOSS System is very user-friendly and can eliminate the need for hiring consultants to process energy applications.

IV. SCOPE OF WORK

1. Creatives
 - a. Script and Storyboard (Concept, Treatment, and Storyline for each AVP is based on alignment meetings between the DOE and the Service Provider)
 - b. Over-all Direction
 - c. Art Direction
 - d. Graphics and animation
 - e. Full production of original musical score for all AVPs including re-arrangements for edit down versions
2. Production Staff
 - a. Over-all Director
 - b. Writers / Copywriters
 - c. Directors of Photography
 - d. Producers
 - e. Production Manager
 - f. Editors
 - g. Graphic Artists / Animators
 - h. Production Assistants
 - i. Lighting Director
 - j. Sound Technician
 - k. Technical Support Staff
3. Technical Facilities
 - a. Full HD / Broadcast Quality equipment
 - b. Cameras (including drones and action cameras) - should set-up 3 cameras when shooting testimonials to capture all angles
 - c. Lights
 - d. Tripods and gimbals
 - e. Field and studio microphones
 - f. Dollies and cranes

- g. Post-production facilities
- h. Audio recording studio

- 4. Talents
 - a. Voice-over talents (should use human talent and not AI-generated)
 - b. On-camera talents if necessary (selection must be mutually agreed)
- 5. Miscellaneous
 - a. Health Protocols requirements (RT-PCR tests, if necessary)
 - b. Food for production staff
 - c. Hair and make-up for talents

The Service Provider will have shooting sessions following the parameters below:

- Depending on the approved concept and script, the shooting locations will depend on the addresses of the featured companies/facilities.
- The Service Provider may opt to use footage from resource banks subject to applicable intellectual property laws.

V. FINAL OUTPUTS

All the final outputs of the AVP listed will be in High-Definition Video and playable in any country system, masterfully edited AVP on DVD format with the accompanying deliverables as follows:

- One Master in editable digital format for each AVP
- All raw video footage, scoring, and photography was taken in line with this TOR
- All manuscripts and storyboards as developed

Required AVP Output:

Priority Program/Sector	AVP Duration
EVOSS System AVP	One 4-6 minutes One 1-2 minutes edit down version
AVP on how to navigate the EVOSS System and FAQs	One 4-6 minutes One 1-2 minutes edit down version

VI. EXPERT QUALIFICATIONS

- 1. Should have a reputable communication and/or advertising agency that has a track record, experience, and capability with a minimum of two (5) years in making high-definition standard and premium

	<p>quality AVP production, motion graphics and animation, information design, and other such related fields, as well as academic and other credentials related to the project;</p> <ol style="list-style-type: none">2. Should be registered online with the Philippine Government Electronic Procurement System as a legitimate service provider for government requirements;3. Should have previously worked on similar AVP production projects with government, civil society, business sector, and other relevant fields, whose projects dealt with creatively translating technical processes and information for layman audiences;4. Should have experience in doing similar campaigns for National Government Agencies or Government-Owned and Controlled Corporations.5. Should provide full service in terms of, but not limited to equipment, standards, and capabilities from pre-production, production, and post-production. The expert must issue an accompanying certification on the list of equipment it has for pre-production, production, and post-production and the services it provides;6. Must have produced at least two AVP projects for other companies or similar AVP projects as required by this TOR.7. To determine the technical capability of the Service Provider, it should submit and be able to present its initial and very brief concept/approach, storyline, and storyboard of the proposed AVP.8. Should submit two samples/demo reels of AVPs or television commercials (TVCs) previously produced along with their proposal/bid.			
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VII. TIMETABLE				
Activity	Timetable			
Pre-production /Alignment Meetings between the end user and the Service Provider	Three days after receipt by Service Provider of Purchase Order (PO) or Job Order			
Development and approval of concept/approach, scripts, and storyboards	Five days from the receipt of Purchase Order (PO) or Job Order			
Production stage (execution of approved script)	One (1) week from approval of concept/approach, scripts and storyboards			
Post-production	One (1) week from production stage			
Delivery of the final outputs	Within one (1) week after the post production stage			
VIII. BUDGET				
<p>The approved budget contract for the project is FIVE HUNDRED THOUSAND PESOS (PHP 500,000.00) inclusive of VAT, subject to the availability of funds, and shall be managed consistent with existing government accounting and auditing rules and regulations.</p>				
IX. Ownership				
<p>All materials developed with this project shall be owned by DOE with exclusive rights on future use.</p>				
X. Terms				
<ul style="list-style-type: none"> ▪ Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to an increase in the cost of components and fluctuations in foreign change rates and excise duties. ▪ Payment will be processed within thirty (30) days upon the issuance of the certificate of acceptance from the end user. 				
General Conditions:				
<ol style="list-style-type: none"> 1. Quotation shall be valid for sixty (60) days from submission 2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. (If applicable) 3. The following documents shall be attached/included in the submission of proposal/quotation: <ol style="list-style-type: none"> a) Mayor's / Business Permit b) PhilGEPS Registration Number/Certificate c) Income /Business Tax Return (For ABCs above 500k) d) Omnibus sworn Statement (Annex C) 				

4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.
5. The Supplier shall clearly state the company name and account name for payment.
6. The price quoted is inclusive of all taxes and other charges.
7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.

Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. _____
Purchase Request No. _____

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the RFO at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

Company Logo/Letterhead

Date :
 Company Name :
 Procurement Title :
 Delivery Date/Delivery Terms : [No. of Days] calendar days upon receipt of Purchase Order
 Delivery Location : Department of Energy Main Office, BGC Taguig City
 Payment Terms : Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. **(If applicable)**
3. The following documents shall be attached/included in the submission of proposal/quotation:
 - a) Mayor's / Business Permit
 - b) PhilGEPS Registration Number
 - c) Income / Business Tax Return
 - d) Omnibus sworn Statement (Annex C)
4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.
5. The Supplier shall clearly state the company name and account name for payment.
6. The price quoted is inclusive of all taxes and other charges.

7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184, otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.

The above quoted prices are inclusive of all cost and applicable taxes.

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

**Name and Signature of Authorize
Representative**

Company Name/Business name that
will be used in the Notice of Award and
Purchase Order/Notice to Proceed

**Tel. No. / Cellphone No./ email
address**

Date

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]