

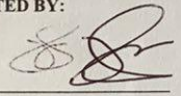
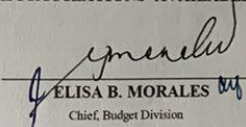

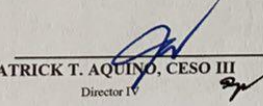
Entity Name: Department of Energy Fund Cluster: 01



Office/Section : EUMB-AFETD PR No. 02-0101-2021-07-0186 Date: 16 July 2021

Responsibility Center Code : 09-001-00-0000-18-02

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost (Php)	Total Cost (Php)
	LOT	Procurement of Service Provider for the Streaming and Studio Rental Services as DOE's contribution/participation to the 9th Virtual Philippine Electric Vehicle Summit (PEVS) 2021	1	900,000.00	900,000.00
		--- Nothing Follows ---			
				TOTAL, Php	900,000.00

TITLE OF PROCUREMENT/PURPOSE:
The procurement of service provider for the Streaming and Studio Rental Services is the DOE's contribution/participation to the 9th Virtual PEVS. The DOE has been actively participating in the annual PEVS to promote the EV and EV infrastructure in the country.

REQUESTED BY:  JORGE VINCENT R. BITOON Senior SRS Date: _____	TOTAL AMOUNT PHP900,000.00	APPROPRIATIONS AVAILABLE  ELISA B. MORALES Chief, Budget Division
RECOMMENDED BY:  LOURDES MARIA A. CAPRICHIO Chief SRS Date: _____ <small>(Signatory as per DO No. 2017-06-0008)</small>	APPROVED BY:  PATRICK T. AQUINO, CESO III Director IV Date: _____ <small>(Signatory as per DO No. 2017-06-0008)</small>	

PMD:  / IMR/JPC/ASF 

PMD Procurement Code:
01-Goods; 02-Services; 03-Consulting Services; 04-Infrastructure

**Terms of Reference (TOR)
for the Procurement of Service Provider for the Streaming and Studio Rental Services
as DOE's Participation/Contribution to the 9th Philippine Electric Vehicle Summit
(PEVS)**

BACKGROUND

The Philippine transport sector, currently dominated by fossil fuel powered vehicles, is one of the country's major carbon emitters. The Climate Change Commission has underscored that GHG emissions in the country's transport sector and projected to increase significantly due to continually high population growth and economic expansion. Based on the latest GHG inventory, the most significant contributor of GHGs is from road transport. Given this, the industry and the government are working hand in hand to fast track electric vehicle adoption in the country.

Several government initiatives are pushing for the development of the Philippine EV industry and market. **Senator Sherwin Gatchalian** is championing the passage of **Senate Bill No. 1382** entitled "**The Electric Vehicles and Charging Stations Act**" which seeks to build an entire ecosystem supportive of EVs by requiring the Department of Energy (DOE) to prepare an Electric Vehicle Roadmap that will form part of the Philippine Energy Plan. It includes policies to prop up the support charging infrastructure as well as provisions for fiscal and non-fiscal incentives for EV players and end users. The House of Representatives is likewise following suit with the recent approval of their own version of the EV Bill at the Committee level.

The DOE has been at the forefront in promoting the use of electric vehicles. DOE has put to task to accelerate the adoption of electric vehicles and has initiated public consultations with the aim of drafting a Department Circular providing for a Policy on the guidelines for the development, establishment, and operation of Electric Vehicles Charging Stations (EVCS) in the Philippines. To engage more stakeholders, the DOE has been actively participating in the annual Philippine Electric Vehicle Summit (PEVS) being spearheaded by the Electric Vehicle Association of the Philippines (EVAP).

The PEVS is the biggest annual conference focusing on the promotion of electric vehicles in the country. It is a unique platform for policy dialogue, knowledge exchange, and best practice sharing to accelerate electro-mobility in the Philippine transport sector in support of the government's move to a low carbon economy.

The PEVS brings together stakeholders across the EV value chain as well as policymakers, regulators, academe, consultants, transport companies, utilities and end users to share their experiences and research results on all aspects of electric vehicles and its support infrastructure. It also provides an online platform to present and discuss the most recent innovations, trends, concerns, challenges and solutions adopted in the area of electrified mobility.

The **9th Virtual Philippine Electric Vehicle Summit (PEVS)** is scheduled on **26 – 27 August 2021** through social media platform.

OBJECTIVES

The event will be conducted for two days on a virtual platform on 26-27 August 2021. The DOE would require technical support from a service provider to deliver a seamless and glitch free event to enhance active stakeholder participation in the live event, by:

- Enhancing quality of video and electronic media collaterals of the Summit, and
- Delivering world-class quality streaming output for livecast and post-event broadcast in social media

SCOPE OF SERVICES

The Service provider is required to provide the following:

1. End-to-end technical expertise, facility & equipment and manpower needed by the DOE for streaming Services:
 - 1 day rehearsals
 - 2 days virtual conference streaming services
 - Technical coordination during the event
 - Video shoot and editing
 - Registration services
 - Event website
 - Event analytics
2. Studio and equipment use
3. Genset for 2 days

DELIVERABLES

Based on the scope of work, the Service provider shall have the following deliverables:

1. Audio-Video Presentation (AVP) Material of the 9th PEVS:
2 outputs – 3-minute AVP
2. Opening Ceremonies live stream video
3. Video recording of the Summit (2 days) edited and unedited versions
4. Online/Virtual Live Stream Platform Package maximum of 3,000 pax (to include Internet Connectivity and Virtual Conference Platform such as ZOOM)
5. Physical Facility/Studio with media equipment to properly coordinate during the event
6. Provide DOE a summary report of the deliverables

QUALIFICATIONS OF THE SERVICE PROVIDER

The Service Provider should have the following qualifications:

- At least 5-year experience in delivering technical services for events (physical and virtual);
- Engaged technically competent management and staff on digital/electronic media;
- Appropriate facility/studio and equipment in delivering quality output for the digital media and virtual conferences.

PROJECT BUDGET AND TERMS OF PAYMENT

The Approved Budget of the Contract (ABC): **Nine Hundred Thousand Pesos (Php900,000.00)**

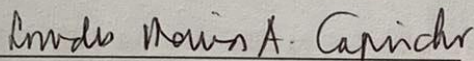
Price quoted should be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of material components and fluctuations in foreign exchange rates and excise duties.

Payment Terms: 60 calendar days upon submission of original P.O./Contract and Invoice to DOE's Accounting Division and issuance of Certificate of Acceptance from the End-User.

Total Bid Price is inclusive of cost duties and taxes.

No Advance Payment.


PREPARED BY:



LOURDES MARIA A. CAPRICHIO

Chief - SRS

Alternative Fuels and Energy Technology Division (AFETD)


acg/lbm/jvrb

APPROVED BY:



PATRICK T. AQUINO, CESO III

Director IV,

Energy Utilization and Management Bureau

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]