



DEPARTMENT OF ENERGY

(Kagawaran ng Enerhiya)

Procurement Management Division

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

Global City, Taguig City, Philippines 1632

Telephone No.: (02) 3479-2900 local 383

Facsimile: (02) 8541-4105

Email address:

BIDDING DOCUMENTS

**2ND EPA CY2025 – EARLY PROCUREMENT ACTIVITIES OF
PROFESSIONAL SERVICES FOR THE UPDATING OF THE
PHILIPPINE COMPREHENSIVE ROADMAP FOR THE
ELECTRIC VEHICLE INDUSTRY (CREVI) FOR CY2025**

(Purchase Request No. 02-0101-2025-EP-0002)

**6th Edition
July 2020**

Section I. Invitation to Bid



EARLY PROCUREMENT ACTIVITIES OF PROFESSIONAL SERVICES FOR THE UPDATING OF THE PHILIPPINE COMPREHENSIVE ROADMAP FOR THE ELECTRIC VEHICLE INDUSTRY (CREVI) FOR CY2025

1. The **Department of Energy (DOE)** is undertaking **Early Procurement Activities of Professional Services for the Updating of the Philippine Comprehensive Roadmap for the Electric Vehicle Industry (CREVI) for CY2025** and intends to apply the sum of **Php4,000,000.00** that will be sourced from the **FY 2025 GAA**, being the Approved Budget for the Contract (ABC) to payments for the contract under **Purchase Request No. 02-0101-2025-EP-0002**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DOE now invites bids for **Early Procurement Activities of Professional Services for the updating of the Philippine Comprehensive Roadmap for the Electric Vehicle Industry (CREVI) for CY2025**. Delivery of the Goods and Services is **One hundred twenty (120) Calendar Days** upon receipt of Notice to Proceed. Bidders should have completed, within **two (2) 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, otherwise known as the “Government Procurement Reform Act”.

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.

4. **The DOE is implementing an Alternative Work Arrangement setting the office working days of DOE is from Mondays to Thursdays** and interested bidders may obtain further information from *Department of Energy – Procurement Management Division* and inspect the Bidding Documents at the address given below during office hours from Mondays to Thursdays 8:00am to 4:00pm.

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

The DOE is implementing its digital Order of Payment System. Bidders are advised to:

1. Call the Procurement Management Division at 84792900 local 383 or send email to jlabad@doe.gov.ph, marcuevas@doe.gov.ph a day before their payment, with the following information:
 - a. Company Name
 - b. Title of Item to Bid
 - c. Contact Person
 - d. Contact Number
 - e. At least two (2) official email addresses
2. The supplier should respond “Yes” to the email that will be sent by DOE regarding the payment.
3. The Supplier will receive from DOE Accounting an approved Order of Payment.
4. The Supplier should present the approved Order of Payment to the DOE Treasury during payment and provide copy to Procurement Management Division or upon submission of Bid.
5. In case of Bank Payment the Supplier shall ensure that the amount paid is as reflected in the Order of Payment and sent a copy of the Bank Deposit Slip together with the approved Order of Payment to the email address above or upon submission of Bid

The DOE also accepts payment for the bid documents through bank payment (Landbank of the Philippines), **the amount to be paid thru Bank payment should be exclusive of bank and other charges:**

Payment for	:	Bidding Documents for [Item to be Bidded]
Payee Account Name:	:	DOE Trust Fund
New Account No.	:	3982-1098-59
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:
bacsecretariat@doe.gov.ph or jdeogracias@doe.gov.ph

5. For pre-bid conference purposes, the bid documents may be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity. The bidder shall pay the Bidding Documents not later than the submission of their bids.

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.

6. A complete set of Bidding Documents may be acquired by interested Bidders on **28 November 2024** 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 **Php4,000.00**.

The Department of Energy will hold a Pre-Bid Conference on **12 December 2024** which **will start at 08:00 AM** at the DOE – **Audio Visual Room** DOE BAC Main Office.

7. Bids must be duly received by the BAC through manual submission at the office address indicated below on or before **08:00 AM of 09 January 2025** 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 **08:00 AM of 09 January 2025**. Online submission is not yet available. Late bids shall not be accepted.

**Annex Lobby
Procurement Management Division
Department of Energy
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 **09 January 2025** at **09:00AM**, DOE – Audio Visual Room, DOE-Main Building. The bidder's authorized representative, as stated in the bid submission, is required to attend the Bid Opening at the DOE AVR. Bids will be opened in the presence of the bidders' representatives.

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

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.

Official communication or notification shall be sent through the official email provided by the suppliers and are considered official and duly received by the supplier even without confirmation of such receipt.

11. The **Department of Energy** 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

DOE Main Bldg., Energy Center,

Rizal Drive Bonifacio Global City,

Taguig City, Philippines 1632

Email address: bacsecretariat@doe.gov.ph

Telephone/Facsimile: (02) 3479-2900 local 383 (02) 8541-4105

Website: www.doe.gov.ph

(SGD)

Usec. Giovanni Carlo J. Bacordo
Chairperson
Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Department of Energy wishes to receive Bids for the **Early Procurement Activities of Services for the Conduct of Study on the Development of Minimum Energy Performance (MEP) for Sectors for CY2025** under **Purchase Request No. 02-0101-2025-EP-0002**.

2. Funding Information

2.1. The GOP through the source of funding from GAA for **FY2025**, in the amount of **Php4,000,000.00**

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the

Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.

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

6. Origin of Goods

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

7. Subcontracts

7.1. The 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 two (2) 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 is inclusive of all Value added tax and all other applicable taxes and charges and shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted

by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

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

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid **until 09 May 2025**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

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

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

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

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Similar contract related to the services of project involving data gathering and consolidation, Statistical analysis, and forecasting, and conduct of public consolidation on government policies b. Completed within two (2) years prior to the deadline for the submission and receipt of bids
7.1	Subcontracting is not allowed
10.1	Brochures of products being offered is part of the submission for post qualification
12	The price of the Goods shall be quoted DDP – Department of Energy or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. Not less than Php80,000.00 if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. Not less than Php200,000.00 if bid security is in Surety Bond.
15.	Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.
20.2	No further Instructions

Section IV. General Conditions of Contract

1. **Scope of Contract**

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

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

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

2. **Advance Payment and Terms of Payment**

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

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

3. **Performance Security**

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

4. **Inspection and Tests**

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

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

5. Warranty

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>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to the Contract are DDP delivered Department of Energy, Taguig City. In accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are Department of Energy, Taguig City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is: Mr. Andresito F. Ulgado – OIC-Chief, EUMB-EVIMD</p>
	<p>Delivery and Documents</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered at DOE Main Office. 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>Packaging</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during</p>

transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

Transportation

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available, but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.

The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers, risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.

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	<p>The terms of payment shall be as follows:</p> <p>SCHEDULE OF PAYMENT</p> <p>The payments by the DOE are output-based. Any deliverables not meeting the required specifications and quality will have to be reworked and resubmitted at no additional cost to DOE. The proposed payment upon submission of deliverables or reports on completed tasks, based on the following</p> <table border="1" data-bbox="339 562 1386 1214"> <thead> <tr> <th data-bbox="339 562 770 638">Output</th> <th data-bbox="770 562 1107 638">Timing (120 calendar days)</th> <th data-bbox="1107 562 1386 638">Payment Schedule</th> </tr> </thead> <tbody> <tr> <td data-bbox="339 638 770 779">Inception Report</td> <td data-bbox="770 638 1107 779">15 Calendar Days after Receipt of NTP</td> <td data-bbox="1107 638 1386 779">10%</td> </tr> <tr> <td data-bbox="339 779 770 920">Draft Philippine CREVI 2025</td> <td data-bbox="770 779 1107 920">65 Calendar Days after Receipt of NTP</td> <td data-bbox="1107 779 1386 920">40%</td> </tr> <tr> <td data-bbox="339 920 770 1075">After Activity Report of Public Consultations</td> <td data-bbox="770 920 1107 1075">105 Calendar Days after Receipt of NTP</td> <td data-bbox="1107 920 1386 1075">35%</td> </tr> <tr> <td data-bbox="339 1075 770 1214">Final Draft and Printed Philippine CREVI 2025</td> <td data-bbox="770 1075 1107 1214">120 Calendar Days after Receipt of NTP</td> <td data-bbox="1107 1075 1386 1214">15%</td> </tr> </tbody> </table> <p><i>Ten percent (10%) for every progress billing will be deducted as a retention fee.</i></p>	Output	Timing (120 calendar days)	Payment Schedule	Inception Report	15 Calendar Days after Receipt of NTP	10%	Draft Philippine CREVI 2025	65 Calendar Days after Receipt of NTP	40%	After Activity Report of Public Consultations	105 Calendar Days after Receipt of NTP	35%	Final Draft and Printed Philippine CREVI 2025	120 Calendar Days after Receipt of NTP	15%
Output	Timing (120 calendar days)	Payment Schedule														
Inception Report	15 Calendar Days after Receipt of NTP	10%														
Draft Philippine CREVI 2025	65 Calendar Days after Receipt of NTP	40%														
After Activity Report of Public Consultations	105 Calendar Days after Receipt of NTP	35%														
Final Draft and Printed Philippine CREVI 2025	120 Calendar Days after Receipt of NTP	15%														
4	Inspection and Tests: As stated in the TOR/Specifications															
5.1	No further instructions															

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.

Lot No.	Item	Delivery
1	Early Procurement Activities of Professional Services for the Updating of the Philippine Comprehensive Roadmap for the Electric Vehicle Industry (CREVI) for CY2025	One hundred twenty (120) Calendar Days upon receipt of Notice to Proceed

Section VII. Technical Specifications/ Terms of Reference

Terms of Reference			Bidder's Compliance
QUANTITY	ARTICLE	APPROVED BUDGET OF THE CONTRACT (ABC)	
1 LOT	Procurement of Professional Services for the Updating of the Philippine Comprehensive Roadmap for the Electric Vehicle Industry (CREVI) for 2025	PHP 4,000,000.00	
<p>1. Background and Context</p> <p>Pursuant to Republic Act (RA) No. 11697 or the Electric Vehicle Industry Development Act (EVIDA) and its Implementing Rules and Regulations (IRR), it mandates the regular updating of the Comprehensive Roadmap for the Electric Vehicle Industry (CREVI) which shall be made publicly available not later than 30th September every year.</p> <p>The CREVI refers to the national development plan for electric vehicle (EV) industry with an annual work plan to accelerate the development, commercialization, and utilization of EVs in the country. This comprised of the following components:</p> <ol style="list-style-type: none"> a. EV and EV Charging Station (EVCS) b. Manufacturing c. Research and Development d. Human Resource Development <p>2. Objective</p> <p>The aim of this project is to update the Philippine CREVI 2024.</p> <p>3. Scope of Work and Tasks</p> <p>The Service Provider (SP) is expected to accomplish the following tasks detailed as follows:</p> <p>Task 1: Data Gathering</p> <p>The SP shall conduct data gathering to capture the initial accomplishments under the CREVI (CREVI 2024) since the issuance of the EVIDA-IRR. The information that will be gathered include the following but not limited to:</p> <ol style="list-style-type: none"> I. EV: <ol style="list-style-type: none"> a. Updated Data and statistics in the adoption of EV, this includes the following: <ol style="list-style-type: none"> i. Internal combustion engine vehicle (ICEV) vs EV registration statistics FY 2023-2024 			

- Aggregated number of ICEV vs EV registration per sector (i.e., private, government, diplomatic, for hire, exempt)
 - Aggregated number of ICEV vs EV registration per region
 - Aggregated number of ICEV vs EV per motor vehicle type (i.e., motorcycles, tricycles, cars, UV, SUV, bus, trucks, trailers)
 - ii. EV sales per EV Type (Motorcycles, tricycles, sedan, SUV, UVs, bus, trucks, LEVs – sub-categories as e-bikes, e-trikes and e-scooters, etc.)
 - iii. Available local EV models
 - iv. EV emission:
 - Carbon dioxide (CO₂) emission
 - CO₂ emission avoidance
 - Greenhouse gas (GHG) avoidance
 - Particulate matter (PM) pollutant avoidance
 - v. EV consumption:
 - Electrical energy consumption and its fuel economy equivalent conversion
 - Fuel avoidance
- b. Up to date listing of local and regional (i.e., ASEAN member states) policies/guidelines issued and to be issued related to the adoption of EV. This shall include a summary of the provisions of each policy/ies or guideline/s and the provisions in EVIDA it pertains/complies with.
- c. Up to date listing and short description/discussion on government and private initiatives in the adoption of EV. This shall include the objective of the project and the timeline of implementation (Ex. Re-fleeting initiatives, Philippine Road Safety Action Plan, Loan Facilities for EVs, Apps for EV users/EV Charging stations, Promotion of Low Carbon Urban Transport Systems in the Philippines (LCT), etc.).

II. EVCS:

- a. Updated Data and statistics in the adoption of EVCS, this includes the following:
- i. Aggregated number of EVCS constructed nationwide:
 - Aggregated number of EVCS constructed nationwide, broken/segregated down into:
 - o Number of EVCS per utilization (i.e., CUCS, OUCS)
 - o Number of EVCS per Mode (i.e., Mode 1, 2, 3, 4, BSS)
 - o Number of EVCS per type of establishment (i.e., private, public building/establishment)
 - ii. EVCS sales (in pesos and in kWh)

- iii. Available local EVCS (number of EVCS per city/municipality and province)

Each matrix of data/tables/graphs/charts shall be provided with discussions.

- b. Up to date listing of policies/guidelines issued related to the adoption of EVCS. This shall include a summary of the provisions of each policy/ies or guideline/s and the provision/s in the EVIDA that it pertains to/complies with.
- c. Up to date listing of government and private initiatives in the adoption of EVCS (Ex. LGU Resolutions on permitting for EVCS, building allocation for EV parking with EVCS, establishment of EVCS in dedicated EV parking slots, DHSUD regulations on EVCS construction, use and zoning, EVCS network interconnectivity, etc.). This shall include the objective of the project and the timeline of implementation.
- d. Up to date listing of Existing government plans and programs related to the deployment of EVCS.

IV. EV and EVCS Roadmap

- a. The SP shall develop the summarized infographic figure for the EV and EVCS Roadmap. This shall reflect the following:
 - i. Updated aggregated targets in the adoption of EV and EVCS (per EV type)
 - ii. Investment cost requirements (total pesos per year)
 - iii. Power requirement (in kWh or MWh per city/municipality/province for EV and EVCS)
 - iv. CO₂ emission avoidance (total in metric tons)
 - v. Fuel avoidance, in Total Oil Equivalent (TOE)
- b. The updating of the EV and EVCS components shall be structured to reflect the summarized infographic figure for the EV and EVCS Component Roadmap, current scenario, accomplishments, initiatives, projections, targets, and action plan to meet the targets identified in the previous version of the CREVI.

Task 2: Data Analysis

The SP shall conduct the analysis of gathered data to prepare the targets for the Philippine CREVI 2025 in the following components:

1. EV:

- a. Projections in the short to long-term targets harmonized with the targets under the Philippine Energy Plan 2024-2050:
- Number of EV per motor vehicle type
 - Projected CO₂ emission avoidance (metric tons per year)
 - Projected GHG avoidance (metric tons per year)
 - Projected PM pollutant avoidance (metric tons per year)
 - Projected EV electrical energy consumption and power requirement (in kWh or MWh per year)
 - Projected fuel avoidance (in TOE/year)
 - Investment cost requirements in the purchase of EV (total pesos per year)
 - EV Maintenance costs (total in pesos per year)
- b. Projections shall include discussions, and the assumptions used on the projections made and shall be made for two scenarios (i.e., business-as-usual and clean energy, as stated in the latest PEP during the contract awarding).
- c. Existing government plans and programs related to the adoption of EVs.
- d. Harmonization of the Component with ASEAN EV Roadmaps, and other related Roadmaps, plans, and commitments
- e. Action Plan (Recommended action plan on the EV and EVCS component based on the targets in the short and long term/BAU and clean energy scenario vis-à-vis current and planned programs, initiatives and projects of the government and private sector).
- f. Provide time frames and schedules on a per year basis on the implementation of the Action Plan with the identification of corresponding lead and supporting agencies that will be responsible for the implementation of the Action Plan.

2. EVCS:

- a. Projection on the aggregated number of EVCS targets (i.e., Mode 1, 2, 3, 4, BSS) and investment cost requirements (in pesos) in the operation of EVCS for the medium (2025-2029) and long-term (2030-2040).
- b. Projections shall include discussions, and the assumptions used on the projections made and shall be made for two scenarios (i.e., business-as-usual and clean energy as stated in the latest PEP during the contract awarding).

- c. Existing government plans and programs related to the deployment of EVCS.
- d. Harmonization of the Component with ASEAN EVCS Roadmaps, and other related EVCS infrastructure Roadmaps and plans
- e. Action Plan (Recommended action plan on the EV and EVCS component based on the targets in the short and long term/BAU and clean energy scenario vis-à-vis current and planned programs, initiatives and projects of the government and private sector).
- f. Provide time frames and schedules on a per year basis on the implementation of the Action Plan with the identification of corresponding lead and supporting agencies that will be responsible for the implementation of the Action Plan.

This task is to be implemented through government coordination and consultations and will be developed into presentation slides for use for public consultations and presentations. In addition, this task includes the assessment of the existing targets and may be updated depending on the assessment gathered and the current situation of the EV Industry.

The SP shall provide the End User and arrange at least two (2) international trainings/workshops related to data gathering, analysis and global/regional EV and EVCS best practices as contribution to the development and updating of the Philippine CREVI 2025.

Task 3: Data Consolidation

The SP shall consolidate and plot the data from various lead agencies and gather data to prepare the targets for the Philippine CREVI 2025 in the various components.

- a. The SP will coordinate and follow-up to lead agencies in the submission of the CREVI components of the previously published roadmap:
 - i. EV and EVCS – Department of Transportation (DOTr);
 - ii. Manufacturing – Department of Trade and Industry (DTI);
 - iii. Research and Development – Department of Science and Technology (DOST); and;
 - iv. Human Resource Development – DTI and TESDA

- b. The consolidated CREVI components shall be made per component per chapter and shall be structured to reflect the summarized infographic figure per Component Roadmap, current scenario, accomplishments, initiatives, projections, targets and action plan to meet the targets identified. The format, data, figures and content shall be based on the previously published roadmap.
- c. The SP will plot the Action Plan (Recommended action plan on the components based on the targets in the short and long term under BAU and clean energy scenario vis-à-vis current and planned programs, initiatives and projects of the government and private sector).

Task 4: Conduct of Public Consultation

The SP shall bear the costs of the consultations and facilitate the presentation of the draft Philippine CREVI 2025 to the EVIDA-Technical Working Group (TWG) members and the conduct of a series of public consultations of as stated below (for – 1 for Luzon, 1 for Visayas and Mindanao and 1 nationwide). This include but not limited to:

- a. Conduct and facilitate at least one (1) meeting/workshop to present the draft Philippine CREVI 2025 among the EVIDA-TWG members. The presentation should discuss the summarized roadmap per CREVI component and the consolidated roadmap of the CREVI.
- b. Conduct a series of public consultations covering the National Capital Region, Luzon, Visayas and Mindanao Area. The final public consultation shall cover the EV Industry and stakeholders nationwide. The SP shall conduct at least one (1) hybrid public consultation and at least three (3) virtual consultations.
- c. The conduct of public consultations and meetings/workshops shall cover the following:
 - i. Logistical preparation, electronic/physical invitations, hosting and documentation including post-activity reports.
 - ii. Hybrid set-up shall include venue and meals for one hundred (100) on-site participants and accommodation for ten (10) pax. The virtual platform must also be able to accommodate a minimum of 100 participants. Proposed venue and meals shall be submitted to the End-user for clearance.

Task 5: Submission and Printing of the CREVI 2025

The SP shall revise the draft Philippine CREVI 2025 based on the comments and recommendations received during the public consultations.

- a. The work plans and outputs generated in the previous tasks should be the bases in the preparation, development, layout and finalization of the draft Philippine CREVI 2025. This shall also include the summarized infographic figures of the CREVI. The SP must ensure that the Final Draft Philippine CREVI 2025, upon the approval of the Energy Utilization Management Bureau (EUMB):
 - i. Copy formatted in a Microsoft Word document (.docx/.doc),
 - ii. Copy formatted in portable document format (.pdf),
 - iii. Presentation materials of the Philippine CREVI 2025 in PowerPoint format (.pptx), and
 - iv. Submitted to the EUMB in a flash drive and through its official email address doe.eumb@gmail.com cc: doe.EVoffice@gmail.com.
- b. The Final Philippine CREVI 2025 shall be layout and conceptualized in a coffee table book layout by the SP to be approved by the End-user before the mass printing of the Final Philippine CREVI 2025.
- c. The Final Philippine CREVI 2025 shall be printed by the SP with the following specification. In addition, the Philippine CREVI 2025 shall be summarized, conceptualized, printed and reproduced by the SP with high-definition infographics layout and design in an 8" x 13" tri-fold brochure printed with the following materials which shall be approved by the End-user. Approved layout and design shall be provided with the End-user in pdf format and other format where the End-user can edit and include additional future revisions/amendments.

Specification and Description for Philippine CREVI 2025 coffee table book layout:

- Size: ≈ 8.3 inches x 11.7 inches (A4 Size)
- Pages: approximate 100 pages excluding the cover (50 leaves)
- Glossy Finish
- Full color
- Paper Cover: Card Stock / 300 GSM, plastic lamination, glossy Finish, full color

- Cover Design and Illustration: to be conceptualized by the supplier
- Perfect binding
- Items should be boxed/wrapped in groups of fifty (50)
- Quantity: 100 pcs.

Specification and Description for Philippine CREVI 2025 brochure layout:

- Material: Two (2) sided Print
- Card Stock / 300 GSM
- Plastic lamination, 2 sides
- Glossy Finish
- Color: Full color, 2 sides
- Number of Copies: 500 pcs
- Process: computer-to-plate, offset printing

4. Period of the Assignment and Implementation Schedule

The duration of the assignment will be four (4) months (maximum) upon receipt of Notice to Proceed (NTP). The service provider must submit timely deliverables based on the implementation schedule as shown below.

ACTIVITY	Output	MONTH 1				MONTH 2				MONTH 3				MONTH 4				
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
1. Inception Meeting	Inception Report																	
1.1 Conduct of Inception Meeting																		
1.2 Inception Report Preparation																		
2. Data Gathering	Draft Philippine CREVI 2025																	
2.1. Preparation for Data Gathering Methodology																		
2.2. Presentation of Initial Data		Initial Report																
2.3. Literature Review for the Formulation of the study																		
3. Data Analysis																		
3.1. Data analysis related to EV																		
3.2. Data analysis related to EVCS																		
3.3. Data assessment and																		

	calculations/ projections	`Draft Philippine CREVI 2024																		
3.4.	Preparation of the EV and EVCS Roadmap																			
3.5.	Assessment, review and updating of the targets for the CREVI 2025																			
3.6.	Report Preparation																			
4.	Data Consolidation																			
4.1.	Consolidation of CREVI Component (DOE and other agencies) requests and consolidation with the lead agencies																			
4.2.	Draft chapter per component																			
4.3.	Development of roadmap per component																			
4.4.	Report Preparation																			
5.	Conduct of Public Consultations	After Activity Report of Public Consultations																		
5.1.	Meeting/Work shop on the Presentation to the EVIDA- TWG members																			
5.2.	Luzon (Virtual)																			
5.3.	Visayas and Mindanao Region (Virtual)																			
5.4.	Nationwide Final Public Consultation (Face-to- Face)																			
5.5.	Report Preparation																			
6.	Submission of CREVI 2025	Final Draft Philippine CREVI 2025																		
6.1.	Preparation of the Final Updated CREVI																			
6.2.	Final Report and submission of the updated CREVI																			

5. Working Arrangement and Reporting

The SP will work from its place and shall report to the DOE as requested by the Client/End-User. The duration of the service will be for a maximum of four (4) months after receiving the Notice to Proceed (NTP). A hard copy in A4 sheet of the reports must be submitted to the Energy Utilization Management Bureau (EUMB). Digital copies of the reports and meeting minutes must also be submitted to email addresses doe.eumb@gmail.com cc: doe.evoffice@gmail.com.

The SP shall structure the Philippine CREVI 2025 as outlined in the published 2025 CREVI (Annex A).

6. Qualifications of the Service Provider

The SP shall consist of a mixed team of international and/or regional/local experts, and collectively possess multi-disciplinary expertise and skills to perform all the tasks. Across all proposed team members, the team should demonstrate the specific requirements as defined:

- The SP must be legally incorporated or organized as legal entities under existing laws and regulations
- The SP must assign a project team that shall be dedicated in working the updating of the Philippine CREVI 2025 with the following qualifications:

Personnel	Qty	Qualifications	Experience
Lead Researcher	1	With Bachelor's Degree, preferably in Engineering, or Business	Has completed at least one EV/EVCS related consultancy project and/or transportation roadmap with a minimum of 3-year experience as lead researcher specifically on road transportation
Data Analyst	1	With Bachelor's Degree, preferably in Statistics, Business, or Engineering	Has completed at least one related consultancy or data analysis project and/or transportation roadmap with a minimum of 2-year relevant experience in data analysis specifically on road transportation
Researcher	3	With Bachelor's Degree, preferably in Statistics, Business, or Engineering	Has completed at least one related research project and/or transportation roadmap with a minimum of 2-year relevant experience in research specifically on road transportation

- At least one technical team member is employed under the Company of the Winning Bidder for at least one-year. The Winning Bidder shall provide proof of employment signed and concurred by the authorized representative and technical team member.
- The SP shall have relevant extensive experience and deep understanding related to the local electric vehicle industry and local policy and market climate by submitting other supporting documents.

7. Other Requirements

For the effective implementation of the project, the Winning Bidder shall perform the following:

- Present the composition of the Project team during the Inception Meeting who will implement the technical requirements of the Project;
- Provide and present a risk management plan for the timely accomplishment of the deliverables of the Project. For every revision and deviation of the presented and approved risk management plan, the Winning Bidder shall inform the End-User in formal writing on the reason of the revision ; and
- Assign and certify a dedicated personnel (i.e., data analyst) who shall monitor, provide status and closely coordinate with the End-User regarding the implementation of the project. The assigned personnel shall solely work with the project, shall provide regular updates on the status of the project, and shall respond to the inquiries and concerns of the End-User during government working hours.

8. Data Confidentiality and Ownership

All data, information and study cannot be reproduced, or publicly distributed during the conduct of the study. The final report shall be owned by the DOE and distribution can only be allowed upon the DOE’s consent.

9. Penalty

Failure on the part of the winning Bidder to comply with the requirements under this Terms of Reference shall cause the imposition of penalty and liquidated damages pursuant to RA 9184.

Annex A – Outline
Philippine CREVI 2025

- I. FOREWORD
- II. INTRODUCTION
- III. ACCOMPLISHMENTS

- IV. COMPREHENSIVE ROADMAP FOR ELECTRIC VEHICLE INDUSTRY (CREVI) – TARGETS AND STRATEGIES**
 - A. VISION AND TARGETS
 - B. INDUSTRY GOALS
 - C. COMPREHENSIVE ROADMAP FOR THE ELECTRIC VEHICLE INDUSTRY (CREVI)
 - EV AND EVCS COMPONENT TARGETS
 - MANUFACTURING COMPONENT TARGETS
 - RESEARCH AND DEVELOPMENT TARGETS
 - HUMAN RESOURCE DEVELOPMENT TARGETS
- V. ELECTRIC VEHICLE INDUSTRY CURRENT SCENARIO**
 - A. GLOBAL TRENDS AND SCENARIO
 - B. LOCAL TRENDS AND SCENARIO
 - a. ELECTRIC VEHICLE LOCAL SCENARIO
 - b. ELECTRIC VEHICLE CHARGING STATION (EVCS) LOCAL SCENARIO
 - c. MANUFACTURING LOCAL SCENARIO
 - d. BATTERY SUPPLY CHAIN LOCAL SCENARIO
 - e. HUMAN RESOURCE LOCAL SCENARIO
 - f. RESEARCH AND DEVELOPMENT LOCAL SCENARIO
 - g. LOCAL POLICY DEVELOPMENT SCENARIO
 - h. TECHNICAL STANDARDS, SPECIFICATIONS, PRODUCT QUALITY AND REGULATORY FRAMEWORK LOCAL SCENARIO
- VI. CHALLENGES THAT CREVI AIMS TO ADDRESS**
 - A. CHALLENGES IN THE ADOPTION OF EVs
 - B. CHALLENGES WITHIN THE EV INDUSTRY
 - C. CHALLENGES IN THE CHARGING INFRASTRUCTURE INDUSTRY
- VII. STRATEGIC FOCUS AREAS**
- VIII. CREVI TARGETS AND STRATEGIES**
 - A. ROADMAP FOR ELECTRIC VEHICLES AND CHARGING STATIONS
 - a. BUSINESS AS USUAL SCENARIO
 - b. CLEAN ENERGY SCENARIO
 - B. PROJECTED IMPACT OF EVs AND EV CHARGING STATIONS
 - a. EV AND EVCS INVENTORY
 - b. VEHICLE SEGMENT PER EV TYPE
 - c. EVCS DEPLOYMENT
 - d. FINANCIAL ESTIMATES
 - e. CUMULATIVE POWER REQUIREMENTS AND CARBON DIOXIDE EMISSION AVOIDANCE
 - f. GREEN GENERATION
 - g. COMMITTED RENEWABLE ENERGY SHARE
 - C. ROADMAP FOR MANUFACTURING, HUMAN RESOURCE DEVELOPMENT, AND RESEARCH AND DEVELOPMENT
 - a. PHASED APPROACH TO IMPROVE EV UTILIZATION
 - b. IMPROVE THE COMPETITIVENESS OF EV MANUFACTURING
 - c. RESEARCH AND DEVELOPMENT
 - d. HUMAN RESOURCE DEVELOPMENT
 - e. POLICY AND CREDIT

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents
(Requirement during the Opening of Bids) and
Documentary Requirements for Post-qualification

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, completed 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 (**Bidding Form Annex A**); and
- (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) (**Bidding Form Annex B**) 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 (**Bidding Form Annex C**); and
- (h) Conformity with the Technical Specifications under Section VII by signing the bidder’s compliance column of the TOR/Technical Specification and submission of the following:
 - 1. production/delivery schedule;
 - 2. manpower requirements/organizational structure; and
 - 3. **Guarantee for after sale services for Services**; and
- (i) Original duly signed Omnibus Sworn Statement (OSS) (**Bidding Form Annex D**); 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, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and
- (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 **(Bidding Form Annex E); and**
- (n) Original of duly signed and accomplished Price Schedule(s) **(Bidding Form Annex F).**

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.

III. Post-Qualification Requirements:

1. In case only the PhilGEPS Registration Certificate (Platinum Membership) was submitted during the bid opening, submit the certified true copies of the following:
 - (a) 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;
 - (b) 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
 - (c) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
2. Latest Income/Business Tax Returns;
3. Certificate of PhilGEPS Registration;
4. Pictures of its principal place of business;
5. In case of Goods, submit brochures/prototype/actual sample of the products being offered or in case of Services, concept paper/write-up or description of the services being offered; which must be submitted on the date indicated in the post-qualification letter, addressed to the end-user, and certifies that it is the bidder's official and final offer. Non-submission of this requirement may be a ground for disqualification.
6. In case of procurement for manpower services, proof of contribution/remittance for SSS, Philhealth and Pag-ibig for the last six (6) months from the opening of bid; and
7. Other appropriate licenses and permits required by law as stated in the bidding documents/post-qualification letter.

Bidding Forms

Mandatory Submission of Bidding Forms

ANNEX A

STATEMENT OF ONGOING, COMPLETED AND/OR AWARDED CONTRACTS

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

Ongoing, completed or awarded but not yet started projects for the period: last two (2) years, where applicable.

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

Submitted By:

(Signature over Printed Name)

Note:

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

ANNEX B

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT

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

Single Largest Completed Contract (SLCC) for the period: last two (2) years, where applicable.

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

Submitted By:

(Signature over Printed Name)

Note:

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

Annex C

Bid Securing Declaration Form

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

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

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

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

I/We, the undersigned, declare that:

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

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

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Annex D

Omnibus Sworn Statement *[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]

Annex E

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

BID FORM

Date : _____

Project Identification No. : _____

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

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

If our Bid is accepted, we undertake:

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

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

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

Annex F

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: _____

Annex F

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 _____

Contract Agreement Form for the Procurement of Goods (Revised)
[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

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

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 Signatory's Legal Capacity]

for:
Department of Energy

[Insert Name and Signature]
[Insert Signatory's Legal Capacity]

for:
[Insert Name of Supplier]

Witness for DOE
[Position Title]

Witness for Supplier
[Position Title]

Helen C. Roldan
OIC – Chief, Accounting Division
Witness

Acknowledgment

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