



Republic of the Philippines  
**DEPARTMENT OF ENERGY**  
(Kagawaran ng Enerhiya)

## **BID BULLETIN NO. 1 for 19 PB CY2023**

### **(re-bidding) Consultancy Services for the Preparation of a Feasibility Study on the Establishment of a Vehicle Performance Assessment Facility (VPAF) for Road Transport Vehicles**

The following summarizes the content and maximum number of pages permitted for the Technical Proposal. A page is considered to be **one printed side of A4**. **Font should be in Arial with size 12 points**. The document to be submitted should be **properly tagged and labelled**.

#### **Cover Letter**

Use TPF 1. Technical Proposal Submission Form

#### **Experience of the Firm**

Maximum of **10 pages** introducing the background and general experience of the Consultant, including its partner(s) and subconsultants, if any.

Maximum of **3 pages** for completed projects in the format of TPF 2. Consultant's Reference, illustrating the relevant experience of the Consultant, including its partner and subconsultants, if any. No promotional material should be included.

#### **General approach and methodology, work and staffing schedule**

Use TPF 4. Description of the Methodology and Work Plan for Performing the Project, TPF 5. Team Composition and Task, TPF 7. Time Schedule for Professional Personnel, and TPF 8. Activity (Work) Schedule.

#### **Curriculum Vitae (CV)**

Use TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff

#### **Comments on the terms of reference and data and facilities to be provided by the Procuring Entity**

Not more than **2 pages** using TPF 3.



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**CHECKLIST OF REQUIREMENTS**

**Technical Proposal**

- Bid Security
- Organizational Chart for the contract to be bid
- List of Completed (**Bidding Form A**) and ongoing (**Bidding Form B**) projects
- Approach, Work plan, schedule:
  - TPF1. Technical Proposal Submission Form (max **3 pages**)
  - TPF2. Consultant's References (max **3 pages**)
  - TPF3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services and Facilities provided by the Procuring Entity (**max 2 pages**)
  - TPF4. Description of the Methodology and Work Plan for the Performing Project (**maximum of 10 pages on description of the methodology and work plan**)
  - TPF5. Team Composition and Task (**max 2 pages**)
  - TPF6. Format of Curriculum Vitae (CV) of the Proposed Professional Staff (**no limit on number of pages**)
  - TPF7. Time Schedule for the Professional Personnel
  - TPF8. Activity (Work) Schedule (**follow the form format**)
- Original duly signed Omnibus Sworn Statement (OSS) (**Bidding Form C**); 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 Proposal**

- FPF1. Financial Proposal Submission Form
- FPF2. Summary of Costs
- FPF3. Breakdown per Price per Activity
- FPF4. Breakdown of Remuneration per Activity
- FPF5. Reimbursables per Activity
- FPF6. Miscellaneous Expenses



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This Bid Bulletin forms part of the Terms of Reference. All other terms and conditions in the Bid Documents and other Bid Bulletin issued by the DOE-BAC not consistent with this Supplemental/Bid Bulletin shall remain valid and effective.

Approved for Issuance:

(sgd)

**GIOVANNI CARLO J. BACORDO**  
*Undersecretary and BAC*  
*Chairperson*

*DEBM/jjad*



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**Bidding Form A**

**STATEMENT OF COMPLETED PROJECTS**

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

Completed projects for the period \_\_\_\_\_ (last five (5) years),  
where applicable.

Procuring Entity / Date of Contract	Name of Project	Amount of Contract and Value of Outstanding Contracts	Completion Date	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



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**Annex B**

**STATEMENT OF ONGOING PROJECTS**

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

Ongoing projects for the period \_\_\_\_\_ (last five (5) years),  
where applicable.

<b>Procuring Entity</b>	<b>Name of Project</b>	<b>Amount of Contract and Value of Outstanding Contracts</b>	<b>Project Commencement Date</b>	<b>Indicate whether "Similar" or "Not Similar"</b>

Submitted By:

\_\_\_\_\_

(Signature over Printed Name)

Note:

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



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**BIDDING FORM C**

**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



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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]*



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**Bid-Securing Declaration**

(REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_ ) S.S.

x-----x

**Invitation to Bid** [*Insert reference 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 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 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 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;
  - c. I am/we are declared as the bidder with the Highest Rated Responsive Bid, and I/we have furnished the performance security and signed the Contract.





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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'S AUTHORIZED REPRESENTATIVE]**

**[Insert signatory's legal capacity]**

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, [date issued], [place issued]

IBP No. \_\_, [date issued], [place issued]

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_.