



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

**4th PB CY 2024 - PROCUREMENT OF SERVICES FOR THE
DEMONSTRATION PROJECT ON PROMOTING SOLAR
PV TECHNOLOGY FOR OFFICES COVERED UNDER
GEMP FOR CY 2024**

(Purchase Request No. 02-0151-2024-01-0004)

6th Edition

July 2020

Section I. Invitation to Bid



**DEMONSTRATION PROJECT ON PROMOTING SOLAR PV TECHNOLOGY FOR OFFICES
COVERED UNDER GEMP FOR CY 2024**

1. The **Department of Energy (DOE)** is undertaking **Demonstration Project on Promoting Solar PV Technology covered under GEMP for CY 2024** and intends to apply the sum of Php15,000,000.00 that will be sourced from the **FY 2024 GAA**, being the Approved Budget for the Contract (ABC) to payments for the contract under Purchase Request No. 02-0151-2024-01-0004. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DOE now invites bids for **Demonstration Project on Promoting Solar PV Technology covered under GEMP for CY 2024**. Delivery of the Goods and Services is **One hundred eighty (180) 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. s
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 esangalang@doe.gov.ph, marcuevas@doe.gov.ph,

icarino@doe.gov.ph, jpacheco@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):

Payment for	:	Bidding Documents for [Item to be Bidded]
Payee Account Name:	:	DOE Trust Fund
Account Number	:	0052-1155-58
Swift Code	:	TLBPPHMM
Beneficiary Address :	:	Department of Energy, Energy Center, BGC, Taguig City

Copy of the payment receipt must be emailed to:

Jaymee Joy A. Deogracias:

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 **06 March 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 in the amount of Php25,000.00.

The Department of Energy will hold a Pre-Bid Conference on **14 March 2024** which **will start at 09:00 AM** at the DOE – **Audio Visual Room** DOE BAC Main Office.

If the Bidder has constraints, they have the options to attend the Prebid thru Video conferencing using MS Teams, prospective bidders are advised to download MS Teams app prior to the date of the Pre-bid Conference. The bidders are required to submit the following information through bacsecretariat@doe.gov.ph or jdeogracias@doe.gov.ph on or before **13 March 2024**:

1. Complete name of the authorized company representative who will participate in the Pre-Bid Conference. Complete company Name, address and contact details.
 2. Active email addresses where the invitation/link will be sent; and
 3. Indicate the item/s the company would like to participate.
7. Bids must be duly received by the BAC through manual submission at the office address indicated below on or before **9:00 AM of 04 April 2024** 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 **9:00 AM of 04 April 2024**. Online submission is not yet available. Late bids shall not be accepted.

**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 **04 April 2024** at **10:00AM**, 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

The official representative, as stated in the bid submission, is required to attend the bid opening. Virtual participation of the opening bids for Bidders can be witnessed through the MS Teams platform.

If the Bidder has constraints, they have the options to attend the Opening of Bids thru Video conferencing using MS Teams, prospective bidders are advised to download MS Teams app prior to the date of the Opening of Bids. The bidders are required to submit the following information through bacsecretariat@doe.gov.ph or jdeogracias@doe.gov.ph on or before **03 April 2024**.

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 **Demonstration Project on Promoting Solar PV Technology covered under GEMP for CY 2024** under Purchase Request No. 02-0151-2024-01-0004.

2. Funding Information

2.1. The GOP through the source of funding from GAA for **FY2024**, in the amount of **Php15,000,000.00**.

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 02 August 2024**. 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	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. Provision of services on Promotion and Demonstration of various projects 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	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. Not less than Php300,000.00 if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. Not less than Php750,000.00 if bid security is in Surety Bond.
15.	Each Bidder shall submit one (1) original and four (4) 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: Dir. Patrick T. Aquino, CESO III - EUMB</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 transit, and open storage. Packaging case size and weights shall take</p>

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 style="text-align: center;">SCHEDULE OF PAYMENT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">DELIVERABLES</th> <th style="width: 25%;">Requirement</th> <th style="width: 15%;">Percentage of Total Contract Amount</th> <th style="width: 30%;">Delivery Schedule</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A.</td> <td>Approved and accepted Inception Report</td> <td rowspan="5" style="text-align: center; vertical-align: middle;">Billing/invoice with end-user acceptance certificate</td> <td style="text-align: center;">10%</td> <td>15 Calendar days after receipt of Notice to Proceed</td> </tr> <tr> <td style="text-align: center;">B.</td> <td>Site Assessment Report for 5 Projects and Approved Technical Specifications</td> <td style="text-align: center;">20%</td> <td>60 Calendar days after receipt of Notice to Proceed</td> </tr> <tr> <td style="text-align: center;">C.</td> <td>Delivery, Installation, Testing and Commissioning of 5 Solar PV Projects</td> <td style="text-align: center;">60%</td> <td>165 Calendar days after receipt of Notice to Proceed</td> </tr> <tr> <td style="text-align: center;">D.</td> <td>Approved and Accepted Completion Report with Final As-Built Design Documentation</td> <td style="text-align: center;">10%</td> <td>180 Calendar Days after receipt of Notice to Proceed</td> </tr> <tr> <td colspan="4" style="text-align: center;"><i>10% retention shall be deducted for every progress billing</i></td> <td></td> </tr> </tbody> </table>		DELIVERABLES	Requirement	Percentage of Total Contract Amount	Delivery Schedule	A.	Approved and accepted Inception Report	Billing/invoice with end-user acceptance certificate	10%	15 Calendar days after receipt of Notice to Proceed	B.	Site Assessment Report for 5 Projects and Approved Technical Specifications	20%	60 Calendar days after receipt of Notice to Proceed	C.	Delivery, Installation, Testing and Commissioning of 5 Solar PV Projects	60%	165 Calendar days after receipt of Notice to Proceed	D.	Approved and Accepted Completion Report with Final As-Built Design Documentation	10%	180 Calendar Days after receipt of Notice to Proceed	<i>10% retention shall be deducted for every progress billing</i>				
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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	Unit	Qty.	Delivery
1	Procurement Activities for the Demonstration Project on Promoting Solar PV Technology for Offices covered under GEMP CY 2024:	Lot	1	One hundred eighty (180) days upon receipt of Notice to Proceed

**Section VII. Technical Specifications/
Terms of Reference**

<p style="text-align: center;">TERMS OF REFERENCE</p> <p>1. BACKGROUND</p> <p>Republic Act No. 11285 otherwise known as the Energy Efficiency and Conservation Act of 2019 and its governing Implementing Rules and Regulations (EEC IRR) provide among others the establishment of the framework for introducing and institutionalizing fundamental policies on energy efficiency and conservation and promotion.</p> <p>Under Section 35 of the EEC IRR, the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) was created to evaluate and approve government energy efficiency projects (GEEPs), and to provide strategic direction in the implementation of the Government Energy Management Program (GEMP).</p> <p>IAEECC Resolution No. 1, s. 2020 directs all government entities, including the LGUs and foreign service posts to comply with the GEMP, orders the DOE to conduct energy audits and spot-checks, and submit proposed improvements to the GEMP</p> <p>The GEMP covers all Government Entities (GEs) which includes National Government Agencies (NGAs), Government-Owned and Controlled Corporation (GOCCs), Local Government Units (LGUs) and State Universities and Colleges (SUCs), Government Financing Institutions and Foreign Service Posts, among others.</p> <p>Section 5.1 of the IAEECC Resolution No. 5 s. 2022 provides details for the Implementation of the Energy Efficiency and Conservation Program (EECP) which consist of the implementation of GEEPs wherein solar power generation and solar heating systems are listed among the proven energy efficient technology.</p> <p>Further, Section 5 of the Department Order (DO) No. 2022-04-0006, also known as the Guidelines on the Endorsement of GEEPs to the IAEECC Pursuant to the GEMP Guidelines, states that preferential evaluation and implementation shall be provided to priority GEEPs, such as GEEPs with initiatives promoting the development and utilization of efficient renewable energy technologies and systems, and GEEPs that are pilot and demonstration initiatives for energy security, to ensure the unhampered delivery of public services.</p>	<p>Bidder's Compliance</p>
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2. OBJECTIVE

The objective of the **Project** is to conduct demonstration projects on the viability and effectiveness of Solar PV technology to promote the utilization of renewable sources of energy in government buildings, offices, and/or facilities as provided under the EE&C Act.

2.1 To promote and encourage the accelerated development and utilization of efficient renewable energy technologies such as Solar PV as one of the effective EE&C solutions to lower electricity costs by reducing dependence on use of fossil fuels and contribute to the mitigation of greenhouse gas emission.

2.2 To install Solar PV technology in government buildings, offices, and/or facilities;

2.3 To serve as a model for government buildings/offices to showcase the viability of RE technologies, particularly the Solar PV technology as one important solution that may contribute to cushioning the impact of increasing electricity costs of GEs.

2.4 To improve the capabilities of the EUMB on Solar PV technology through technology transfer.

3. SERVICE PROVIDER ELIGIBILITY

3.1 Should be a DOE registered/certified Energy Service Company (ESCO);

3.2 With one (1) year relevant experience in supply, installation, testing, and commissioning of at least 30 kWp solar PV system in a single order;

3.4 With certified technicians/ technical staff that have completed Solar PV Installation training.

4. SCOPE OF WORK

4.1 Solar PV Technology Installation

4.1.1. Pre-Installation Activities

4.1.1.1. Initial Coordination with the target GEs as determined by the EUMB;

4.1.1.2. Conduct structural integrity and site assessment of rooftop/ ground installations for designing the suitable modules;

- 4.1.1.3. Present the proposed technical specifications of the Solar PV to EUMB for approval;
- 4.1.1.4. Provide an assessment report of the potential savings and benefits on a per-site basis and perform necessary analysis and estimate of annual power generation;
- 4.1.1.5. Conduct of Solar PV Technology Orientation/Workshop on Maintenance, Replacement, and disposal to GEs and DOE technical staff.
- 4.1.1.6. Coordinate signing of relevant government requirements/contracts such as memoranda of understanding/agreement and/or deed of donation;
- 4.1.1.7. Provide the relevant manual/document for the operation/maintenance of the solar PV installation and its relevant software;
- 4.1.1.8. Coordination with concerned Distribution Utilities/Electric Cooperative for the pre-installation activities and net metering-ready.
- 4.1.1.9. Scheduling of the Solar PV technology Installation.
- 4.1.2. Delivery and Installation of Solar PV technology to qualified government buildings, offices, and/or facilities
 - 4.1.2.1. Install Solar PV technology with a DC capacity of at least 30 kWp;
 - 4.1.2.2. Ensure that the Solar PV installed conforms with the technical specifications approved by the DOE (*Please see attached detailed specs*).
 - 4.1.2.3. Ensure that all installations function correctly in accordance with specified designs. The contractor shall be responsible for any systems that do not function correctly as a result of improper design and/or improper workmanship;
 - 4.1.2.4. Provide spare parts for the Solar PV System (i.e. solar pv module, other parts, etc.)
- 4.1.3 Testing and commissioning (including warranty period)
 - 4.1.3.1 The Service Provider shall conduct testing and commissioning for a minimum of fourteen (14) days upon

completion of the installation of PV System to be witnessed by the DOE and representatives of the beneficiaries. The schedule and duration of the testing and commissioning shall be mutually agreed by the Service Provider and the beneficiaries. However, the testing and commissioning activities shall be satisfactorily completed within the time required under the contract. Any corrections resulted from the error in the workmanship or design made by the Service Provider which were found during the conduct of testing and commissioning or prior to Solar PV System operation thereon, with the resulting expenses due to repair or cost for the replacement for damaged equipment/materials shall be solely charged to the account of the Service Provider.

Testing and commissioning shall be performed in a systematic process whereby all systems and equipment are tested and brought into operation and performed interactively according to the design intent and in accordance with the performance criteria set upon. Equipment and appurtenances shall be inspected to determine the completeness of the PV system and conformance in accordance to specifications. All testing instruments including consumables, temporary structures, and manpower required for the testing and commissioning activities shall be provided and at the account of the Service Provider.

Testing and Commissioning Plan (TCP)

The Service Provider shall submit a TCP prior to the conduct of testing and commissioning for DOE's review and approval

The TCP shall include the following information:

- Itinerary (date) of the testing and commissioning;
- Detailed methodology and step-by-step procedures;
- List of tools and equipment, including PPE, to be used;
- Manpower requirement;
- Hazards and safety protocol; and
- Target results

Testing and Commissioning Works

The minimum testing and commissioning shall include the following:

- a. Inspection and calibration of tools and testing instruments;
- b. Visual and physical (quality and quantity) inspection of the installed equipment and appurtenances;
- c. Torque test of all terminations and mounting;
- d. Continuity test (open circuit and close circuit) of all breakers, fuses, switches, protection devices and other equipment with circuitry;
- e. Insulation test of all DC and AC wire including grounding (line-to-line and line-to-ground)

- f. Open circuit voltage/short circuit current string test;
- g. Polarity test;
- h. Phase sequence test;
- i. AC operating voltage test;
- j. Inverter synchronization test;
- k. Inverter frequency test;
- l. Inverter power generation test; and
- m. Operating voltage and operating current string test; and
- n. Thermal scanning
- o. Rapid shutdown device functionality

Testing and Commissioning Report (TCR)

The Service Provider shall submit the TCR after the completion of the testing and commissioning to be signed by the DOE and building owner representative(s)

- 4.1.3.2 Assume liability for the manufacturer warranties of the respective system components/parts which shall have no less than a minimum warranty period of 5 years for each component except for the solar panels which shall have a minimum warranty period of 10 years.

4.2 Capacity Building for Personnel in Charge

- 4.2.1 Conduct training for personnel in charge of maintenance of buildings and facilities on proper use and maintenance of the technology to ensure optimum efficiency;
- 4.2.2 Provide training to the assigned group of EUMB and the beneficiaries concerning the project process such as but not limited to the proper use and maintenance of technology to ensure optimum efficiency and shall not withhold any information, tasks, and steps;
- 4.2.3 Handover of operations manual to personnel in charge;
- 4.2.4 Establish coordination mechanisms (i.e. focal persons) to facilitate on-site and remote assistance in the operation and troubleshooting of the technology after installation and testing period.
- 4.2.5 The Service Provider shall conduct operation and maintenance trouble shooting and management trainings during and/or after the commissioning stage of the facility. The training shall include but not limited to lectures and hands-on onsite strategy covering the methods of operation, maintenance, basic trouble shooting, and management of the facility which will be within the warranty period. The Service Provider shall ensure the participation of women, senior citizens, and Persons With Disabilities (PWDs) in the training.

4.3. Other functions to ensure continuity and implementation of the Project

4.3.1. Provide a project team staffing with Curriculum Vitae (CV) who will handle reportorial requirements, monitoring, and presentations of project performance regarding the projects as requested by EUMB:

Personnel	Qty	Qualifications	Experience
Project Manager	1	With Bachelor's Degree, preferably in Engineering, Business or any equivalent	Has completed at least one (1) Solar PV Projects, one (1) of which with at least 30 kWp; Min. of 1 year experience in project management
Electrical Design Engineer	1	Shall be PRC Licensed Electrical Engineer	Has completed at least one (1) Solar PV Projects, one (1) of which with at least 30 kWp; Min. of 1 year experience in project management
Structural Design Engineer	1	Shall be PRC Licensed Civil Engineer	Has completed at least one (1) Solar PV Projects, one (1) of which with at least 30 kWp; Min. of 1 year experience in project management
Project Site Engineer	1	Shall be PRC Licensed Electrical Engineer	Has completed at least one (1) Solar PV Projects, one (1) of which with at least 30 kWp; Min. of 1 year experience in project management
Safety Officer	1	With Bachelor's degree and either BOSH or COSH Certification	Min. of 1 year of experience in construction
Testing and Commissioning Engineer	1	Preferably PRC Licensed Electrical Engineer	Has completed at least one (1) Solar PV Projects, one (1) of which with at least 30 kWp; Min. of 1 year experience in project management

**The supplier may nominate the personnel in dual positions, except for the Project Manager, for as long they are qualified and capable of doing multi-*

tasks and with the assurance that it can deliver the work on time without compromising the quality.

4.3.2. Submission and turnover of all reports, computer models and software and monitoring devices that will be used in assessing facilities and operating the solar PV installations to GEs.

4.3.3. Arrange the conduct of joint site assessment, ceremonial switch-on of the projects, turn-over of installations to beneficiaries and other activities.

5. POTENTIAL PROJECT SITES

No.	Government Entity	Province	Region
1	Province of Camarines Norte	Camarines Norte	V
2	Municipality of Sagñay	Camarines Sur	V
3	Municipality of Tigaon	Camarines Sur	V
4	Municipality of San Jose	Camarines Sur	V
5	City of Naga	Camarines Sur	V

6. EXPECTED OUTPUT OR DELIVERABLES

	DELIVERABLES	TARGET SCHEDULE
A.	Approved and accepted Inception Report	Within 15 Calendar days after receipt of the Notice to Proceed
B.	Assessment Report for the 5 sites and Approved Technical Specifications	Within 60 Calendar days after receipt of the Notice to Proceed
C.	Delivery, Installation, Testing and Commissioning of 5 Solar PV Projects	Within 165 Calendar days after receipt of the Notice to Proceed
D.	Approved and Accepted Completion Report with Final As-Built Design Documentation	Within 180 Calendar days after receipt of the Notice to Proceed

7. PROJECT COMPLETION

The project should be completed in **six (6) months** upon receipt of the Notice of Proceed.

No.	Activities	Duration	M1	M2	M3	M4	M5	M6
1.	Approved and Accepted Inception Report -Coordination/Meetings/Conduct of Inception Workshop -Preparation and Submission of Inception Reports	15						
2.	Assessment Report for the 5 sites and Approved Technical Specification -Site Assessment of 5 Projects -Preparation and Submission of Site Assessment Report (5) and Technical Specification of the Solar PV Projects	45						
3.	Delivery, Installation, Testing and Commissioning of 5 Solar PV Projects -Delivery, Installation, Testing and Commissioning of Solar PV Project	165						
4.	Approved and Accepted Completion Report with Final As-Built Design Documentation -Preparation and Submission of Completion Report for 5 Projects -Submission of Final As-Built Design -Issuance of the Certificate of Completion and Acceptance	15						

8. APPROVED BUDGET FOR THE CONTRACT

The approved budget cost (ABC) for the Demonstration Project is **Fifteen Million Pesos (PhP 15,000,000.00)** under LFP-NEECP.

9. After Sales Support

After Sales Support shall cover the defects and liability and warranty periods and it shall include servicing of defective goods and services under the warranty obligations and conditions stipulated in the Contract.

Repairs, troubleshooting, and other aftersales support to commence within seven (7) calendar days upon receipt of notification from building owner.

10.Warranty for Goods and Workmanship

- For major components, other parts and workmanship two years with free labor parts and supplies

11.Other Terms

- a. Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of components and fluctuations in foreign exchange rates and excise duties.
- b. Progress payments will be released only upon the issuance of the Certificate of Acceptance from the end-user.

12.Participation of Women, Senior Citizens, and Persons With Disabilities (PWDs)

It is strongly recommended that women, senior citizens, and PWDs will be part of the project to ensure inclusivity.

GENERAL SPECIFICATIONS

1.	General Description of the Project	<p>The Department of Energy (DOE) through the Energy Utilization Management Bureau (EUMB) aims to conduct a study on the viability and effectiveness of Solar PV technology as one among EE&C Solution for Government Buildings/Offices under the Project for the Implementation of Solar PV System</p> <p>The contract will involve the Design and Build Scheme for the installation of Solar PV Systems for five (5) government buildings as identified by the EUMB.</p> <p>The DOE-EUMB hereby intends to engage the services of a qualified and experienced local Service Provider Firm, through Competitive Public Bidding, to provide the required services for the needs of 5 government buildings as identified by the EUMB.</p> <p style="text-align: center;">The plans and designs shall be in accordance with the existing laws and standards, and as conceptualized by the Service Provider, and approved by DOE-EUMB.</p>	
2.	Scope of Works	<p>General Requirements</p> <ul style="list-style-type: none"> • The Service Provider shall design, supply, install, and commission the Solar PV System that meets the following criteria: <ul style="list-style-type: none"> A) The electricity generated by the Solar PV System shall be supplied to the designated building of the beneficiaries; B) The Solar PV System shall be equipped with energy management system capable for remote monitoring and data acquisition via web based platform; C) The Solar PV System shall be equipped with CCTV Camera system capable for remote viewing via web-based platform <p>The said Facilities includes the following components on each site location, but not limited to:</p> <ul style="list-style-type: none"> D) Grid-connected Facility E) PV Arrays F) PV Modules G) Junction Box H) Connection Box I) Inverters J) Power Control with closed loop/stand-alone data gathering, monitoring, processing, and transmission capability 	

		<p>K) Control System: Energy/Power Management System L) Support Structure for PV Modules to achieve optimum tilt angle M) Metal-enclosed Switchgear and Power Cables, if not integrated N) Metal-enclosed Switchgear O) Power Cables P) Low Voltage Distribution Board Q) Power Transformer, if not integrated R) Control and Low Voltage Cable S) Installation Work T) Other Necessary equipment, apparatus, appurtenances, and materials needed to complete the project</p> <ul style="list-style-type: none"> • Operation Training Work The Service Provider shall conduct the training for the beneficiaries and other concerned parties for the operation, maintenance, and troubleshooting of the Facility. • Building Permits Shall apply, in coordination with the beneficiaries, for the necessary Building Permits. Generally, all beneficiaries include the application for electrical permits in the procedure for application in accordance with the National Building Code of the Philippines. The processing of building permits falls under the overall control and supervision of the Office of the Building Official (OBO) of the LGU. • PV-Net Metering Application and Grid Interconnection Ready The PV-Net Metering application and grid interconnection ready shall be required between the beneficiaries and the concerned Distribution Utility (DU), which shall be prepared by the Service Provider on behalf of the beneficiaries, for the Facilities to be connected with the existing distribution/service line of the concerned DU. <p>The Facilities shall be installed with all the equipment completely connected and interconnected with operating switches, interlocks, signalization, alarms, and metering instruments.</p>										
	<p>Spare Parts Solar PV System</p>	<p>Recommended basis and special tools:</p> <table border="1" data-bbox="464 1832 1243 2029"> <thead> <tr> <th>No.</th> <th>Item</th> <th>Qty</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Connector (e.g. h4, mc4)</td> <td>20 pcs</td> </tr> <tr> <td>2.</td> <td>DC Cable</td> <td>100m</td> </tr> </tbody> </table>	No.	Item	Qty	1.	Connector (e.g. h4, mc4)	20 pcs	2.	DC Cable	100m	
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1.	Connector (e.g. h4, mc4)	20 pcs										
2.	DC Cable	100m										

		3.	TVSS (Cartridge Type)	1 set
		4.	AC Branch circuit breaker	1set
		5.	Terminal Lugs	6 pcs
		6.	Solar PV Panel	4 pcs
		7.	RJ 45 Connector	10 pcs
		8.	Electrical Tape	10 rolls
		9.	Cable Tie UV Resistant, 12"	100 pcs
		10.	Railings with support accessories and brackets	2 lengths
		11.	Rubber Tape	10 rolls
		12.	Electrical Pliers	1 set
		13.	Long Nose Pliers	1 set
		14.	Side Cutter Pliers	1 set
		15.	Allen Wrench	1 set
		16.	Crimping Tools (RJ45)	1 set
		17.	Screwdriver (flat)	1 set
		18.	Screwdriver (cross)	1 set
		19.	Adjustable wrench	1set
		20.	Combination Wrench (Applicable sizes)	1 set
		21.	Tool Box 20" big	1 box
		22.	Clamp Meter/Multi Tester	1 set
		23.	Vice Grip 8"	1 pc
		24.	Torque wrench (Solar PV Distribution Panel)	1 pc
		25.	Fire Extinguisher (10 pounds)	2 units
3.	General Information on the Site			

	<p>Climate and Environmental Conditions</p>	<p>Unless otherwise specified, the Facilities shall be suitable for and where necessary specifically treated and protected for delivery, storage, and operations under tropical climatic conditions of high temperature, high humidity, heavy rainfall, mildew, white ants, and fungus-conducive environment for the following potential project sites:</p> <table border="1" data-bbox="528 416 1235 1120"> <thead> <tr> <th data-bbox="528 416 699 560">No.</th> <th data-bbox="699 416 948 560">Name of Government Entity</th> <th data-bbox="948 416 1235 560">Province</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 560 699 703">1.</td> <td data-bbox="699 560 948 703">Province of Camarines Norte</td> <td data-bbox="948 560 1235 703">Camarines Norte</td> </tr> <tr> <td data-bbox="528 703 699 810">2.</td> <td data-bbox="699 703 948 810">Municipality of Sagñay</td> <td data-bbox="948 703 1235 810">Camarines Sur</td> </tr> <tr> <td data-bbox="528 810 699 918">3.</td> <td data-bbox="699 810 948 918">Municipality of Tigaon</td> <td data-bbox="948 810 1235 918">Camarines Sur</td> </tr> <tr> <td data-bbox="528 918 699 1025">4.</td> <td data-bbox="699 918 948 1025">Municipality of San Jose</td> <td data-bbox="948 918 1235 1025">Camarines Sur</td> </tr> <tr> <td data-bbox="528 1025 699 1120">5.</td> <td data-bbox="699 1025 948 1120">City of Naga</td> <td data-bbox="948 1025 1235 1120">Camarines Sur</td> </tr> </tbody> </table> <p data-bbox="560 1182 1246 1245"><i>Note: The DOE – EUMB shall identify the final site location.</i></p>	No.	Name of Government Entity	Province	1.	Province of Camarines Norte	Camarines Norte	2.	Municipality of Sagñay	Camarines Sur	3.	Municipality of Tigaon	Camarines Sur	4.	Municipality of San Jose	Camarines Sur	5.	City of Naga	Camarines Sur	
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4.	<p>Standards</p>	<p>The design, engineering, materials, manufacture, installation, and test of the Facilities shall comply with the latest revision or edition of the following standards and/or the regulations:</p> <ul data-bbox="480 1413 1209 1603" style="list-style-type: none"> • ISO International Standards Organization; • Philippine Electrical Code; • National Building Code of the Philippines; • National Structural Code of the Philippines; • DU's Standards and Regulations for Grid-interconnection; • Standards for Net- Metering 																			
5.	<p>Preparation for Shipping and Storage</p>	<p>The Service Provider shall ensure that the Facility components are protected from any damage during shipment and subsequent storage.</p> <p>The storage will be in an environment similar to the installed location, i.e., indoor equipment will be stored indoors (without heating and ventilation), and outdoor equipment will be stored outdoors. Where required to protect against condensation and humidity, a desiccant shall be provided and its presence, with the need of periodic removal and dry out, shall be so marked. When electric space heaters are provided for that purpose, these should be wired to the outside of the equipment so that</p>																			

		<p>energizing immediately upon receipt is possible without disassembly of crates, etc. This also requires that no combustible materials be left in the inside of the equipment.</p> <p>Any Facility components and materials, which may be openly stored for several weeks at the beneficiaries building, shall be adequately packed and protected from the elements and weather.</p> <p>The Service Provider shall provide storage and handling instructions, including descriptions for periodic inspection and/or storage maintenance, to ascertain that no deterioration will occur during storage. One set of these instructions shall be fastened securely to the outside of the shipping container.</p>	
6.	Transportation	<p>The responsibility shall lie on the Service Provider whether the dimensions of its supplied equipment and materials in crate or in the box will be appropriate for loading, unloading, and transporting to the Facility sites.</p> <p>The Service Provider shall at its own expense, conduct an ocular route survey of all roads, bridges, and overpasses, from the port of entry to the Facility sites and examine for itself the conditions of all roads and bridges.</p> <p>The Service Provider shall check the capacity and availability of loading and unloading facilities, which will be utilized in connection with its transport operation, as well as its characteristics, taking appropriate measures to avoid damaging the same.</p> <p>The Service Provider shall coordinate its own transport plan and shall advise proper authorities for the transit of the heaviest equipment to be transported and shall comply with the instructions given by the authorities.</p> <p style="text-align: center;">All damages caused to public roads, streets, or public structures shall be compensated by the Service Provider at its own expense</p>	
7.	Coordination		
	Coordination of the Works	<p>The Service Provider shall be responsible for the prompt and punctual delivery and smooth installation of the project components to ensure satisfactory completion of the "Facilities" within the scheduled time. The Service Provider shall also coordinate closely with concerned work groups in relation to the work schedules and safety precautions for efficient and safe execution of the installation of the Facility.</p>	
8	Work Plan and Progress		
	Work Plan	<p>The Service Provider shall submit for approval, the work plan within five (5) days after the issuance of the Notice of Award (NOA). Among others, it shall include overall and site organizations, work criteria, temporary facilities, installation</p>	

		methods, list of equipment to be used, and outline of temporary office.	
9	Technical Documents to be Prepared by the Service Provider		
	Photographs	The Service Provider shall keep records of digital photographs of the chronological progress of the installation of the Facility. Upon completion, the Service Provider shall submit three (3) copies of the same to the DOE.	
10	Trainings	<p>The Service Provider shall conduct operation, maintenance, troubleshooting and management trainings during and/or after the commissioning stage of the Facilities.</p> <p>The Service Provider shall give notice to the DOE and beneficiaries at least ten (10) working days prior to the commencement date of the trainings.</p> <p>The Trainings shall include, but not limited to lectures and hands-on on-site strategy covering the methods of operation, maintenance, basic trouble shooting and management of the Facility</p> <p>All costs and expenses for the Trainings, except those incurred by the DOE beneficiaries' personnel, which include, but not limited to their own transportation and accommodation expenses, shall be borne by the Service Provider.</p> <p>A corresponding Certificate of Completion shall be issued to the Participants of the Trainings.</p>	

TECHNICAL SPECIFICATIONS

PV Modules		
	PV Modules	<p>The PV Modules shall be of the monocrystalline high transmission tempered anti-reflective material with at least</p> <p>21% panel efficiency.</p> <p>The criteria of selection will be based on the highest DC output</p> <p>for PV modules, which are available in the local and international market.</p> <p>A copy of the type of qualification certificate of the PV Module issued by the internationally authorized organization in accordance with the abovementioned standard shall be submitted to the DOE.</p>

		<p>The PV Module output power and product warranty shall be included in the proposal. It shall be warranted that the output power of the PV Module shall not be less than ninety percent (90%) of the minimum output power of the module during the first ten (10) years of operation and eighty percent (80%) during the following ten (10) years and the manufacturer's warranty shall not be less than twenty (25) years.</p> <p>Each string of the PV Modules shall be connected to a junction box with a dedicated cable. The Service Provider shall prepare the detailed plans and methods of connection of cables.</p> <p>The output voltage of each string shall be consistent with the input of the power conditioner.</p> <p>The layout of the PV Modules shall be designed as follows:</p> <p>The tilting angle of the solar panel should be 11° to 17° and should be facing south (preferably) for optimal performance.</p> <p>Shade of the front side sub-arrays/string shall not interfere with the rear side sub-arrays/string between 9:00 am and 3:00 pm.</p> <p>The layout of the sub-arrays/string shall be determined in consideration of the space for any maintenance and replacement works.</p> <p>The maximum power of the PV Modules for the Facility sites shall be as follows:</p> <p>The installed DC capacity should be 30kWp.</p> <p>All the PV modules shall be installed within the allocated area in the beneficiaries building. .</p>	
	Junction Box	<p>Each sub-arrays/string shall be wired to both positive and negative terminals in a junction box.</p> <p>One junction box shall be provided for one sub-arrays/string. Each junction box shall be furnished with a circuit breaker, an anti-reverse flow diode and surge protective devices for each input. Output</p>	

	<p>terminal of the junction box shall be fitted with a circuit breaker and surge protective devices.</p> <p>The ports for cabling shall be placed in the underside.</p> <p>The surge protective devices shall have the minimum specifications below;</p> <p>Type: Surge arrester</p> <p>Class: Class II</p> <p>Rated voltage: 500VDC or higher</p> <p>Nominal Discharge Current I_{max} (8/20 micro sec.): 20kA or higher</p> <p>Voltage protection level: 2.5kV or lower</p> <p>The junction box shall be designed as of outside type with the protection level of IP65.</p>	
Connection Box	<p>Each connection box shall be furnished with a circuit breaker for each input. Output terminal of the connection box shall be</p> <p>fitted with a circuit breaker and surge protective devices.</p> <p>The ports for cabling shall be placed in the underside.</p> <p>The surge protective devices shall conform with the specifications below:</p> <p>Type: Surge arrester</p> <p>Class: Class II</p> <p>Rated voltage: 500VDC or higher</p> <p>Nominal Discharge Current I_{max} (8/20 micro sec.): 20kA or higher</p> <p>Voltage protection level: 2.5kV or lower</p> <p>The connection box shall be designed as of outside type with the protection level of IP65.</p>	
Inverter	<p>The inverter shall have a minimum of 98% efficiency, with at least ten (10) years product warranty, and</p>	

		<p>must comply with the AS4777/ AS3100 / IEC 62109 - 1/2, CE compliance / EN 61000-6-2 / PEC / PDC, and other technical requirements required by the Distribution Utility.</p> <p>A copy of the type qualification certificate of the Inverter issued by the internationally-authorized organization in accordance with the abovementioned standard shall be submitted to the DOE.</p> <p>The inverter shall have a DC Switch with a communication port of RS458/Dry Contact.</p> <p>It shall be designed with the protection level of IP65.</p>	
	<p>Support Structures for PV Modules</p>	<p>The support structures for the PV Modules shall set up the sub-arrays/strings of the PV Modules arranged in series and in parallel to attain the required input voltage at the junction box.</p> <p>The support structures shall be furnished with fittings for the insolation and the air temperature observation devices, and the junction and the connection boxes to be attached to the support structures.</p> <p>The minimum thickness of main structure members of the support structures shall be six (6) mm.</p> <p>For the fastenings used in the structures, a countermeasure against larceny shall be considered.</p> <p>The support structures shall be designed and constructed in accordance with the National Building Code, the National Structural Code, and the regulations in the Philippines. The Service Provider shall submit the results of the design with related drawings and calculations to the DOE for approval.</p>	
<p>Power Conditioner</p>			
	<p>General</p>	<p>The power conditioner shall be capable to efficiently convert DC power generated by the Facilities into AC power and to interconnect it to the grid. It shall have a built-in isolation transformer which electrically isolates the Facilities from the grid, with no risk of leakage current, among others, due to switching operations. Its surge protective devices shall be installed at DC and AC circuits.</p>	

	<p>Functions</p>	<p>The power conditioner shall have the following functions.</p> <p>(1) Manual Switch-On/Off</p> <p>Individual power conditioner shall be able to be manually switch-on/off to increase or reduce total output power of the Facilities.</p> <p>(2) Automatic Switch-On/Off</p> <p>The output voltage (open-circuit voltage) of PV Arrays/Strings shall be monitored and the power conditioner shall be automatically switch-on when the voltage reaches the setting value or higher. The output power of the PV Arrays/Strings during operation shall also be monitored and the power conditioner shall be automatically switch-off when the voltage is less than the setting value for a certain period of time.</p> <p>(3) Synchronization</p> <p>The power conditioner shall synchronize the output voltage and frequency of the inverter with the grid for interconnection when the inverter is switch-on</p> <p>(4) Maximum Power Point Tracking (MPPT) Control</p> <p>The power conditioner shall be equipped with the maximum power point tracking (MPPT) control function.</p> <p>(5) Voltage Fault Ride-through Capability</p> <p>The power conditioner shall have voltage fault ride-through capability.</p> <p>(6) Automatic Voltage Rise Suppression</p> <p>The power conditioner shall have reactive power control and output power limit function as grid voltage rise suppression measures.</p> <p>(7) Grid Interconnection Protection</p> <p>The following protective relays and functions shall be provided for grid interconnection protection functions.</p> <p>Over voltage relay (59)</p>	
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		<p>Under voltage relay (27)</p> <p>Over frequency relay (81H)</p> <p>Under frequency relay (81L)</p> <p>34.5kV side over voltage ground relay (59G) input</p> <p>Islanding operation detections (Passive and Active types)</p> <p>Voltage rise suppression function</p> <p>The islanding operation detection (active type) of each power conditioner shall be synchronized in order to keep detection sensitivity of each islanding operation detection (active type).</p> <p>(8) System Status Indication</p> <p>The following system statuses shall be indicated.</p> <p>Operation, standby and stop</p> <p>Alarm status (heavy fault and light fault)</p> <p style="padding-left: 40px;">Heavy fault</p> <ul style="list-style-type: none"> • Inverter error • Temperature rise in panel • DC overvoltage • Inverter trip • DC ground fault (high-resistance grounding) • Synchronous communication error <p style="padding-left: 40px;">Light fault</p> <ul style="list-style-type: none"> • AC over voltage • AC under voltage • Over frequency • Under frequency • Islanding operation active type 	
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		<ul style="list-style-type: none"> • Islanding operation passive type • Instantaneous AC over voltage • Instantaneous AC under voltage <p>DC under voltage</p> <p>Measurement System</p> <p>The following values shall be measured and recorded.</p> <ul style="list-style-type: none"> • DC input voltage • DC input current • AC output voltage • Output power <p>Monitoring and Display</p> <ul style="list-style-type: none"> • Local Monitoring <p>Local monitoring of at least the following parameters (i.e., Daily Energy Generation, Lifetime Energy Generation and Real-time System AC Power, Irradiance, Temperature) shall be made available at an integrated LCD / LED of the inverter and shall be recorded on an integrated data logging unit and can be downloaded via Ethernet (RS232) connection.</p> <ul style="list-style-type: none"> • Remote Monitoring <p>For remote monitoring, at least the following parameters (i.e., Daily Energy Generation, Lifetime Energy Generation and Real-time System AC Power, Irradiance, Temperature) shall be securely accessed.</p> <p>Surge Protective Device</p> <p>The surge protective devices shall be installed at DC and AC circuits. The Service Provider shall propose the best type and rating of the surge protective devices.</p>	
	Switchgear Room	Metal-enclosed switchgear and power transformer shall be installed in one room of the switchgear room, if possible.	

		<p>Therefore, if necessary, the size of the switchgear room for them may be increased by the Service Provider based on his design.</p> <p>The switchgear room shall be equipped with appropriate lighting system and outlets for 240Vac power supply and with appropriate ventilations.</p> <p>The switchgear room shall be secured against theft and un- authorized access.</p> <p>The layout of the equipment installed in the switchgear room shall be designed in consideration of its dimensions as well as appropriate space for operation and maintenance.</p> <p>The Service Provider shall design the switchgear room and its foundation taking account of 34.5kV power cable connections and the Facility site conditions.</p> <p>Necessary accessories, cables and wiring and installation materials shall be provided.</p>	
34.5kV Metal-enclosed Switchgear and Power Cable			
	34.5 kV Metal-enclosed Switchgear	<p>Each unit shall be of indoor, air-insulated, single-bus and metal-enclosed type, having front and rear hinged doors.</p> <p>The degree of protection of enclosures shall be IP43.</p> <p>The 34.5kV metal-enclosed switchgear shall be complete with all necessary equipment, devices, apparatus, protection systems including the 34.5kV power transformer protection system, wiring and all other equipment required to produce a complete working installation. The protection system for 34.5kV side shall be coordinated with the grid interconnection protection to be installed in the power conditioner.</p> <p>The circuit breaker shall be of vacuum, draw out, electrically and mechanically trip-free type, motor charged spring closing by 240Vac with draw out wheels, primary and secondary disconnecting devices, auxiliary switches and provision for manual operating devices. The circuit breaker (CB) shall not be closed unless the disconnecter (DS) is fully</p>	

		<p>closed. The circuit breaker shall be remotely switched on and off.</p> <p>The protective relays shall be of electronic, semi-flush, back connected, panel-board mounting and rectangular draw out case type. The relay shall be provided with a built-in electrically operated indicator that can be manually reset from the outside without removing the cover.</p> <p>The terminal blocks for control and metering wirings shall be of molded type, rated at 600V and shall be provided with white marking strip for circuit designation.</p> <p>Power and Energy Meters</p> <p>The accuracy of the power and energy meters shall be Class 0.2S in accordance with IEC 62053-22 or in compliance with the requirement of MERALCO or concerned Distribution Utilities/Rural Electric Cooperatives.</p> <p>The accuracy of the instrument transformers shall comply with the requirements of the power and energy meters.</p>	
	34.5kV Power Cable	34.5kV, 3-phase and 3-core power cables shall be provided and installed by the Service Provider for interconnection between Distribution Utility switchgear and the Facility switchgear and the power transformer.	
	Low Voltage Distribution Board	<p>The 240-400V low voltage distribution board shall be provided.</p> <p>The 240-400V low voltage distribution board shall be complete with all necessary voltmeter, over current protective relay (51), voltage and current transformers, surge protective devices, wiring and all other equipment to produce a complete working Facility. The protection system for 400V side shall be coordinated with the grid interconnection protection to be installed in the power conditioner</p> <p>More than three (3) sets of each rating of MCCBs “Molded Case Circuit Breaker” shall be provided as spares for the low voltage distribution board.</p>	
34.5kV Power Transformer			

	General	<p>The power transformer shall be designed to deliver its rated power in the ambient conditions specified and shall have the capability to withstand full through-fault conditions without damage.</p> <p>The power transformer shall be dry type, self-cooled and of indoor use type with no-load tap changing device.</p>	
	No-Load Tap Changer	<p>The tap changer shall be mechanically and electrically rugged, arranged to provide for convenient inspection and maintenance without necessity for undertaking and provided with an external mechanism for manual operation.</p> <p>The tap changer, as well as the arrangement of lead and connection thereto, shall be designed for transient voltage conditions.</p> <p>The external mechanism shall be protected against unauthorized operation and provided with positive indication on the tap in use and so located that it may be observed without need for unlocking the mechanism.</p> <p>The operating handle, indicating pointer and dial and means for locking the tap changer in any desired position shall be integrated with the transformer.</p>	
	Control and Low Voltage Cables	<p>The control and low voltage cables shall comply with the regulations in the Philippines such as the Philippine Electrical Code, Philippine Building Code, and fire protection law, among others.</p> <p>The cables which have two (2) cores, one core for positive circuit and other core for negative circuit, shall be used for DC circuits to avoid electromagnetic field and induction.</p> <p>Control and low voltage cables and underground grounding conductors based on requirements of the PV Modules, power conditioners, switchgear, distribution board, local control system, etc. shall be included in the proposal of the Designer- Builder.</p>	

		<p>The voltage drop of the cables from the junction box to the power conditioner shall not be greater than two (2) percent. The cable selection study shall be submitted for the DOE's perusal and approval.</p>	
	Pad Locks	<p>Non-ferrous pad locks with different key changes and two keys for each lock and a master key for each site shall be provided for the doors of the related equipment and houses such as the junction boxes, the connection boxes, the control house, the switchgear house, etc.</p> <p>Cabinets for the accommodation of padlocks and keys, while not in use, shall be provided and suitably labelled so that keys will be readily identifiable.</p>	
	Anti-condensation Heaters (Optional)	<p>Any major items of equipment which are susceptible to suffer from internal condensation due to atmospheric or load variations shall be fitted with heating devices suitable for electrical operation at 230Vac 60 Hz single phase of sufficient capacity to raise the internal ambient temperature by approximately 5°C.</p> <p>A suitable thermostat shall be included in the heater circuit. The electrical equipment protected shall be designed so that</p> <p>the maximum permitted rise in temperature is not exceeded if</p> <p>the heaters are energized while the apparatus is in operation.</p>	
	Identification System	<p>All equipment and component documents including cables, control wires and terminals shall be designated with an alphanumeric code allowing clear identification of the equipment and components during design, installation and operation of the Facility. Equipment, cables, control wires and terminals shall be systematically marked, both on the drawings and documents and on the equipment, cables, wires and terminals.</p> <p>Equipment designation codes shall be indicated on all planning documents including bills of materials. The codes will later be used for easy identification of stored equipment documents and materials and shall</p>	

		<p>be suitable for use with a computer supported registration system.</p> <p>Identification labels shall be provided for equipment and devices mounted on control boards, relay cabinets, desks and other places as required for proper identification, as well as for operational, function and safety reasons.</p> <p>Wherever necessary, cautionary and warning plates and signs shall be provided in English. Nameplates and identification labels shall be in English.</p>	
Facility Work			
	Cabling Work	<p>The Service Provider shall prepare the detailed plans and methods of wiring of cables and shall submit them for the</p> <p>DOE's approval.</p> <p>All steel conduit pipes and steel cable racks with covers shall be grounded.</p> <p>(1) Installation of Cables</p> <p>All DC and AC power cables to be installed in the outdoor locations shall be laid in a steel conduit pipes which shall be covered and coated by the Exterior Insulation and Finish System (Class PB). The Exterior Insulation and Finish System (Class PB) is a "none load bearing, exterior wall cladding system that consists of an insulation board attached either adhesively, mechanically, or both to the substrate; an integrally reinforced base coat; and a textured protective finish coat," as defined by ASTM C 1397 "Standard Practice for Application of Class PB Exterior Insulation and Finish Systems (EIFS) and EIFS with Drainage". The covering materials and the coating color shall be subject to the DOE's approval.</p> <p>All DC and AC power cables to be installed in the indoor locations shall be laid in steel cable trays except inside pits.</p> <p>The measurement cables of the insulation and air temperature observation devices in the outdoor and the indoor locations shall be laid in steel conduit pipe.</p>	

	<p>The power cables and control/measurement cables shall be laid in different conduit pipes or cable tray.</p> <p>The cable boxes and holes and cable connection points shall be covered with pastes and protected against the environment conditions.</p> <p>The power, control/measuring cables to be installed in underground shall be laid in PVC conduit pipes except inside pits.</p> <p>When the PVC conduit pipes shall be laid under asphalt or concrete pavement, the asphalt or concrete pavement is restored to the original state after the work.</p> <p>The cable boxes shall be of outdoor use. The handholds or cable boxes for the piping shall be constructed or installed in the places such as below;</p> <ul style="list-style-type: none"> • Both ends of the segment crossing under paved roads, • Where cable joints are buried, • Appropriate places for cable installation, and <p style="padding-left: 40px;">Other places for the Service Provider's convenience.</p> <p>When two cables are joined, joint kit with resin injection shall be used.</p> <p>When cables are drawn into the existing buildings, wall piercing method shall be used only if there is no existing piping or cable duct. The number of walls piercing and its cross section shall be minimized. The segment of cables at the wall piercing shall be protected with pipes. The gap between cables, pipes and wall shall be filled with caulking materials. The details of the wall piercing shall be subject to the DOE's approval.</p> <p>(2) Safety Measures</p> <p>During the Facility works, the exterior and interior cables shall be surrounded with pegs, ropes or other warning signs.</p> <p>(3) Cable Tags</p>	
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		<p>All the cables shall be marked with cable tags. Each tag shall show information such as,</p> <ul style="list-style-type: none"> • Cable ID • Type of cable • Size of cable • Origin and destination <p>(4) Confirmation of Cable Connection</p> <p>All the connections of cables shall be confirmed twice during the course of the works.</p> <p>1st round:</p> <ul style="list-style-type: none"> • Continuity test for all connections, • Tightening of connections at terminals (with check list), • Confirmation of conformity of cable connections to the cable list (visual checking) <p>2nd round: during the pre-commissioning test</p> <p>(5) Cable Holes</p> <p>The cable holes shall be covered with an acid resistant paste.</p> <p>(6) Power Cable</p> <p>All necessary cable heads, terminals, accessories, conduit pipes, and similar parts shall be included for power cable installation.</p> <p>The installation and connection of power cables shall comply with the existing regulations in the Philippines as well as the regulations of the DUs.</p> <p>The Service Provider shall coordinate with the concerned</p> <p style="padding-left: 40px;">DU for the distribution switchgear and the metering cabinet.</p>	
	Cleaning	<p>The Service Provider shall from time to time remove all dirt, rubbish and related objects caused by the installation of the Facilities. Upon completion of the</p>	

		Facility works, the Designer- Builder shall thoroughly clean the surfaces of the PV Modules	
Test and Inspections			
	Test of the Products (Factory Tests)	The Service Provider shall ensure that conduct of the factory tests of the Facilities components are in accordance with the approved test procedure, the manufacturer's standards, and other related standards.	
	Initial Energization Procedures	The Service Provider shall submit its detailed plans and proposed initial energization procedures of the power supply switching works for the Tests on the Facilities work, at least six weeks before the scheduled work for approval. The Service Provider shall organize and attend coordination meeting/s for the switching work.	

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, 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]