



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

RFQ No.	RFQ-02-0101-2022-10-0385-1205-0211
Purchase Request No.:	02-0101-2022-10-0385

**REQUEST FOR QUOTATION**

Title of Procurement/End-user	: <b>PROCUREMENT OF SERVICES FOR THE CONDUCT OF ICT SYSTEM AUDIT AND DEVELOPMENT OF ENTERPRISE INFORMATION SYSTEM ARCHITECTURE FOR THE PHILIPPINE DEPARTMENT OF ENERGY</b>
Mode of Procurement	: <b>Small Value Procurement (AMP53.9)</b>
Bidding Terms	: <b>Per Lot</b>
Delivery Terms/Schedule	: <b>Please refer to the attached Outputs and Deliverables</b>
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance.

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3<sup>rd</sup> Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: [bacsecretariat@doe.gov.ph](mailto:bacsecretariat@doe.gov.ph) not later than **09 December 2022, 5:00PM**. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
	<p><b>I. Background and Rationale:</b></p> <p>The Department of Energy (DOE) in its continuing effort in realizing a responsive ICT information system and network infrastructure endeavors to subject its ICT system for assessment and establishment of DOE Enterprise Information System Architecture (EISA) as well. The EISA would serve as the blue print for DOE's ICT plans and programs.</p> <p>In lieu of this, we are looking for the services of an ICT Service Provider (SP) that will conduct ICT system audit and formulate EISA for the DOE.</p> <p><b>II. Objective:</b></p> <p>The project aims to assess the DOE's current ICT system posture by conducting system audit and to draft an Enterprise Information System Architecture for the DOE as basis for its ICT strategic planning and project implementation.</p> <p><b>III. Scope of Work:</b></p> <p>The SP, being knowledgeable on ICT system project development (Software/Hardware/Infra) and project management, is required to provide the following services:</p>			<b>950,000.00</b>

	<div>1. Conduct of DOE ICT System Audit</div> <div>2. Formulation of DOE EISA Master Plan</div> <div>IV. Expected Outputs or Deliverables:</div> <div>The minimum outputs or deliverables of the project shall be the following:</div> <table><tr><th>ACTIVITY</th><th>SCOPE OF WORKS</th><th>DELIVERABLES</th></tr><tr><td>1.</td><td>Conduct of ICT System Audit</td><td>Approved ICT system audit report</td></tr><tr><td>2.</td><td>Formulation of DOE Enterprise Information System Architecture master plan</td><td>Approved Enterprise Information System Architecture Plan and documentation</td></tr></table> <div>V. Roles and Responsibilities:</div> <div>1. The SP shall:</div> <div>a. Familiarize with the current processes of the operating unit/end-users;</div> <div>b. Formulate the EISA Master Plan;</div> <div>c. Familiarize with the current DOE IT system network architecture and platform which shall be utilized and considered in the development of policies and plan; and</div> <div>d. Regularly coordinate with the DOE-PMT/TWG.</div> <div>VI. Project Duration and Schedule of Payment</div> <div>The estimated project completion shall be within 90 days. Project completion shall be acknowledged by the Department through submission/approval of Project Completion Acknowledgement Form.</div> <table><tr><th>Activities</th><th>Timeline</th><th>Work Percentage</th></tr><tr><td>1. Conduct of ICT System Audit</td><td>30 days</td><td>30%</td></tr><tr><td>2. Formulation of DOE EISA Master Plan</td><td>60 days</td><td>70%</td></tr></table>	ACTIVITY	SCOPE OF WORKS	DELIVERABLES	1.	Conduct of ICT System Audit	Approved ICT system audit report	2.	Formulation of DOE Enterprise Information System Architecture master plan	Approved Enterprise Information System Architecture Plan and documentation	Activities	Timeline	Work Percentage	1. Conduct of ICT System Audit	30 days	30%	2. Formulation of DOE EISA Master Plan	60 days	70%	
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<div>General Conditions:</div> <div>1. Quotation shall be valid for sixty (60) days from submission</div> <div>2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. <i>(If applicable)</i></div> <div>3. The following documents shall be attached/included in the submission of proposal/quotation:</div> <div>a) Mayor's / Business Permit</div> <div>b) PhilGEPS Registration Number/Certificate</div> <div>c) Income /Business Tax Return <i>(For ABCs above 500k)</i></div> <div>d) Omnibus sworn Statement (Annex C)</div> <div>4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.</div> <div>5. The Supplier shall clearly state the company name and account name for payment.</div> <div>6. The price quoted is inclusive of all taxes and other charges.</div> <div>7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.</div>																				

Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. \_\_\_\_\_  
Purchase Request No. \_\_\_\_\_

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

Company Logo/Letterhead

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

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
<p><b>General Conditions:</b></p> <p>8. Quotation shall be valid for sixty (60) days from submission</p> <p>9. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. <b>(If applicable)</b></p> <p>10. The following documents shall be attached/included in the submission of proposal/quotation:</p> <p>    e) Mayor's / Business Permit</p> <p>    f) PhilGEPS Registration Number</p> <p>    g) Income / Business Tax Return</p> <p>    h) Omnibus sworn Statement (Annex C)</p> <p>11. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.</p> <p>12. The Supplier shall clearly state the company name and account name for payment.</p> <p>13. The price quoted is inclusive of all taxes and other charges.</p>				

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

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

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

**Name and Signature of Authorize Representative**

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

**Date**

\_\_\_\_\_

# Omnibus Sworn Statement

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/PR No. ]* 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/PR No.]* 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;
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 following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project/PR No.].

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.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_\_ at \_\_\_\_\_, Philippines.

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Bidder's Representative/Authorized Signatory

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

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

**NAME OF NOTARY PUBLIC**

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

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

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

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

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

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_