



**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 428

Facsimile: (02) 8541-4105

Email address:

---

**BIDDING DOCUMENTS**

---

**13<sup>TH</sup> PB CY2025 – PROCUREMENT OF DEMONSTRATION  
PROJECT ON PROMOTING SOLAR PHOTOVOLTAIC (PV)  
SYSTEM UNDER THE GOVERNMENT ENERGY  
MANAGEMENT PROGRAM (GEMP) AS PROVIDED BY THE  
ENERGY EFFICIENCY CONSERVATION ACT –  
BATCH 2 FOR CY2025**

(Purchase Request No. 02-0151-2025-03-0145)

**Sixth Edition  
July 2020**



**INVITATION TO BID Procurement of Demonstration Project on  
Promoting Solar Photovoltaic (PV) System Under the Government  
Energy Management Program (GEMP) as Provided by the Energy  
Efficiency Conservation Act -  
Batch 2 for CY2025**

1. The **Department of Energy (DOE)**, through the **General Appropriations Act 2025** intends to apply the sum of **Php6,050,000.00**, being the ABC to payments under the contract for **Procurement of Demonstration Project on Promoting Solar Photovoltaic (PV) System Under the Government Energy Management Program (GEMP) as Provided by the Energy Efficiency Conservation Act – Batch 2 for CY2025**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Department of Energy (DOE)** now invites bids for the above Procurement Project. Delivery of the Goods and Services is required **One Hundred Fifty (150) Calendar Days** upon receipt of Notice to Proceed. Bidders should have completed, **within two (2) years from the date of submission and receipt of bids**, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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. Prospective 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 Fridays from 8:00am to 4:00pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **12 June 2025** from the given address and website(s) below and upon payment of the applicable fee, for the Bidding Documents, pursuant to Section 5 of Appendix 8 of the 2016 IRR of RA 9184 in the amount of **Php6,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *[specify the manner if it will be presented in person, by facsimile, or through electronic means.]*

Procurement Management Division  
Department of Energy  
DOE Main Building, Energy Center,  
Rizal Drive, Bonifacio Global City  
Taguig City, Philippines 1632  
[legacy.doe.gov.ph](http://legacy.doe.gov.ph)

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

1. Call the Procurement Management Division at 84792900 local 428 or send email to [pmd@doe.gov.ph](mailto:pmd@doe.gov.ph) a day before their payment, with the following information:
  - a. **Company Name & Address**
  - 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 the case of Bank Payment Deposit 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 deposits (Landbank of the Philippines), **the amount to be paid thru Bank payment should be exclusive of bank and other charges:**

Payment for	:	Bidding Documents for [Item to be Bidded]
Payee Account Name	:	DOE Trust Fund
<b>Account No.</b>	:	<b>3982-1098-59</b>
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](mailto:bacsecretariat@doe.gov.ph) or [jdeogracias@doe.gov.ph](mailto:jdeogracias@doe.gov.ph)

6. The **Department of Energy (DOE)** will hold a Pre-Bid Conference<sup>1</sup> on **19 June 2025 which will start at 8:00AM at DOE – Audio Visual Room**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **08:00 AM of 10 July 2025** or submission could be made through courier service provided it will be stamped-received by the DOE Records Management Division or the BAC Secretariat on or before **08:00 AM of 10 July 2025**. Online submission is not yet available. Late bids shall not be accepted.

---

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

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

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **10 July 2025 at 09:00AM, DOE – Audio Visual Room, DOE- Main Building**. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
10. To minimize errors in the preparation of bids, bidders are strongly encouraged 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 (DOE)** 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](mailto:bacsecretariat@doe.gov.ph)  
Telephone/Facsimile: (02) 3479-2900 local 428; (02) 8541-4105  
Website: [legacy.doe.gov.ph](http://legacy.doe.gov.ph)

13. You may visit the following websites:  
For downloading of Bidding Documents:  
<https://doe.gov.ph/procurement/opportunities>

(SGD)

---

**Undersecretary GIOVANNI CARLO J. BACORDO**  
**Chairperson**  
**Bids and Awards Committee**

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, **Department of Energy (DOE)** wishes to receive Bids for the **Procurement of Demonstration Project on Promoting Solar Photovoltaic (PV) System Under the Government Energy Management Program (GEMP) as Provided by the Energy Efficiency Conservation Act – Batch 2 for CY2025** under **Purchase Request No. 02-0151- 2025-03-0145**

The Procurement Project (referred to herein as “Project”) is composed of **One (1) Lot**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **General Appropriations Act (GAA) 2025** in the amount of **Php6,050,000.00**.

2.2. The source of funding is:

**NGA, the General Appropriations Act or Special Appropriations.**

## 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:
- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
  - b. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements:
    - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and
- 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 Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. **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 **19 June 2025** which **will start at 08:00 AM** at the **DOE – Audio Visual Room DOE BAC Main Office** 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 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 the **BDS**.
- 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 the **BDS**.

### **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<sup>2</sup> 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 **07 November 2025**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

---

<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

## **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 Entity's 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 follows:

**One 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**

20.1. 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***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. Similar contract related to supply, delivery, installation, testing and commissioning of solar photovoltaic system.</li> <li>b. completed within <b>two (2) years</b> prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<b>Subcontracting is not allowed</b>
12	The price of the Goods shall be quoted DDP – <b>Department of Energy</b> 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"> <li>a. The amount of not less than <b>2% of the Total ABC</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>5% of the Total ABC</b>, if bid security is in Surety Bond.</li> </ul>
15	Each Bidder shall submit <b>one (1) original</b> and <b>two (2) copies</b> of the first and second components of its bid.
19.3	<i>Not applicable</i>
20.2	<i>No further instructions</i>
21.2	<i>No further instructions</i>

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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 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. In addition to tests in the **SCC**, **Section VII (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***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## Special Conditions of Contract

<b>GCC Clause 1</b>	<p><b>Delivery and Documents –</b></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. In accordance with INCOTERMS.”</p> <p>The delivery terms applicable to this Contract are delivered Department of Energy. 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 <b>Mr. Jimwel B. Balunday – Chief, EUMB-EPSMD</b></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> <li>(a) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>(b) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>(c) training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ul>
-----------------------------	--

	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> <li>1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> </li> </ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the costs thereof are included in the contract price.</p>
	<p><b>Packaging –</b></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 into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p>

	<p>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.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>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.</p> <p>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.</p>
	<p>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.</p> <p>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.</p>

	<b>Intellectual Property Rights –</b>  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.																										
	<b>Regular and Recurring Services –</b>																										
2.2	The terms of payment shall be as follows:  <b><i>SCHEDULE OF PAYMENT</i></b> <table><tr><th>No.</th><th>Deliverables</th><th>Requirement</th><th>Percentage of Total Contract Amount</th><th>Delivery Schedule</th></tr><tr><td></td><td>Approved and accepted inception report</td><td rowspan="4">Billing/invoice with end-user acceptance certificate</td><td>10%</td><td>Within 20 calendar days after receipt of the Notice to Proceed</td></tr><tr><td></td><td>Delivery of the Solar PV System</td><td>40%</td><td>Within 90 calendar days after receipt of the Notice to Proceed</td></tr><tr><td></td><td>Complete installation, Testing and Commissioning of the Solar PV System</td><td>30%</td><td>Within 120 calendar days after receipt of the Notice to Proceed</td></tr><tr><td></td><td>Approved and accepted completion report with Final As-Built Design Documentation</td><td>20%</td><td>Within 150 calendar days after the receipt of the Notice to Proceed.</td></tr></table>					No.	Deliverables	Requirement	Percentage of Total Contract Amount	Delivery Schedule		Approved and accepted inception report	Billing/invoice with end-user acceptance certificate	10%	Within 20 calendar days after receipt of the Notice to Proceed		Delivery of the Solar PV System	40%	Within 90 calendar days after receipt of the Notice to Proceed		Complete installation, Testing and Commissioning of the Solar PV System	30%	Within 120 calendar days after receipt of the Notice to Proceed		Approved and accepted completion report with Final As-Built Design Documentation	20%	Within 150 calendar days after the receipt of the Notice to Proceed.
No.	Deliverables	Requirement	Percentage of Total Contract Amount	Delivery Schedule																							
	Approved and accepted inception report	Billing/invoice with end-user acceptance certificate	10%	Within 20 calendar days after receipt of the Notice to Proceed																							
	Delivery of the Solar PV System		40%	Within 90 calendar days after receipt of the Notice to Proceed																							
	Complete installation, Testing and Commissioning of the Solar PV System		30%	Within 120 calendar days after receipt of the Notice to Proceed																							
	Approved and accepted completion report with Final As-Built Design Documentation		20%	Within 150 calendar days after the receipt of the Notice to Proceed.																							
4	The inspections and tests that will be conducted are: As stated in the TOR/Specifications																										

## ***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.

<b>Lot No.</b>	<b>Item</b>	<b>Delivery</b>
1	Procurement of Demonstration Project on Promoting Solar Photovoltaic (PV) System Under the Government Energy Management Program (GEMP) as Provided by the Energy Efficiency Conservation Act – Batch 2 for CY2025	<b>One Hundred Fifty (150)</b> Calendar Days Upon Receipt of Notice to Proceed

## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.



# Technical Specifications

## TERMS OF REFERENCE/ SPECIFICATION

Bidder's  
Statement of  
Compliance

**Demonstration Project on Promoting Solar Photovoltaic (PV) System under the Government Energy Management Program (GEMP) as Provided by the Energy Efficiency and Conservation Act – Batch 2**

**Approved Budget for Contract: Php6,050,000.00**

### 1. **BACKGROUND**

Republic Act No. 11285 otherwise known as the Energy Efficiency and Conservation Act 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 (EEC) and promotion.

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).

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.

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 efficient technology.

### 2. **OBJECTIVE**

The objective of the **Project** is to conduct demonstration project 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 emissions.
- 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), and/or Solar PV Installer.
- 3.2 With one (1) year relevant experience in the supply, installation, testing and commissioning of at least 30 kWp solar PV system in a single order.
- 3.3 With certified technicians/technical staff that have complete solar PV installation training.

### 4. ***DURATION***

The project has a duration period of 150 calendar days.

### 5. ***SCOPE OF WORK***

The scope of work of the project shall include the following, but shall not be limited to:

- Pre-Installation
- Construction and Civil Works
- Delivery and Installation of the Solar PV System and its components
- Testing and Commissioning
- Operation and Maintenance Training / Capacity Building
- Demobilization

#### 5.1 ***Pre-Installation Activities***

- 5.1.1 Securing, submitting necessary documents and aiding DOE with relevant permits for the implementation and operation of the project. (e.g. building permit, electrical permit, safety permit, Certificate of Registration for Own-Use or Net-Metering Agreement, other approvals, clearance and licenses)
- 5.1.2 Coordinating with target beneficiary GEs as determined by the EUMB,
- 5.1.3 Conducting structural integrity of the mounting structure and site assessment for the design of the system.
- 5.1.4 Conducting Pre-leak test (if the system will be installed on rooftop)
- 5.1.5 Preparing technical drawings and specifications of the proposed solar PV systems.
- 5.1.6 Preparing assessment report of the potential savings and benefits on a including the estimated annual energy generation;
- 5.1.7 Preparing Work Plan which includes detailed schedule of activities relative to the implementation of the project.
- 5.1.8 Mobilization on including the transportation of the Service Provider's personnel, equipment and operating supplies to the respective sites and

other necessary general facilities for the Service Provider's operation at site including site clearing and grubbing.

**5.2 Construction and Civil Works**

This includes the installation of ballasts/foundation, supports, mounting and other relevant structures necessary for the project.

**5.3 Delivery and Installation of the Electrical and other Electromechanical Components**

Delivery, safe storage and installation of solar PV modules, Inverters and other electrical and electromechanical components of the project as specified in Section 8.

**5.4 Testing and Commissioning**

Conducting standard Testing and Commissioning to ensure systems' safety, performance and compliance with relevant standards.

**5.5 Operating and Maintenance Training / Capacity Building**

Conducting Operation and Maintenance Training for DOE and beneficiary GEs, including operation procedures, safety protocols and maintenance schedule for regular inspections, servicing and preventive maintenance to ensure the project components' longevity and efficiency.

**5.6 Demobilization**

Demobilization shall include all activities and costs for the transportation of personnel, equipment, and supplies that are no longer required for the project; including the disassembly, removal and site cleanup of temporary facilities assembled on site.

**6. PROJECT COMPONENT AND OTHER RELATED WORKS**

**6.1 Solar PV Modules**

- PV Modules shall be of the monocrystalline high tempered anti-reflective material with at least 21% panel efficiency.
- 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.
- Manufacture's performance warranty shall not be less than twenty (20) years.
- Each string of the PV modules shall be connected to a junction box with dedicated cable.
- PV Modules shall be installed within the allocated area in the beneficiary GEs' building/facility.

**6.2 Inverter**

- The inverter/s shall have a minimum efficiency of 98%, with at least five (5) years of product warranty, and must comply with local or international standards.
- Inverter/s to be used shall be string type, weatherproof, equipped with safety protection mechanism, and shall be compatible with the existing electrical system of the beneficiary government entities' facility.
- With protection level of IP65.

**6.3 Generation / Renewable Energy Certificate Meter**

A meter shall be incorporated in the system to determine and monitor the energy generation and exportation by the Solar PV systems. The methodology and technical requirements shall comply with existing rules and regulations of the respective host distribution utility and other applicable standards.

**6.4 Low Voltage Distribution Board**

Appropriately rated low voltage distribution board shall be incorporated with voltmeter, over current protective relay, voltage and current transformers, surge protection devices of the beneficiary GE's building/facility

**6.5 Junction / Connection Box**

- Each sub-arrays/string shall be wired to both positive and negative terminals in a junction box with respective circuit breaker, anti-reverse flow diode and surge protection devices.
- With protection level of IP65.

**6.6 Surge Protection Device (AC and DC)**

Electrical systems shall be equipped with appropriate surge protection devices to protect the systems and other equipment from surge events.

**6.7 Rapid Shutdown System**

In compliance with the Philippine Electrical Code and National Electrical Code, each system shall be installed with Rapid Shutdown Switch/Device to reduce the risk of electrocution for firefighters and other emergency responders.

**6.8 Mounting System**

- The PV Mounting Systems shall be suited to the environment and atmospheric conditions (e.g. corrosion, etc.). Structures shall be appropriately designed and has the adequate strength which can withstand the load of the modules and high wind velocities as applicable to the site condition.

**6.9 Lightning Arrester**

It shall be equipped with lightning strike counter and its protection radius shall cover the whole PV facility.

**6.10 Monitoring System**

- The solar PV system shall be equipped with monitoring system to track the performance, energy generation and system diagnostics for efficient

operation of the respective system. The software shall be able to provide the following data:

- a. Energy Generation (kWh),
- b. Power (kW),
- c. Power Factor,
- d. Voltage (V),
- e. Current (Amp)
- f. Irradiance (W/sqm), and
- g. Temperature (°C / °F)

- A CCTV/surveillance camera which is capable for remote accessing using smart devices or web-based platforms shall be installed. Video recording shall be capable for a minimum of one (1) month.

#### **6.11 Identification System**

- All equipment and components 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.
- Wherever necessary, cautionary and warning plates and signs shall be provided in English language. Nameplates and identification labels shall be in English language.

#### **6.12 Spare Parts**

The following spare parts shall be provided by the Service Provider per site to minimize downtime, reduce maintenance cost and optimize energy production:

- Solar PV Panel – 2 pcs
- AC branch circuit breaker – 1 set
- Electrical Pliers – 1 set
- Long Nose Pliers – 1 set
- Allen Wrench – 1 set
- Crimping Tool – 1 set
- Screwdriver (flat) – 1 set
- Screwdriver (cross) – 1 set
- Adjustable wrench – 1 set
- Toolbox 20” – 1 unit
- Clamp meter/multi-tester – 1 unit
- Digital Torque Wrench – 1 unit
- At least 5 kg of Class B Fire Extinguisher with mounting accessories – 1 unit
- Other special tools necessary for repair and maintenance.

#### **6.13 Cabling Work**

- Cabling component shall include power, control, measuring, communication cables.
- The Service Provider shall prepare the detailed plans and methods of wiring cables and shall submit them to DOE for approval.

- DC and AC cables to be installed shall be laid on steel or aluminum conduit pipes or cable trays which shall be grounded.
- Cable boxes, holes and cable connection points shall be covered with pastes and protected against environment conditions.
- Power, control, measuring, communication cables to be installed underground shall be laid in PVC conduit pipes except inside pits. Areas disturbed by excavation works for the laying of conduit pipes shall be restored to their original condition after the work is completed.
- When cables are drawn into existing buildings/structures, wall piercing method shall be used only if there is no existing piping or cable duct.
- All cables shall be marked with cable tags.
- All design, installation methodology and connection of power cables shall comply with existing regulations in the Philippines.

## 7. **PROJECT SITE AND SYSTEM CAPACITY**

The project shall be installed at the facility of the government entities duly identified by EUMB, to wit:

### Site No. B2.1

<b>Building</b>	Auditorium Building
<b>Building Height</b>	9.9 to 13.35 meters
<b>Type of Roof</b>	S-Rib Standing Seam, Curved Roof
<b>PV Mounting</b>	Roof mounted, Aluminum/Galvanized Steel/Stainless Steel/Composite Material mounting/racking system
<b>PV Tilt</b>	tilt angle aligned with the roof's slope
<b>Location of Inverter Station</b>	TBD
<b>Electrical System Type and Rating</b>	3 Phase, 460 volts/230 volts (AC Rating)
<b>Design Scheme</b>	Net-Metering Ready
<b>Solar PV Capacity (DC Rating)</b>	50 kW <sub>p (min)</sub>
<b>Inverter Size (kW)</b>	50 kW <sub>p (min)</sub>

### Site No. B2.2

<b>Building</b>	Training Center Building
<b>Building Height</b>	TBD (2 Storey Building)
<b>Type of Roof</b>	Cross-Hipped Roof
<b>PV Mounting</b>	Roof mounted, Aluminum/Galvanized Steel/Stainless Steel/Composite Material mounting/racking system
<b>PV Tilt</b>	tilt angle aligned with the roof's slope
<b>Location of Inverter Station</b>	TBD
<b>Electrical System Type and Rating</b>	3 Phase / 230 Volts (AC Rating)

<b>Design Scheme</b>	Net-Metering Ready
<b>Solar PV Capacity (DC Rating)</b>	40 kWp <sub>(min)</sub>
<b>Inverter Size (kW)</b>	40 kWp <sub>(min)</sub>

*See Annex A.B2: Supporting document for reference – concept design*

## **8. RESPONSIBILITIES OF THE SERVICE PROVIDER**

- 8.1 Coordinate with the beneficiary GEs as determined by the EUMB.
- 8.2 Conduct structural integrity on the mounting structure and site assessment for the design of the system.
- 8.3 Prepare and submit technical drawings and specifications of the solar PV systems to EUMB for approval.
- 8.4 Secure, submit necessary documents and aid DOE with relevant permits for the implementation and operation of the project (e.g. building permit, electrical permit, safety permit, Certificate of Registration for Own-Use or Net-Metering Agreement, other approvals, clearance and licenses.
- 8.5 Apply the necessary regulatory requirements related to net-metering/own-use and its connection with the respective host Distribution Utility.
- 8.6 Prepare and submit assessment reports of the potential savings and benefits including the estimated annual energy generation.
- 8.7 Prepare and submit Work Plan which contains the detailed schedule of activities relative to the implementation of the project, subject to EUMB's approval.
- 8.8 Responsible for the prompt and punctual delivery and smooth installation of the project and its component to the site.
- 8.9 Appoint Project Site Supervisor as the primary contact person for DOE.
- 8.10 Provide isolation to working areas by means of fencing/barricading to and shall be labeled as "Construction Area – Authorized Personnel Only".
- 8.11 Service Provider employees/workers at jobsite shall wear uniforms bearing the Service Provider's company name.
- 8.12 Responsible for all injury to persons and damage to DOE and other property caused by the execution of works and shall be liable for any claims.
- 8.13 Conduct pre- and post-leak tests (if the system will be installed on rooftop) to ensure that there are no leaks prior and after the installation of the system.
- 8.14 Provide all consumables, tools, equipment and manpower including PPE, necessary to perform the necessary work to workers, DOE and beneficiary GE representative/s during the implementation of the project.
- 8.15 Provide spare parts as stipulated in clause 6.12.

- 8.16 The Service Provider shall perform proper packing, loading, transportation, hauling and unloading of equipment in accordance with the Manufacturer's standards and recommendations. All duties and taxes including export permits and clearances, insurances and warranties shall be of the Service Provider's account. The equipment and construction materials shall be delivered at the project site/s.
- 8.17 The Service Provider shall ensure that all equipment that will be delivered are unbroken, not deformed and without cracks and scratches and perform on-site storage of equipment and construction materials in accordance with the Manufacture's standard and recommendation/s.
- 8.18 Install solar PV system to the target beneficiary building/facility with DC capacity stipulated in Section 7 hereof.
- 8.19 Submit certification/s of project components compliance with applicable local or international standards.
- 8.20 Ensure that all installations function correctly in accordance with approved designs. Service Provider shall be responsible for any systems that will not function correctly because of improper design and/or poor workmanship.
- 8.21 Submit progress reports, every 15 days after the issuance of the Notice to Proceed and every 15 days thereafter, until the completion of the project.
- 8.22 Conduct Testing and Commissioning for a minimum of seven (7) days after the completion of the project and submit the results thereof to DOE.
- 8.23 Submit Testing and Commissioning Plan/s prior to the conduct of testing and commission for DOE's review and approval.
- 8.24 Conduct Operation and Maintenance Training for DOE and beneficiary GE representative/s.
- 8.25 Submit one (1) soft copy and one (1) hard copy of the Operation and Maintenance Manual per site/system.
- 8.26 Submit as-built plans and single line diagram for each site/system.
- 8.27 Issue endorsement letter for proper turn-over per site/system.

## **9. TERMS AND CONDITIONS**

- 9.1 DOE shall have the right to reject and return items and cancel corresponding contract of goods delivered are defective, incomplete or non-compliant to the specifications stated herein,
- 9.2 DOE shall have the right to require the Service Provider to provide additional drawings of information as may be necessary,



9.3	Both DOE and the Service Provider shall keep confidential all restricted or undisclosed information, knowledge or data or other information relative to the project and the intellectual property/intellectual property rights generated therefrom, including the technologies, products, processes, know-how, methodologies, systems, analyses, design, formulas, test data, and other strategies and pricing strategies or other subject matter called “Confidential Information” which may have been produced, obtained or otherwise acquired in relation to the project.	
9.4	Both DOE and the Service Provider shall not deliver, reproduce or in any way allow any trade secrets, confidential information, knowledge, data or other information, or any documentation relating thereto, to be delivered or used by any third party without specific prior written direction or consent of DOE, the Service Provider, or the beneficiary government entity.	
9.5	DOE may impose penalty of 1/10 of 1% of the total value of the undelivered order for each day of delay as liquidated damages after the specified allowable number of days to deliver the units/items.	
9.6	Delivery should be made within office hours and on regular working days on or before the stipulated date in the purchase order unless otherwise specified with valid reason why the same cannot be complied with.	
9.7	The design, engineering, materials, manufacture, installations and test of the project shall comply with the latest version or edition of the following	
9.8	The Service Provider shall only be allowed to work at designated area agreed upon with DOE or the beneficiary government entity.	
9.9	In case of concrete drilling or breaking, the Service Provider must ensure that such work shall not compromise the integrity of the existing structures.	
9.10	<p>The design, engineering, materials, manufacture, installation and test of the project shall comply with the latest version or edition of the following standards but not limited to:</p> <ul style="list-style-type: none"> <li>• International Electrotechnical Commission (IEC)</li> <li>• Underwriter’s Laboratory (UL)</li> <li>• International Standards Organization (ISO)</li> <li>• Philippine Electrical Code</li> <li>• National Building Code of the Philippines</li> <li>• National Structural Code of the Philippines</li> <li>• Bureau of Philippine Standards</li> <li>• American Society of Testing Association</li> <li>• National Electrical Code</li> <li>• National Electrical Manufacturers Association</li> <li>• Other standards equivalent to the above and/or recognized international standards.</li> </ul>	
9.11	Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to an increase in the cost of components and fluctuations in foreign exchange rates and excise duties.	

- 9.12 Bid price must be inclusive of all costs (insurance, freight, brokerage, duties and taxes, etc.)
- 9.13 Progress payments will be released only upon the issuance of the Certificate of Acceptance from DOE.
- 9.14 The project will utilize an on-grid, net-metering-ready system. Initially, the system will operate under own-use, with excess energy export temporarily restricted pending the beneficiary government entity's fulfillment of all net-metering requirements.

#### **10. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

- 10.1. The Service Provider, including its officers, employees, consultants, agents or representatives, shall maintain the Personally Identifiable Information and Confidential Information in strict confidence. The Service Provider shall not disclose any personally identifiable information which may include a person's name, address, contact details, confidential information and/or any information that would compromise the position of the DOE.
- 10.2. The Service Provider must notify the DOE promptly of any unauthorized use of disclosure of the Personally Identifiable Information and Confidential Information and cooperate with and assist the DOE in every reasonable way to stop or minimize such unauthorized use or disclosure.
- 10.3. Personally Identifiable Information refers to any information, whether recorded in a material form or not, that can identify an individual, including but not limited to the person's name, address, and contact details.
- 10.4. Confidential Information refers to any non-public information, whether in tangible or non-tangible form, disclosed by or obtained from the DOE to the Service Provider which is expressed to be confidential or which by its nature, a reasonable person would understand to be confidential.
- 10.5. The Service Provider shall not be liable for the use, release or disclosure of any Confidential Information that:
  - a. is publicly available when received or subsequently becomes publicly available through no fault of the Service Provider.
  - b. is required by judicial action, after all available legal remedies to maintain the Confidential Information in secret have been exhausted
  - c. is known to the Service Provider, evidenced by its written records, prior to obtaining the same from DOE, and is not otherwise subject to disclose restrictions
  - d. is independently developed by the Service Provider without any breach of this agreement
  - e. is approved by DOE for public release.

- 10.6. The Service Provider shall not use the Personally Identifiable Information and Confidential Information in any manner except for the purpose of performing the services it is obligated to provide.
- 10.7. No other right or license, whether expressed or implied in the confidential information is granted to the Service Provider hereunder. Title to the confidential information will remain solely with the DOE. Any intellectual or industrial property rights and any other exclusive rights are owned by the DOE and/or its stakeholders. All techniques and procedures contained in the confidential information and any of their related documentation are owned by the DOE and its/developers, contractors, or license.
- 10.8. All use of the personally identifiable information and confidential information and the rights stated in clause 10.7, shall be for the sole benefit of DOE and any modification and improvements thereof by the Service Provider shall be the sole property of the DOE.
- 10.9. The Service Provider shall ensure that all persons or entities having access to the personally identifiable information and confidential information adhere to the terms and conditions of this agreement as if they were parties hereto and in accordance with Republic Act (RA) No. 10173 otherwise know as the “Data Privacy Act of 2012”, and its implementing Rules and Regulations (IRR) and applicable issuances issued by the National Privacy Commission, as well as internationally accepted standards on information security.

## **11. AFTER SALES SUPPORT**

- 11.1 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.
- 11.2 Repairs, troubleshooting and other aftersales services shall be made not later than seven (7) calendar days upon receipt of notification from DOE.

## **12. WARRANTY**

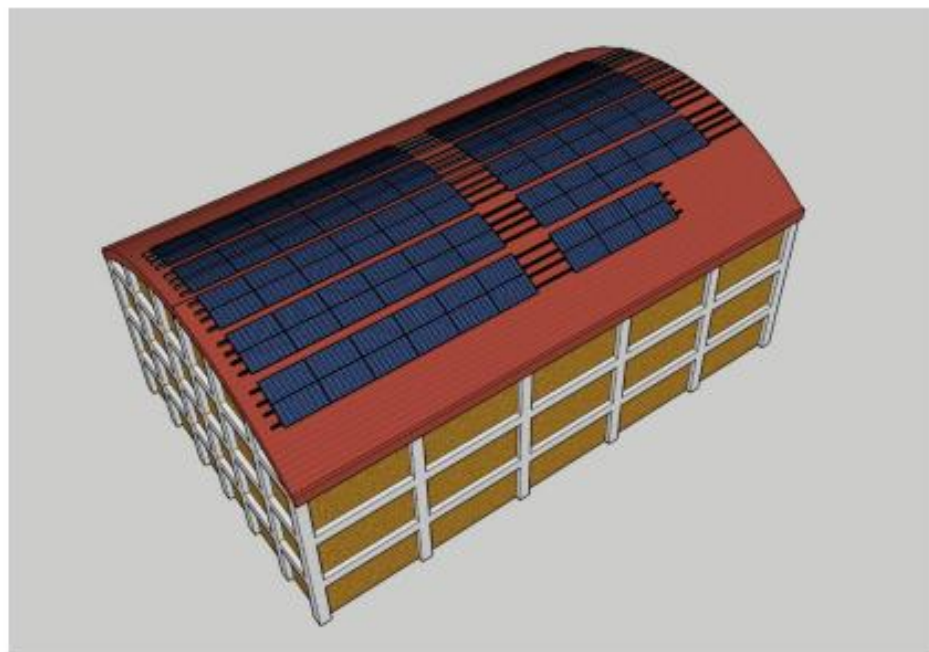
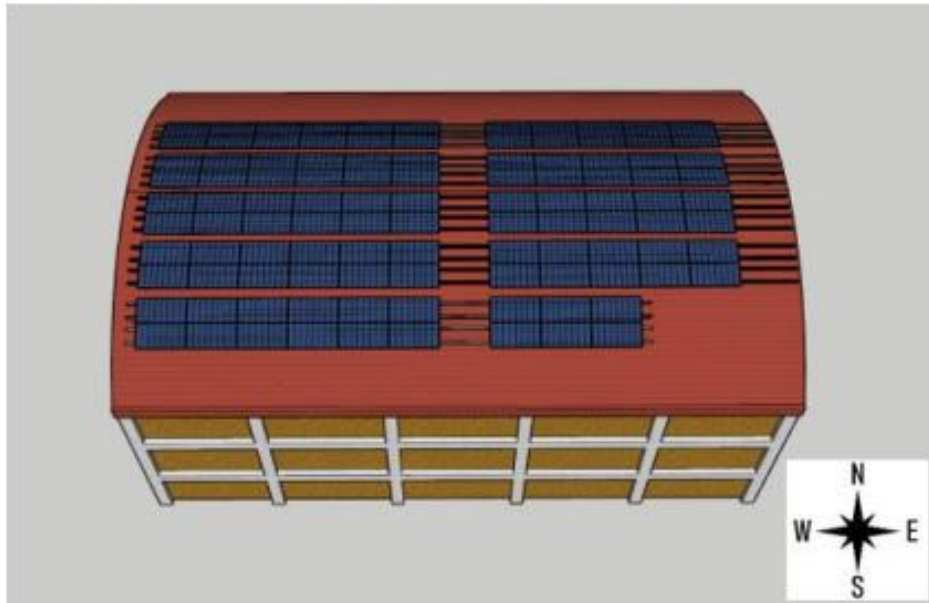
- 12.1. At least 5 years for the solar PV modules and inverters and two (2) years with free labor, parts and supplies for other components.
- 12.2. Retention Money – Five percent (5%) of the contract cost shall be deducted as retention money for warranty and will be refunded after the warranty period.

## **13. PARTICIPATION OF WOMEN, SENIOR CITIZENS AND PERSONS WITH DISABILITIES**

The participation women, senior citizens and persons with disabilities in every aspect of project implementation is encouraged. The purpose of gender and development is to ensure that both men and women, including senior citizens and PWDs can participate in and benefit from the development in a way that is equitable. Likewise, the gender and development approach focus on the socially constructed difference between men and women, the need to challenge existing gender roles and relations, and the creation and effects of class differences on development.

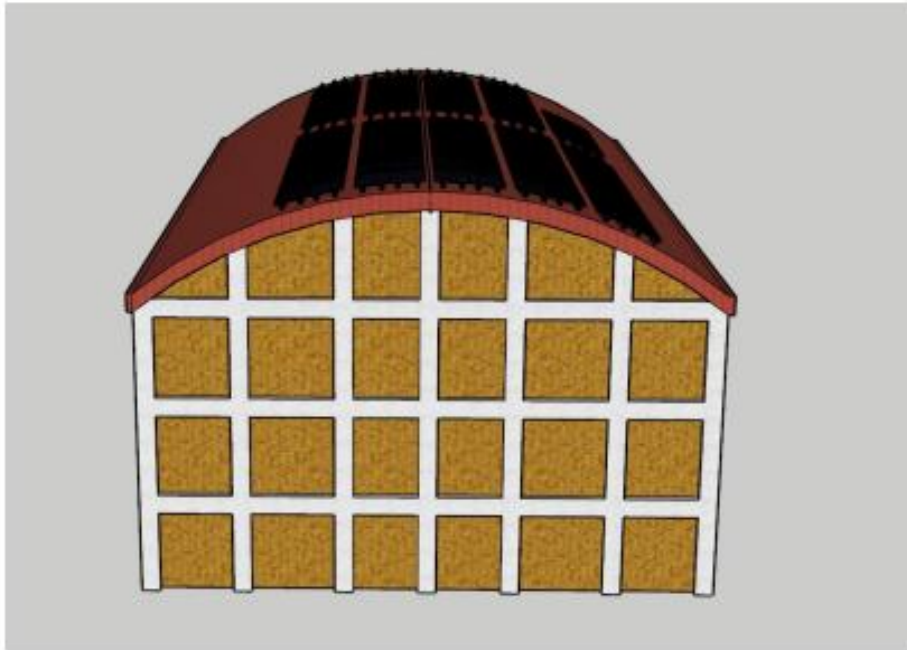
**ANNEX A – Demonstration Project on Promoting Solar PV System under the GEMP – Batch 2**

**Site No. B2.1: Proposed 50kWp Grid-Tied Rooftop Solar PV System**

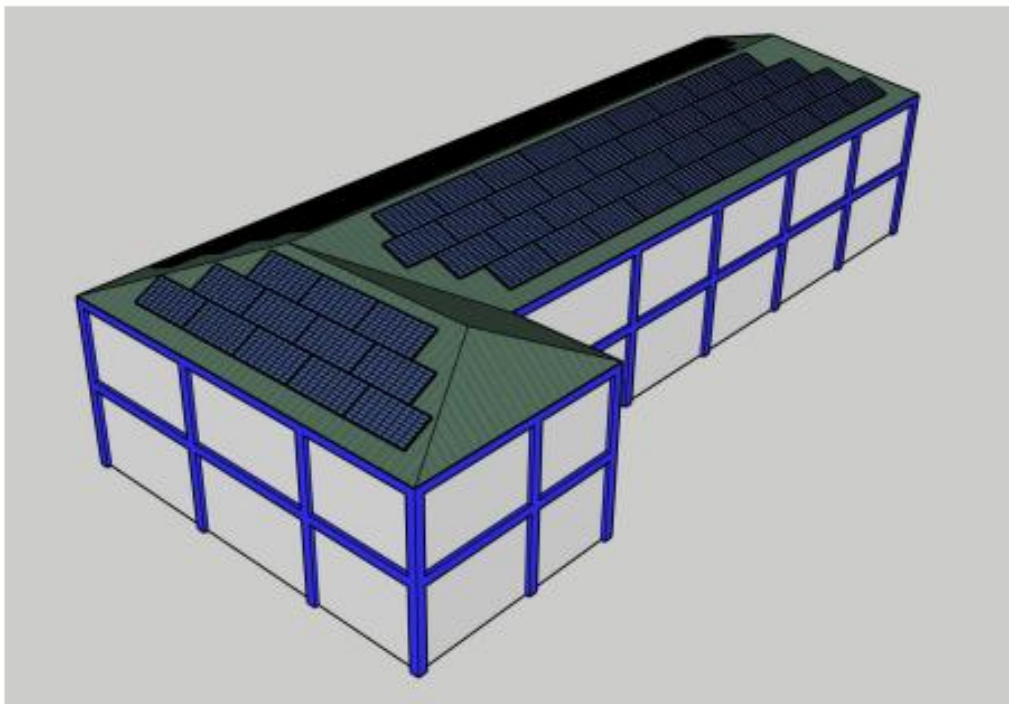


*Note: The images above are for illustrative purposes only. Actual installation may differ based on the pv module configuration to achieve maximum solar energy yield.*

**ANNEX A – Demonstration Project on Promoting Solar PV System under the GEMP –  
Batch 2**

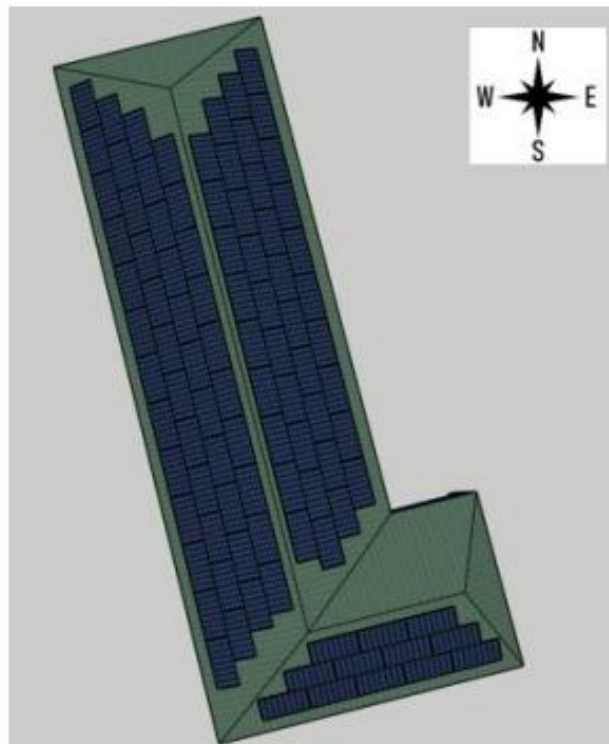
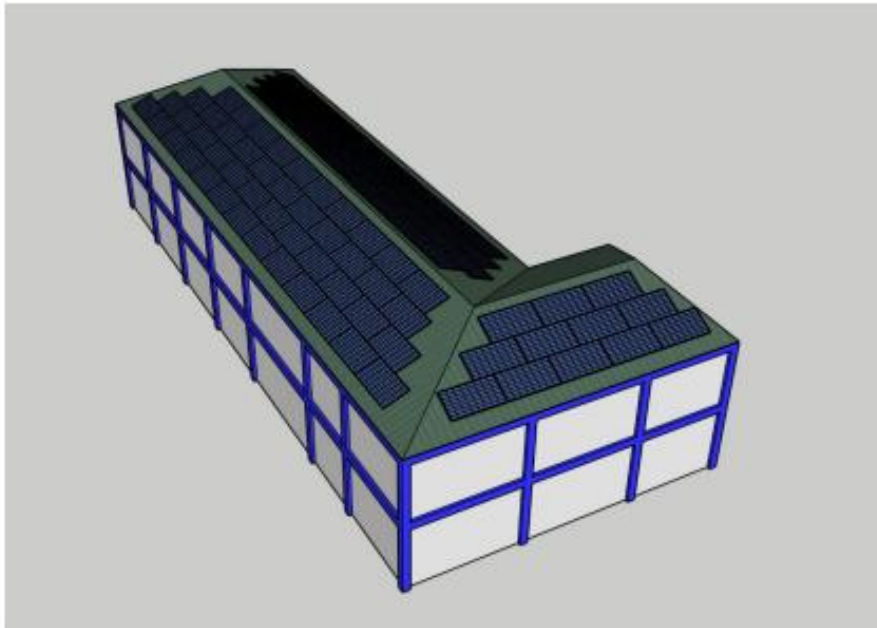


**Site No. B2.2:** Proposes 40kWp Grid-Tied Rooftop Solar PV System



*Note: The images above are for illustrative purposes only. Actual installation may differ based on the pv module configuration to achieve maximum solar energy yield.*

**ANNEX A – Demonstration Project on Promoting Solar PV System under the GEMP –  
Batch 2**



*Note: The images above are for illustrative purposes only. Actual installation may differ based on the pv module configuration to achieve maximum solar energy yield.*

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**  
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, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, **as stated in Section VII. Technical Specification; 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, AND/OR AWARDED CONTRACTS

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

**Ongoing, and/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

## **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.**

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

Submitted By:

---

(Signature over Printed Name)

Note:

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

## 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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 of agent	Amount	Purpose

(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 of: \_\_\_\_\_

**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]*

