



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

RFQ No.	RFQ-02-0151-2025-02-0034-0319-0024
Purchase Request No.:	PR-02-0151-2025-02-0034

REQUEST FOR QUOTATION

Title of Procurement/End-user	: CONCEPTUAL DESIGN OF THE DEPARTMENT OF ENERGY-MINDANAO FIELD OFFICE (DOE-MFO) GREEN AND SMART OFFICE BUILDINGS
Approved Budget for the Contract	: Php980,000.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: One hundred eighty (180) Days upon receipt of Purchase Order (PO)
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance.

SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE COLLATED AND SUBMITTED IN A ONE (1) PDF FILE FORMAT

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **24 MARCH 2025, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	<p>1. Rationale</p> <p>The DOE-MFO Green and Smart Office Building Project is designed to demonstrate a progressive model for sustainable, energy-efficient, and smart infrastructure in government facilities. As a showcase of eco-friendly building practices, this project directly aligns with DOE's mandate to promote energy efficiency and conservation across public and private sectors under RA 11285 and the DOE DC2020-12-0026 guidelines on energy-conserving building design.</p> <p>With the emergence of climate challenges and the need for resilient infrastructure, this project supports a future-forward approach that aims to reduce environmental impact while enhancing operational productivity. Its innovative design will incorporate a range of green technologies, such as solar photovoltaic (PV) systems for renewable energy generation, energy-efficient HVAC systems, and smart automation controls that manage lighting, temperature, and other resources to minimize energy consumption. These elements are intended to not only reduce operational costs but also serve as a model for eco-responsibility in the Philippine public sector.</p> <p>The project's location at the Davao Regional Government Center (RGC) in Barangay Bago Oshiro makes it a strategic hub for</p>			980,000.00

	<p>pioneering sustainable architecture in Mindanao, contributing to the growth of green infrastructure in regional centers beyond the capital. By establishing DOE-MFO's headquarters at the Davao RGC, this initiative will not only serve DOE's operational needs but also elevate the green building standard for other government agencies in the region.</p> <p>In addition to environmental impact, the project will bolster DOE-MFO's capacity to conduct energy-related research and innovation. The proposed laboratory building is specifically designed to support advanced testing of energy products, while the multi-purpose building will serve as a flexible space for EV charging, workshops, and public events, encouraging community engagement and fostering an energy-conscious public.</p> <p>This demonstration project is a forward-looking investment that addresses environmental responsibility, energy efficiency, and smart infrastructure, ultimately reinforcing DOE-MFO's commitment to sustainable development and setting a benchmark for future green and smart building initiatives in the government sector. Through this project, DOE-MFO aims to inspire other agencies to adopt similar approaches in their infrastructure planning and establish a blueprint for nationwide energy-efficient government facilities.</p> <p>2. Objective</p> <p>To design an eco-friendly Green and Smart Office Building for DOE-MFO at the Davao RGC, demonstrating sustainable, energy-efficient, and smart infrastructure. This project aims to set a standard for government facilities, promoting DOE's mission of energy conservation, environmental stewardship, and community engagement.</p> <p>3. Approved Budget for the Contract</p> <p>The Approved Budget for the Contract (ABC) amounts to Nine Hundred Eighty Thousand Pesos (PhP980,000.00), including all applicable taxes, permits, and other relevant expenses.</p> <p>4. Project Description</p> <p>The project involves designing a sustainable, energy-efficient, and smart office building complex for the DOE-MFO at the Davao RGC. The complex will include (1) an office building, (2) a laboratory building, and (3) a multi-purpose building, all with integrated green and smart technologies to align with the DOE's mandate on energy conservation and sustainability.</p> <table><tr><th>Building</th><th>No. of Proposed Storey</th><th>Remarks</th></tr><tr><td>Office Building</td><td>3</td><td>Total Occupants: 150</td></tr><tr><td>Laboratory Building</td><td>1</td><td></td></tr><tr><td>Multi-Purpose Building</td><td>1</td><td></td></tr></table>	Building	No. of Proposed Storey	Remarks	Office Building	3	Total Occupants: 150	Laboratory Building	1		Multi-Purpose Building	1		
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<div>5. Scope of Work</div> <div>The project covers the supply and design of eco-friendly Green and Smart Office Buildings for DOE-MFO.</div> <div>The following is the scope of work:</div> <table><tr><th>Scope of Work</th><th>Deliverables</th><th>Timeline</th></tr><tr><td><div>Preliminary Design and Construction Studies</div><div>a) Main Office Building</div><div>b) Wet Laboratory Building</div><div>c) Multi-Purpose Building (Basketball Court Type)</div></td><td><ul style="list-style-type: none">• Conceptual Design<ul style="list-style-type: none">○ Conceptual Exterior Perspective○ Conceptual Site Development Plan○ Conceptual Floor Plan○ Conceptual Elevation○ Conceptual Sections• Preliminary Investigations• Utility Locations• Performance Specification and Parameters• Project Description• Approved Budget for the Contract• Proposed Design and Construction Schedule• Minimum requirement for a Construction Safety and Health Program for the Project• Submission of all documents such as as-build drawings, technical manuals, warranty documents and other documents needed in the design and construction• Presentation to EUMB and DOE-MFO on</td><td><div>6 months</div></td></tr></table>			Scope of Work	Deliverables	Timeline	<div>Preliminary Design and Construction Studies</div> <div>a) Main Office Building</div> <div>b) Wet Laboratory Building</div> <div>c) Multi-Purpose Building (Basketball Court Type)</div>	<ul style="list-style-type: none">• Conceptual Design<ul style="list-style-type: none">○ Conceptual Exterior Perspective○ Conceptual Site Development Plan○ Conceptual Floor Plan○ Conceptual Elevation○ Conceptual Sections• Preliminary Investigations• Utility Locations• Performance Specification and Parameters• Project Description• Approved Budget for the Contract• Proposed Design and Construction Schedule• Minimum requirement for a Construction Safety and Health Program for the Project• Submission of all documents such as as-build drawings, technical manuals, warranty documents and other documents needed in the design and construction• Presentation to EUMB and DOE-MFO on	<div>6 months</div>
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		the design building														
<div>6. Qualifications of Service Provider</div> <div><ul style="list-style-type: none">Should have a Philippine Contractors Accreditation Board (PCAB) license pertaining to General Building;Should have a track record of at least two (2) completed projects involving design and construction of buildings;Should incorporate the following guidelines and laws in the design:<ul style="list-style-type: none">Energy Conserving Design for BuildingsPhilippine Green Building CodeShould have the following key personnel:</div> <table><thead><tr><th>Key Position</th><th>Description</th></tr></thead><tbody><tr><td>1. Project Manager</td><td>Licensed Civil Engineer, with minimum of 5 years in managing large-scale construction projects.</td></tr><tr><td>2. Electrical Engineer</td><td>Licensed Electrical Engineer, with 5 years of experience in building electrical installations and renewable installations.</td></tr><tr><td>3. Mechanical Engineer</td><td>Licensed Mechanical Engineer with 5 years of experience in MEP installations for similar projects.</td></tr><tr><td>4. Architect</td><td>Minimum of 5 years in construction projects.</td></tr></tbody></table>					Key Position	Description	1. Project Manager	Licensed Civil Engineer, with minimum of 5 years in managing large-scale construction projects.	2. Electrical Engineer	Licensed Electrical Engineer, with 5 years of experience in building electrical installations and renewable installations.	3. Mechanical Engineer	Licensed Mechanical Engineer with 5 years of experience in MEP installations for similar projects.	4. Architect	Minimum of 5 years in construction projects.		
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4. Architect	Minimum of 5 years in construction projects.															
<div>7. Deliverables and Schedule of Payment</div> <div>The project should be completed within six (6) months upon receipt of purchase order (PO)</div> <table><thead><tr><th>Deliverables</th><th>% of Total Contract Amount</th><th>Payment Condition</th><th>Estimated Timeline</th></tr></thead><tbody><tr><td>Inception Report</td><td>50%</td><td>Upon submission of Inception Report and work plan</td><td>Within 30 calendar days from PO</td></tr><tr><td>Preliminary Design and Construction Studies</td><td>50%</td><td>Upon submission and acceptance of complete design documentation by DOE-MFO</td><td>Within 180 calendar days from PO</td></tr></tbody></table>					Deliverables	% of Total Contract Amount	Payment Condition	Estimated Timeline	Inception Report	50%	Upon submission of Inception Report and work plan	Within 30 calendar days from PO	Preliminary Design and Construction Studies	50%	Upon submission and acceptance of complete design documentation by DOE-MFO	Within 180 calendar days from PO
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Preliminary Design and Construction Studies	50%	Upon submission and acceptance of complete design documentation by DOE-MFO	Within 180 calendar days from PO													

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. **(As stated in the Terms of Reference/ Specifications)**
3. The following documents shall be attached/included in the submission of proposal/quotation:
 - a) Mayor's / Business Permit
 - b) PhilGEPS Registration Number/Certificate
 - c) Income /Business Tax Return **(For ABCs above 500k)**
 - d) Omnibus sworn Statement (Annex C)
4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.
5. The Supplier shall clearly state the company name and account name for payment.
6. The price quoted is inclusive of all taxes and other charges.
7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.

Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. _____
Purchase Request No. _____

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

Company Logo/Letterhead

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

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total Bid
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
<p>General Conditions:</p> <p>1. Quotation shall be valid for sixty (60) days from submission</p> <p>2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. (As stated in the Terms of Reference/ Specifications)</p> <p>3. The following documents shall be attached/included in the submission of proposal/quotation:</p> <p> a) Mayor's / Business Permit</p> <p> b) PhilGEPS Registration Number</p> <p> c) Income / Business Tax Return</p> <p> d) Omnibus sworn Statement (Annex C)</p>				

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

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

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

Name and Signature of Authorize Representative

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

Tel. No. / Cellphone No./ email address

Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

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

[Insert signatory's legal capacity]
Affiant

[Jurat]

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