



BIDS AND AWARDS COMMITTEE
Bid Bulletin No. 1 for 6TH EPA CY2025

**1. EARLY PROCUREMENT ACTIVITIES FOR THE DEMONSTRATION PROJECT
RETROFITTING ELEVATORS FOR ENERGY EFFICIENCY IN COMPLIANCE WITH
THE GUIDELINES ON ENERGY CONSERVING DESIGN FOR BUILDING AND
GREEN BUILDING CODE FOR CY2025**

A. ERRATUM for Section I. Invitation to Bid:

7. Bids must be duly received by the BAC through manual submission at the office address indicated below on or before **08:00 AM** of ~~42~~ **13 February 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 **08:00 AM** of ~~42~~ **13 February 2025**. Online submission is not yet available. Late bids shall not be accepted.
9. Bid opening shall be on ~~42~~ **13 February 2025** at **09:00AM**, DOE – Audio Visual Room, DOE-Main Building. The bidder's authorized representative, as stated in the bid submission, is required to attend the Bid Opening at the DOE AVR. Bids will be opened in the presence of the bidders' representatives.

B. Section VII. Technical Specifications/ Terms of Reference

5. Technical Specifications

A. Elevator Specifications

Particular	Elevator 1 (Main Building)	Elevator 2 (Annex Building)
CAR DESIGN		
Dimensions	≥ 1.2 m (L) x 1.4 (W) m x 3m 2.4m (H)	≥ 1.5 m (L) x 2 m (W) x ≥ 3m 2.4m (H)

8. Warranty

~~The Warranty Period shall be five (5) years for elevator spare parts and product services from the date of acceptance of delivered products/items. The warranty shall include repair, replacement of parts, and free service on a 24-hour on call basis.~~

The Comprehensive Warranty Period shall be two (2) years with full coverage of parts and labor, including preventive and corrective maintenance from the date of acceptance of delivered products/items. The warranty shall include repair, replacement of parts by normal wear and tear, in addition to manufacturing defects. Also included in the warranty is the free service on a 24- hour on call basis.

9. After Sales support

As part of the warranty, the Supplier shall provide service maintenance for ~~5~~ **2 years**, done on a monthly basis, reckoned from completion of the installation of each unit or group. The after sales service shall include General Checkups, Cleaning of Equipment, and Written Report/Recommendation on Services Rendered.

2. EARLY PROCUREMENT ACTIVITIES OF SERVICES FOR THE CONDUCT OF THIRD-PARTY ENERGY AUDIT OF BUILDINGS OF GOVERNMENT ENTITIES IN REGION VIII FOR CY2025

A. Section II. Instructions to Bidders

5. Eligible Bidders

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC, **or the Bidder shall have an SLCC of at least two (2) contracts similar to the Project with an aggregate value of least fifty percent (50%) of the ABC, provided the largest of these similar contracts must be equivalent to at least 25% of the ABC**

B. Section VII. Technical Specifications/ Terms of Reference

3. SCOPE OF WORK

3.1.2 Audit Orientation proper

- Prepare and submit a post-activity report for each event using the DOE approved template (~~Annex-G~~ **A: Template Post Activity Report**)

3.2.2 The energy audit has five main components: (A) Coordination; (B) Preliminary Review of Energy Use; (C) Site Assessment; (D) Energy and Cost Analysis; (E) Audit Report.

C. Site Assessment

- Interview with the Energy Efficiency and Conservation Officer/Focal Person/Key operations and maintenance staff/Building Staff on the compliance with GEMP (see ~~Annex-A~~ **B: GEMP Checklist Requirement**)
- Conduct an exit meeting to discuss preliminary findings, recommendations and feasibility of energy efficiency and conservation measures for implementation. Provide the Agency an initial GEMP Rating as approved by the EUMB. (see ~~Annex-B~~ **C: GEMP Rating**).

D. Energy Audit Report

- The audit report includes an inventory of existing equipment, a summary of the building's current conditions and energy use, and a list of recommended no-cost, low-cost, and longer-term energy efficiency and conservation measure recommendations based on an analysis of historical energy use and the onsite assessment. (**see Annex D: Audit Report**)

3.3 Post Audit Orientation

- ~~Prepare and submit a project terminal report to EUMB.~~ **Prepare and submit a project terminal report to EUMB. A Terminal Report is a comprehensive document submitted upon completion of the project which provides a detailed summary of the activities undertaken, findings, results, challenges encountered, and recommendations for future actions. This report serves as a formal record of project completion and ensures accountability and transparency (See Annex E: Terminal Report).**

C. Clarification

- **Please refer to the attached New Annexes.**

3. EARLY PROCUREMENT ACTIVITIES OF SERVICES FOR THE CONDUCT OF THIRD-PARTY ENERGY AUDIT OF BUILDINGS OF GOVERNMENT ENTITIES IN REGION IX FOR CY2025

A. Section II. Instructions to Bidders

5. Eligible Bidders

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC, **or the Bidder shall have an SLCC of at least two (2) contracts similar to the Project with an aggregate value of least fifty percent (50%) of the ABC, provided the largest of these similar contracts must be equivalent to at least 25% of the ABC**

B. Section VII. Technical Specifications/ Terms of Reference

3. SCOPE OF WORK

3.1.2 Audit Orientation proper

- Prepare and submit a post-activity report for each event using the DOE approved template (~~Annex-G~~ **A: Template Post Activity Report**)

- 3.2.2 The energy audit has five main components: (A) Coordination; (B) Preliminary Review of Energy Use; (C) Site Assessment; (D) Energy and Cost Analysis; (E) Audit Report.

C. Site Assessment

- Interview with the Energy Efficiency and Conservation Officer/Focal Person/Key operations and maintenance staff/Building Staff on the compliance with GEMP (see ~~Annex-A~~ **B: GEMP Checklist Requirement**)
- Conduct an exit meeting to discuss preliminary findings, recommendations and feasibility of energy efficiency and conservation measures for implementation. Provide the Agency an initial GEMP Rating as approved by the EUMB. (see ~~Annex-B~~ **C: GEMP Rating**).

D. Energy Audit Report

- The audit report includes an inventory of existing equipment, a summary of the building's current conditions and energy use, and a list of recommended no-cost, low-cost, and longer-term energy efficiency and conservation measure recommendations based on an analysis of historical energy use and the onsite assessment. **(see Annex D: Audit Report)**

3.3 Post Audit Orientation

- ~~Prepare and submit a project terminal report to EUMB.~~ **Prepare and submit a project terminal report to EUMB. A Terminal Report is a comprehensive document submitted upon completion of the project which provides a detailed summary of the activities undertaken, findings, results, challenges encountered, and recommendations for future actions. This report serves as a formal record of project completion and ensures accountability and transparency (See Annex E: Terminal Report).**

C. Clarification

- Please refer to the attached New Annexes.

4. EARLY PROCUREMENT ACTIVITIES OF SERVICES FOR THE CONDUCT OF THIRD-PARTY ENERGY AUDIT OF BUILDINGS OF GOVERNMENT ENTITIES IN REGION XI FOR CY2025

A. Section II. Instructions to Bidders

5. Eligible Bidders

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC, **or the Bidder shall have an SLCC of at least two (2) contracts similar to the Project with an aggregate value of least fifty percent (50%) of the ABC, provided the largest of these similar contracts must be equivalent to at least 25% of the ABC**

B. Section VII. Technical Specifications/ Terms of Reference

3. SCOPE OF WORK

3.1.2 Audit Orientation proper

- Prepare and submit a post-activity report for each event using the DOE approved template (~~Annex C~~ **A: Template Post Activity Report**)

- 3.2.2 The energy audit has five main components: (A) Coordination; (B) Preliminary Review of Energy Use; (C) Site Assessment; (D) Energy and Cost Analysis; (E) Audit Report.

C. Site Assessment

- Interview with the Energy Efficiency and Conservation Officer/Focal Person/Key operations and maintenance staff/Building Staff on the compliance with GEMP (see Annex-A **B**: GEMP Checklist Requirement)
- Conduct an exit meeting to discuss preliminary findings, recommendations and feasibility of energy efficiency and conservation measures for implementation. Provide the Agency an initial GEMP Rating as approved by the EUMB. (see Annex-B- **C**: GEMP Rating).

D. Energy Audit Report

- The audit report includes an inventory of existing equipment, a summary of the building's current conditions and energy use, and a list of recommended no-cost, low-cost, and longer-term energy efficiency and conservation measure recommendations based on an analysis of historical energy use and the onsite assessment. **(see Annex D: Audit Report)**

3.3 Post Audit Orientation

- ~~Prepare and submit a project terminal report to EUMB.~~ **Prepare and submit a project terminal report to EUMB. A Terminal Report is a comprehensive document submitted upon completion of the project which provides a detailed summary of the activities undertaken, findings, results, challenges encountered, and recommendations for future actions. This report serves as a formal record of project completion and ensures accountability and transparency (See Annex E: Terminal Report).**

C. Clarification

- Please refer to the attached New Annexes.

5. EARLY PROCUREMENT ACTIVITIES OF SERVICES FOR THE CONDUCT OF THIRD-PARTY ENERGY AUDIT OF BUILDINGS OF GOVERNMENT ENTITIES IN CORDILLERA ADMINISTRATIVE REGION (CAR) FOR CY2025

A. Section II. Instructions to Bidders

5. Eligible Bidders

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC, **or the Bidder shall have an SLCC of at least two (2) contracts similar to the Project with an aggregate value of least fifty percent (50%) of the ABC, provided the largest of these similar contracts must be equivalent to at least 25% of the ABC**

B. Section VII. Technical Specifications/ Terms of Reference

3. SCOPE OF WORK

3.1.2 Audit Orientation proper

- Prepare and submit a post-activity report for each event using the DOE approved template (~~Annex-G~~ **A: Template Post Activity Report**)

3.2.2 The energy audit has five main components: (A) Coordination; (B) Preliminary Review of Energy Use; (C) Site Assessment; (D) Energy and Cost Analysis; (E) Audit Report.

C. Site Assessment

- Interview with the Energy Efficiency and Conservation Officer/Focal Person/Key operations and maintenance staff/Building Staff on the compliance with GEMP (see Annex-A ~~B~~: GEMP Checklist Requirement)
- Conduct an exit meeting to discuss preliminary findings, recommendations and feasibility of energy efficiency and conservation measures for implementation. Provide the Agency an initial GEMP Rating as approved by the EUMB. (see Annex-~~B~~ **C: GEMP Rating**).

D. Energy Audit Report

- The audit report includes an inventory of existing equipment, a summary of the building's current conditions and energy use, and a list of recommended no-cost, low-cost, and longer-term energy efficiency and conservation measure recommendations based on an analysis of historical energy use and the onsite assessment. **(see Annex D: Audit Report)**

3.3 Post Audit Orientation



- ~~Prepare and submit a project terminal report to EUMB.~~ **Prepare and submit a project terminal report to EUMB. A Terminal Report is a comprehensive document submitted upon completion of the project which provides a detailed summary of the activities undertaken, findings, results, challenges encountered, and recommendations for future actions. This report serves as a formal record of project completion and ensures accountability and transparency (See Annex E: Terminal Report).**

C. Clarification

- Please refer to the attached New Annexes.

6. EARLY PROCUREMENT ACTIVITIES FOR THE SUPPLY AND DELIVERY OF EPMPD’s PROMOTIONAL MATERIALS UNDER NEECP FOR CY2025

Section VII. Technical Specifications/ Terms of Reference

Particulars / Description	Sample Photo
<p>Notebook</p> <ul style="list-style-type: none"> ● Size: approximately A5 (14.8 x 21 cm) ● Cover: PU Leather ● Number of leaves: 90-100 sheets (180-200 pages) ● Sheets: Can be customized per page ● Paper thickness: 80 gsm ● Lined Sheets: non-dated ● Binding: Perfect binding ● With UV printed full color DOE Logo and “You Have the Power!” Logo ● Deboss printing can also be executed 	
<p>Portrait Tote Bag – 550 pcs.</p> <ul style="list-style-type: none"> ● Material: Faux Leather Polyester ● Features: Waterproof, Wear-resistant ● Opening: Double zipper ● Size: <ul style="list-style-type: none"> ○ Height – approximately 13.5 in. ○ Width – approximately 16.5 in. ○ Depth – approximately 4 in. ● Color: <ul style="list-style-type: none"> ○ Black (250 pcs.) ○ Brown (250 pcs.) ● Fits with work essentials (laptop, notebook, folders, and tumbler) ● Weight Capacity: Approximately 4kg ● With embroidered “You Have the Power” Logo 	

7. EARLY PROCUREMENT ACTIVITIES FOR THE SUPPLY, DELIVERY, AND COMMISSIONING OF LATL VARIOUS SCIENTIFIC EQUIPMENT

ERRATUM for Section I. Invitation to Bid:

1. The Department of Energy (DOE) is undertaking ~~Early Procurement Activities for the Supply and Delivery of EPMPD’s Promotional Materials under NEECP for CY2025~~ **Early Procurement Activities for the Supply, Delivery, and Commissioning of LATL Various Scientific Equipment (Electrical and Temperature) for CY2025** and intends to apply the sum of Php9,087,000.00 that will be sourced from the FY 2025 GAA, being the Approved Budget for the Contract (ABC) to payments for the contract under Purchase Request No. 02-

0151-2025-EP-004455. This procurement is having Fourteen (14) items, and bidders may bid for all items or any of the item. Bids received in excess of the ABC for each item shall be automatically rejected at bid opening.

ERRATUM for Section II. Instructions to Bidders:

1. Scope of Bid

The Procuring Entity, Department of Energy wishes to receive Bids for the ~~Early Procurement Activities for the Supply and Delivery of EPMPD's Promotional Materials under NEECP for CY2025~~ **Early Procurement Activities for the Supply, Delivery, and Commissioning of LATL Various Scientific Equipment (Electrical and Temperature) for CY2025** under Purchase Request No. 02-0151- 2025-EP-004455.

2. Funding Information

2.1 The GOP through the source of funding from GAA for FY2025, in the amount of ~~Php4,000,000.00~~ **Php9,087,000.00**

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

Approved for Issuance:

(sgd)

GIOVANNI CARLO J. BACORDO
Undersecretary and Chairperson, BAC

DEBM/jjad/jcl

ANNEX A

	Energy Utilization Management Bureau	Doc Ref No.:	DOE-EUMB-QR-012
	Quality Management System	Effective Date:	16 AUG 2019
	MINUTES OF MEETING	Revision No.:	0
		Page No.:	1 of 1

Minutes of the Meeting for the <<Name of GE>>

<<Date>>

I. ATTENDANCE LIST

II. HIGHLIGHTS OF THE MEETING:

- a. Review of the target work plan for preliminary energy audit
 - i. Scope: Preliminary Energy Audit for Government agencies
- b. Schedule of the energy audit
- c. Energy Audit Team (EAT)
- d. Audit Methodology
 - i. Interview on the GEMP compliance
 - ii. Validation of submitted pre-audit documents and data
 - iii. Inspection of lighting system
 - iv. Inspection of air-conditioning system
 - v. Inspection of the office equipment
 - vi. Inspection of fuel inventory, motor vehicle, motors and generator sets

Note: The EAT has conducted a group orientation on energy audits prior to its conduct.

III. WAY FORWARD:

IV. ADJOURNMENT:

Prepared by:

Noted by:

ANNEX B

Name of Government Office: _____

Address: _____

Required document check list

	1. Copy of Special Order / Memorandum designating an Energy Conservation Officer
	2. Copy of Office Issuance / Memorandum circulars regarding Energy Conservation measures
	3. Copy of Designation of EEC Officer/EEC Focal Person (Please accomplish EEC Officer/EEC Focal Person Form)
	4. Copy of Latest Electricity Bill (One Month Only)
	5. Copy of recent five (5) year Monthly Electricity and Fuel Consumption Report (<i>Please accomplish Electricity Consumption Report</i>)
	6. Lighting equipment inventory list with specifications (Please accomplish Lighting Inventory Form)
	7. Office Equipment inventory list with specifications (Please accomplish Office Equipment Inventory Form)
	8. Air Conditioning Unit and Genset Inventory list with specification (Please accomplish Air-conditioning Unit and Genset Inventory Form)
	9. Vehicle Inventory list (Please accomplish Vehicle Inventory Form)
	10. Copy of Vehicle's preventive maintenance schedule (work order or official receipt as proof)
	11. Copy of a sample vehicle trip ticket
	12. Copy of approved Motor pool Log Book - Monitoring of vehicle dispatch.

ANNEX C



DEPARTMENT OF ENERGY GOVERNMENT ENERGY MANAGEMENT PROGRAM ENERGY AUDIT INITIAL RATING

Name of Government Office: _____

Address: _____

Date & Time of Spot-check: _____

Result

SCORE

RATING

GRADE

Office Policy

Perfect Score %	Agency's Score %

- 1.) Designation of Enercon Officer
- 2.) Office issuances on energy conservation

Best Practices for Electricity Conservation

- 1.) Use of efficient lighting lamps such as LED, CFL, Slim type Fluorescent and others
- 2.) Use of efficient equipment such as appliances with Inverter Technology, LED displays and others
- 3.) Utilizing daylight whenever possible
- 4.) Room temperature not lower than 24°C
- 5.) Aircon operation are scheduled from 9:00 AM to 4:00 PM
- 6.) Keeping the air conditioned room sealed from air infiltration
- 7.) Setting the ACU at "Fan Mode" during lunch break between 12:00 NN to 1:00 PM
- 8.) Turning off lights, computers, appliances, and other equipment when not in use
- 9.) Using stairs instead of elevator when going up or down one (1) floor

Document Records for Electricity Conservation

- 10.) Inventory list of Lightings, ACUs and other office equipment
- 11.) Monthly Electricity Consumption Report five (5) years from the present year with the latest copy of electricity bill

Best Practices for Fuel Conservation

- 1.) Implementation of Fuel Conservation Program
- 2.) Performing Preventive Maintenance Schedule (PMS) of official service vehicles
- 3.) Avoiding idling of engines while waiting and/or parking

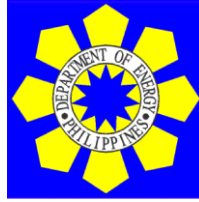
Document Records for Fuel Conservation

- 4.) Inventory list and assignment of government service vehicles to a particular official
- 5.) Monthly Fuel Monitoring Report five (5) years from the present year
- 6.) Records of daily entry and dispatch of service vehicles from motorpool
- 7.) Records of Trip Tickets for each service vehicle

Energy Audit Team: _____

Received by: _____
 Date: _____

ANNEX D



**<Name of Government Agency>
<Address>**

**Energy Efficiency & Conservation Performance
Assessment Report**

Prepared by:

Energy Auditors:

<Name of Auditor 1>

<Name of Auditor 2>

<Name of Auditor 3>

Noted by:

PATRICK T. AQUINO, CESO III
Director IV, EUMB

GEMP Checklist compliance



Department of Energy

Energy Audit Team

Energy Center, Rizal Drive, Bonifacio Global City, Taguig City

Name of Government Office: _____

Address: _____

Required document check list

✓	13. Copy of Special Order / Memorandum designating an Energy Conservation Officer
✓	14. Copy of Office Issuance / Memorandum circulars regarding Energy Conservation measures
✓	15. Copy of Latest Electricity Bill (One Month Only)
✓	16. Copy of 2015 and recent five (5) year Monthly Electricity and Fuel Consumption Report
✓	17. Lighting equipment inventory list with specifications
✓	18. Office Equipment inventory list with specifications
✓	19. Air Conditioning Unit and Genset Inventory list with specifications
✓	20. Vehicle Inventory list
✓	21. Copy of Vehicle's preventive maintenance schedule (work order or official receipt as proof)
✓	22. Copy of a sample vehicle trip ticket
✓	23. Copy of approved Motor pool Log Book - Monitoring of vehicle dispatch.

Government Entity's Information	
Name of Agency	
Address:	
Contact Person:	
Operating Hours	
Electricity Meter Account and Building's Information	
<Electricity Meter Account 1>	<Input here the name of buildings under the electricity meter accounts> Name of Building: <Name of Building 1> Number of Floors: <No. of Floors> Number of Occupants : <No. of Occupants> Date Established: <Date Established> Gross Floor Area: <Gross Floor Area> Air-conditioned Area: <Air-conditioned Area> Leased/Owned: <Leased/Owned> Name of Building: <Name of Building 2> Number of Floors: <No. of Floors> Number of Occupants : <No. of Occupants> Date Established: <Date Established> Gross Floor Area: <Gross Floor Area> Air-conditioned Area: <Air-conditioned Area> Leased/Owned: <Leased/Owned>
<Add row if more than one electricity meter account>	
Brief Profile	<Briefly explain the profile of the Government Agency>

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<p>Performance Assessment Initial Report Energy Conservation Measures</p>	
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Executive Summary	
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Office Special Orders and other Issuances on Energy Conservation Measures	<Briefly explain the issuances/memorandum on the designation of EEC Officer and Focal Person>
Energy Performance and Energy Efficiency Cost Reduction	(Discuss the electricity utilization on a per electricity meter account and fuel utilization on a per service vehicle account)

<p>Building Energy Efficiency Index (BEEI)</p>	<p>Based on the ASEAN Energy Efficiency and Conservation Best Practices for Office Building standards, the considered efficient BEEI value is equal or less than 160 kWh/year/m².</p> <p>Based on the annual data on electricity consumption for <previous year>, the agency incurred <previous year consumption in kWh>.</p> <p>With the total gross floor area of the building pegged at <_____ square meters>, the BEEI of <name of agency> figured at <_____ kWh/year/m²>.</p>
<p>Energy Audit Observation of the Energy Consuming Equipment and Motor Vehicles</p>	
<p>Air-conditioning Units</p>	<p><How many inverter/non inverter ACUs in the building? Briefly explain the energy efficiency and conservation measures being implemented></p>
<p>Lighting System</p>	<p><How many LED/Non LED lightings in the building? Briefly explain the energy efficiency and conservation measures being implemented></p>

<p>Other Energy Consuming Equipment (Printer, Computer, Laptop, Scanner, Water Dispenser, Ref, etc)</p>	<p><How many other energy consuming equipment in the building? Briefly explain the energy efficiency and conservation measures being implemented></p>
<p>Motor Vehicles</p>	<p><How many diesel/gasoline service vehicles of the government agency? Briefly explain the energy efficiency and conservation measures being implemented></p>
<p>OTHERS</p>	<p>A. Adoption of GEMP online submission system Please provide a short status of the GE for the use of the GEMP system in the submission of their reports. If active user, indicate the recent report submitted. If inactive user, please recommend to access and submit report through the system. For log-in credentials for the GEMP system, recommend that the designated EEC Officer/Focal Persona to send an email request to doe.epsmd@gmail.com.</p> <p>B. Renewable Projects (If any) Please provide details of the existing and future renewable projects of the GEs e.g. solar PV rooftop, solar streetlights, etc. Attach pictures if possible.</p>

Cost and Benefit Analysis	<Compute the CBA of replacing the non-inverter ACUs with inverter ACUs and non-efficient lighting system with LED>
Conclusion	
ANNEXES	
GEMP Rating Sheet	
Photo Documentation	

ANNEX E

TERMINAL REPORT

(PROJECT TITLE)

- I. Introduction:**
Briefly introduce the PROJECT, including its objectives and scope.
- II. Review of Activities Undertaken:**
Describe the processes and approaches used during the conduct of the PROJECT.

Explain the preparations/tasks involved for each deliverable
- III. Findings:**
Summarize the main findings of the PROJECT.

Present any data or evidence that supports your findings.
- IV. Analysis:**
Analyze the findings in the context of the project objectives.

Identify patterns, trends, and insights
- V. Outcomes:**
Discuss the outcomes or results achieved.

Highlight any key milestones or achievements.
- VI. Challenges:**
Address any challenges or obstacles encountered.

Describe how these challenges were mitigated or overcome.
- VII. Recommendations:**
Provide recommendations for the DOE based on your findings.

Offer actionable insights for future improvements or strategies.
- VIII. Lessons Learned:**
Reflect on lessons learned.

Discuss what worked well and areas for improvement.
- IX. Conclusion:**
Sum up the key points from the report.

Emphasize the overall impact of the PROJECT.
- X. Appendix:**
Include any supplementary materials, charts, graphs, or additional data.