



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

RFQ No.	RFQ-02-0101-2023-03-0091-0414-0058
Purchase Request No.:	02-0101-2023-03-0091

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF SERVICES FOR ISO 50001 ENERGY MANAGEMENT SYSTEM IMPLEMENTATION AND CERTIFICATION OF THE DEPARTMENT OF ENERGY
Mode of Procurement	: Small Value Procurement (AMP 53.9)
Bidding Terms	: Per Lot
Delivery Schedule	: As indicated in Timelines and Deliverables
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user’s certificate acceptance.

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 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 **19 April 2023, 4:00PM**. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	<p>I. BACKGROUND</p> <p>In Section 5 of RA 11285, the DOE shall be the lead agency in the implementation of the said Act. It shall be responsible for the planning, formulation, development, implementation, enforcement, and monitoring of energy management policies and other related energy efficiency and conservation plans and programs.</p> <p>Sections 20 and 22 of the Act state as one of the obligations of Designated Establishments (DEs) and other establishments (OEs) shall integrate an energy management system policy into the business operation based on ISO 50001 or any similar framework.</p> <p>Pursuant to this, the DOE, through the Energy Utilization Management Bureau (EUMB) is mandated to develop policies, implement plans and programs related to energy efficiency and conservation, and ensure effective implementation thereof. In order for these DEs and OEs to follow such energy management system framework, the DOE must set as an example and should know what being compliant with ISO 50001 is all about to know what they are supposed to regulate and implement.</p> <p>II. SCOPE OF SERVICES</p> <p>The Scope of Services includes the following:</p>			950,000.00

- a. Train the DOE Energy Management Systems (EnMS) Team and key personnel on:
 - Energy Management System implementation
 - ISO 50001:2018 standard provisions
 - Internal Audit (optional if needed)
- b. Provide guidance on the step-by-step process of EnMS implementation.
- c. Provide templates required by the ISO 50001 standard for fast accomplishment of necessary documentation.
- d. Provide guidance on the certification process to prepare for 3rd party certification audit.
- e. Provide best practices applicable to the *organization to attain energy savings and/or improved energy performance*.

III. TIMELINE, DELIVERABLES, AND PAYMENT TERMS

Activity	Deliverables	Timeline	Percentage of Total Contract Amount
Training on: <ul style="list-style-type: none"> • Energy Management System • ISO 50001:2018 standard provisions • Internal Audit (optional if needed) 	Energy Management Systems (EnMS) Team and key personnel of DOE have been trained	1 st Month	30%
Provision of guidance on the drafting of ISO 50001 templates	Step-by-step process of EnMS implementation (written document) and ISO 50001 templates required by ISO 50001 for fast accomplishment of necessary documentation has been provided along with the actual guidance on the certification process.	2 nd – 4 th Month	40%
Readiness assessment report	Readiness assessment report		30%
	Total		100%

The contract cost will be paid in tranches upon delivery of the deliverables indicated in the schedule of payment above and issuance of end-user's acceptance certificate of complete submission of items indicated per schedule. Payment is through List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and subject to the usual government budgeting, auditing, and accounting procedures.

IV. RESPONSIBILITIES OF THE DOE

The DOE shall:

- a. Appoint qualified members and organize the Energy team and Support groups;
- b. Organize training sessions and ensure attendance of identified personnel;

	<div><div><div>c. Secure approval for necessary resources needed;</div><div>d. Prepare documentation needed as required by ISO standard;</div><div>e. Implement actions on communication, awareness, energy efficiency projects, energy savings initiatives and documentation according to timetable;</div><div>f. Ensure compliance and completion of activities as guided by the Project Lead;</div><div>g. Ensure full support provided by Top Management;</div><div>h. Conduct briefings and/or call for a coordination meeting with the Project Team from time to time; and</div><div>i. Determine acceptability of the deliverables.</div></div><div><div>V. SERVICE PROVIDER QUALIFICATIONS</div><div>The Project Lead must be able to meet the following:</div><div><div>a. Must have a high degree of expertise on ISO 50001 Energy Management System;</div><div>b. Must have assisted at least 5 establishments or 2 companies attain certification in ISO 50001;</div><div>c. Must have experience in energy efficiency initiatives in a building setting;</div><div>d. Must be a Certified Energy Auditor by DOE;</div><div>e. Must have developed training modules on Energy Management and a training speaker on Energy Management; and</div><div>f. Must be a qualified Consultant and have been a Consultant for at least 10 years.</div></div><div><div>The Project Lead must organize a team to fulfill the necessary technical and administrative needs of the project as necessary. The Project Lead shall be responsible for the salary and administrative needs of the team.</div></div><div><div>VI. PROJECT COMPLETION</div><div>One hundred-fifty (150) calendar days from the issuance of Notice of Award (NOA).</div></div><div><div>VII. GENDER SENSITIVITY</div><div>The participatory role of women in every aspect of this service provision is encouraged. The purpose of gender and development is to ensure that both men and women 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 differences between men and women, the need to challenge existing gender roles and relations, and the creation and effects of class differences on development.</div></div><div><div>VIII. OTHER TERMS</div><div><div>a. Total bid price is inclusive of cost of duties and taxes;</div></div></div></div></div>	
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	<p>b. The prices quoted shall be firm and irrevocable and should not be subject to any price fluctuation due to increase in cost of raw materials, foreign exchange rates, tax and duties;</p> <p>c. Bidder shall submit the following:</p> <ul style="list-style-type: none">• CV of the team to establish their competency for the project work e.g. work experience, training completed, etc.;• Submit an initial proposal for conducting the project components as indicated in Section III;• PRC ID of all involved staff;• Certificates (National Expert and Energy Auditor);• List of ongoing and completed projects related to ISO 50001; and• List of clients with contact information for the past 10 years.	
<p>General Conditions:</p> <ol style="list-style-type: none">1. Quotation shall be valid for sixty (60) days from submission2. 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. (If applicable)3. The following documents shall be attached/included in the submission of proposal/quotation:<ol style="list-style-type: none">a) Mayor's / Business Permitb) PhilGEPS Registration Number/Certificatec) 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 ABC
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
<p>General Conditions:</p> <p>8. Quotation shall be valid for sixty (60) days from submission</p> <p>9. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. (If applicable)</p> <p>10. The following documents shall be attached/included in the submission of proposal/quotation:</p> <p> e) Mayor's / Business Permit</p> <p> f) PhilGEPS Registration Number</p> <p> g) Income / Business Tax Return</p> <p> h) Omnibus sworn Statement (Annex C)</p> <p>11. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.</p> <p>12. The Supplier shall clearly state the company name and account name for payment.</p> <p>13. The price quoted is inclusive of all taxes and other charges.</p>				

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

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

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

Name and Signature of Authorize Representative

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

Tel. No. / Cellphone No./ email address

Date

Omnibus Sworn Statement (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]