



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

RFQ No.	RFQ-03-151-2022-08-0257-0816-0125
Purchase Request No.:	03-151-2022-08-0257

REQUEST FOR QUOTATION

Title of Procurement/End-user	: Consultancy Services for the Development of ISO 50001 Energy Management Schemes
Mode of Procurement	: Consultancy Small Value Procurement
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: Within 105 days upon receipt of Notice to Proceed
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: 100% of Contract Price 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 **22 August 2022 at 5:00 PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications													
Item No.	Consultancy Services for the Development of ISO 50001 Energy Management Schemes	Quantity	Unit Price (Php)	Total ABC (Php)									
1.		1 Lot	700,000.00	700,000.00									
	1. OBJECTIVE												
	The procurement of services aims to develop an energy management scheme that is compliant with ISO 50001, specifically:												
	1.1 To establish a benchmark for the Energy Management Scheme that is ISO 50001 compliant;												
	1.2 To conduct coaching on energy management compliant to ISO 50001.												
	2. SCOPE OF WORK												
	<table><tr><th>Activity</th><th>Description</th><th>Deliverables</th></tr><tr><td>Benchmarking ISO 50001</td><td>Development of processes on evaluating energy management service, audit report, energy performance, and how to identify non-conformities and other findings.</td><td>Policy</td></tr><tr><td>Implementation Coaching</td><td>Coaching on processes on developing an Energy Management System implementation framework in line with the ISO 50001</td><td>Conduct of coaching</td></tr></table>				Activity	Description	Deliverables	Benchmarking ISO 50001	Development of processes on evaluating energy management service, audit report, energy performance, and how to identify non-conformities and other findings.	Policy	Implementation Coaching	Coaching on processes on developing an Energy Management System implementation framework in line with the ISO 50001	Conduct of coaching
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Implementation Coaching	Coaching on processes on developing an Energy Management System implementation framework in line with the ISO 50001	Conduct of coaching											
	3. SERVICE PROVIDER QUALIFICATIONS (should be included in the Submission of Proposal)												
	3.1. The consultant must be a firm that have at least three (3) years’ experience in conducting energy management and must have proof of completed similar or												

related contracts/ services and must provide proof of completion which may include but not limited to certificate issued by contracting entities, copy of final invoice payment or other acceptable proof thereof from contracting entities.

3.2. The firm shall have competent technical professionals/ certified energy management experience and understanding of energy management for Commercial, Industrial, Transportation sectors (CITs). The Teams Personnel Resume should reflect this requirement

3.3. The firm must provide proof of relevant skills, work experience and seminars conducted.

4. ROLES AND RESPONSIBILITIES

4.1. The service provider shall:

4.1.1. Orient the DOE and the trainees with ISO 50001 energy management;

4.1.2. Provide an energy management scheme that would be used as format for the CITs;

4.1.3. Conduct face-to-face and virtual training on ISO 50001 and provide DOE a post activity report;

4.1.4. Regularly coordinate with DOE-EPMPD on the progress of the project.

4.1.5. The conduct coaching and mentoring related to evaluation of Energy Management Schemes compliant to ISO 50001.

4.2. The DOE shall:

4.2.1. Determine and provide the list of personnel to be trained for the face-to-face and virtual trainings;

4.2.2. Provide inputs, as needed, in the development of energy management schemes standard format for CITs; and

4.2.3. Shall determine the acceptability of the deliverables and shall be the approving authority for all operations-related activities, including payment of the services under the contract.

5. PROJECT DURATION AND TIMELINE

The estimated project duration shall be 105 days to commence after receiving the Notice to Proceed (NTP). Project completion shall be acknowledged by the Department through submission/approval of Project Completion Acknowledgement Form.

6. EXPECTED OUTPUT OR DELIVERABLES

The minimum outputs or deliverables shall be the following:

	DELIVERABLES	TARGET SCHEDULE
A.	Inception Report	Within thirty (30) days upon receipt of Notice of Award
B.	Draft Policy on ISO 50001	Within the 2-month period.
C.	Coaching	Within the last month of the contract.

7. PAYMENT SCHEDULE

The firm shall be paid in full (100%) upon completion of all deliverables.

8. WARRANTY OF NON-INFRINGEMENT

	<p>The firm would represent and warrant that it is either the author of all deliverables to be provided under this consultancy service or has obtained and holds all rights necessary to carry out this Service. The firm further represents and warrants that the services and output to be provided under this Agreement do not and will not infringe any copyright, patent, trademark, trade secret or other intellectual property right of any third party.</p> <p>9. GENDER SENSITIVITY</p> <p>It is encouraged the participatory role of women in every aspect of this consultancy services. 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.</p> <p>10. PLACE OF ASSIGNMENT</p> <p>Due to the pandemic situation currently being experienced by the country, the firm's personnel shall be allowed to visit the DOE office for reason that this project may demand, however, the firm must comply with the required guideline protocol set forth by the DOE Incident Management Team on COVID.</p> <p>The DOE shall assign a focal point personnel for this project for ease of communications and coordination.</p> <p>11. OWNERSHIP</p> <p>All materials developed under this project shall be owned by DOE with exclusive rights on future use.</p>
<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 Returnd) 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. _____
RFQ 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 RFQ 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/Notice to Proceed
Delivery Location : Department of Energy Main Office, BGC Taguig City
Payment Terms : Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

General Conditions:

- Quotation shall be valid for sixty (60) days from submission
- 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)**
- The following documents shall be attached/included in the submission of proposal/quotation:
 - Mayor's / Business Permit
 - PhilGEPS Registration Number
 - Income / Business Tax Return
 - Omnibus sworn Statement (Annex C)
- 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.
- The Supplier shall clearly state the company name and account name for payment.
- 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.

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
