



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

| | |
|-----------------------|------------------------------------|
| RFQ No. | RFQ-02-0151-2023-08-0370-0902-0164 |
| Purchase Request No.: | 02-0151-2023-08-0370 |

REQUEST FOR QUOTATION

| | |
|-------------------------------|--|
| Title of Procurement/End-user | : PROCUREMENT OF SERVICES FOR THE CONDUCT OF 2023 DOE SPORTS TOURNAMENT |
| Mode of Procurement | : Small Value Procurement (AMP53.9) |
| Bidding Terms | : Per Lot |
| Delivery Terms/Schedule | : Please see implementation schedule |
| 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 the first 50% of services and subsequently the completion of 100% of services, submission of all required documents and issuance of end-user's certificate acceptance. (First fifty (50%) of the total amount shall be paid after completion of the twenty-ninth game of all the three (3) sports events (basketball, volleyball, and badminton) combined; and the remaining fifty percent (50%) shall be paid after the Championship game of the three sports events.) |

SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE 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 **07 September 2023, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

| Terms of Reference/Specifications | | | | | | |
|--|---|------------------|-------------|----------------------|--------------------------------|--------------|
| Total ABC: 130,800.00 | | | | | | |
| Description/Specification: | | | | Quantity | Unit Price | |
| I. Scope of Work: | | | | | | |
| Basketball (please see Item No. II -Timeline for the Tournament Format) | | | | | | |
| Elimination Round | 2 | Referees | Php2,000.00 | Php3,200.00 per game | 12 games for Elimination Round | Php38,400.00 |
| | 1 | Scorebook Keeper | Php600.00 | | | |
| | 1 | Time Keeper | Php600.00 | | | |
| Semifinal Round | 3 | Referees | Php3,000.00 | Php4,200.00 per game | 2 games for Semifinal Round | Php8,400.00 |
| | 1 | Scorebook Keeper | Php600.00 | | | |
| | 1 | Time Keeper | Php600.00 | | | |
| Final Round | 3 | Referees | Php3,000.00 | Php4,200.00 per game | 2 games for Final Round | Php8,400.00 |
| | 1 | Scorebook Keeper | Php600.00 | | | |

- a) Has the authority over a particular match and shall be in charge of the court and its immediate surrounds
- b) Shall ensure the match is conducted in accordance with the Rules and Regulations of the DOE Badminton Sub-committee and any other regulations pertinent to the specific competition.
- c) Shall make rule calls regarding service faults and other player faults or lets.

III. Timeline:

The tournament shall run from October 2023 to December 2023, or until all tournaments are completed. The Tournament format are as follows:

Basketball:

| Elimination Round | | | | | | Semi-finals | | Finals | |
|-------------------|----------|----|----------|-----|----------|-------------|----------|--------|------------|
| | Round 1 | | Round 2 | | Round 3 | | Round 4 | | Round 5 |
| G1 | T4 vs T1 | G5 | T2 vs T4 | G9 | T1 vs T2 | G13 | #1 vs #4 | G15 | G13 vs G14 |
| G2 | T3 vs T2 | G6 | T1 vs T3 | G10 | T3 vs T4 | | | | Round 6 |
| G3 | T5 vs T8 | G7 | T5 vs T7 | G11 | T5 vs T6 | G14 | #2 vs #3 | G16 | G13 vs G14 |
| G4 | T7 vs T6 | G8 | T6 vs T8 | G12 | T7 vs T8 | | | | |

Battle for 3rd

Championship

Note:

- 1) Elimination round will be played in a single round-robin for Groups A and B.
- 2) Each team will meet once during the elimination round from its respective group.
- 3) Top two (2) of groups A and B will play in a cross-over semifinal match-up.
- 4) Losing teams in the semifinal games will battle for the third (3rd) place.
- 5) Winning teams in the semifinal games will okay for the championship.
- 6) In case of a 2-way tie, win over the other ruling will be applied.
- 7) In case of a 3-way tie, a point-system points ruling will be applied.

Badminton:

| ELIMINATION ROUND | | | | | SEM-FINAL | CHAMPIONSHIP |
|-------------------|--------|--------|--------|--------|-----------|--------------|
| DAY 1 | DAY 2 | DAY 3 | DAY 4 | DAY 5 | DAY 6 | DAY 7 |
| 2 VS 1 | 3 VS 4 | 6 VS 4 | 4 VS 1 | 5 VS 6 | | |
| 3 VS 6 | 6 VS 1 | 2 VS 3 | 5 VS 3 | 1 VS 3 | 1 VS 4 | W VS W |
| 4 VS 5 | 2 VS 5 | 1 VS 5 | 6 VS 2 | 4 VS 2 | 2 VS 3 | L VS L |

Note:

- 1) Each team match shall consist of 2 Men’s Doubles, 2 Women’s Double and Mixed Doubles Events.
- 2) Elimination round will be played in a single round-robin.
- 3) The scoring will be 1-35 points wherein players will have to change courts whoever team got 18 points first.

Volleyball

| Division | Elimination Round | | | | | |
|----------|-------------------|--------------------------|-------|--------------------------|-------|------------------------|
| | Day 1 | | Day 2 | | Day 3 | |
| Women | G1 | Team Blue VS Team Yellow | G2 | Team Green VS Team Black | G3 | Team Red VS Winner G1 |
| Men | G1 | Team Red VS Team Green | G2 | Team Yellow VS Team Blue | G3 | Looser G1 VS Looser G2 |
| | | | | | | |

| Division | Semi Finals | | | Finals | |
|----------|------------------------|----|------------------------|--------|------------------------|
| | Day 6 | | Day 7 | Day 8 | |
| Women | Winner G3 VS Winner G2 | G7 | Looser G6 VS Winner G5 | G8 | Winner G6 VS Winner G7 |
| Men | Winner G1 VS Winner G2 | G5 | Winner G3 VS Looser G4 | G6 | Winner G4 VS Winner G5 |

Note:

- 1) Elimination round will be played in a single round-robin.

IV. Other Terms:

- a. Sports officials are the overall in-charge of the tournament competition. The officials shall ensure that the tournament is conducted in accordance with the Laws of Basketball, Badminton, and Volleyball, the Rules and Regulations of the DOE Sub-committee and any other regulations pertinent to the specific competition.
- b. Referees for Basketball and Volleyball must be accredited by any association of professional Basketball/Volleyball officials in the Philippines.
- c. Umpire must be accredited by Philippine Badminton Association or any professional Badminton Association in the Philippines.
- d. Payment Terms: First fifty (50%) of the total amount shall be paid after completion of the twenty-ninth game of all the three (3) sports events (basketball, volleyball, and badminton) combined; and the remaining fifty percent (50%) shall be paid after the Championship game of the three sports events.
- e. Bids must be inclusive of all taxes.

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. Proof of Key Qualification and Accreditation of the Service Provider must be enclosed together with the quotation/proposal. Non-submission of Proof of Qualification and Accreditation in the proposal is a ground for disqualification.
3. 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)**
4. 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)
5. 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.
6. The Supplier shall clearly state the company name and account name for payment.
7. The price quoted is inclusive of all taxes and other charges.
8. 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 |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| <p>General Conditions:</p> <ol style="list-style-type: none">Quotation shall be valid for sixty (60) days from submissionSample/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:<ol style="list-style-type: none">Mayor's / Business PermitPhilGEPS Registration NumberIncome / Business Tax ReturnOmnibus 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

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]