



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

Solicitation No.	RFQ-02-0151-2022-02-0022-0304-0019
Purchase Request No.:	02-0151-2022-02-0022

REQUEST FOR QUOTATION

Title of Procurement/End-user	: Procurement of Services for the Development of Energy Efficiency & Conservation Strategic Communication Plan
Mode of Procurement	: Small Value Procurement
Bidding Terms	: 1 Lot
Delivery Terms/Schedule	: 60 Days upon receipt of Notice of Award
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 **10 March 2022, Thursday at 5:00PM** . LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	Procurement of Services for the Development of Energy Efficiency & Conservation Strategic Communication Plan	1	Lot	300,000.00
2.	<p>Background and Rationale</p> <p>On 12 April 2019, President Rodrigo Roa Duterte signed the Republic Act (RA) No. 11285 or An Act Institutionalizing Energy Efficiency and Conservation, Enhancing the Efficiency Use of Energy, and Granting Incentives to Energy Efficiency and Conservation. Dubbed as the “Energy Efficiency and Conservation Act”, the Act shifted the energy efficiency and conservation as a national way of life and provided blueprint in formulating, developing and implementing energy efficiency and conservation plans and programs.</p> <p>It also promotes and encourages the development and utilization of efficient renewable energy technologies and systems to ensure optimal use and sustainability of the country’s energy resources. Additionally, it reinforces related laws and other statutory provisions for a comprehensive approach to energy efficiency, conservation,</p> <p>It is within the existing mandate of the Department of Energy (DOE) that RA No. 11285 reinforced relevant laws, policies and plans into a comprehensive approach to energy efficiency and conservation with the ultimate goal of improving the quality life of Filipinos.</p> <p>With the enactment of RA No. 11285, it paved way to a more comprehensive, multi-sectoral, inter-agency, upscaled business usual model, inter-agency, and incentive-based approach of EEC. Generally, this is another effort to fulfil the</p>			

	<p>mandate of the Department to enhance knowledge of the target population to follow the EEC way of life.</p> <p>Objectives</p> <p>The general objective is to develop a holistic strategic communication campaign in order to enhance knowledge, attitudes and behaviors of target population on EEC in the Philippines.</p> <p>The specific objectives are as follows:</p> <ul style="list-style-type: none">a. To develop a strategic communication plan;b. To develop key messages in enhancing public perception on EE&C,c. To develop visual communication tools such as, but not limited to, infographics, interactive content, motion graphic and other data visualization;d. To prepare information, education and communication materials including program-specific materials for target populations.							
3.	<p>Scope of Work</p> <p>A. The Service Provider shall formulate a strategic communication plan.</p> <p>B. The Service Provider shall develop visual communication tools, such as:</p> <p>C. The Service Provider shall develop information, education and communication materials including program-specific materials for target populations, to include:</p> <ul style="list-style-type: none">i. Sample Factsheets / Infographics / Posters; andii. Evaluation Tool; <p>D. The Service Provider shall present the strategic communication plan to the EUMB</p>							
4.	<p>Responsibilities</p> <p>The Service Provider shall assume the following obligations:</p> <ul style="list-style-type: none">a. Work closely with EPMPD and determine communication requirements and implementation strategies;b. Identify approaches and implementation strategies;c. Designate project team to coordinate with EPMPD;d. Develop initial visual communication tools for the conduct of information, education and communication campaign;e. Ensure timely delivery of outputs to include progress reports and submit all deliverables EPMPD on schedule;f. Assign focal person/s to coordinate with the EPMPD; andg. Maintain the confidentiality of any related activity and information. <p>The DOE, through EUMB, shall assume the following obligations:</p> <ul style="list-style-type: none">a. Provide general supervision and direction;b. Organize inception meeting with the Service Provider, charged to EUMB budget outside the contracted budget;c. Provide documents and other information for the development of Communication Plan;d. Review and evaluate all outputs of the Service Provide; ande. Facilitate payment upon the satisfaction of the desired outputs.							
5.	<p>Deliverables and Timelines</p> <p>The Service Provide will start upon the receipt of Notice of Award and should be completed within 60 days.</p> <table><tr><th>Deliverable</th><th>Timeline</th></tr><tr><td>Submission of Inception Report which includes program activities, desired outputs, and detailed calendar of activities.</td><td>Within two (2) weeks from the receipt of Notice to Award</td></tr></table>	Deliverable	Timeline	Submission of Inception Report which includes program activities, desired outputs, and detailed calendar of activities.	Within two (2) weeks from the receipt of Notice to Award			
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	Communication Strategy / Plan with the following elements: a. Goals and objectives; b. Stakeholder Mapping; c. Strategy Development; d. Creative Development; e. Channel Development; and f. Evaluation Tool. <i>*Elements may change based on the gap analysis</i>	Within two (2) weeks after the inception workshop			
	Presentation of Communication Strategy / Plan	Within two (2) weeks from the EUMB acceptance of Communication Strategy / Plan			
	Submission of all outputs including comprehensive report on the assessment of the overall project, as well as recommendations for future activities of the EUMB.	Within four (4) weeks from the acceptance of all outputs.			
6.	Format of Submission The Service Provider shall submit the following: a. 2-set of printed versions of all outputs; and b. 2 hard drives with all final outputs, including raw materials and footages along with the final report.				
7.	Payment Schemes 100% of the contract cost will be paid upon complete delivery and issuance of end-user's acceptance certificate and submission of complete documents. Payment is through List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and subject to usual government budgeting, auditing, and accounting procedures.				
8.	Ownership All materials developed with this project shall be owned by DOE with exclusive rights on future use.				
9.	Terms <ul style="list-style-type: none">Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of components and fluctuations in foreign change rates and excise duties.Payment will be released within the issuance of certificate of acceptance from the end user.				
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. (If applicable) 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 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.					