



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

RFQ No.	RFQ-02-0101-2024-01-0040-0220-0005
Purchase Request No.:	02-0101-2024-01-0040

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF SERVICES FROM A THIRD-PARTY AUDIT FIRM FOR THE ENERGY MANAGEMENT SYSTEM (ENMS) 1ST SURVEILLANCE AUDIT OF THE DEPARTMENT OF ENERGY
Approved Budget for the Contract	: Php350,000.00
Mode of Procurement	: Small Value Procurement
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: Sixty (60) days upon receipt of Purchase Order (PO)
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.

SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE COLLATED AND SUBMITTED 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 **26 February 2024, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications
<p>I. Scope and Boundary Implementing a comprehensive Energy Management System in the Department of Energy facilities (Main and Annex Building and Motorpool) using the available energy (electricity and fuel) efficiently leading to environmental sustainability and minimizing our carbon footprint.</p>
<p>II. Objectives The overall objective of the engagement of services of the Certifying Body (CB) is to provide independent confirmation that DOE EnMS continued fulfillment of all the requirements of the ISO 50001:2018 Standard. Said confirmation shall be based on objective evidence from the audit activities to be conducted by the CB.</p>
<p>III. Approved Budget for the Contract The approved budget for the contract (ABC) is Three Hundred Fifty Thousand Pesos (Php 350,000.00), inclusive of all other taxes. This is a fixed cost contract. Additional charges are not allowed.</p>
<p>IV. Contract Duration The Certifying Body shall be working for DOE during conduct of Certification Audit. The delivery period is for sixty (60) days upon receipt of Purchase Order.</p>
<p>V. Scope of Services The Certification Audit will be conducted in a mutually agreed date as specified and agreed in the Contract. The Certifying Body is expected to provide the following services and deliverables:</p>

Terms of Reference/Specifications				
Scope of Work			Deliverables	Total ABC
1.	Surveillance Audit (Year 2024)	Preparation and submission of an audit plan no later than seven (7) working days prior to the scheduled Surveillance Audit	Surveillance Audit Plan	P350,000.00
2.		Conduct of one (1) Surveillance Audit	Provisional Report of Audit Findings	
3.		Preparation and submission of an audit report detailing the observations, opportunities for improvement, and any non-conformity to the ISO 50001:2018 standards	Final Surveillance Audit Report	
4.	Other Services	Provision of regular updates on the 1 st surveillance audit of the ISO 50001 standards and other applicable standards	Updates via electronic mail (if any)	
5.		Provision of alternative auditing arrangements in case of an extraordinary events (e.g. pandemic)	Proposal for alternative arrangements (as necessary)	
6.	DOE'S Responsibility	The DOE's Energy Management Team (EMT) or his/her duly designated representative, shall evaluate the quality of work delivered by the Certifying Body based on this TOR to ensure the quality and relevance of work being conducted, and based on this, shall issue a written report acceptance/approval, retention, or discontinuance.		
7.	Certifying Body's Responsibility	<p>The Certifying Body undertakes to perform the 1st Surveillance Audit with the highest standards of professional and ethical competence and integrity.</p> <p>The following are the general expectations from the Certifying Body:</p> <ul style="list-style-type: none"> • Commitment to treat with utmost confidentiality, all information and materials gathered and used relating to this engagement or client's (DOE) processes/operations • Preparation of the Audit Itinerary composes of 1st Surveillance Audit Plan and schedule of activities for the entire duration of the engagement. The representatives from 		

Terms of Reference/Specifications									
		<p>the Certifying Body shall coordinate with the EMT through the Secretariat regarding any changes on the dates of audit schedules or any delay in the activities related to ISO certifications.</p> <ul style="list-style-type: none"> The duly authorized representative of the Certifying Body shall submit an audit report after conducting the audits on mutually agreed schedules. 							
8.	Aftersales Warranty	The Service Provider shall provide technical expert assistance that may be needed by DOE within the period of six (6) months after project completion.							
9.	Certifying Body's Qualification Requirements	<p>The Certifying Body (CB) shall provide documented information to adequately assess the following:</p> <p>Minimum Qualification and Competencies</p> <p>a. The CB must be affiliated with International Certifying Body to provide EnMS certification to ISO 50001:2018.</p> <table border="1"> <thead> <tr> <th>Criteria</th> <th>Qualifications</th> <th>Documented Information</th> </tr> </thead> <tbody> <tr> <td>Experience and Capability of the CB</td> <td> <ul style="list-style-type: none"> Have a minimum of five (5) years' experience in conducting ISO EnMS audits and certification; Have audited at least five (5) institutions for ISO EnMS Must be a Filipino Auditor for ISO 50001:2018 </td> <td> <p>(a) Proof of related experience;</p> <p>(b) Lists of ongoing contracts;</p> <p>(c) List of full-time auditors working for the CB with Curriculum Viata and copy of license (if applicable); and</p> <p>(d) Copies of Certificates of Satisfactory Service Rendered or other similar document, provided that it is duly signed by the audited institution's representative/s (e.g. accomplished Client Satisfaction Survey)</p> </td> </tr> </tbody> </table>	Criteria	Qualifications	Documented Information	Experience and Capability of the CB	<ul style="list-style-type: none"> Have a minimum of five (5) years' experience in conducting ISO EnMS audits and certification; Have audited at least five (5) institutions for ISO EnMS Must be a Filipino Auditor for ISO 50001:2018 	<p>(a) Proof of related experience;</p> <p>(b) Lists of ongoing contracts;</p> <p>(c) List of full-time auditors working for the CB with Curriculum Viata and copy of license (if applicable); and</p> <p>(d) Copies of Certificates of Satisfactory Service Rendered or other similar document, provided that it is duly signed by the audited institution's representative/s (e.g. accomplished Client Satisfaction Survey)</p>	
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Terms of Reference/Specifications						
			<p>Auditor Qualification</p>	<p>Auditor Education:</p> <ul style="list-style-type: none"> - Preferably with Master's degree in the field of industrial engineering, public/business administration, organizational development, and other similar and/or relevant fields. <p>Training:</p> <ul style="list-style-type: none"> - Preferably with 24 hours of advanced/intermediate training on international standards for management systems (e.g., ISO 50001) and other organizational development and management-related trainings. <p>Years of Experience:</p> <ul style="list-style-type: none"> - Have at least five (5) similar projects i.e. ISO EnMS recertification and surveillance audits for private companies. 	<p>Training Certificate</p> <p>Certificate of On-going Projects</p>	
			<p>Plan of Approach and Methodology</p>	<p>Surveillance audits: Either semi-annually or at least once per year, there will be an on-site audit of the critical components of the management system. Improvement potential will be identified, with a focus on continual improvement and sustained effectiveness.</p>	<p>(a) Written proposal outlining the Plan of Approach and Methodology; and</p> <p>(b) Audit Team Information Sheet specifying the team composition and work distribution</p>	
<p>VI. Other Documentary Requirements</p> <p>a. Certified true copy of the Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, PhilGEPS Registration Number, and</p>						

Terms of Reference/Specifications

b. Proof of Qualifications and Competencies:

- i. Locally SEC-registered office accredited to an international accreditation body.

VII. Payment Terms and Other Conditions

1. The duly authorized representative of the Certifying Body shall submit an audit report after conducting the surveillance audits on mutually agreed schedules.
2. Full Payment shall be made only upon a certification by the End-User endorsed by DOE to the effect that the service have been rendered in accordance with the terms as stipulated in the Contract and have been duly accepted.
3. The Certifying Body's request(s) for payment shall be made to the DOE in writing, accompanied by a billing statement or statement of account describing services performed, and by submission of other required documents and obligations stipulated in the Contract.

VIII. Gender Sensitivity

It is encouraged the participatory role of women in every aspect of this service provision. 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.

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 **(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.

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.				

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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.

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]