



BIDS AND AWARDS COMMITTEE

Bid Bulletin No. 1 for 2nd EPA CY2024

1. EARLY PROCUREMENT ACTIVITIES FOR THE PROCUREMENT OF 4X4 DOUBLE CAP PICK-UP TRUCK VEHICLE

None

2. EARLY PROCUREMENT ACTIVITIES FOR THE PROCUREMENT OF SERVICES FOR THE MFO SECURITY SERVICES

None

3. EARLY PROCUREMENT ACTIVITIES FOR THE SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF LATL EQUIPMENT

Single Largest Completed Contract (SLCC):

The Bidder shall have an SLCC of at least two (2) contract similar to the Project with an aggregate value of least fifty percent (50%) of the ABC, provided the largest of these similar contracts must be equivalent to at least 25% of the ABC.

4. EARLY PROCUREMENT ACTIVITIES FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF CETANE ANALYZER OR EQUIVALENT

Single Largest Completed Contract (SLCC):

The Bidder shall have an SLCC of at least two (2) contract similar to the Project with an aggregate value of least fifty percent (50%) of the ABC, provided the largest of these similar contracts must be equivalent to at least 25% of the ABC.

The period of coverage is increased from four (4) years to **five (5) years**.

Joint Venture Agreement (JVA)

b) Class "B" Document

For Goods, valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.



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For Infrastructure Projects, JV bidders shall submit a JVA in accordance with R.A. 4566 and its IRR.

Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: Provided, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements. (a)

5. EARLY PROCUREMENT ACTIVITIES FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF MOISTURE ANALYZER WITH DRYING OVEN

Bid Data Sheet

ITB Clause	
12	The price of the Goods shall be quoted DDP – Department of Energy, Bonifacio Global City, Taguig, Philippines , or the applicable International Commercial Terms (INCOTERMS) for this Project.

I. Technical Specification

- Additional one (1) set of crucible (**ceramic/ porcelain or metal**) and cover, two (2) pieces 1-gram stainless spatula and one (1) piece crucible tong for moisture analysis
- Four (4) bottles of proximate coal standards with expiration of at least 2 years upon delivery
 - **Proximate Coal Standards**
Volatility : 0 – 50
Ash : less than 50

6. EARLY PROCUREMENT ACTIVITIES FOR THE DOE OUTSOURCED MANPOWER SERVICES FOR CY2024

Section VII. Technical Specifications/ Terms of Reference

II. General Objective

1. This procurement consists of One (1) Lot with Two (2) sub-lots as follows:
 - 1.1. Sub-lot 1: Outsourced Manpower Services under Regular Fund
 - 1.1.1. Total Number of Personnel: 133 manpower



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1.1.2. Approved Budget for the Contract: PhP 50,000.000.00

1.1.3. The award is subject to the Approval of CY 2024 General Appropriation Act.

1.2. Sub-lot 2: Outsourced Manpower Services under Locally Funded Projects (Fund 151)

1.2.1. Total Number of Personnel: 35 manpower

1.2.2. Approved Budget for the Contract: PhP 17,579,000.00

1.2.3. The award is subject to the release of Special Allotment Release Order for CY 2024 Locally Funded Projects.

- **Please see attached “Annex A” for the Total Manpower Requirement per Position**

7. EARLY PROCUREMENT ACTIVITIES FOR THE SERVICES FOR THE FUEL FILL-UP THRU CORPORATE FLEET CARD SCHEME

Section VII. Specifications/ Terms of Reference

Clarification on item XIII. Other Requirements

- Period of submission of the other requirements is included from “Three (3) days upon notification to **“Five (5) days upon notification.”**

Contract Agreement Form

Please see attached “Contract Agreement Form”

8. EARLY PROCUREMENT ACTIVITIES FOR THE CY2024 COMPUTER MAINTENANCE SERVICES

None



9. EARLY PROCUREMENT ACTIVITIES FOR THE CY2024 MANAGED PRINTING SERVICES

Managed Printing Services					
Number of pages consumed for CY 2023					
			Toners	Pages yield per toner	Number of pages
1	EO		33	5,000.00	165,000.00
2	AS		53	5,000.00	265,000.00
3	FS		25	5,000.00	125,000.00
4	LS		15	5,000.00	75,000.00
5	ITMS		12	5,000.00	60,000.00
6	ERTLS		9	5,000.00	45,000.00
7	EPPB		30	5,000.00	150,000.00
8	ERDB		18	5,000.00	90,000.00
9	EUMB		13	5,000.00	65,000.00
10	REMB		23	5,000.00	115,000.00
11	OIMB		38	5,000.00	190,000.00
12	EPIMB		18	5,000.00	90,000.00
13	VFO		9	5,000.00	45,000.00
14	MFO		9	5,000.00	45,000.00
15	LFO		5	5,000.00	25,000.00
Total					1,550,000.00

10. EARLY PROCUREMENT ACTIVITIES FOR THE CY2024 PHOTOCOPYING SERVICES

Section VI. Schedule of Requirements

Item No.	Item	Unit	Qty	Delivery
1	CY2024 Photocopying Services	Lot	1	Thirty (30) Days upon Receipt of Notice to Proceed

Section VII. Technical Specifications/ Terms of Reference

VI. Cost of Rental Services

The printing of DOE letterhead will account the same as total cost of colored copies; full color document prints must be paid for in full.



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Annex B “Minimum Specifications of Digital Copying Machines”

- **Machine must be brand-new or having a manufacturing date not later than CY2020**
- **Estimated no. of copies: Black & White: 2.8 million copies**
Colored: 130,000 copies

Bid Detail Form

- **Please see attached Bid Detail Form**

11. EARLY PROCUREMENT ACTIVITIES FOR THE SUPPLY AND DELIVERY OF MULTIVITAMINS

None

Considering that the Opening of Bids will fall on the beginning of 2024 and securing a Business/ Mayor’s permit will require processing time, the BAC will accept the 2023 Business/ Mayor’s permit. However, the presentation of the original 2023 and the proof of renewal of the 2024 Business/ Mayor’s permit shall be required during the Post-Qualification. Presentation of 2024 Business permit is required prior to payment.

With the lifting of the COVID-19 restrictions, the bidders are encouraged to personally witness the proceedings for the Opening of Bids or in case you have related constraint it could be witnessed through video conferencing via MS Teams platform. In preparation, you may download the app in advance to witness the proceedings. Bidders and observers may submit their intent to participate with the following information such as the nominated email address to bacsecretariat@doe.gov.ph

This Bid Bulletin forms part of the Terms of Reference. All other terms and conditions in the Bid Documents and other Bid Bulletin issued by the DOE-BAC not consistent with this Supplemental/Bid Bulletin shall remain valid and effective.

Approved for Issuance:

(sgd)

MARIO C. MARASIGAN, CESO III
Assistant Secretary and
Vice – Chairperson, BAC

DEBM/jjad



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EARLY PROCUREMENT ACTIVITIES FOR THE SERVICES FOR THE FUEL FILL-UP THRU CORPORATE FLEET CARD SCHEME

Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called "the Entity") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract;
 - iv. Application Forms and Terms and Conditions; and
 - v. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents



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- submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
- iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

5. Data Privacy Consent and Data Privacy Statement

Data Privacy Clause, which states:

"The Entity acknowledges that the Contractor and its subsidiaries and affiliates have a Data Privacy Statement, pursuant to Republic Act No. 10173 or the Data Privacy Act of 2012 and its implementing rules and regulations and the issuances of the National Privacy Commission ("Privacy Laws"). The Entity has read, understood and hereby agree to the Data Privacy Statement of the Contractor and its subsidiaries and affiliates ("Privacy Statement"), a copy of which had been provided to the Entity.

"The parties recognize that they may have provided Personal Information and Sensitive Personal Information (collectively "Personal Data"), as defined under the Privacy Laws, or may have obtained Personal Data in relation to the products and services under this Contract. Each party further acknowledges that the other party shall be collecting, using, sharing, disclosing, transferring, retaining and disposing of such Personal Data (collectively "Processing") in relation to the products and services in connection with this Contract, and as such, may incur additional risks in relation to the same. In view of the foregoing, each party acknowledges and confirms, as follows:

- a. *In the event that any Personal Data shall be disclosed in relation to this Contract, the party disclosing the same warrants and shall ensure that the required consents under the Privacy Laws have been obtained from the relevant Data Subjects (as defined under the Privacy Laws). Each disclosing party (or the Data Subject, as relevant) consents to the Processing of such Personal Data by in relation to the products and services subject of this Contract, in compliance with applicable laws and regulations, and in accordance with the Privacy Statement for the Contractor.*



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- b. *The parties agree that in relation to the products and services subject of this Contract, they shall only be responsible for relaying to each other any notices or disclosures required by the law and such will constitute sufficient compliance. Each party acknowledges and confirms that withdrawal or withholding of its consent may restrict the effective execution by in relation to the products and services subject of this Contract. Each party also undertakes to immediately inform the other party of any changes in the Personal Data that have been provided to the other party.*

The parties shall comply with the applicable provisions of the Privacy Laws, and shall be responsible for such compliance.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

Department of Energy

[Insert Name of Supplier]

Witness for DOE

Witness for Supplier

[Position Title]

[Position Title]

Helen C. Roldan

OIC – Chief, Accounting Division

Witness

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]



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CY 2024 Photocopying Services

Bid Details

Descriptions of Machines and Key Operators:

Seven (7) Heavy Duty Digital Photocopying Machines with Key Operators (K.O.), seventeen (17) Medium Duty Digital Photocopying Machines without KO and one (1) Colored-Digital Photocopying Machine without KO to be detailed at DOE Main Office Premises for the whole year round inclusive of one (1) unit medium duty digital in Luzon Field Office (LFO) in Urdaneta City, Pangasinan. Only good copies produced by the machines with duly approved Slips for Request of Reproduction (SRR) will be paid by DOE.

A. Details of Estimates (Inclusive of 12% VAT)

Current Contract Price (CP) per good copy produced from Heavy and Medium Duty Copier Machines (Black and White)

- P_____ per good copy : P_____

Current CP per good copy produced from Colored Digital Copier Machine

- P_____ per good copy : P_____

B. Computation of ABC (Inclusive of 12% VAT)

1) Heavy and Medium Duty Digital Copier Machines

2.8 M good copies per year x _____ : P_____

2) Colored Digital Copier Machine

130,000 good copies per year x P_____ : P_____

Grand Total : P_____

PB for 12 months : P_____

Submitted by : _____
Position : _____
Company Name : _____
Address : _____
Telephone No. : _____



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ANNEX "A"

TOTAL MANPOWER REQUIREMENT PER POSITION

LOT 2

SALARY GRADE	POSITION TITLE	MINIMUM MONTHLY SALARY / GROSS SALARY	NUMBER OF PERSONNEL
3	DRIVER I / ADMINISTRATIVE AIDE III	13,572.00	0
4	DRIVER II / MECHANIC I	14,400.00	1
5	CHAUFFEUR I	15,275.00	0
6	DATA ENCODER I	16,200.00	0
7	COMPUTER OPERATOR I	17,179.00	0
8	DATA ENCODER II	18,251.00	2
9	COMPUTER OPERATOR II	19,593.00	0
10	DATA ENCODER-CONTROLLER	21,205.00	0
11	DATA ENCODER III	23,877.00	5
12	COMPUTER OPERATOR III	26,052.00	0
13	PROJECT SUPPORT STAFF	28,276.00	27
14	COMPUTER OPERATOR IV	30,799.00	0
15	DATA ENCODER V	33,575.00	0
16	SENIOR COMPUTER OPERATOR I	36,628.00	0
Total Outsourced Manpower Personnel			35