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

RFQ No.	RFQ-02-0151-2026-08-0507-0923-0159
Purchase Request No.:	02-0151-2026-08-0507

REQUEST FOR QUOTATION

Title of Procurement/End-user	**: PROCUREMENT OF OTHER PROFESSIONAL SERVICES TO SUPPORT THE CONDUCT OF THE WORLD NUCLEAR SUPPLY CHAIN (WNSC) CONFERENCE 2026/EUMB-NED**
Approved Budget for the Contract	**: Php 2,000,000.00**
Mode of Procurement	**: Small Value Procurement (Sec.34) R.A. 12009**
Award Criterion	**: LCRB/SCRB**
Bidding Terms	**: One (1) Lot**
Delivery Terms/Schedule	**: The project shall commence on 19-21 October 2026 or on the days of the WNSC Conference 2026.**
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: The entire contract cost will be processed upon submission of the final billing with supporting documents and the issuance of the end-user's acceptance certificate and complete submission of items. 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.

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, Department of Energy, G/F-Annex Building, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig or through email at the following address: bacsecretariat@doe.gov.ph not later than **(25 September 2026, 4:00PM)**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
	I. BACKGROUND The Department of Energy (DOE) will be supporting the World Nuclear Association (WNA) in hosting the WNSC Conference 2026. The conference addresses critical areas such as industry involvement, stakeholder engagement, and best practices in the nuclear supply chain. By showcasing global expertise and promoting strategic partnerships, the event aligns with the Philippines' commitment to developing a robust nuclear energy infrastructure. Topics of discussion will cover supply chain logistics, safety protocols, legal considerations, and regulatory frameworks needed for establishing a sustainable and secure nuclear energy program in the Philippines. Official communication from WNA requested assistance from the DOE to cover expenses for the hosting of the conference totaling 50% of the costs for stage & production and branding. Further, additional contribution was requested to supplement other expenses of the conference such as photography and delegate badge printing, among others.			

To support the WNSC Conference 2026, the DOE, through the Nuclear Energy Division of the Energy Utilization Management Bureau (EUMB-NED), will be covering part of the costs for branding, staging and production, and other expenses for hosting the conference.

II. PROJECT SCOPE

The Service Provider shall ensure the provision or undertaking of the following:

A. Stage & Production

The procurement shall cover part of the Stage & Production requirements of the WNSC Conference 2026, which may include:

- Stage, backdrop, and production setup;
- Audio, lighting, LED screens, and technical equipment;
- Technical and production personnel;
- Installation, operation, dismantling, and related logistics; and
- Other approved production requirements by the WNA.

B. Branding

The procurement shall cover part of the Stage & Production requirements of the WNSC Conference 2026, which may include:

- Stage and backdrop branding;
- Event, directional, and registration signages;
- Photo/media walls;
- Banners, standees, and other branding materials; and
- Production, installation, and dismantling of branding materials.

C. Other Event Requirements

The Service Provider shall likewise provide the following requirements:

- Photography – professional event coverage and submission of high-resolution digital photographs;
- Delegate Badge Printing – printing and personalization of badges based on the approved delegate list; and
- Delegate Badges – supply of badge cards, holders, sleeves, and other required badge materials.
- Interactive Displays – provision of interactive display elements
- Other necessary provisions as approved by the DOE and WNA.

The Service Provider shall ensure consistent communication with the DOE and WNA on the provision of the above requirements to ensure alignment with the conference's objectives.

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is PhP 2,000,000.00, inclusive of applicable taxes, fees, labor, materials, transportation, and all other expenses necessary for the completion of the project.

IV. DELIVERABLES

The Service Provider shall deliver the following:

1. Inception Meeting Report;
2. Complete approved Stage & Production requirements;
3. Complete approved Branding requirements;
4. Professional photography set-up and equipment;
5. Printed and personalized delegate badges;
6. Required delegate badge materials and accessories;

7. Other event requirements as approved by the DOE and WNA; and
8. Final billing and supporting cost breakdown/documentation.

V. TIMELINE, DELIVERABLES, AND PAYMENT TERMS

The project shall commence on 19-21 October 2026 or on the days of the WNSC Conference 2026.

The entire contract cost will be processed upon submission of the final billing with supporting documents and the issuance of the end-user's acceptance certificate and complete submission of items. 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.

VI. SERVICE PROVIDER REQUIREMENTS

The service provider shall **provide proof of their engagement** with the WNA or their direct involvement with the event management services of the WNSC Conference 2026.

VII. GENDER SENSITIVITY

The participatory role of women in every aspect of this project implementation is encouraged. The purpose of this 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.

VIII. SERVICE PROVIDER AND DOE RESPONSIBILITIES

Service Provider Responsibilities:

- Coordinate closely with the DOE and WNA for the duration of the project;
- Ensure that all requirements are consistent with the approved overall event production and branding plan;
- Provide sufficient technical personnel, equipment, materials, and logistical support;
- Deliver all requirements within the prescribed schedule and approved budget; and
- Submit all documentary and billing requirements prescribed by the DOE.

EUMB-NED Responsibilities:

- Periodic briefings and coordination meetings with the Service Provider.
- Coordination with the WNA on the overall management and direction of the project.
- Briefing the service provider on PINSCF-related requirements.
- Assessing and approving deliverables.

IX. PENALTY

Failure on the part of the winning Bidder to comply with the requirements under this Terms of Reference shall cause the imposition of penalty of 1/10 of 1% per day of delay on the contract's termination as provided by existing government accounting and auditing rules and regulations. Penalty shall be collected at the last payment.

X. OTHER TERMS AND CONDITIONS

Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to an increase in cost of components and fluctuations in foreign exchange rates, labor, materials, transportation fees, and excise duties, among others.

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. The service provider shall provide proof of their engagement with the WNA or their direct involvement with the event management services of the WNSC Conference 2026.
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. ***(As stated in the Terms of Reference/ Specifications)***
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 12009 otherwise the Supplier may be sanctioned under the provision of RA 12009 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 RFQ at the Procurement Management Division Office, Department of Energy, G/F-Annex Building, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City. LATE SUBMISSION WILL NOT BE ACCEPTED.

Company Logo/Letterhead

Date :
Company Name :
Procurement Title : Procurement of Other Professional Services to Support the Conduct of the World Nuclear Supply Chain (WNSC) Conference 2026
Delivery Terms : The project shall commence on 19-21 October 2026 or on the days of the WNSC Conference 2026.
Delivery Location : Department of Energy Main Office, BGC Taguig City
Payment Terms : The entire contract cost will be processed upon submission of the final billing with supporting documents and the issuance of the end-user's acceptance certificate and complete submission of items. 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.

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total Bid
	I. BACKGROUND The Department of Energy (DOE) will be supporting the World Nuclear Association (WNA) in hosting the WNSC Conference 2026. The conference addresses critical areas such as industry involvement, stakeholder engagement, and best practices in the nuclear supply chain. By showcasing global expertise and promoting strategic partnerships, the event aligns with the Philippines' commitment to developing a robust nuclear energy infrastructure. Topics of discussion will cover supply chain logistics, safety protocols, legal considerations, and regulatory frameworks needed for establishing a sustainable and secure nuclear energy program in the Philippines. Official communication from WNA requested assistance from the DOE to cover expenses for the hosting of the conference totaling 50% of the costs for stage & production and branding. Further, additional contribution was requested to supplement other expenses of the conference such as photography and delegate badge printing, among others. To support the WNSC Conference 2026, the DOE, through the Nuclear Energy Division of the Energy Utilization Management Bureau (EUMB-NED), will be covering part of the costs for branding, staging and production, and other expenses for hosting the conference.			

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- Ensure that all requirements are consistent with the approved overall event production and branding plan;
- Provide sufficient technical personnel, equipment, materials, and logistical support;
- Deliver all requirements within the prescribed schedule and approved budget; and
- Submit all documentary and billing requirements prescribed by the DOE.

EUMB-NED Responsibilities:

- Periodic briefings and coordination meetings with the Service Provider.
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X. OTHER TERMS AND CONDITIONS

Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to an increase in cost of components and fluctuations in foreign exchange rates, labor, materials, transportation fees, and excise duties, among others.

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. The service provider shall **provide proof of their engagement** with the WNA or their direct involvement with the event management services of the WNSC Conference 2026.
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. ***(As stated in the Terms of Reference/ Specifications)***
4. The following documents shall be attached/included in the submission of proposal/quotation:
    a) Mayor's / Business Permit
    b) PhilGEPS Registration Number
    c) Income / Business Tax Return
    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 12009, otherwise the Supplier may be sanctioned under the provision of RA 12009 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 _____

<u>Company Name/Business Name and Address</u> 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 Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at [*Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

   - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If 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]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. ***Select one, delete the others:***

   - *If 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 *[Project Title]* of the *[Name of the Procuring Entity][insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;

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 others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership :* The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, and controlling stockholders of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to backlisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

    a) Carefully examine all of the Bidding Documents;

    b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

    c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

    d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[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.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.