



Republic of the Philippines  
**DEPARTMENT OF ENERGY**  
**(Kagawaran ng Enerhiya)**

07 November 2023

**ENGR. ZANDRO R. GESTIADA**

General Manager

Camarines Norte Electric Cooperative, Inc (CANORECO)

J.P. Rizal Street, Municipality of Daet,

Province of Camarines Norte, 4600, Philippines

Tel Nos.: (054) 571-3796

Dear **GM Gestiada**:

The Department of Energy (DOE) is pleased to inform your office that the 2023-2032 National Total Electrification Roadmap (NTER) was officially released on 27 October 2023 at the DOE Website. Accordingly, the Invitation to Bid (ITB) for the conduct of Microgrid Service Provider – Competitive Selection Process (MGSP-CSP) has been posted pursuant to Republic Act No 11646 otherwise known as the "Microgrid System Act" (MGSA) and its Implementing Rules and Regulation (IRR).

In this regard, the Electric Power Industry Management Bureau (EPIMB), in accordance with Sections 13.1.3 and 13.1.4 of MGSA-IRR enjoins the CANORECO to post the ITB simultaneously on its official website, social media page or in any designated procurement platform that your cooperative utilizes including bulletin boards at its offices for fifteen (15) consecutive calendar days from receipt of this letter.

The CANORECO's posting of the ITB would allow wider dissemination of the information for interested MGSPs to consider submission of proposal, review the necessary documents, understand the project requirements, and participate in the bidding process. We highly appreciate receiving immediate feedback on the required posting.

Should you need any assistance or clarifications, you may contact Engr. Marc Louie L. Olap, Chief of the Rural Electrification Administration and Management Division (REAMD) through email address [mlolap.doe@gmail.com](mailto:mlolap.doe@gmail.com) or at telephone number (02) 8479 2900 local 417.

Thank you for your continued support of the DOE.

Very truly yours,

**IRMA C. EXCONDE**

Director IV

Electric Power Industry Management Bureau

CC: Secretary Raphael P.M. Lotilla  
Undersecretary Rowena Cristina L. Guevara, Ph.D.  
Assistant Secretary Mario C. Marasigan, CESO III  
Administrator Antonio Mariano C. Almada, NEA

Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City, Philippines 1632

Tel. No. (Trunkline) (632) 8479-2900;

Website: <http://www.doe.gov.ph>; E-mail: [info@doe.gov.ph](mailto:info@doe.gov.ph)



Department of Energy

## INVITATION TO BID

Pursuant to Republic Act 11646, otherwise known as, "*An Act Promoting The Use Of Microgrid Systems To Accelerate The Total Electrification Of Unserved And Underserved Areas Nationwide*" and the Department of Energy (DOE) Circular Number DC2022-05-0017 entitled "*Rules and Regulations to Implement Republic Act 11646*", the **DOE hereby invites interested and qualified parties to participate in the conduct of Competitive Selection Process (CSP) for the Microgrid Systems Provider (MGSP)** in the areas identified in **Annex A** of this Invitation to Bid (ITB).

### A. SERVICES REQUIRED

Construction, Installation, Maintenance, and Operations, including Associated Services, such as Customer Billing and Collections, of Microgrid Systems to provide 24/7 electricity services for all existing and projected households in the selected area from **Annex A** of this ITB. For clarity, all references for the responsibilities of an MGSP shall be at all times referred to the provisions of RA 11646 and DC2022-05-0017.031

### B. TERMS OF REFERENCE

The pre-qualification, submission of bids, evaluation and awards shall be in accordance with the attached terms of reference consistent with the provisions of RA 11646 and DC2022-05-0017.

### C. ELIGIBILITY REQUIREMENTS FOR PRE-QUALIFICATION OF INTERESTED BIDDERS

Parties interested to bid ("Interested Bidders") for the conduct of MGSP-CSP shall be required to comply with the following eligibility requirements:

1. **Notarized Expression of Interest (EOI)**
2. **For Individual or Proprietorship legal documents**
  - i. Original or PSA Certified copy of Birth Certificate issued by the Philippines Statistics Authority
  - ii. Certified true copy of current business permit of the City or Municipality of the Company where the principal office is located
  - iii. Certified true copy of Department of Trade and Industry (DTI) Registration (if applicable)
  - iv. Original Copy of Special Power of Attorney to Negotiate and Enter into MGSP Service Contract with National Power Corporation

**3. For Corporation / Joint Venture / Consortium / Cooperative legal documents**

- i. Original SEC- Certified or CDA-Certified or NEA- Certified of By-Laws (BL) and Articles of Incorporation (AOI) of its corporate stockholders
- ii. Certified True Copy of Securities and Exchange Commission (SEC) Registration
- iii. Original Copy of Board Resolution authorizing its representative to negotiate and enter into MSC with the DU/NPC
- iv. Certified True Copy of SEC Received of Latest General Information Sheet (GIS) of its corporate stockholders or its equivalent
- v. Certified True Copy of Current Business Permit of the City or Municipality of the principal office.

**4. Certified True Copy of Passport ID or any valid government-issued ID of the authorized representatives.**

All submissions by Interested Bidders of EOI and the complete eligibility requirements shall be enclosed in a sealed envelope and labelled as **EOI for MGSP-CSP** and should be addressed to:

**Undersecretary Giovanni Carlo J. Bacordo**  
Chairperson  
MGSP-Special Bids and Awards Committee (SBAC)  
Department of Energy  
Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City,  
Taguig City, Philippines 1632

The deadline for submission shall be no later than 5:00PM on 15 November 2023, Manila Time. Late submissions will not be accepted.

Submission shall be received and stamped by DOE Records Management Division located at the DOE Main Building Annex Lobby of the above address. The DOE Records Management Division shall safekeep the received submission in a sealed containment for endorsement to MGSP – SBAC Chairperson on **16 November 2023**.

All EOIs should be accompanied by a non-refundable Bid Participation Fee of PHP 100,000.00 regardless of the number of lots a bidder wishes to participate in.

The DOE accepts payment for the bidding documents through bank payment (Landbank of the Philippines) with the following details and a copy of payment receipt must be emailed to [mgsp@doe.gov.ph](mailto:mgsp@doe.gov.ph):

Payment for	:	MGSP CSP (Lot No)
Payee Account Name	:	DOE Trust Fund
Account Number	:	0052-1155-58
Swift Code	:	TLBPPHMM
Beneficiary Address	:	Department of Energy, Energy Center, BGC, Taguig City

Interested Bidders intending to enter into a Joint Venture Agreement (JVA) may indicate the same in the EOI subject to post-qualification requirements.

#### **D. CONDUCT OF PRE-QUALIFICATION**

The pre-qualification shall be conducted by the MGSP-SBAC on **16 November 2023, 10:00 AM** DOE Audio Visual Room (AVR).

All Interested Bidders shall be notified of their pre-qualification status no later than **21 November 2023**.

#### **E. SUBMISSION OF COMPLETE PROPOSAL**

All Pre-qualified Interested Bidders shall submit their complete proposal and requirements, including an accomplished checklist of compliance on the minimum requirements of Terms of Reference, in one (1) original and two (2) duplicate hard copies. Each set of proposals shall be enclosed in a sealed envelope labeled as follows:

1. **MGSP-CSP Bid Proposal for [Lot No.] – Technical Proposal (Original, Duplicate 1, Duplicate 2)** and;
2. **MGSP-CSP Bid Proposal for [Lot No.] – Financial Proposal (Original, Duplicate 1, Duplicate 2)**

All proposals shall be addressed to:

**Undersecretary Giovanni Carlo J. Bacordo**  
MGSP-SBAC Chairperson  
Department of Energy  
Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City,  
Taguig City, Philippines 1632

The deadline of submission shall be no later than **9:00AM of 27 December 2023**, Manila Time. Late submissions will not be accepted.

Submission shall be received and stamped by DOE Records Management Division at DOE Main Building Annex Lobby of the above address. The DOE Records Management Division shall safekeep the received submission in sealed containment which will be opened only by the designated MGSP-SBAC representative during the Opening of Bids scheduled on the same date at the DOE – Audio Visual Room (AVR).

#### **F. BID SECURITY**

A complete set of Bid Proposal submitted shall be accompanied with a Bid Security in the form of a Bid Securing Declaration duly notarized per lot by the Pre-qualified Interested Bidders, using the form as provided for under **Annex B** of this ITB

The Bid Proposal and bid security shall be valid for **one hundred twenty (120)**

**calendar days** from the date of opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the DOE MGSP SBAC as non-responsive.

#### **G. GUIDELINES ON THE USE OF BID SECURING DECLARATION**

The Bid-Securing declaration will be invoked in the event that a bidder engages in any action leading to the forfeiture of the bid security with corresponding penalty as provided for in the **Annex C**, Guidelines on the Use of the Bid Securing Declaration of this ITB.

#### **H. SUBMISSION OF WRITTEN QUERIES OR CLARIFICATIONS**

1. The MGSP-SBAC shall receive written queries or clarifications from pre-qualified bidders no later than 24 November 2023 to be emailed to [mgsp@doe.gov.ph](mailto:mgsp@doe.gov.ph).
2. The MGSP SBAC shall reply to the written queries or clarifications of the MGSP Proponents in the form of Supplemental/Bid Bulletins to be posted at the DOE website no later than **29 November 2023**.

#### **I. CONDUCT OF PRE-BID CONFERENCE**

1. Prior to the deadline submission of the Opening of bid proposal, the DOE will hold a Pre-Bid Conference on **29 November 2023 at 9:00 AM** at DOE – AVR, DOE Main Office.
2. If the Pre-qualified Interested Bidders have constraints, they have the option to attend the Pre-bid Conference through Video Conferencing using MS Teams, prospective bidders are advised to download MS Teams app prior to the date of the Pre-bid Conference.
3. The Pre-qualified Interested Bidders are required to submit the following information through MSGP email address [mgsp@doe.gov.ph](mailto:mgsp@doe.gov.ph) not later than **28 November 2023**:
  - a. Complete Name;
  - b. Company Name;
  - c. Company Address;
  - d. Active email address where the where the invitation/link will be sent and;
  - e. Contact details
4. The MGSP SBAC shall document the proceeding of the pre-bid conference and shall post at the DOE website the corresponding Supplemental/Bid Bulletins by **07 December 2023**.

## **J. OPENING OF COMPLETE BID PROPOSAL**

1. The Bid opening shall be on **27 December 2023, 10:00 AM** at **DOE – AVR, DOE-Main Building**. Bids will be opened in the presence of the bidders' representatives.
2. Only the **Bidder's authorized representative, as stated in the bid submission, is required to attend the Bid Opening**. Attendees at the Bid Opening shall be subject to the DOE Protocol for Visitors. The visitors who show signs of COVID-19-related symptoms such as cough, flu, fever, high body temperature, and sneezing are advised not to proceed to DOE since they will not be allowed to enter the DOE compound. Virtual participation in the opening bids for Bidders can be witnessed through the MS Teams platform.
3. If the Bidders have constraints, they have the option to attend the Opening of Bids through Video conferencing using MS Teams subject to submission of required information in Section I, Item 3 of this ITB, to be submitted not later than 26 December 2023.
4. To minimize errors in the preparation of bids, bidders are strongly encouraged to send the person or representative who prepared their corresponding bids to attend/participate in the Pre-bid Conference. The bidders' representatives shall carefully consider all the discussions during the Pre-bid Conference and be guided by them in the preparation of bids.
5. Official communication or notification shall be sent through the official email provided by the Bidders and are considered official and duly received by the Bidders even without confirmation of such receipt.

## **K. RIGHT-TO-TENDER LOWER ALL-IN PRICE OFFER**

Pursuant to Section 13.4.4, the DU MGSP, if any, shall have the right-to-tender a lower all-in price offer within seven (7) calendar days after the determination by the MGSP-SBAC of the winning Bidder. This provision shall be automatically invoked by the MGSP-SBAC in case the franchise DU MGSP participated in the MGSP - CSP and has been evaluated to be technically and financially capable to implement the Microgrid System and has submitted the complete proposal and requirements.

If the DU MGSP fails to match the price offer of the winning Bidder, the MGSP-SBAC shall endorse to the DOE Secretary the approval and signing of the Notice of Award to the winning Bidder.

The results of the MGSP CSP shall be posted consequently at the DOE website.

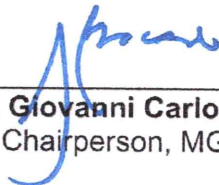
## L. TENTATIVE SCHEDULES AND DEADLINES

Upon due notice to Qualified Bidders, the MGSP-SBAC reserves the right to amend and/or change the indicative schedule below and will be announced through Bid Bulletins, as follows:

ACTIVITIES	INDICATIVE SCHEDULES
Publication of Invitation to Bid	27 October 2023
Deadline of Submission of Expression of Interest	15 November 2023
Pre-Qualification Opening of Expression of Interest	17 November 2023
Notification of Pre-qualified Interested Bidder	21 November 2023
Deadline of Submission of Queries or Clarification on the Bidding	24 November 2023
Pre-Bid Conference	29 November 2023
Deadline of Submission of Complete Proposal and Opening of Bids	27 December 2023
Evaluation of Bids, Post-Qualification and Determination of the Winning MGSP	28 December 2023 – 20 February 2024
Right-to-Tender Lower All-in Price Offer by the DU MGSP, if any	21-27 February 2024
Endorsement of Winning MGSP	28 February 2024
Issuance of Notice of Award	12 March 2024

For further information, please refer to:

**Engr. Maureen Q. Artais**  
Head, MGSP SBAC-Secretariat  
Department of Energy  
4F DOE Main Building, Energy Center,  
Rizal Drive, Bonifacio Global City  
Taguig City, Philippines 1632  
Email address: [mgsp@doe.gov.ph](mailto:mgsp@doe.gov.ph)  
Telephone: (02) 8479-2900 local 348  
Website: [www.doe.gov.ph](http://www.doe.gov.ph)

  
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**Usec. Giovanni Carlo J. Bacordo**  
Chairperson, MGSP SBAC