

TERMS OF REFERENCE

QTY.	Unit of issue		Estimated Unit Cost	Estimated Cost
50	pc	Ballpen, Black	23.00	1,150.00
32	pc	Ballpen, Blue	23.00	736.00
2	set	Battery, AA	120.00	240.00
9	set	Battery, AAA	120.00	1,080.00
3	pack	Carbon Paper, blue	680.00	2,040.00
2	pc	Calculator, 12 digits	570.00	1,140.00
8	box	Clip Binder 1 5/8"	50.00	400.00
20	box	Clip, paper, small	10.00	200.00
20	box	Clip, paper, big	20.00	400.00
5	pc	Computer Mouse	200.00	1,000.00
5	pc	Computer Mouse Pad	75.00	375.00
20	pc	Correction Tape	25.00	500.00
500	pc	Envelope (A4)	1.50	750.00
100	pcs	Envelope (Expanded)	11.00	1,100.00
30	roll	Fastener (Cord Type)	100.00	3,000.00
6	pad	Flaglet (Post it/ Sticky Note)	150.00	900.00
250	pcs	Folder (Pressed)	12.00	3,000.00
6	roll	Masking Tape (1")	38.00	228.00
5	roll	Masking Tape (2")	72.00	360.00
15	pad	Notepad 2x3	20.00	300.00
5	pad	Notepad 3x4	35.00	175.00
12	roll	Packing Tape (2")	40.00	480.00
5	ream	Paper, s.16, yellow, short	220.00	1,100.00
8	pc	Pentel Pen (Black)	33.00	264.00
7	pc	Pentel Pen (Blue)	33.00	231.00
5	pc	Ruler, plastic	5.00	25.00
6	pc	Scissors	45.00	270.00
60	pc	Sign Pen (Black)	23.00	1,380.00
32	pc	Sign Pen (Blue)	23.00	736.00
2	pad	Stamp Pad	40.00	80.00
4	pc	Stapler with remover	400.00	1,600.00
20	pack	Sticker Paper, Yellow, long	100.00	2,000.00
5	pack	Sticker Paper, Blue, long	100.00	500.00
32	box	Surgical Masks, 3-ply	180.00	5,760.00
5	pc	Tape Dispenser 1"	110.00	550.00
5	roll	Tape, Duct 2"	100.00	500.00
15	pack	Tissue-2 Ply	145.00	2,175.00
9	cart	Ink Cartridge, Canon, 745 XL black	1,000.00	9,000.00
5	cart	Ink Cartridge, Canon, 746 XL colored	1,500.00	7,500.00
5	cart	Ink Cartridge, Canon, GI 790, black	450.00	2,250.00
3	cart	Ink Cartridge, Canon, GI 790, magenta	400.00	1,200.00
3	cart	Ink Cartridge, Canon, GI 790, cyan	400.00	1,200.00
3	cart	Ink Cartridge, Canon, GI 790, yellow	400.00	1,200.00
4	cart	Ink Cartridge, HP 704, Black	550.00	2,200.00
3	cart	Ink Cartridge, HP 704, Colored	550.00	1,650.00
2	cart	Toner Cartridge, NO. CE 285A	4,200.00	8,400.00
4	cart	Toner Cartridge, NO. CF279 A	3,400.00	13,600.00
2	cart	Toner Cartridge. 202 A Black	4,300.00	8,600.00
1	cart	Toner Cartridge. 202 A Cyan	5,400.00	5,400.00
1	cart	Toner Cartridge. 202 A Magenta	5,400.00	5,400.00
1	cart	Toner Cartridge. 202 A Yellow	5,400.00	5,400.00
		TOTAL		109,725.00

Place of Delivery: DEPARTMENT OF ENERGY - 3RD FLOOR, TOLENTINO BUILDING,
CANDELARIA AVE., ECOLAND, DAVAO CITY

Delivery Terms: WITHIN 30 DAYS UPON RECEIPT OF PURCHASE ORDER

Payment Terms: 100% OF THE PAYMENT WILL BE RELEASED WITHIN 30 DAYS UPON
RECEIPT OF STATEMENT OF ACCOUNT

Other Terms:

- a. It would be agreed that there is no escalation of the quotation price
- b. Supplies must be delivered in good quality and in exact quantity as stated in the Purchase Order. Any defective/damaged items found within 10 calendar days shall be replaced by the Supplier at no cost within 7 calendar days upon notification
- c. The quotation prices will be inclusive of any kind of taxes, fees and charges and other legal exactions

Approved by:


NILO J. GEROCHE
Director

PURCHASE REQUEST

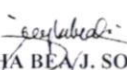

Entity Name: **DEPARTMENT OF ENERGY** Fund Cluster: **01**

Division/Office:		PR No. 01-0101-2021-03-0057	Date:		3/18/2021
FAS/MFO		Responsibility Center Code : 09-001-00-00000-00			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost (Php)	Total Cost
	pc	Ballpen, Black	50	23.00	1,150.00
	pc	Ballpen, Blue	32	23.00	736.00
	set	Battery, AA	2	120.00	240.00
	set	Battery, AAA	9	120.00	1,080.00
	pack	Carbon Paper, blue	3	680.00	2,040.00
	pc	Calculator, 12 digits	2	570.00	1,140.00
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	pc	Envelope (A4)	500	1.50	750.00
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	pc	Tape Dispenser 1"	5	110.00	550.00
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	cart	Ink Cartridge, Canon, 745 XL black	9	1,000.00	9,000.00
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	cart	Ink Cartridge, Canon, GI 790, cyan	3	400.00	1,200.00
	cart	Ink Cartridge, Canon, GI 790, yellow	3	400.00	1,200.00
	cart	Ink Cartridge, HP 704, Black	4	550.00	2,200.00
	cart	Ink Cartridge, HP 704, Colored	3	550.00	1,650.00
	cart	Toner Cartridge, NO. CE 285A	2	4,200.00	8,400.00

	cart	Toner Cartridge, NO. CF279 A	4	3,400.00	13,600.00
	cart	Toner Cartridge. 202 A Black	2	4,300.00	8,600.00
	cart	Toner Cartridge. 202 A Cyan	1	5,400.00	5,400.00
	cart	Toner Cartridge. 202 A Magenta	1	5,400.00	5,400.00
	cart	Toner Cartridge. 202 A Yellow	1	5,400.00	5,400.00
		TOTAL			109,725.00

TITLE OF PROCUREMENT/PURPOSE:

FOR OFFICE USE. PROCUREMENT OF OFFICE SUPPLIES FOR THE 1st QUARTER of FY 2021

REQUESTED BY:  KEEZHA BEA J. SOTERNO Administrative Officer IV <small>(Signatory as per DO No. 2017-06-0008. Please indicate Name, and Position)</small>		FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT: ESTIMATED AMOUNT: <u>109,725.00</u> ALLOCATED PROVIDED: <u>109,725.00</u>  ELISA B. MORALES Chief, Budget Division	
RECOMMENDED BY:  THEODRIC R. ALINGALAN Chief SRS <small>(Signatory as per DO No. 2017-06-0008. Please indicate Name, and Position)</small>		APPROVED BY:  NILO J. GEROCHE Director III <small>(Signatory as per DO No. 2017-06-0008. Please indicate Name, and Position)</small>	

PMD Procurement Code:

01-Goods; 02-Services; 03-Consulting Services; 04-Infrastructure;
05-Capital Outlay

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]