

TO BE FILLED IN THREE (3) COPIES

DEPARTMENT OF ENERGY

REQUEST FOR SERVICES (RFS) FORM A

TO BE FILLED BY REQUESTING UNIT

TO BE FILLED BY THE GENERAL SERVICES DIVISION

NAME OF REQUESTING DIV./SERVICES/BUREAU/Exec. Office
GRFTLD-ERTLS
Geothermal-Coal Section

RFS NUMBER:

2103-150-EQ-ERTLS-0X

DATE PREPARED:

3-5-2021

DESCRIPTION / TITLE

Calibration of the following laboratory glassware:

| Qty | Unit | Items | Estimated Cost (Php) |
|-------------|------|---|-------------------------|
| 3 | Pcs | Buret (25ml, 2-50ml) | 6,000.00 |
| 2 | Pcs | Calorimeter 2L Flask | 4,000.00 |
| 4 | Pcs | Transfer Pipette (2-5ml, 2-10ml) | 6,000.00 |
| 12 | Pcs | Volumetric Flask (2-10ml, 4-25ml, 2-50ml, 2-100ml, 1L, 2L) | 18,000.00 |
| 8 | Pcs | Volumetric Pipette (2-1ml, 2-2ml, 2-10ml, 2-25ml) | 12,000.00 |
| 4 | Pcs | Water trap/Receiver (5 ml, 10ml, 15ml, 20ml) | <u>16,000.00</u> |
| TOTAL (Php) | | | 62,000.00 |

-Nothing Follows-

I. REPAIR / SERVICES REQUESTED

- | | |
|---|--|
| <input type="checkbox"/> IN-HOUSE | <input type="checkbox"/> CONTRACTED-OUT |
| <input type="checkbox"/> REPAIR & MAINTENANCE | |
| <input type="checkbox"/> SERVICE VEHICLES | <input type="checkbox"/> BUILDING/FACILITIES |
| <input type="checkbox"/> EQUIPMENT | <input type="checkbox"/> FURNITURE |
| <input type="checkbox"/> SERVICE ROADS | <input type="checkbox"/> CANALS/SEWERAGE |
| <input type="checkbox"/> GROUNDS | <input type="checkbox"/> UTILITIES |
| <input type="checkbox"/> PAINTING | <input type="checkbox"/> VARNISHING |
| <input type="checkbox"/> TILES | <input type="checkbox"/> WATER CRAFTS |
| <input type="checkbox"/> OTHERS | |

II. AUDIO-VISUAL/TRAINING ROOM SERVICES

- | | |
|---|--|
| <input type="checkbox"/> AUDIO VISUAL ROOM USE | <input type="checkbox"/> DATA BANK LOBBY USE |
| <input type="checkbox"/> TRAINING ROOM USE | <input type="checkbox"/> SOUND SYSTEM |
| <input type="checkbox"/> CONFERENCE MICs | <input type="checkbox"/> HANDHELD MICs, (___ pcs.) |
| <input type="checkbox"/> LAPEL MICs | <input type="checkbox"/> MIC. STANDS, (___ pcs.) |
| <input type="checkbox"/> LCD PROJECTOR | <input type="checkbox"/> SCREEN |
| <input type="checkbox"/> AUDIO-VIDEO PLAYER | <input type="checkbox"/> STAGE |
| <input type="checkbox"/> ROSTRUM | |
| <input type="checkbox"/> LIGHTINGS | |
| <input type="checkbox"/> NO. OF GUESTS / PARTICIPANTS _____ | |
| <input type="checkbox"/> OTHERS (PLEASE SPECIFY) _____ | |

REQUESTED BY: Services requisitioned are necessary and will be used solely for purposes stated.

Virginia S. Llamo
VIRGINIA S. LLAMO
Chief SRS, GRFTLD-ERTLS

13/04/2021
Date

APPROVED BY:

Amelia M. de Guzman
AMELIA M. DE GUZMAN, CESO IV
Director, ERTLS

5 Mar 2021
Date

RECOMMENDED BY

Engr. Jericho O. Bragado
ENGR. JERICHO O. BRAGADO
Chief, GSD-AS

Date

Pacifico A. Avenido, Jr.
PACIFICO A. AVENIDO, JR.
OIC-Director, AS

11 Mar 21
Date

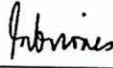
PURCHASE REQUEST

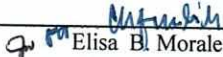
Entity Name: DEPARTMENT OF ENERGY


Fund Cluster: 01

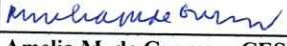
| Division/Office: GRFTLD-ERTLS | | PR No. 02-0101-2021-03-0046 | Date: February 23, 2021 ¹⁶ March 2021 | | |
|-------------------------------|------|--|--|--------------------|---------------------|
| | | Responsibility Center Code: 09-001-00-00000-16-01 | | | |
| Stock/ Property No. | Unit | Item Description | Quantity | Unit Cost (PhP) | Total Cost (PhP) |
| | | Calibration of the Following Laboratory Glassware: | | | |
| - | - | Buret | 3 | 2,000.00 | 6,000.00 |
| - | - | Calorimeter 2L-Flask | 2 | 2,000.00 | 4,000.00 |
| - | - | Transfer Pipette | 4 | 1,500.00 | 6,000.00 |
| - | - | Volumetric Flask | 12 | 1,500.00 | 18,000.00 |
| - | - | Volumetric Pipette | 8 | 1,500.00 | 12,000.00 |
| - | - | Water Trap/Receiver | 4 | 4,000.00 | 16,000.00 |
| | | | | Total | 62,000.00 |
| | | -Nothing Follows- | | | |

TITLE OF PROCUREMENT/PURPOSE: Calibration of Various Laboratory Glasswares / Items are used for sample preparation and analysis of GRFTLD samples such as coal, geothermal water, oil, gas, etc.

REQUESTED BY:

 Rosa Maria C. Briones
 Supvg SRS, GCS-GRFTLD
(Signature as per DO No. 2017-06-0008, Please indicate Name and Position)
 Date: February 21, 2021

FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT ESTIMATED AMOUNT: PhP 62,000.00
ALLOCATED PROVIDED:

 Elisa B. Morales
 Chief, Budget Division

RECOMMENDED BY:

 Virginia S. Llamo
 Chief SRS, GRFTLD-ERTLS
(Signature as per DO No. 2017-06-0008, Please indicate Name and Position)
 Date: 02/24/2021

APPROVED BY:

 Amelia M. de Guzman, CESO IV
 Director, ERTLS
(Signature as per DO No. 2017-06-0008, Please indicate Name and Position)
 Date: 24 FEB 2021

PPMD: FGD/ IMR/ JPC/ ASC

PMD Procurement Code
 01-Goods: 02 Services: 03-Consulting Services: 04-Infrastructure:
 05-Capital outlay

DEPARTMENT OF ENERGY
Energy Center, Rizal Drive, Bonifacio global City, Taguig City

| Quantity | Article | Approved Budget for the Contract |
|----------|----------------------|-------------------------------------|
| 3 pcs | CALIBRATION OF BURET | PhP 6,000.00 |

TERMS OF REFERENCE

I. TECHNICAL SPECIFICATIONS:

1. Calibration of:
 - 1 pc 25 ml
 - 2 pcs 50 ml
2. Calibration at ambient conditions


II. TERMS AND CONDITIONS:

1. Calibration facility must be ISO 17025 accredited by Philippine Accreditation Bureau (PAB).
2. Bid must include service/item not specified in the technical specifications but necessary to undertake the equipment calibration.
3. Uncertainty of measurement must be at least at 95 percent confidence level.
4. Calibration standards traceable to certified reference materials must be used.
5. Service/calibration report must be provided after performing calibration.
6. Certificate of Calibration shall be provided in 5 working days after actual calibration is completed.
7. Bid price should be inclusive of all costs/taxes, etc., attendant to the delivery of service.
8. One hundred percent (100%) payment will be released only upon satisfactory completion of the calibration and issuance of certificate of acceptance.
9. Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order.
10. The successful bidder shall conform to the service needed based on the TOR indicated herewith.
11. The successful bidder shall provide the following additional requirements:
 - Philgeps registration
 - Updated Mayor's Permit
 - Omnibus Sworn Statement

Recommended by:


V. S. Llamo
Chief SRS, GRFTLD

Approved by:


A. M. de Guzman, CESO IV
Director, ERTLS

DEPARTMENT OF ENERGY
Energy Center, Rizal Drive, Bonifacio Global City, Taguig City

| Quantity | Article | Approved Budget for the Contract |
|----------|--|-------------------------------------|
| 2 pcs | CALIBRATION OF CALORIMETER 2L FLASK | PhP 4,000.00 |

TERMS OF REFERENCE

I. TECHNICAL SPECIFICATIONS:

1. Calibration of 2-liter flasks
2. Calibration at ambient conditions

II. TERMS AND CONDITIONS:

1. Calibration facility must be ISO 17025 accredited by Philippine Accreditation Bureau (PAB).
2. Bid must include service/item not specified in the technical specifications but necessary to undertake the equipment calibration.
3. Uncertainty of measurement must be at least at 95 percent confidence level.
4. Calibration standards traceable to certified reference materials must be used.
5. Service/calibration report must be provided after performing calibration.
6. Certificate of Calibration shall be provided in 5 working days after actual calibration is completed.
7. Bid price should be inclusive of all costs/taxes, etc., attendant to the delivery of service.
8. One hundred percent (100%) payment will be released only upon satisfactory completion of the calibration and issuance of certificate of acceptance.
9. Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order.
10. The successful bidder shall conform to the service needed based on the TOR indicated herewith.
11. The successful bidder shall provide the following additional requirements:
 - Philgeps registration
 - Updated Mayor's Permit
 - Omnibus Sworn Statement

Recommended by:


V. S. Llamo
Chief SRS, GRFTLD

Approved by:


A. M. de Guzman, CESO IV
Director, ERTLS

DEPARTMENT OF ENERGY
Energy Center, Rizal Drive, Bonifacio Global City, Taguig City

| Quantity | Article | Approved Budget for the Contract |
|----------|--|-------------------------------------|
| 4 pcs | CALIBRATION OF TRANSFER PIPETTE | PHP 6,000.00 |

TERMS OF REFERENCE

I. TECHNICAL SPECIFICATIONS:

1. Calibration of transfer pipettes:
 - 2 pcs 5ml
 - 2 pcs 10ml
2. Calibration at ambient conditions

II. TERMS AND CONDITIONS:

1. Calibration facility must be ISO 17025 accredited by Philippine Accreditation Bureau (PAB).
2. Bid must include service/item not specified in the technical specifications but necessary to undertake the equipment calibration.
3. Uncertainty of measurement must be at least at 95 percent confidence level.
4. Calibration standards traceable to certified reference materials must be used.
5. Service/calibration report must be provided after performing calibration.
6. Certificate of Calibration shall be provided in 5 working days after actual calibration is completed.
7. Bid price should be inclusive of all costs/taxes, etc., attendant to the delivery of service.
8. One hundred percent (100%) payment will be released only upon satisfactory completion of the calibration and issuance of certificate of acceptance.
9. Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order.
10. The successful bidder shall conform to the service needed based on the TOR indicated herewith.
11. The successful bidder shall provide the following additional requirements:
 - Philgeps registration
 - Updated Mayor's Permit
 - Omnibus Sworn Statement

Recommended by:


V. S. Llamo
Chief SRS, GRFTLD

Approved by:


A. M. de Guzman, CESO IV
Director, ERTLS

DEPARTMENT OF ENERGY
Energy Center, Rizal Drive, Bonifacio Global City, Taguig City

| Quantity | Article | Approved Budget for the Contract |
|----------|---|-------------------------------------|
| 12 pcs | CALIBRATION OF VOLUMETRIC FLASKS | PHP 18,000.00 |

TERMS OF REFERENCE

I. TECHNICAL SPECIFICATIONS:

1. Calibration of:
 - 2 pcs 10ml
 - 4 pcs 25ml
 - 2 pcs 50ml
 - 2 pcs 100ml
 - 1 pc 1L
 - 1 pc 2L
2. Calibration at ambient conditions


II. TERMS AND CONDITIONS:

1. Calibration facility must be ISO 17025 accredited by Philippine Accreditation Bureau (PAB).
2. Bid must include service/item not specified in the technical specifications but necessary to undertake the equipment calibration.
3. Uncertainty of measurement must be at least at 95 percent confidence level.
4. Calibration standards traceable to certified reference materials must be used.
5. Service/calibration report must be provided after performing calibration.
6. Certificate of Calibration shall be provided in 5 working days after actual calibration is completed.
7. Bid price should be inclusive of all costs/taxes, etc., attendant to the delivery of service.
8. One hundred percent (100%) payment will be released only upon satisfactory completion of the calibration and issuance of certificate of acceptance.
9. Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order.
10. The successful bidder shall conform to the service needed based on the TOR indicated herewith.
11. The successful bidder shall provide the following additional requirements:
 - Philgeps registration
 - Updated Mayor's Permit
 - Omnibus Sworn Statement

Recommended by:


V. S. Llamo
Chief SRS, GRFTLD

Approved by:


A. M. de Guzman, CESO IV
Director, ERTLS

DEPARTMENT OF ENERGY
Energy Center, Rizal Drive, Bonifacio Global City, Taguig City

| Quantity | Article | Approved Budget for the Contract |
|----------|--|-------------------------------------|
| 8 pcs | CALIBRATION OF VOLUMETRIC PIPETTE | PHP 12,000.00 |

TERMS OF REFERENCE

I. TECHNICAL SPECIFICATIONS:

1. Calibration of:
 - 2 pcs 1ml
 - 2 pcs 2ml
 - 2 pcs 10ml
 - 2 pcs 25ml
2. Calibration at ambient conditions


II. TERMS AND CONDITIONS:

1. Calibration facility must be ISO 17025 accredited by Philippine Accreditation Bureau (PAB).
2. Bid must include service/item not specified in the technical specifications but necessary to undertake the equipment calibration.
3. Uncertainty of measurement must be at least at 95 percent confidence level.
4. Calibration standards traceable to certified reference materials must be used.
5. Service/calibration report must be provided after performing calibration.
6. Certificate of Calibration shall be provided in 5 working days after actual calibration is completed.
7. Bid price should be inclusive of all costs/taxes, etc., attendant to the delivery of service.
8. One hundred percent (100%) payment will be released only upon satisfactory completion of the calibration and issuance of certificate of acceptance.
9. Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order.
10. The successful bidder shall conform to the service needed based on the TOR indicated herewith.
11. The successful bidder shall provide the following additional requirements:
 - Philgeps registration
 - Updated Mayor's Permit
 - Omnibus Sworn Statement

Recommended by:


V. S. Llamo 
Chief SRS, GRFTLD

Approved by:


A. M. de Guzman, CESO IV
Director, ERTLS

DEPARTMENT OF ENERGY
Energy Center, Rizal Drive, Bonifacio Global City, Taguig City

| Quantity | Article | Approved Budget for the Contract |
|----------|---|-------------------------------------|
| 4 pcs | CALIBRATION OF WATER TRAP/RECEIVER | PHP 16,000.00 |

TERMS OF REFERENCE

I. TECHNICAL SPECIFICATIONS:

1. Calibration of:
 - 5 ml
 - 10 ml
 - 15 ml
 - 20 ml
2. Calibration at ambient conditions

II. TERMS AND CONDITIONS:

1. Calibration facility must be ISO 17025 accredited by Philippine Accreditation Bureau (PAB).
2. Bid must include service/item not specified in the technical specifications but necessary to undertake the equipment calibration.
3. Uncertainty of measurement must be at least at 95 percent confidence level.
4. Calibration standards traceable to certified reference materials must be used.
5. Service/calibration report must be provided after performing calibration.
6. Certificate of Calibration shall be provided in 5 working days after actual calibration is completed.
7. Bid price should be inclusive of all costs/taxes, etc., attendant to the delivery of service.
8. One hundred percent (100%) payment will be released only upon satisfactory completion of the calibration and issuance of certificate of acceptance.
9. Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order.
10. The successful bidder shall conform to the service needed based on the TOR indicated herewith.
11. The successful bidder shall provide the following additional requirements:
 - Philgeps registration
 - Updated Mayor's Permit
 - Omnibus Sworn Statement

Recommended by:


V. S. Llamo
Chief SRS, GRFTLD

Approved by:


A. M. de Guzman, CESO IV
Director, ERTLS

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]