

DEPARTMENT OF ENERGY

Energy Center, Fort Bonifacio
Taguig City, Metro Manila
Renovation of the Mini Conference Room of Office of the Secretary and AS
Conference Room

TERMS OF REFERENCE

I. SCOPE OF WORKS (list of activities shall be but not limited to the following):

Office of the Secretary

Demolition / Clearing Works

- a. Removal of existing wallpaper, carpet tiles and flush doors & jambs
- b. The project site shall be cleared of debris, dirt and dismantled materials. All dismantled items that cannot be used shall be hauled outside DOE premises.

Civil Works

- c. Supply and installation of certain area for dry wall partition using 3/4" Plyboard for the wall mounting of television and other accessories.
- d. Modification of existing ceiling to cove ceiling with lightings and must submit architectural design for approval.
- e. Supply and installation of carpet tiles, wallpaper/laminated wood sheet and vertical combination blinds.
- f. Supply and installation of 1/2" tempered glass door with 1-3/4" x 4" tubular, on analog aluminum frame, provide complete accessories including the electronic door with remote control (model: ydg313) and frosted sticker.

AS Conference Room

Demolition / Clearing Works

- g. The project site shall be cleared of debris, dirt and dismantled materials. All dismantled items that cannot be used shall be hauled outside DOE premises.

Civil Works

- h. Modification of existing ceiling to be cove ceiling with lightings in a certain area and must submit architectural design for approval.
- i. Supply and installation of carpet tiles, wallpaper/laminated wood sheet and rolled up block blinds.
- j. Supply and Installation of frosted sticker for the sliding glass door.

Electrical Works

- k. Supply and installation of PVC pipe, connectors, boxes and supports necessary for the electrical cabling pathways.
- l. Supply and cable pulling of THHN wires, LAN cables and telephone wire from electrical panel board to the locations of power outlets and lightings.
- m. Supply and installation of ceiling lightings e.g., pin light, cove light and ceiling lights.
- n. Relocations and re-termination of existing power outlets affected during renovations.

***Specifications/brochures of materials/items to be used shall be submitted to DOE for approval*

II. GENERAL REQUIREMENTS

- o. The contractor shall submit architectural Interior plans (Reflected ceiling plan, detailed floor plan with interior design)
- p. The Contractor shall undertake the Contract Works of the Project and must visit the site to arrive or submit a corresponding right and prompt Bill of Quantities.
- q. The Renovation Period shall be done with in a period of one (1) month upon the receipt of Notice to Proceed.
- r. The Contractor shall handle, store and protect from damages, test, install and commission in accordance with the Contract Documents.
- s. The Contractor shall prepare and submit shop drawings during implementation period in case there is/are work aspects for clarification.

III. ELIGIBILITY REQUIREMENTS

- t. Have a valid Mayor's/Business Permit;
- u. Bidder must have a valid PhilGeps Certificate of Registration and Membership
- v. PCAB License at least Category "D" for General Building

IV. TERMS OF PAYMENT

- w. Thirty (30) calendar days upon acceptance and submission of complete documents, subject to the usual government auditing and accounting procedures. Payment is through List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA).

Prepared by:

R. L. Angeles

Endorsed by:

Engr. J. O. BRAGADO
Chief, GSD

Approved by:

Dir. P. A. AVENIDO, JR
Administrative Services

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]