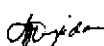
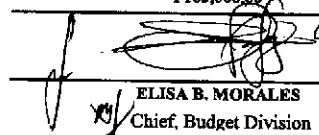

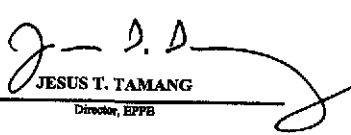



PURCHASE REQUEST

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

Division/Office: EPPB-PFRD		PR No. <u>01-0101-2021-06-0142</u>		Date: 09 June 2021	
Responsibility Center Code : 09-0001-00-00000-15-02.					
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost (Php)	Total Cost
	pcs	A. Umbrella with DOE Logo	250	300.00	75,000.00
	pcs	B. Power Bank 10000 mAH	50	900.00	45,000.00
	pcs	C. Tshirt round neck	325	200.00	65,000.00
<i>Nothing Follows</i>					
TOTAL					₱185,000.00
TITLE OF PROCUREMENT/PURPOSE: Procurement of Promotional Items to Support the Various Activities of PFRD 2021					
REQUESTED BY:  <small>Digitally signed by Marietta M. Quejada Date: 2021.06.23 11:49:01 +0800</small> MARIETTA M. QUEJADA Sup. SRS, PFRD-EPPB			FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT: ESTIMATED AMOUNT: ₱185,000.00 ALLOCATED PROVIDED:  6/16/2021 ELISA B. MORALES Chief, Budget Division		
DATE <small>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</small>			DATE <small>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</small>		
RECOMMENDED BY:  DANILO V. VIVAR Chief, PFRD-EPPB			APPROVED BY:  JESUS T. TAMANG Director, EPPB		
DATE <small>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</small>			DATE <small>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</small>		


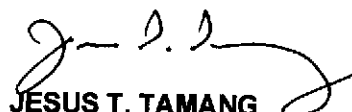


PMD:  / IMR/ JPC/ ASC

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



DEPARTMENT OF ENERGY
REQUEST FOR SERVICES (RFS)
FORM A

TO BE FILLED IN THREE (3) COPIES

TO BE FILLED BY REQUESTING UNIT		TO BE FILLED BY THE GENERAL SERVICES DIVISION	
NAME OF REQUESTING DIV./SERVICES/BUREAU/Exec. Office Energy Policy and Planning Bureau		RFS NUMBER: 2106 - 248 - ITEMS - EPPB-X	DATE PREPARED: 06/01/21
DESCRIPTION / TITLE			
Promotional Items to Support the Various Activities of PFRD 2021 Php 185,000.00		I. REPAIR / SERVICES REQUESTED <input type="checkbox"/> IN-HOUSE <input checked="" 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. MAIN CONFERENCE ROOM/TRAINING ROOM SERVICES <input type="checkbox"/> MAIN CONFERENCE ROOM <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.			
 DANILO V. VIVAR SIGNATURE OVER PRINTED NAME _____ DATE (Chief, Policy Formulation and Research Division)		 JESUS T. TAMANG SIGNATURE OVER PRINTED NAME _____ DATE (Director, Energy Policy and Planning Bureau)	
RECOMMENDED BY:  Engr. JERICHO O. BRAGADO SIGNATURE OVER PRINTED NAME _____ DATE (Chief, General Services Division)		APPROVED BY:  PACIFICO A. AVENIDO, JR. SIGNATURE OVER PRINTED NAME _____ DATE (OIC-Director, Administrative Services)	

Policy Formulation and Research Division (PFRD)

Terms of Reference (TOR)

Quantity	Unit	Item Description / Specification	ABC Unit Cost	Total Cost (PhP)
250	Pcs	Umbrella with DOE Logo <ul style="list-style-type: none"> • With printed DOE logo-1 color print • Packaging: individually wrapped • Color: navy blue • Materials: pongee with pouch • 28 inches, two fold golf umbrella • Chrome metal frame, plastic handle 	300	75,000.00
50	Pcs	Power Bank <ul style="list-style-type: none"> • OEM • 10000 MAH full speed charger • with free cord • slim and light • lithium polymer battery • scratch proof • with red led light battery indicator- concealed when power bank not in use. no visible led bulbs. • specs of the power bank and voltage capacities are shown in power bank • with safety instructions shown in bottom of power bank • with DOE logo laser printed on power bank, full color • with free black pouch 	900	45,000.00
325	Pcs	T-Shirt (round neck) <ul style="list-style-type: none"> • Color (gray, olive green) • Sizes: S, M, L, XL, 2XL • With attached DOE logo • Colors: to be provided by the end-users • Soft and light fabric CVC cotton 60/40 	200	65,000.00
TOTAL				185,000.00

TERMS AND CONDITIONS:

1. Bids should be on a per item basis
2. Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of raw materials components and fluctuations in foreign change rates and excise duties.
3. Supplier should warrant that all items are of first quality and in accordance to specifications and shall be free from defects. If any of the items is found defective, a replacement is necessary within three (3) weeks period upon delivery.
4. Payment will be released within thirty (30) days from acceptance of DOE-PPMD and upon completion of the delivery on all items and issuance of certificate of acceptance from the end user.

5. Bid price must cover all cost such as freight, brokerage, duties, taxes etc. attendant to the delivery of the items at Supply and Property Management Division (SPMD), main building of DOE
6. Delivery should be within 60 days upon receipt of Purchase Order (PO).

Recommended and Endorsed by:



DANILO V. VIVAR
Chief, PFRD

Approved by:



DIR. JESUS T. TAMANG
EPPB

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]