


PURCHASE REQUEST

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

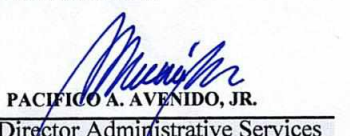
Division/Office: _____ PR No. **01-0101-2021-03-0033** Date: **15 March 2021**
 Responsibility Center Code: **09-001-00-00000-12-01**

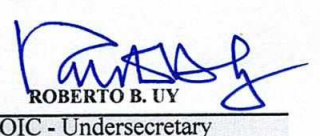
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost (Php)	Total Cost
M003	bx.	Surgical Face Mask 3-Ply	2,000	150.00	Php300,000.00
A003A	gl.	Alcohol, Isopropyl 70%	1,000	520.00	520,000.00
M003B	set	Face Shield	2,500	20.00	50,000.00
TOTAL					Php870,000.00

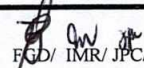
TITLE OF PROCUREMENT/PURPOSE:
 To purchase COVID 19 supplies to be distributed to DOE employees in order to protect and secure the officials and employees against COVID 19 virus.

REQUESTED BY:

JERICHO O. BRAGADO
 Chief AO - General Services Division _____ DATE
(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)

FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT:
ESTIMATED AMOUNT: **₱870,000.00**
ALLOCATED PROVIDED: 
ELISA B. MORALES
 Chief, Budget Division _____ DATE

RECOMMENDED BY:

PACIFICO A. AVENIDO, JR.
 OIC-Director Administrative Services _____ DATE
(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)

APPROVED BY:

ROBERTO B. UY
 OIC - Undersecretary _____ DATE
12 Mar 21
(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)

PMD:  FGD/ IMR/ JPC/ ASC

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

DEPARTMENT OF ENERGY
GENERAL SERVICES DIVISION
PROCUREMENT OF COVID 19 SUPPLIES

ABC – Php 870,000.00

TERMS OF REFERENCE (TOR)

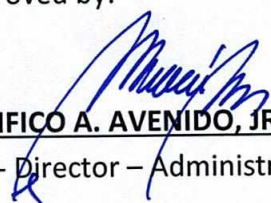
- Along with the bid proposal, the bidders must conform to the specifications and prices shall be within the stated cost per unit to the ABC submitted by DOE-GSD.
- The prices quoted shall be firm and irrevocable and not subject to any changes whatever even due to increase in the cost of raw materials components and fluctuations in foreign exchange rates and excise taxes.
- For the foregoing transaction enumerated above , the bid price is inclusive of Value-Added-Tax (VAT) and other pertinent government taxes.
- Delivery Terms: Thirty (30) days upon receipt of approved Purchase Order (P.O.)/Contract.
- Payment Terms: Thirty (30) upon complete delivery and submission of complete documents such as Original P. O./Contract, Sales Invoice, Delivery Receipt and Acceptance by the end-user.

Recommended by:


ENGR. JERICO O. BRAGADO

Chief AO – General Services Division 

Approved by:


PACIFICO A. AVENIDO, JR.

OIC - Director – Administrative Services


Ela/fjlhjr.

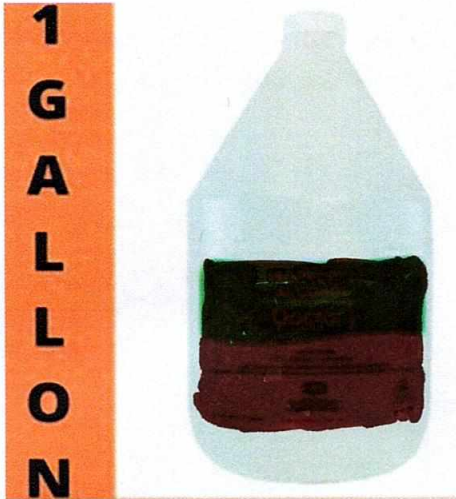
Technical Specification:

1. SURGICAL FACE MASK 3-PLY



- 99% BFE Medical Grade 3 Ply with Earloop
- Provide comfortable and reliable respiratory protection.
- FDA APPROVED
- Nose Bar Adaptability
- Cushioning nose foam Adjustable nose clip helps provide a custom fit and secure seal Earloop
- Easy to wear Fiberglass Free Hypoallergenic Excellent Breath-ability High Filtration

2. ALCOHOL, ISOPROPYL 70%



- Isopropyl Alcohol 70% 1 Gallon
- non-drying formula
- mild fragrance .
- hygiene purposes and general antiseptic –
- FDA approved



- ### 3. FACE SHIELD
- Full face design
 - Transparent cover
 - Made of high quality plastic material (acetate),
 - Durable
 - With holder

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]