

PURCHASE REQUEST


Entity Name: **DEPARTMENT OF ENERGY** Fund Cluster: **03**

Division/Office: EUMB - EPMPD		PR No. 01-0151-2021-03-0040	Date: 01/03/2021		
		Responsibility Center Code : 09-001-00-00000-18-01-01			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost (Php)	Total Cost
		Promotional Items for NEECP, 2021			
	piece	T-shirt with Collar	1,480	250.00	370,000.00
	piece	Cellphone Holder	200	200.00	40,000.00
	piece	Leatherette Notebook	200	450.00	90,000.00
		Nothing follows			
		*Quotations could be submitted for any item or all of the items			

TITLE OF PROCUREMENT/PURPOSE:
Promotional Items (NEECP 2021)

Purpose: The aforementioned promotional items will be used with the promotion of activities under the Government Energy Management Program such as Information, Education and Communication (IEC) Campaign, Energy Audit among others.


REQUESTED BY:


VICTORINO G. GETALADO, JR
SRS II


(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)

FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT:

ESTIMATED AMOUNT: Php 500,000.00

ALLOCATED PROVIDED:  01/27/2021
ELISA B. MORALES
Chief, Budget Division


RECOMMENDED BY:


ARTEMIO P. HABITAN
Chief, EPMPD

DATE _____

(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)

APPROVED BY:


DIR. PATRICK T. AQUINO, CESO III

EUMB

DATE _____

(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)

PMD:  HCD/ IMR/ JPC/ ASC

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

Republic of the Philippines
Department of Energy
 Energy Center, Meritt Road, Bonifacio Global City

I. Description

No.	Item	Qty.	Unit ABC	Total ABC
1.	T-shirt with Collar	1,480	250	370,000.00


II. Specifications

Material	100% cotton
Features	With two buttons at the front opening (white) Regular Fit Unisex Short Sleeve Knitted collar and knitted cuffs with navy blue stripe
Logo	With digital print logo of DOE With digital print text (GEMP) at the right sleeve With digital print text (EUMB) at the right sleeve Logo prints must be durable and clear
Text and Logo Size	DOE- 1/2 x 1/2 GEMP- 1 inch EUMB- 1 inch
Color/ Design	Navy Blue body, white collar (end-user preference upon submission of the samples) Collar: White
Sizes	Small – 400 Medium - 400 Large - 400 Extra Large - 280
Packaging	Individually Wrapped in plastic Box must be durable Box must have size label

III. Terms and Conditions:

- A. Bidder must submit sample with appropriate material to be retained by the end-user until delivery for comparison.
- B. The price quoted must be firm and irrevocable and not subject to any changes whatsoever even due to the cost of raw material components and fluctuations in foreign exchange rates and excise duties.
- C. Bidder must replace defective items within a week after return.
- D. One Hundred percent (100%) of the contract price will be released in Thirty (30) working days upon the satisfactory completion/acceptance by DOE.
- E. Bid price must be inclusive of all costs (insurance, freight, brokerage, duties and taxes, etc.) attendant to the delivery of the items at DOE.
- F. The End-user will approve the sample/design/layout within Thirty (30) calendar days upon the winning bidder's receipt of the Purchase Order (P.O.)
- G. Delivery Terms: Thirty (30) calendar days upon the End-user's approval of the final sample/design/layout.

Prepared by:


V. G. Getalado, Jr.
SRS II


J. D. E. Geronimo
/ SRS I

Approved by:


DIR. P. T. AQUINO, CESO III
EUMB

Republic of the Philippines
Department of Energy
Energy Center, Meritt Road, Bonifacio Global City

I. **Description**

No.	Item	Qty.	Unit ABC	Total ABC
1.	Cellphone Holder	200	200	40,000.00


II. **Specifications**

Material	Alloy
Color	Black
Features	270° Front and Back adjustable Suitable to devices not over 10 inch Anti-slip and anti-scratch With DOE logo on the base
Size	Base 116 mm Height can be adjusted to 34 cm. Clamp arm adjustable up to 300mm Support rod 9.5 cm

III. **Terms and Conditions:**

- Total bid price is inclusive of cost of duties and taxes
- The prices quoted shall be firm and irrevocable and should not be subject to any price fluctuation due to increase in cost of raw materials, foreign exchange rates, tax and duties
- Supplier should warrant that all components shall be new and of first quality according to specifications and shall be free from defects. The defects, if any, during the guarantee period is to be rectified free of charge by arranging free replacement whenever necessary
- Bid price must cover all costs such as freight, brokerage, duties, taxes, etc., attendance to the delivery of the Publications
- Delivery Terms: should be done within 30 days upon approval of final item.
- Payment terms: Net 30 working days upon final acceptance of end-user and submission to DOE of the original invoice
- Total bid price is inclusive of cost of duties and taxes

Prepared by:


V. G. Cetalado, Jr./I. F.P. Calayag
SRS II SRS I

Approved by:


DIR. P. T. AQUINO, CESO III
EUMB

Republic of the Philippines
Department of Energy
Energy Center, Meritt Road, Bonifacio Global City

I. Description

No.	Item	Qty.	Unit ABC	Total ABC
1.	Leatherette Notebook	200	PhP 450	PhP 90,000.00


II. Specifications

Cover Material	Leatherette
Features	100-130 pages(200-260 leaves; 70 GSM; lined Full Colors 2 sides printing (inside page including annexes; emboss) front and back covers Elastic Closure, ribbon bookmark, paper pocket
Size	Spread: 11 x 8.5 inches Folded: 5.5 x 8.5 inches

III. Terms and Conditions:

- Total bid price is inclusive of cost of duties and taxes
- The prices quoted shall be firm and irrevocable and should not be subject to any price fluctuation due to increase in cost of raw materials, foreign exchange rates, tax and duties
- Supplier should warrant that all components shall be new and of first quality according to specifications and shall be free from defects. The defects, if any, during the guarantee period is to be rectified free of charge by arranging free replacement whenever necessary
- Bid price must cover all costs such as freight, brokerage, duties, taxes, etc., attendance to the delivery of the Publications
- Delivery Terms: should be done within 30 days upon approval of final blueprint ✓
- Payment terms: Net 30 working days upon final acceptance of end-user and submission to DOE of the original invoice
- Total bid price is inclusive of cost of duties and taxes

Prepared by:


V. G. Getalado, Jr./I. F.P. Calayag
SRS II SRS I

Approved by:


DIR. P. T. AQUINO, CESO III
EUMB

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]