

PURCHASE REQUEST

Entity Name: DEPARTMENT OF ENERGY

Fund Cluster: 01

Division/Office:					
		PR No.		Date	
EPPB-PFRD		01-0101-2021-09-0259		22 Sept 2021	
Responsibility Center Code : 09-001-00-00000-00-00					
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost (Php)	Total Cost
	PCS	COVID-19 Quarantine Supply Kits	100	P 9,000.00	P 900,000.00
		<i>Nothing Follows</i>			
		TOTAL			P900,000.00
TITLE OF PROCUREMENT/PURPOSE: Procurement of COVID-19 Quarantine Supply Kit to assist the Implementation of Public Service Continuity Plan (PSCP) for COVID-19.					
REQUESTED BY: MARIETTA M. QUEJADA SUPERVISING SRS - PFRD • SESM (Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position) 			FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT: ESTIMATED AMOUNT: ₱900,000.00 ALLOCATED PROVIDED: Ryan S. Domasig OIC-Chief, Budget Division		
RECOMMENDED BY: DANILO V. VIVAR CHIEF, EPPB - PFRD (Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position) 			APPROVED BY: JESUS T. TAMANG DIRECTOR, EPPB (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

Dot White

COVID QUARANTINE SUPPLY KIT

Terms of Reference

Quantity	Unit	Item Description/ Specification	Unit Cost	Total Cost (Php)
100	PCS	COVID Quarantine Supply Kit Hygiene Kit (in pouch or storage bag) <ol style="list-style-type: none"> 1. Antibacterial Soap (2 pcs of 180g body soap) 2. Hand sanitizer (2 pcs of 500 ml Liquid Hand Sanitizer. Sanitizer must be water-based, alcohol-free, and antimicrobial) 3. Toilet paper (4 rolls of 2 ply toilet tissue paper and must be virgin pulp) 4. Disinfecting Wipes (5 packs of 30 sheets antibacterial wipes; 4x8 inches) 5. Ethyl Alcohol (5 pcs of 500 ml alcohol. Alcohol must be 70% Solution and with antiseptic/disinfectant properties) 6. Disinfectant Spray (1 can of 400g Aerosol, alcohol based) 7. Bath Towel (2 pcs of towels. Towels must be 28x55 inches, white color, and cotton type) 	9,000.00	900,000.00
		Medical (in pouch or storage bag) <ol style="list-style-type: none"> 1. Digital thermometer (1 pc, Digital Thermometer, Armpit type) <ul style="list-style-type: none"> • With Automatic Alarm • High accuracy and fast response • Easy to read digital display • Peak-hold and auto shut-off functions • Shock-resistant and child-safe • Low battery indication • Replaceable Battery • Takes 60 seconds to measure body temperature • Battery: One 1.5 V DC button type battery (size LR41 or SR41 UCC 392) 2. Oximeter (1 pc, Pulse Oximeter) <ul style="list-style-type: none"> • High brightness LED display SpO2, PR, and Pulse bar, alarm status, alarm mute status and battery status 		

		<ul style="list-style-type: none"> • Low power consumption; battery-low indicator • AAA Alkaline batteries; Automatic power off • With audible and visual alarms for high and low saturation and pulse rate • Pulse rate measurement range: 30-250 bmp, not less than ± 2bpm • Perfusion Index Performance of not less than 0.2-20%, with perfusion indicator. • SpO2 measurement range: 35-100%. Accuracy: $\pm 2\%$ (70-100%) • Dimension of not more than 6 x 3 x 1.5 inches • Reusable with three (3) extra feet sensor • With protective cover for each unit 		
		<p>3. OTC Medicine</p> <ul style="list-style-type: none"> • 1 Bottle of 120 ml Antiseptic Sore throat Gargle (Povidone iodine (0.5%)) • 14 pcs tablet of Phenylephrine HCl Chlorphenamine maleate Paracetamol 10mg / 500mg Tablet; • 3 pcs of 100mg Hidrasec (Racecadotril) • 28 pcs of 500 mg Ascorbic Acid with Zinc; must be in a blister pack 		
		<p>4. First Aid Kit (1 set)</p> <ul style="list-style-type: none"> • First Aid Material <ul style="list-style-type: none"> ➢ First Aid Guide and Quick Reference (1 pc) ➢ Surgical Tape (1 roll of 12mm x 5 mm) ➢ Flashlight (1 pc of rechargeable, led flashlight) ➢ Wash Proof Plaster Strips (4 pcs of 72mm x 19mm) ➢ Elastic Bandage (1 roll of 2.5 yards) ➢ Gauze Pad (2 Single packs of 2x2 inches) ➢ Povidone iodine (1 Bottle of 30ml) ➢ Ethyl Alcohol (1 Bottle of 60ml alcohol with 70% Solution) 		

		<ul style="list-style-type: none"> ➤ Cotton Rolls (1 pack with 50 rolls) ➤ Spirit of ammonia (1 Bottle of 50ml) ➤ Vapor rub 10g (1 pc tub) <p>PPE</p> <ol style="list-style-type: none"> 1. Surgical Face Masks (50 pcs per 1 box) <ul style="list-style-type: none"> ➤ FDA Approved ➤ 3-Ply Surgical Face Mask <p>Food</p> <ol style="list-style-type: none"> 1. Canned Goods (good for 14 days) – All canned goods must be easy open. <ul style="list-style-type: none"> ➤ Corned beef 175g (10 pcs) ➤ Sausage 4.6 oz (10 pcs) ➤ Pork & Beans 175g (10 pcs) ➤ Tuna 155g (10 pcs) ➤ Sardines 155g (10 pcs) 2. Snacks (biscuits, cookies, etc.) <ul style="list-style-type: none"> ➤ Crackers 25g (2 packs; must contain 10 pcs per packs) ➤ Cookies 30g (1 pack; must contain 10 pcs) ➤ Vanilla Cake Bar 42g (1 pack; must contain 10 pcs) ➤ Biscuits 600g (1 pc and must be in a plastic tub) <p>Drinks</p> <ol style="list-style-type: none"> 1. Pineapple Juice in can (10 pcs of 240 ml) 2. Distilled Water (2 pcs of 6L) 3. Hydrating Drinks (10 pcs of 500 ml bottled drinks) <ul style="list-style-type: none"> ➤ With electrolytes <p>Storage Box – 67 Liters (1 pc, Length: 61.5 cm, Width: 43.5 cm, Height: 35.5 cm)</p>		
		TOTAL		900,000.00

TERMS AND CONDITIONS:

1. Bids should be on a per lot.
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 the minimum from acceptance of DOE-EPPB 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 30 days upon receipt of Purchase Order (PO).

Recommended by:


Danilo V. Vivar
Chief, PFRD

Approved by:


Dir. Jesus T. Tamang
Director, 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]