

PURCHASE REQUEST

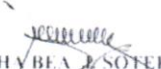
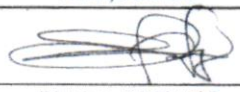
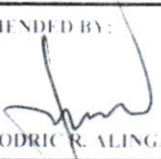

Entity Name: DEPARTMENT OF ENERGY

Fund Cluster: 01

Division/Office: MFO-OD		PR No. 01-0101-2021-10-0283			Date: Oct. 20, 2021	
		Responsibility Center Code : 09-001-00-00000-22-00				
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost (Php)	Total Cost	
		OTHER SUPPLIES AND MATERIALS				
	lot	OFFICE CURTAIN BLINDS	1	500,000.00	500,000.00	
TOTAL					500,000.00	

TITLE OF PROCUREMENT/PURPOSE:

FOR THE 3rd AND 4th FLOOR CURTAIN BLINDS REQUIREMENT

<p>REQUESTED BY:</p> <div style="text-align: center;">  KEEZHY BEA J. SOTERNO Administrative Officer IV <small>(Signatory as per DO No. 2017-06-0008. Please indicate Name and Position)</small> </div> <div style="text-align: right;"> 10/20/21 DATE </div>		<p>FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT:</p> <p>ESTIMATED AMOUNT: 500,000.00</p> <hr/> <p>ALLOCATED PROVIDED: </p> <div style="text-align: right;"> RYAN S. DOMASIG OIC-Chief, Budget Division <small>(Signatory as per DO No. 2017-06-0008. Please indicate Name and Position)</small> </div>	
<p>RECOMMENDED BY:</p> <div style="text-align: center;">  THEODRIC R. ALINGALAN Chief SRS <small>(Signatory as per DO No. 2017-06-0008. Please indicate Name and Position)</small> </div> <div style="text-align: right;"> 10/20/21 DATE </div>		<p>APPROVED BY:</p> <div style="text-align: center;">  SJO J. GEROCHE Director, MFO <small>(Signatory as per DO No. 2017-06-0008. Please indicate Name and Position)</small> </div> <div style="text-align: right;"> 10/20/21 DATE </div>	

PMD EGD IMR JPC ASC

PMD Procurement Code

01-Goods 02-Services 03-Consulting Services 04-Infrastructure
05-Capital Outlay

Republic of the Philippines
DEPARTMENT OF ENERGY
Mindanao Field Office
Davao City

TERMS OF REFERENCE (TOR)

**SUPPLY, DELIVERY AND INSTALLATION OF CURTAIN BLINDS FOR THE DOE-
MINDANAO FIELD OFFICE**

I. OBJECTIVE

It is the objective of this Terms of Reference (TOR) to set the policies and guidelines for the Procurement of Curtain Blinds for the Department of Energy- Mindanao Field Officer (DOE-MFO) Office's, 3rd and 4th floor.

II. COVERAGE/ PROJECT DURATION

2.1 This TOR governs the supply, delivery and installation of curtain blinds at the 3rd and 4th Floor of the DOE-MFO.

2.2 General Requirements:

- a. Free re-installation and adjustment of blinds in case of faulty installation;
- b. Free training on maintenance/cleaning of blinds;
- c. The amount to be paid to supplier shall only be based on the actual areas of blinds installed, inclusive of appropriate taxes and other charges;

2.3 Scope of Project:

- d. The curtain blinds shall be delivered and installed at the 3rd and 4th Floor of the DOE-MFO, Tolentino Building, Candelaria Avenue, Davao City;
- e. Prospective suppliers shall conform to the following minimum technical specifications/descriptions required by the DOE-MFO;

Particulars	Specifications
Composition	Polyester 100%
Width	280 cm
Length/Height	Depending on the actual sizes of the windows and panels
Thickness	0.34mm ± 5%
Blackout	70-80%
Design	Combi Blinds
Color	Woodlook or its equivalent

2.4 Duration

- f. The supply, delivery and installation of curtain blinds at the DOE-MFO shall be within 15 working days from the receipt of the Notice to Proceed;
- g. Installation must be done from Mondays to Saturdays only.

III. MODE OF PAYMENT

- 3.1 Payment shall be made upon completion and acceptance of the installed of curtain blinds, subject to deduction of applicable taxes and charges.
- 3.2 Late Delivery shall be subject to penalty equivalent to 1/10 of 1% of the total cost of the undelivered item/s for every day of delay.
- 3.3 All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during the contract implementation.

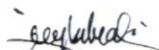
IV. WARRANTY

- 4.1 All items shall have a warranty of at least one (1) year. Any material defects must be returned and replaced within seven (7) days from the date of discovery;
- 4.2 Free minor revisions in case curtain blinds will be affected by constructions of rooms and partitions during proposed office renovations within the one-year warranty schedule.
- 4.3 The Supplier shall undertake at his own expense all repairs and/or replacements of materials, facilities and equipment or parts thereof which are found to be defective, inferior, and not in accordance with the agreement which are brought to the attention of the Contractor within thirty (30) days from discovery thereof and within one (1) year after final acceptance of the work by the DOE.

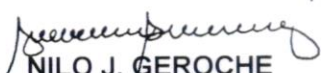
V. OTHER REQUIREMENTS

- 5.1 Supplier must be preferably located at Davao City Area.
- 5.2 Strict implementation of guidelines due to COVID 19 pursuant to LTFRB Memorandum Circular No. 2020-017 dated May 1, 2020, such as, but not limited to the following requirements:
 - 4.1.1 Wearing of face masks at all times
 - 4.1.2 Availability of alcohol and sanitizers
- 5.3 Qualified and capable company to supply, deliver and install curtain blinds in DOE-MFO; Minimum of 3 years of established company existence;
- 5.4 Should provide updated the following requirements
 - 5.4.1 Mayors Permit;
 - 5.4.2 Philgeps Registration;
 - 5.4.3 Omnibus Sworn Statement

Prepared by:


KEEZHA BEA J. SOTERNO
Administrative Officer IV
DOE-Mindanao Field Office

Approved:


NILO J. GEROCHE
Director
DOE-Mindanao Field Office

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]