

PURCHASE REQUEST

Entity Name: DEPARTMENT OF ENERGY





Fund Cluster: 01

[illegible]**TITLE OF PROCUREMENT/PURPOSE:**

Promotional Items (Energy Audit Kit)

Purpose: The procurement of promotional items/materials are a valuable requirement in support to the implementation of various activities under the Government Energy Management Program such as: Energy Audit/Spot Check, Energy Audit Orientation and Information, Education and Communication (IEC) Campaign on Energy Efficiency and Conservation

(Regular Budget 2021)

<p>REQUESTED BY:</p> <p></p> <p>ANDRE LUIS D. REYES</p> <p>Supervising SRS, EPSMD</p> <p>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</p>	<p>FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT:</p> <p>ESTIMATED AMOUNT: <u>Php 975,000.00</u></p> <p>ALLOCATED PROVIDED: <u></u></p> <p>ELISA B. MORALES Chief, Budget Division</p>
<p>RECOMMENDED BY:</p> <p></p> <p>ARTEMIO P. HABITAN</p> <p>OIC-Assistant Director</p> <p>DATE _____</p> <p>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</p>	<p>APPROVED BY:</p> <p></p> <p>DIR. PATRICK T. AQUINO, CESO III</p> <p>EUMB</p> <p>DATE _____</p> <p>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</p>

PMD: FGD/ IMR/ JPC/ ASC

PMD Procurement Code:

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

05-

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

I. Description

No.	Item	Qty.	Unit Cost (Php)	Total ABC
1	Energy Audit Kit	650	1,500.00	975,000.00
TOTAL				

II. Specifications

Particulars <i>(The energy audit kit contains the following)</i>	Specifications
1. Easy to Carry Kit Bag	<p>Kit</p> <ul style="list-style-type: none"> Size: approx. 10 inches x 7 inches x 4 inches Material: made of oxford fabric Color: Red Other Requirements: <ul style="list-style-type: none"> With digital print DOE logo and “Government Energy Management Program” on the face of the kit With zipper and pouches inside for organizing <p>DOE Logo</p> <ul style="list-style-type: none"> Size: approx. 2 inches x 2 inches <p>Government Energy Management Program Lettering</p> <ul style="list-style-type: none"> Size: approx. ½ inch font size, all caps Font: Arial Bold Font Color: White
2. Portable Digital Thermometer and Hygrometer	<ul style="list-style-type: none"> Battery/charger must be included Temperature Measurement Range: approx. 0 °C- 60°C Humidity Measurement Range: approx. 0% - 99% RH Temperature Display Resolution: approx. 0.1 °C Humidity Display Resolution: 1% RH Memory of highest temperature and Humidity recorded

	<p>Other Requirements:</p> <ul style="list-style-type: none"> - With digital print DOE Logo, Energy Utilization Management Bureau and EE&C Public Sector Management Division <p>DOE Logo: Size: approx. ½ x ½ in.</p> <p>Energy Utilization Management Bureau and EE&C Public Sector Management Division</p> <ul style="list-style-type: none"> • Font: Arial Bold • Font Color: Black
3. Prepaid Load	<ul style="list-style-type: none"> • Php100.00 Load (Surf, Call and Text Card)
4. Hand Sanitizer	<ul style="list-style-type: none"> • Size: 50 ml; with buckle • Kills 99% of germs
5. 2 in 1 USB + Pen	<ul style="list-style-type: none"> • Ink Color: Black • Storage Capacity: 8GB USB 3.0 <p>Other Requirements:</p> <ul style="list-style-type: none"> - With digital print DOE Logo and GEMP <p>GEMP</p> <ul style="list-style-type: none"> • Size: approx. ½ inch font size, all caps • Font: Arial Bold • Font Color: Black

III. Terms and Conditions:



- Bidder must submit sample with appropriate material to be retained by the end-user until delivery for comparison.
- 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 be inclusive of all costs (insurance, freight, brokerage, duties and taxes, etc) attendant to the delivery of the items at DOE.
- Delivery Terms: should be delivered within 60 days upon receipt of the supplier of the Notice to Proceed/Purchase Order.

- Payment terms: Upon final acceptance of end-user and submission to DOE of the original invoice.

Prepared by:


ANDRE LUIS D. REYES
Supervising SRS

Recommended and Endorsed by:


LANA ROSE A. MANALIGOD
Chief, EPSMD 

Approved by:

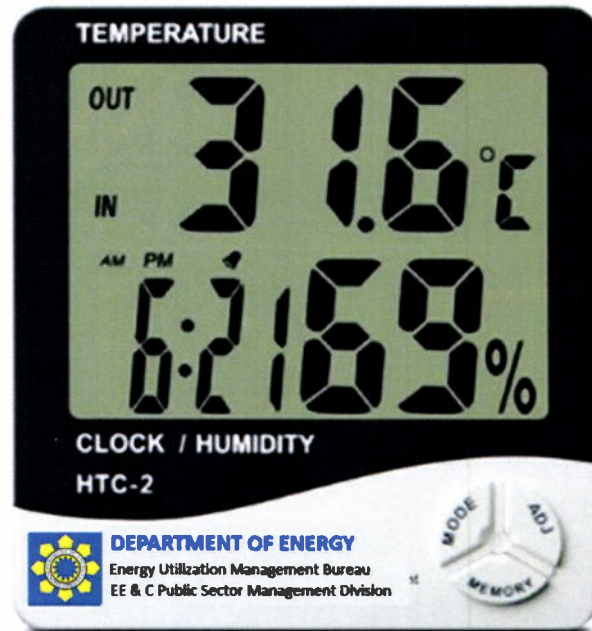

PATRICK T. AQUINO, CESO III
Director, EUMB 

Sample Pictures

1. Easy to Carry Kit Bag



2. Portable Digital Thermometer



3. Hand Sanitizer



4. 2 in 1 USB + Pen



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]