

## PURCHASE REQUEST

[illegible]

**Maintenance and Other Operating Expense (MOOE) – Other ICT Supplies Expenses for  
Philippine Conventional Energy Contracting Program**

**ABC = Php 99,300.00**

Qty.	Item	Item Price	Total
2	<b>Toner 1</b>	2,900.00	5,800.00
2	<b>Toner 2</b>	7,800.00	15,600.00
3	<b>Toner 3</b>	18,500.00	55,500.00
8	<b>Toner 4</b>	2,800.00	22,400.00

**TERMS OF REFERENCE**

**A. Technical Specification**

**1. Toner 1**

- a. Technology: Black Print, Laser Page
- b. Color: Black
- c. Estimated Page Yield: ranges from 2000 – 2300 pages
- d. Works with model HP LaserJet P2055dn Printer

**2. Toner 2**

- a. Colors: Black, Cyan, Yellow and Magenta
- b. Technology: Laser Page
- c. Estimated Page Yield: ~14,000 black, ~7,000 colored
- d. Works with model HP Color LaserJet Pro MFP M177fw Printer

**3. Toner 3**

- a. Colors: Black, Cyan, Yellow and Magenta
- b. Technology: Laser Page
- c. Estimated Page Yield: ~14,000 black, ~7,000 colored
- d. Works with model HP Color LaserJet Pro MFP M281fdw Printer

**4. Toner 4**



- a. Colors: Black, Cyan, Yellow and Magenta
- b. Technology: Laser Page
- c. Estimated Page Yield: ~250 black, ~250 colored
- d. Works with model EPSON Work Force WF-100 Wi-Fi Inkjet Printer

**B. Other Terms & Conditions**

1. Bid is on a per item basis.
2. Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of raw materials and components, and fluctuations of foreign exchange rates and excise duties.
3. Supplier should warrant that all items are of the first quality and in accordance with specifications and shall be free from defects. If any of the items are found to be defective, a replacement is necessary within three (3) weeks period upon delivery.
4. Payment will be released within 30 days from completion of the full delivery on all items and issuance of certificate of acceptance from the end user.

5. Bid price must cover all costs such as freight, brokerage, duties, taxes, etc. attendant to the delivery of the items at Supply and Property Management Division (SPMD), Main Building of the DOE.
6. Delivery terms: 60 days upon receipt of Purchase Order.

Recommended by:

  
**G. H. Ansay**  
Chief, PRDD 

Approved by:

  
**Atty. C.G. Dela Fuente III**  
Director, ERDB

**Maintenance and Other Operating Expense (MOOE) – Other ICT Supplies Expenses for  
Philippine Conventional Energy Contracting Program**

**ABC = Php 64,000.00**

One (1) Lot			
Qty.	Item	Item Price	Total
1	<b>Automatic Document Feeder</b>	29,000.00	29,000.00
5	<b>Toner</b>	7,000.00	35,000.00

**TERMS OF REFERENCE**

**A. Technical Specification**

**1. Auto Document Feeder**

- a. Type: Reversible
- b. Maximum Speed: at least 70 OPM
- c. Maximum Document Size: A5 to A3
- d. Media Weight: Simplex – from 35 to 128 g/m<sup>2</sup> ; Duplex – from 50 – 128 g/m<sup>2</sup>
- e. Works with model Konika Minolta Bizhub 206


**2. Toner**

- a. Color: Black
- b. Estimated Page Yield: ~15,000
- c. Works with model Konika Minolta Bizhub 206

**B. Other Terms & Conditions**

1. Bid is on a per lot/package basis.
2. Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of raw materials and components, and fluctuations of foreign exchange rates and excise duties.
3. Supplier should warrant that all items are of the first quality and in accordance with specifications and shall be free from defects. If any of the items are found to be defective, a replacement is necessary within three (3) weeks period upon delivery.
4. Payment will be released within 30 days from completion of the full delivery on all items and issuance of certificate of acceptance from the end user.
5. Bid price must cover all costs such as freight, brokerage, duties, taxes, etc. attendant to the delivery of the items at Supply and Property Management Division (SPMD), Main Building of the DOE.
6. Delivery terms: 60 days upon receipt of Purchase Order.

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Director, ERDB

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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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]*