

## PURCHASE REQUEST

Entity Name: DEPARTMENT OF ENERGY

Fund Cluster: 01

[illegible]

PPMD: FOD/IMR/JPC/ASC

PMD Procurement Code

01-Goods: 02-Services: 03-Consulting Services: 04-Infrastructure:

**Department of Energy**  
**Rizal Drive, Bonifacio Global City, Taguig City**

QUANTITY	ARTICLE	APPROVED BUDGET FOR THE CONTRACT
149 pcs	T-shirt with Collar	Php 37,995.00
900 pcs	T-shirt without Collar	Php 162,000.00

**TERMS OF REFERENCE:**

**I. Technical Specification:**

1. Material must be cotton, CVC, no- reactive cotton
2. Must have available unisex size from extra small (XS) to triple extra-large (3XL)

Breakdown of Sizes:

T-shirt with collar (149 pcs)

- 40 pcs Small
- 55 pcs Medium
- 50 pcs Large
- 4 pcs Triple Extra Large

T-shirt without collar (900 pcs)

- 50 pcs Extra small
- 300 pcs Small
- 400 pcs Medium
- 100 pcs Large
- 40 pcs Extra Large
- 10 pcs Triple Extra Large

3. Must have printed logo (see attached design)
4. Color must be gray and black (50% of each size)

**II. Terms and condition:**

1. Bidder must submit samples with all available sizes of appropriate material; samples submitted shall remain with the end-user until delivery of items for comparison.
2. Bid price must be firm and irrevocable and non-subject to any change whatsoever even due to increase in cost of raw material of supplies.
3. Bidder must conform with the color and the size of the logo to be printed
4. Bidder must repair/alter defective items within a week period.
5. One hundred percent of (100%) of the contract price will be released only upon the issuance of certificate of acceptance by the end-user
6. Bid price must be in Philippine currency and must include all costs attendant to the delivery of promotional materials for various GAD

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projects to DOE such as freight, brokerage, duties, and taxes related to the purchase.

7. Place of delivery: Mindanao Field office c/o Dir. Nilo J. Geroche, Department of Energy, 3<sup>rd</sup> floor, Tolentino Bldg. (Infront of HPG, near Hall of Justice), Candelaria St., Ecoland Matin, Davao City.
8. Delivery of promotional materials is on or before 7 December 2021.
9. Bidder must include the following upon submission of bid proposal:
  - a. Mayor's permit,
  - b. Philgeps registration
  - c. Omnibus Sworn statement and Secretary's Certificate

Recommended by:

  
Asst. Dir. Michael O. Sinocruz  
Head, DOE GAD-Secretariat

Approved by:

  
Dir. Patrick T. Aquino, CESO III  
Chairperson, DOE GAD-TWG 

**Department of Energy**  
**Rizal Drive, Bonifacio Global City, Taguig City**

QUANTITY	ARTICLE	APPROVED BUDGET FOR THE CONTRACT
50 pcs	USB on-the-go (OTG)	Php 50,000.00
70 pcs	Christmas Baskets	Php 140,000.00
1000 Boxes	Surgical Face Mask	Php 120,000.00
1000 pcs	Alcohol Bottle with pump spray	Php 45,000.00

**TERMS OF REFERENCE:**

**I. Technical Specifications:**

1. USB on-the-go (OTG)
  - a. Storage Capacity: 16GB; Port USB 3.0 (see annex A)
  - b. Swivel design, with additional Type C Connector
  - c. Color: blue pantone; full color imprint of ENEReady or DOE-CWPO logo
  - d. With 2-year warranty
  - e. With individual packaging: hard plastic case
2. Christmas basket inclusive of:
  - a. Pear shaped ham
  - b. Spaghetti fix ins: 2-kilogram spaghetti, 2 packs spaghetti sauce, 1 pc. 430g cheese
  - c. Fruit Salad fix ins: 1 fruit cocktail 825g, 2 bottles nata de coco, 2 bottles of kaong 1 pc. 430g cheese, 3 nestle cream, 2 condensed milks
  - d. Plastic storage box
3. Surgical mask
  - a. 3 Ply with Ear Loop
  - b. FDA Approved
  - c. Disposable
  - d. Non-woven
  - e. Packaging: Box of 50 pcs
4. Alcohol bottle with pump spray
  - a. Clear Bottle with Pump Spray and Carabiner
  - b. Volume: 60ml.
  - c. With printed DOE Logo

## II. Terms and Conditions:

1. Per item basis.
2. Price quoted should be firm and irrevocable, and not subject to any change whatsoever, even due to increase in cost and fluctuation in foreign exchange and excise duties.
3. Bid price must be in Philippine currency and must include all costs attendant to the delivery of promotional materials for various GAD projects to DOE such as freight, brokerage, duties, and taxes related to the purchase.
4. One hundred percent of (100%) of the contract price will be released only upon the issuance of certificate of acceptance by the end-user.
5. Delivery of promotional materials is on or before 7 December 2021.
6. Upon submission of proposal, bidder must include the following:
  - Mayor's permit,
  - Philgeps registration
  - Omnibus Sworn statement and Secretary's Certificate

Recommended by:

  
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Head, DOE GAD-Secretariat

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Chairperson, DOE GAD-TWG 

**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]*