

PURCHASE REQUEST

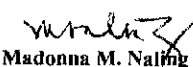
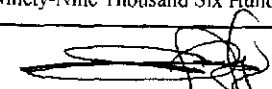


Entity Name: **DEPARTMENT OF ENERGY**

Fund Cluster: **03**

Division/Office: EPIMB-PPDD		PR No. 01-0151-2021-10-0280			Date: 9 October, 2021	
		Responsibility Center Code : 09-001-00-00000-20-01				
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost (Php)	Total Cost	
	pcs	LEXMARK Printer Black MS510dn Toner, Black /	24	8,500.00	204,000.00	
	pcs	HP Laser Jet P1102n CE285A (Black) /	7	3,300.00	23,100.00	
	pcs	HP Color Laserjet CC530A Black Cartridge /	25	8,500.00	212,500.00	
	pcs	HP Color Laserjet CC531A Cyan Cartridge /	15	8,000.00	120,000.00	
	pcs	HP Color Laserjet CC532A Yellow Cartridge /	15	8,000.00	120,000.00	
	pcs	HP Color Laserjet CC533A Magenta Cartridge /	15	8,000.00	120,000.00	
	pcs	Canon MF633 DW - 045 Black Cartridge /	10	5,000.00	50,000.00	
	pcs	Canon MF633 DW - 045 Cyan Cartridge /	10	5,000.00	50,000.00	
	pcs	Canon MF633 DW - 045 Yellow Cartridge /	10	5,000.00	50,000.00	
	pcs	Canon MF633 DW - 045 Magenta Cartridge /	10	5,000.00	50,000.00	
		XXXXXXXXXXXXXXXXXXXXXXXXXXXX				
TOTAL					999,600.00	

TITLE OF PROCUREMENT/PURPOSE:

Procurement of ICT Supplies in relation to the Conduct of Performance Assessment and Audit (PAA)

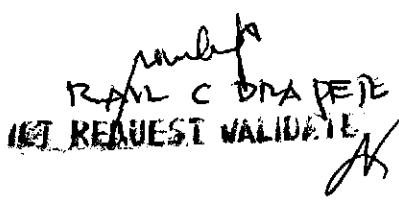
<p>REQUESTED BY:</p> <div style="text-align: center;">  Madonna M. Nalting Div. Chief, PPDD </div> <div style="text-align: right;">DATE</div> <p style="font-size: small;">(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</p>	<p>FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT:</p> <p style="text-align: right;">Php 999,600.00</p> <p>ESTIMATED AMOUNT: Nine Hundred Ninety-Nine Thousand Six Hundred Pesos Only</p> <hr/> <p>ALLOCATED PROVIDED: </p> <p style="text-align: right;">Ryan S. Domasig OIC-Chief, Budget Division</p>
<p>RECOMMENDED BY:</p> <div style="text-align: center;">  Dir. Mario C. Marasigan, CESO III OIC-EPIMB </div> <div style="text-align: right;">DATE</div> <p style="font-size: small;">(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</p>	<p>APPROVED BY:</p> <div style="text-align: center;">  Felix William B. Fuentebella Undersecretary </div> <div style="text-align: right;">DATE</div> <p style="font-size: small;">(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</p>

PMD: **IMR/ JIC/ ASC**

PMD Procurement Code

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

05-Capital Outlay


RAIL C DRA PEJE
ICT REQUEST VALIDATE

PROCUREMENT OF ICT SUPPLIES FOR THE PRINTING OF VARIOUS REPORTS IN RELATION TO PERFORMANCE ASSESSMENT AND AUDIT

TERMS OF REFERENCE

ABC Summary:

Lot	Ink/Toner Cartridge Description	Quantity	Unit	Unit Cost (in Php)	Total Cost (in Php)
1	HP Laser jet P1102nCE285A (Black)	7	pcs	3,300.00	89,100.00
2	HP Color LaserJet CC530A Black Cartridge	1	lot	572,500.00	572,500.00
	HP Color LaserJet CC531A Cyan Cartridge				
	HP Color LaserJet CC532A Yellow Cartridge				
	HP Color LaserJet CC533A Magenta Cartridge				
3	Canon MF633 DW - 200A Black Cartridge	1	lot	200,000.00	200,000.00
	Canon MF633 DW - 201ACyan Cartridge				
	Canon MF633 DW - 202A Yellow Cartridge				
	Canon MF633 DW - 203A Magenta Cartridge				
4	LEXMARK Printer Black MS510DN Toner, Black	24	pcs	8,500.00	204,000.00
TOTAL					999,600.00

Terms and Conditions:

- These procurement is on per lot basis, bidder shall offer all items under the lot.
- The prices quoted shall be firm and irrevocable and shall not be subject to any price fluctuation due to increase in cost of raw materials, foreign exchange rates, tax and duties.
- Supplier shall warrant that all components are original, new and of first quality according to specifications, and free from defects. The defects, if any, during the guarantee period are to be rectified free of charge by arranging free replacement whenever necessary.
- Total Bid price must cover all costs such as freight, brokerage, duties, taxes, etc., attendant to the delivery of the items.
- Supplier must provide free of charge customer service assistance using the abovementioned inks/cartridges.

A. Specifications:

Ink/Toner Cartridge Description	Printer Technology	Product type	Colors of Printing Supplies
HP Laser jet P1102nCE285A (Black)	Toner Cartridge	Standard Capacity Ink Cartridges	Black
HP Color LaserJet CC530A Black Cartridge	Toner cartridge	Standard Capacity Ink Cartridges	Black
HP Color LaserJet CC531A Cyan Cartridge	Toner cartridge	Standard Capacity Ink Cartridges	Cyan
HP Color LaserJet CC532A Yellow Cartridge	Toner cartridge	Standard Capacity Ink Cartridges	Yellow
HP Color LaserJet CC533A Magenta Cartridge	Toner cartridge	Standard Capacity Ink Cartridges	Magenta
Canon MF633 DW - 200A Black Cartridge	Toner cartridge	Standard Capacity Ink Cartridges	Black
Canon MF633 DW - 201A Cyan Cartridge	Toner cartridge	Standard Capacity Ink Cartridges	Cyan
Canon MF633 DW - 202A Yellow Cartridge	Toner cartridge	Standard Capacity Ink Cartridges	Yellow
Canon MF633 DW - 203A Magenta Cartridge	Toner cartridge	Standard Capacity Ink Cartridges	Magenta
LEXMARK Printer Black MS510DN Toner, Black	Monochrome Laser	Standard Capacity Ink Cartridges	Black

Operating Requirements:

- Operating temperature range: 15 to 30°C
- Storage temperature range: -40 to 60°C
- Operating Humidity Range: 20 to 80% RH
- Non-Operating Humidity Range: 20 to 80% RH

B. Provision of Warranty Certificate

Winning bidder must provide a Warranty Certificate.

C. Delivery Schedules:

One hundred five days upon receipt of Notice to Proceed.

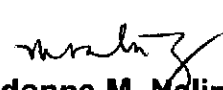
D. Payment:

Payment will be made within thirty (30) days upon the delivery of inks/toner cartridges and acceptance of end-user by tranches.

Prepared by:


Zander Loioe S. Villamor
SRS II, PPDD

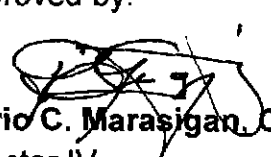
Reviewed by:


Madonna M. Naling
Chief SRS, PPDD

Recommended and Endorsed by:


Irma C. Exconde
Assistant Director, EPIMB

Approved by:


Mario C. Marasigan, CESO III
Director IV
Officer-in-Charge, EPIMB

Conforme:

Name and Signature
Company's Representative

Company Name/Address

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]