

# PURCHASE REQUEST

Entity Name: DEPARTMENT OF ENERGY

Fund Cluster:

01

Division/Office:		PR No. 01-0101 -2021-09-0265	Date: 09/28/2021		
MFO-OD		Responsibility Center Code : 09-001-00-00000-22-00			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost (Php)	Total Cost
	bottles	Alcohol, 500ml, 70% solution	100	100.00	10,000.00
	gallon	Alcohol, 1gal, 70% solution	12	600.00	7,200.00
	pc	Ballpen, Black, 0.5	50	21.00	1,050.00
	pc	Ballpen, Blue, 0.5	5	21.00	105.00
	pc	Ballpen, Red, 0.5	3	21.00	63.00
	set	Battery, AA, 2s	4	70.00	280.00
	ream	Bookpaper (A4), 70gsm, s.20	200	180.00	36,000.00
	ream	Bookpaper (Long), 70 gsm, s.20	60	200.00	12,000.00
	pack	Board Paper, pale cream, 8.5x11, 200gsm, 10s	80	40.00	3,200.00
	pack	Board Paper, cornfield cream, 8.5x11, 185gsm, 10s	80	50.00	4,000.00
	pack	Bundy Card (100s)	5	130.00	650.00
	pack	Carbon Paper, blue, long, 50s	2	650.00	1,300.00
	box	Clip Binder 1", 12s	5	25.00	125.00
	box	Clip Binder 1 5/8", 12s	15	55.00	825.00
	box	Clip Binder 2", 12s	2	70.00	140.00
	box	Clip, paper, small	15	15.00	225.00
	box	Clip, paper, big	15	30.00	450.00
	pc	Computer Mouse	2	250.00	500.00
	pc	Correction Tape	50	25.00	1,250.00
	ream	Coupon Bond, s. 16 (Yellow), short	5	220.00	1,100.00
	pc	Cutter	3	70.00	210.00
	gallon	Disinfectant Liquid, 1 gallon	10	170.00	1,700.00
	can	Disinfectant Spray, 510g	15	600.00	9,000.00
	roll	Electrical Tape, .16mm x 19mm x 16mm	5	40.00	200.00
	pc	Envelope (A4), brown	300	3.00	900.00
	pc	Envelope (Expanded), brown	60	15.00	900.00
	box	Envelope (Mailing), white, 500s	2	300.00	600.00
	pc	Envelope (Long), brown	400	3.00	1,200.00
	box	Fastener (Plastic), 50s	15	35.00	525.00
	pad	Flaglet (Post it/ Sticky Note)	6	80.00	480.00
	pcs	Folder (Pressed), green long	150	20.00	3,000.00
	roll	Masking Tape (1"), 25m	6	50.00	300.00
	roll	Masking Tape (2"), 25m	5	80.00	400.00
	roll	Packing Tape (2"), 25m	5	50.00	250.00
	pc	Pencil, 2	12	8.00	96.00
	pc	Pentel Pen (Black), permanent	6	35.00	210.00
	pc	Pentel Pen (Blue), permanent	3	35.00	105.00
	pc	Puncher, two hole	3	200.00	600.00
	book	Record Book, 300 pages	5	80.00	400.00
	pc	Scissors	3	60.00	180.00
	roll	Scotch tape (1"), 25m	10	35.00	350.00
	pc	Sign Pen (Black), .5	35	30.00	1,050.00
	pc	Sign Pen (Blue), .5	8	30.00	240.00
	botls	Stamp Pad Ink, purple, 30ml	2	25.00	50.00
	box	Staple Wires #35	10	40.00	400.00
	pack	Sticker Paper, Yellow, 10s	10	80.00	800.00
	box	Surgical Masks, 3-ply, 50s	50	180.00	9,000.00

# PURCHASE REQUEST

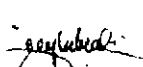
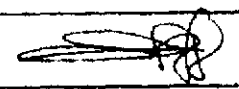
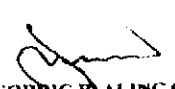
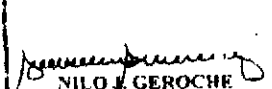
Entity Name: <b>DEPARTMENT OF ENERGY</b>		Fund Cluster: <b>01</b>	
Division/Office: <b>MFO-OD</b>		PR No. <b>01-0101 -2021-09-0265</b>	Date: <b>09/28/2021</b>
Responsibility Center Code : <b>09-001-00-00000-22-00</b>			

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost (Php)	Total Cost
	roll	Tape, Duct 2", 25m	2	130.00	260.00
	pack	Tissue-2 Ply, 12s	15	150.00	2,250.00
	cart	Ink Cartridge, HP 704, Black	12	510.00	6,120.00
	cart	Ink Cartridge, HP 704, Colored	5	510.00	2,550.00
	cart	Ribbon Cartridge, LX-310, S015632, 18.0 mtrs.	8	600.00	4,800.00
	cart	Toner Cartridge, NO. CE 285A	2	4,300.00	8,600.00
	cart	Toner Cartridge, NO. CE 248A	5	3,200.00	16,000.00
	cart	Toner Cartridge, NO. CF279 A	5	3,400.00	17,000.00
<b>TOTAL</b>					<b>171,189.00</b>

**TITLE OF PROCUREMENT/PURPOSE:**

PROCUREMENT OF OFFICE SUPPLIES FOR THE 2nd-4th QUARTER of FY 2021

NOTE: ITEMS NOT AVAILABLE AT PS-DBM (Reference: PS-DBM CNAs and Inventory)

<p><b>REQUESTED BY:</b></p> <div style="text-align: center; margin-top: 20px;">   <b>KEETHA BEA J. SOYERNO</b>              Administrative Officer IV  <small>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</small> </div> <div style="text-align: right; margin-top: 10px;"> <b>09-21-2021</b>              DATE         </div>	<p><b>FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT:</b></p> <div style="text-align: right; margin-top: 20px;"> <b>ESTIMATED AMOUNT: 171,189.00</b> </div> <div style="text-align: center; margin-top: 10px;">   <b>RYAN S. DOMASIG</b>              OIC-Chief, Budget Division         </div>
<p><b>RECOMMENDED BY:</b></p> <div style="text-align: center; margin-top: 20px;">   <b>THEODRICO ALINGALAN</b>              Chief SRS  <small>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</small> </div> <div style="text-align: right; margin-top: 10px;"> <b>09-21-2021</b>              DATE         </div>	<p><b>APPROVED BY:</b></p> <div style="text-align: center; margin-top: 20px;">   <b>NILO GEROCHE</b>              Director III  <small>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</small> </div> <div style="text-align: right; margin-top: 10px;"> <b>09-21-2021</b>              DATE         </div>

**PMD Procurement Code:**

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

# TERMS OF REFERENCE

QTY.	Unit of issue		Estimated Unit Cost	Estimated Cost
100	bottles	Alcohol, 500ml, 70% solution	100.00	10,000.00
12	gallon	Alcohol, 1gal, 70% solution	600.00	7,200.00
50	pc	Ballpen, Black, 0.5	21.00	1,050.00
5	pc	Ballpen, Blue, 0.5	21.00	105.00
3	pc	Ballpen, Red, 0.5	21.00	63.00
4	set	Battery, AA, 25	70.00	280.00
200	ream	Bookpaper (A4), 70gsm, 8.20	180.00	36,000.00
60	ream	Bookpaper (Long), 70 gsm, 8.20	200.00	12,000.00
80	pack	Board Paper, pale cream, 8.5x11, 200gsm, 105	40.00	3,200.00
80	pack	Board Paper, cornfield cream, 8.5x11, 185gsm, 105	50.00	4,000.00
5	pack	Bundy Card (100s)	130.00	650.00
2	pack	Carbon Paper, blue, long, 105	650.00	1,300.00
5	box	Clip Binder 1", 125	25.00	125.00
15	box	Clip Binder 1.5/8", 125	55.00	825.00
2	box	Clip Binder 2", 125	70.00	140.00
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15	box	Clip, paper, big	30.00	450.00
2	pc	Computer Mouse	250.00	500.00
50	pc	Correction Tape	25.00	1,250.00
5	ream	Coupon Bond, s. 16 (Yellow), short	220.00	1,100.00
3	pc	Cutter	70.00	210.00
10	gallon	Disinfectant Liquid, 1 gallon	170.00	1,700.00
15	can	Disinfectant Spray, 510g	600.00	9,000.00
5	roll	Electrical Tape, 15mm x 10mm x 15mm	40.00	200.00
300	pc	Envelope (A4), brown	3.00	900.00
60	pc	Envelope (Expanded), brown	15.00	900.00
2	box	Envelope (Mailing), white, 500s	300.00	600.00
400	pc	Envelope (Long), brown	3.00	1,200.00
15	box	Fastener (Plastic), 50s	35.00	525.00
6	pad	Flaglet (Post-it Sticky Note)	80.00	480.00
150	pcs	Folder (Pressed), green long	20.00	3,000.00
6	roll	Masking Tape (1"), 25m	50.00	300.00
5	roll	Masking Tape (2"), 25m	80.00	400.00
5	roll	Packing Tape (3"), 25m	50.00	250.00
12	pc	Pencil, 1	8.00	96.00
6	pc	Pentel Pen (Black), permanent	35.00	210.00
3	pc	Pentel Pen (Blue), permanent	35.00	105.00
3	pc	Puncher, two hole	200.00	600.00
5	book	Record Book, 300 pages	80.00	400.00
3	pc	Scissors	60.00	180.00
10	roll	Scotch tape (1"), 25m	35.00	350.00
35	pc	Sign Pen (Black), 1	30.00	1,050.00
8	pc	Sign Pen (Blue), 1	30.00	240.00
2	bottls	Stamp Pad Ink, purple, 30ml	25.00	50.00
10	box	Staple Wires #35	40.00	400.00
10	pack	Sticker Paper, Yellow, 50s	80.00	800.00
50	box	Surgical Masks, 3 ply, 50s	180.00	9,000.00
2	roll	Tape, Duct 2", 25m	130.00	260.00
15	pack	Tissue 2 Ply, 125	150.00	2,250.00
12	cart	Ink Cartridge, HP 204, Black	510.00	6,120.00
5	cart	Ink Cartridge, HP 204, Colored	510.00	2,550.00
8	cart	Ribbon Cartridge, LX 310, S015632, 18.0 mtrs.	600.00	4,800.00
2	cart	Toner Cartridge, NO. CE 285A	4,300.00	8,600.00
5	cart	Toner Cartridge, NO. CE 248A	3,200.00	16,000.00
5	cart	Toner Cartridge, NO. CE 279 A	3,400.00	17,000.00
		<b>TOTAL</b>		<b>171,189.00</b>

**Place of Delivery:** DEPARTMENT OF ENERGY - 3RD FLOOR, TOLENTINO BUILDING,  
CANDEARIA AVE., ECO LAND, DAVAO CITY

**Delivery Terms:** WITHIN 30 DAYS UPON RECEIPT OF PURCHASE ORDER

**Payment Terms:** 100% OF THE PAYMENT WILL BE RELEASED WITHIN 30 DAYS UPON  
RECEIPT OF STATEMENT OF ACCOUNT

**Other Terms:**

- a. It would be agreed that there is no escalation of the quotation price
- b. Supplies must be delivered in good quality and in exact quantity as stated in the Purchase Order. Any defective/damaged items found within 10 calendar days shall be replaced by the Supplier at no cost within 7 calendar days upon notification
- c. The quotation prices will be inclusive of any kind of taxes, fees and charges and other legal exactions

Approved by:

  
**NILO J. GEROCHE**  
Director

**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]*