

<b>PURCHASE REQUEST</b>					
<b>Entity Name:</b>		<b>DEPARTMENT OF ENERGY</b>		<b>Fund Cluster:</b> <b>01 Fund 101</b>	
<b>Division/Office:</b> <b>OIMB-RMMSCD</b>		<b>PR. No.</b> 01-0101-2021-11-0320 <b>Responsibility Center Code:</b> 09-001-00-00000-19-03		<b>Date</b> 10 Nov. 2021	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost (Php)	Total Cost
	pcs	Plaque	10	1,500	15,000.00
	pcs	Frame	110	350	38,500.00
	packs (10 pcs. each)	Specialty paper	12	50	600.00
	packs (10 pcs. each)	Sticker paper	4	55	220.00
<b>Total</b>					<b>54,320.00</b>
<b>TITLE OF PROCUREMENT/PURPOSE:</b>					
The items requested will be used as collaterals for the activity during NECM: OIMB-Retail Market Monitoring and Special Concerns Division – Seal of Excellence Award to Liquid Fuels Retail Outlets					
<b>REQUESTED BY:</b>			<b>FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT:</b>		
 <b>LORALAI R. CAPISTRANO</b> OIMB <small>(Signatory as per DO No. 2017-06-0008, Please indicate Name and Position)</small>			ESTIMATED AMOUNT     54,320 -  ALLOCATED PROVIDED     3		
			 <b>RYAN S. DOMASIG</b> OIC-Chief, Budget Division		
<b>RECOMMENDED BY:</b>			<b>REQUESTED BY:</b>		
 <b>ASST. DIR. RODELA I. ROMERO</b> OIMB <small>(Signatory as per DO No. 2017-06-0008, Please indicate Name and Position)</small>			 <b>DIR. RINO E. ABAD</b> OIMB <small>(Signatory as per DO No. 2017-06-0008, Please indicate Name and Position)</small>		
			DATE		

PMD Procurement Code:

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

**DEPARTMENT OF ENERGY**  
**Energy Center, Rizal Drive, Bonifacio Global City, Taguig City**

**ARTICLE**

**APPROVED BUDGET**  
**FOR THE CONTRACT**

**BID PRICE**

**Frames**

**Php 38,500.00**

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**TERMS OF REFERENCE**

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**I. SPECIFICATIONS**

Qty.	Unit	Item Description	ABC (PHP)
110	pcs	<b>Frame for Certificate</b> 1. Wood finished/black border plastic type 2. Preferably would fit a Letter size Certificate or equivalent (21.59 x 29.94 cm dimension)	38,500.00

**II. TERMS AND CONDITIONS:**

1. Bid must be on a per lot basis but must indicate individual price for reference.
2. Bid must be in Philippine Peso inclusive of tax, delivery and other fees.
3. Price quoted must be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of raw materials components and fluctuations in foreign change rates and excise duties.
4. Winning bidder must present to end-user the design of the **Frame for Certificate**. The design must be approved by end-user prior to delivery.
5. Winning bidder should warrant that all items are of high quality and in accordance to specifications and shall be free from defects. If any of the items is found defective, a replacement is necessary within three (3) weeks period upon delivery.
6. Complete delivery must be on or before five (5) calendar days prior to the date of awarding upon receipt of Purchase Order.
7. Payment will be released within thirty (30) days from acceptance of DOE-OIMB and upon completion of the delivery on all items and issuance of certificate of acceptance by the end user.

Recommended by:

  
**LORALAI R. CAPISTRANO**  
Chief, OIMB

Approved by:

  
**DIR. RINO E. ABAD**  
Officer-in Charge, OIMB



**DEPARTMENT OF ENERGY**  
**Energy Center, Rizal Drive, Bonifacio Global City, Taguig City**

**ARTICLE**

**APPROVED BUDGET  
FOR THE CONTRACT**

**BID PRICE**

**Plaques**

**Php 15,000.00**

**TERMS OF REFERENCE**

**I. SPECIFICATIONS**

Qty.	Unit	Item Description	ABC (PHP)
10	pcs	<b>Plaque</b> 1. Oval shaped glass plaque with stand 2. Customized design and text with color variation from red, yellow and blue 3. Standard height around 10 inches	15,000.00


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4. Winning bidder must present to end-user the design of the **Plaque**. The design must reflect the illustration as attached and be approved by end-user prior to delivery.
5. Winning bidder should warrant that all items are of high quality and in accordance to specifications and shall be free from defects. If any of the items is found defective, a replacement is necessary within three (3) weeks period upon delivery.
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**LORALAI R. CAPISTRANO**  
Chief, OIMB

Approved by:

  
**DIR. RINO E. ABAD**  
Officer-in Charge, OIMB

**DEPARTMENT OF ENERGY**  
**Energy Center, Rizal Drive, Bonifacio Global City, Taguig City**

**ARTICLE**

**APPROVED BUDGET**  
**FOR THE CONTRACT**

**BID PRICE**

**Specialty Paper**

**Php 600.00**

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**TERMS OF REFERENCE**


**I. SPECIFICATIONS**

Qty.	Unit	Item Description	ABC (PHP)
12	packs (10 pcs, each)	<b>Specialty paper for Certificate</b> 1. Specialty white board type 2. Glossy 3. 220 GSM 4. Letter size (8 ½ x 11)	600.00


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Recommended by:

  
**LORALAI R. CAPISTRANO**  
Chief, OIMB

Approved by:

  
**DIR. RINO E. ABAD**  
Officer-in Charge, OIMB

**DEPARTMENT OF ENERGY**  
**Energy Center, Rizal Drive, Bonifacio Global City, Taguig City**

**ARTICLE**

**APPROVED BUDGET  
FOR THE CONTRACT**

**BID PRICE**

**Sticker Paper**

**Php 220.00**

**TERMS OF REFERENCE**

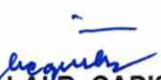
**I. SPECIFICATIONS**

Qty.	Unit	Item Description	ABC (PHP)
4	packs (10 pcs. each)	<b>Sticker paper</b> 1. Self-adhesive and Waterproof 2. Matte white laserjet 3. 105 GSM 4. A4 size	220.00

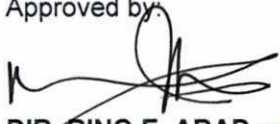
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Recommended by:

  
**LORALAIR. CAPISTRANO**  
Chief, OIMB

Approved by:

  
**DIR. RINO E. ABAD**  
Officer-in Charge, OIMB



## 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]*