

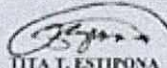
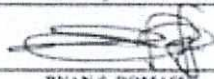
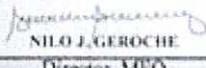
PURCHASE REQUEST

Entity Name: DEPARTMENT OF ENERGY		Fund Cluster: 01	
Division/Office: MFO-ERDUD		PR No. 01-0101-2021-09-0253	Date: 9-25-2021
Responsibility Center Code : 09-001-00-00000-22-01			

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost (Php)	Total Cost
		OTHER SUPPLIES AND MATERIALS			
	unit	HEADSET	20	1,800.00	36,000.00
	pc	FLASH DRIVE, 32GB	350	400.00	140,000.00
	pc	BALLPENS	450	5.00	2,250.00
	pc	NOTEBOOKS	450	15.00	6,750.00
	box	FACEMASK, 50s	430	100.00	43,000.00
	pc	EXPANDED ENVELOPE, Plastic	380	50.00	19,000.00
	bottles	ALCOHOL, 500ml, 70%	200	100.00	20,000.00
	pc	SOAP	400	50.00	20,000.00
	pc	SIGN PEN	430	25.00	10,750.00
		TOTAL			297,750.00

TITLE OF PROCUREMENT/PURPOSE:

FOR GAD CREATES ACTIVITIES

REQUESTED BY:  BITA T. ESTIPONA Administrative Officer IV DATE _____ (Signature as per DO No. 2017-06-0008, Please Indicate Name, and Position)	FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT: ESTIMATED AMOUNT: 297,750.00 ALLOCATED PROVIDED:  RYAN S. DOMASAC OIC-Chief, Budget Division DATE _____
RECOMMENDED BY:  ERNESTO P. OBELIDHON Chief SRS DATE _____ (Signature as per DO No. 2017-06-0008, Please Indicate Name, and Position)	APPROVED BY:  NILO J. GEROCHE Director, MFO DATE _____ (Signature as per DO No. 2017-06-0008, Please Indicate Name, and Position)

FMD : FGD/ IMB/ JPC/ ASC

FMD 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
20	pc	Head set, with Mic and Noise Cancellation	1,800.00	36,000.00
350	length	Flashdrive, 32gb	400.00	140,000.00
450	length	Ballpens, black	5.00	2,250.00
450	pc	Notebooks, spring	15.00	6,750.00
430	box	Facemask, 50s	100.00	43,000.00
380	pc	Expanded Envelop, Plastic	50.00	19,000.00
200	box	Alcohol, Ethyl, 500ml 70%	100.00	20,000.00
400	pc	Soap, germicidal, 130gm	50.00	20,000.00
430	pc	Sign Pen, gel, black	25.00	10,750.00
		TOTAL		297,750.00

Place of Delivery: DEPARTMENT OF ENERGY - 3RD FLOOR, TOLENTINO BUILDING,
CANDELARIA AVE., ECOLAND, DAVAO CITY

Delivery Terms: WITHIN 30 DAYS UPON RECEIPT OF PURCHASE ORDER

Payment Terms: 100% OF THE PAYMENT WILL BE RELEASED WITHIN 15 DAYS UPON
RECEIPT OF STATEMENT OF ACCOUNT

Other Terms:

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

Approved by:


NILO J. GEROCHÉ
 Director

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]