

PURCHASE REQUEST

Entity Name:

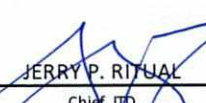
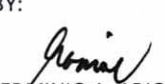
DEPARTMENT OF ENERGY

Fund Cluster: 01

Division/Office: ITMS-ITD		PR No. 02-0101-2021-11-0329 Responsibility Center Code: 09-001-00-00000-14-01		Date:	
Property No.	Unit	Item Description	Quantity	Unit Cost (Php)	Total Cost
	lic	LASERFICHE FORMS PORTAL FOR SINGLE FORM SERVER	1	580,000.00	580,000.00
		PERPETUAL LICENSE			
		Allows organization to enable public forms submissions			
	lot	LASERFICHE PROFESSIONAL PACK	1	35,000.00	35,000.00
		Software Installation, Configuration and Testing			
		Implementation and End-user Training			
		Up to 24 hours online session			
		and 3 onsite visits if necessary			
		View reports, View their instance history			
		TOTAL			615,000.00

TITLE OF PROCUREMENT/PURPOSE:

Implementation of CY2021 Information Systems Strategic Plan (ISSP) Project

REQUESTED BY:  RICHARD DENNIS M. PIMENTEL _____ ITO II, ITO Date (Signatory as per DO No. 2017-06-0008, Please indicate Name and Position)	FUNDING FOR CONTRACTED-OUT REPAIR/SERVICE/PROJECT: ESTIMATED AMOUNT: _____ Php615,000.00 ALLOCATED PROVIDED: _____  RYLAN S. DOMASIG OIC, Budget Division
RECOMMENDED BY:  JERRY P. RITUAL _____ Chief, ITO Date (Signatory as per DO No. 2017-06-0008, Please indicate Name and Position)	APPROVED BY:  HERMINIO A. ARIOLA, CESO IV _____ Director, ITMS Date (Signatory as per DO No. 2017-06-0008, Please indicate Name and Position)

PMD: FGD / IMR / JPC / ASC

PMD Procurement Code:

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

TERMS OF REFERENCE
**PROCUREMENT OF 1 LICENSE LASERFICHE FORMS PORTAL
FOR SINGLE FORM SERVER**

Approved Budget for the Contract (ABC): Php 615,000.00

Item	Qty	Unit	Item Description
1	1	lic	LASERFICHE FORMS PORTAL FOR SINGLE FORM SERVER (PERPETUAL LICENSE)
			Allows organization to enable public forms submissions
2	1	lot	LASERFICHE PROFESSIONAL PACK
			Software Installation, Configuration and Testing
			Implementation and End-user Training
			Up to 24 hours online session
			and 3 onsite visits if necessary

License Features/Functionalities:

1. The license shall allow creation of pre-configured forms such as event registration, service request, online appointment, feedback form, job application form, and so on available to the general public.
2. The license shall allow the data submitted by the public user via the Forms Portal to be used in the automated internal process flows (such as review, routing, and approval, among other things) and document generation (i.e., certificates, IDs, attendance sheets, appointment forms, feedback forms, job application forms, among others).
3. The license shall enable public users to submit forms to the Department of Energy without requiring a user login, and it shall include a link to be posted in the DOE Website that allows anyone to access and upload documents as needed.

Terms of Payment:

100% of the contract price shall be paid upon complete delivery as certified

by the end-user, issuance of end-user's acceptance certificate and submission of complete documents (i.e., invoice, delivery receipts, among others)

Terms of Delivery:

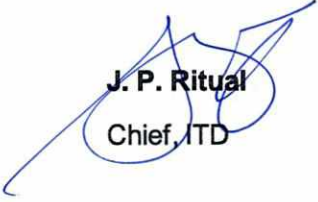
30 Days upon receipt of Notice to Proceed (NTP)

Others:

The ABC includes all necessary taxes.

Prepared by:

Approved by:



J. P. Ritual
Chief, ITD



H. A. Ariola, CESO IV
Director, ITMS

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]