

## Terms of Reference

Article : **Printing and Binding of Philippine Energy Plan 2020-2040**  
Quantity : 200 pcs - printed copy  
ABC : **PhP 500,000.00**

### A. Scope of Work

1. Concept, layout design for offset printing of books (with text, original stock photos, infographic tables and graphs, infographics)

At least 3 Layout Design Studies for Cover

At least 3 Layout Design Studies for Inside (templates)

Layout design (Specialized for concept/layout design)

Design prepared for offset printing specs (AP CS2/ AI CS2/ INDESIGN CS)

Layout design for the approved concept (1-2)

Progressive proofing – digital printout (3-4 Revisions)

Pages – cover to cover

With free concept studies (Specialized concept for book designing)

3 Concept studies for cover and inside (Templates)

2. Offset printing with the following specifications:

Description: **PHILIPPINE ENERGY PLAN 2020-2040**

Size : A4

Pages : 310 pages including cover, 2 sides printing

Stock : Cover 200 lbs.

Inside – Matte coated 100 lbs.

Color : Cover – Full colors

Inside – Full colors

Lamination : Matte lamination, Spot UV on cover

Binding : Perfect binding

Others : With concept, design lay-out

### B. Bidder must :

1. Submit at least three (3) samples of previously printed and bounded materials to verify the quality of the service.
2. Submit at least three (3) designs each for cover and inside pages after receipt of PO to choose from.
3. Submit certification of very satisfactory rating from previously awarded similar contract.

4. Have a dedicated artist for the project to facilitate immediate coordination and proper understanding between client and printer/publisher on conceptualization and creative input during the layout and design.

5. Proofing:

- Initial submission of proofing for review and correction – Within one week after receipt and concurrence of Work Order.
- Progressive proofing should be done within two (2) days for minor correction and three (3) days for major correction.

C. Delivery: Forty-five (45) days after approval of final blueprint.

D. Winning bidder should provide e-file copy in PDF format of the PEP 2020-2040

E. Payment Term:

1. Within thirty (30) days upon full delivery of printed copies and issuance of the end-user of the Certificate of Acceptance.
2. Total bid price is inclusive of cost of taxes and other charges, such as bank charges.

Recommended by:

  
**Francis Richard O. Rabulan**  
OIC-Chief, Planning Division

Approved by:

  
**Michael O. Sinocruz**  
Assistant Director, EPPB

## PURCHASE REQUEST

Entity Name: DEPARTMENT OF ENERGY

Fund Cluster: 01

[illegible]

**PMD:** FGD/ IMR/ JPC/ ASC

PMD Procurement Code:

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



**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]*