

PURCHASE REQUEST

01

Entity Name: **DEPARTMENT OF ENERGY**

Fund Cluster:

Division/Office :		PR No.	Date:		
GSD		01-0101-2021-10-274	12-Oct-21		
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pcs	Curtain light: 360 LED curtain light warm white length 7 mtrs. Or 22.8ft. Per set 36 strands/1mtr. (10 LEDS) per strand.	6	1,800.00	10,800.00
	pcs	Artificial poinsettia flowers glitter, small red	24	100.00	2,400.00
	pcs	Artificial poinsettia flowers glitter, big red	24	250.00	6,000.00
	pcs	Artificial poinsettia flowers glitter, small blue	24	125.00	3,000.00
	pcs	Artificial poinsettia flowers glitter, big blue	24	250.00	6,000.00
	pcs	Artificial poinsettia flowers glitter, big gold	24	250.00	6,000.00
	pcs	Artificial poinsettia flowers glitter, small gold	24	150.00	3,600.00
	pcs	Glittering palm leaves insert christmas décor, glod	24	150.00	3,600.00
	pcs	Glittering palm leaves insert christmas décor, red	24	150.00	3,600.00
	pcs	Christmas balls, small red (12pcs/pack)	6	570.00	3,420.00
	pcs	Christmas balls, big red (6pcs/pack)	10	570.00	5,700.00
	pcs	Christmas balls, big blue (6pc/pack)	12	570.00	6,840.00
	pcs	Christmas balls, small blue (8pcs/pack)	6	565.00	3,390.00
	pcs	Christmas balls, big gold (6pcs/pack)	10	570.00	5,700.00
	pcs	Christmas décor, small gold (8 pcs/pack)	14	450.00	6,300.00
	pcs	Christmas garland decoration, green 9ft/lgth	16	350.00	5,600.00
	pcs	LED string christmas lights, warm white, frosted only	10	650.00	6,500.00
	pcs	Premium artificial christmas tree with solid metal stand 8ft green	2	15,700.00	31,400.00
	pcs	Parol Lantern, 8 ft diameter	4	60,000.00	240,000.00
----- Nothing Follows -----					

TITLE OF PROCUREMENT/PURPOSE: Procurement of materials for the DOE christmas décor of NECM 2021.

<p>REQUESTED BY:</p> <p style="text-align: center;"><i>[Signature]</i> Engr. JERICHO O. BRAGADO Chief, GSD</p> <p style="text-align: right;">Date</p> <p><small>(Signatory as per DO No. 2017-06-0008, Please indicate Name and Position)</small></p>	<p>FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT:</p> <p>ESTIMATED AMOUNT: Php 359,850.00</p> <p>ALLOCATED PROVIDED: <i>[Signature]</i></p> <p style="text-align: right;">RYAN S. DOMASIG OIC, Budget Division</p>
<p>RECOMMENDED BY:</p> <p style="text-align: center;">_____</p> <p style="text-align: right;">Date</p> <p><small>(Signatory as per DO No. 2017-06-0008, Please indicate Name and Position)</small></p>	<p>APPROVED BY:</p> <p style="text-align: center;"><i>[Signature]</i> PACIFICO A. AVENIDO JR. Dir. OIC-Administrative Services</p> <p style="text-align: right;"><i>[Signature]</i> Date</p> <p><small>(Signatory as per DO No. 2017-06-0008, Please indicate Name and Position)</small></p>

PMD: *[Signature]* FSD/ IMR/ JPC/ ASC

PMD Procurement Code:
01-Goods; 02-Services; 03-Consulting Services; 04-Infrastructure;

05-Capital Outlay

*Recd
Specimen
10/6/21*

**Department of Energy
General Service Division (GSD)**

Terms of Reference

Project Procurement of materials for the DOE Christmas décor of NECM 2021

Location Energy Center, Rizal Drive, Bonifacio Global City (BGC), Taguig City

Qty	unit	Description	Unit Cost	Total Cost
6	pc	Curtain light, 360 LED curtain warm white length 7 meter, or 22.8ft. Per set 36 strands/1meter. (10 LEDS) per strand	1,800.00	10,800.00
24	pc	Artificial Poinsettia Flowers Glitter, small red	100.00	2,400.00
24	pc	Artificial Poinsettia Flowers Glitter, big red	250.00	6,000.00
24	pc	Artificial Poinsettia Flowers Glitter, small blue	125.00	3,000.00
24	pc	Artificial Poinsettia Flowers Glitter, big blue	250.00	6,000.00
24	pc	Artificial Poinsettia Flowers Glitter, big gold	250.00	6,000.00
24	pc	Artificial Poinsettia Flowers Glitter, small gold	150.00	3,600.00
24	pc	Glittering Palm Leaves Insert Christmas Décor, gold	150.00	3,600.00
24	pc	Glittering Palm Leaves Insert Christmas Décor, red	150.00	3,600.00
6	pack	Christmas Balls, small red, 12pcs/pack	570.00	3,420.00
10	pack	Christmas Balls, big red, 6pcs/pack	570.00	5,700.00
12	pack	Christmas Balls, big blue, 6pcs/pack	570.00	6,840.00
6	pack	Christmas Balls, small blue, 8pcs/pack	565.00	3,390.00
10	pack	Christmas Balls, big gold, 6pcs/pack	570.00	5,700.00
14	pack	Christmas Balls, small gold, 8pcs/pack	450.00	6,300.00
16	unit	Christmas Garland Decoration, green, 9feet long	350.00	5,600.00
10	unit	LED String Christmas Lights, warm white, 100LED lights, frosted only	650.00	6,500.00
2	unit	Premium Artificial Christmas Tree with Solid Metal Stand (8 ft), green	15,700.00	31,400.00
4	unit	Parol Lantern, 8ft diameter, Metal framing, thick plastic covering, Minimum of 100 meters LED strip lights	60,000.00	240,000.00
		Total		359,850.00

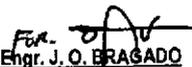
Other Terms and Condition

1. The supplier must submit photos, brochures and/or sample of the items subject to review and approval by the End-user.
2. The price quoted must be firm and irrevocable for three(3) months and not subject to any change whatsoever even due to change of cost of raw material components and fluctuations in foreign exchange rates and excise duties.
3. Delivery terms: 15 days upon receipt of approved Purchase Order (PO).
4. Total Bid Price is inclusive of cost of duties, taxes and other incidental expenses.
5. Payment Terms: 30 calendar days upon submission of complete documents, subject to the usual government auditing and accounting procedures. Payment is through List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA)

Prepared by

R. L. Angeles

Endorsed by :

For: 
Engr. J. O. BRAGADO
Chief, General Service Division

Approved by

P. A. AVENIDO, JR

Dir. OIC-Administrative Services

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]