

TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS

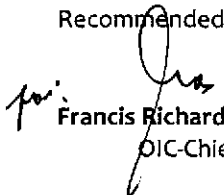
Particulars	Specifications
Heavy Duty Scanner	<ul style="list-style-type: none"> ▪ Versatile, durable, high-speed and high volume scanning <i>Scan speed up to 45-65 ppm</i> <i>Can scan small and fragile documents; large size documents up to A3 size</i> ▪ Automatic Document Feeder (ADF) -up to 100 sheets ▪ Media Handling: <i>Can handle variety of media types from paper documents to plastic/business cards between 27-413gsm</i> ▪ Automatic Feeding Mode and Size Recognition <i>Can scan continuously large volume of documents up to A3 size and can scan documents of different sizes without the need to arrange by size</i> ▪ Paper Protection Function <i>Unit automatically stops upon detection of any abnormal feeding, stapled or folded paper so as to prevent damage to documents</i> ▪ Glass Dirt Detection (Image Sensor) <i>Prompts notification upon detection of dirt before scanning to prevent the bad image quality outcome</i> ▪ Technical Specifications: <i>Scanner Type: one-pass duplex color scanner</i> <i>Scan Speed: up 45-65ppm</i> <i>Sensor Type: Contact Image Sensor (CIS)</i> <i>Scanning Method: Fixed carriage and moving document</i> <i>Light Source: RGB LED</i> <i>Optical Resolution: 600 X 600 dpi</i> <i>Output Resolution: 50 - 1,200 dpi (in 1 dpi increments)</i> <i>Document Size: Minimum: 50.8 x 50.8 mm / Max: 215.9 x 6096 mm</i> <i>Supported paper weight: 27-413 g/m2</i> <i>Multi-feed Detection: Ultrasonic Sensor and Length Detection</i> <i>Interface : USB 3.0</i> <i>Scanner Drivers and software</i> <i>Electrical Specs: AC 100-240 V</i> <i>Warranty: One (1) year on parts and service</i>
Binding and Punching Machine	<ul style="list-style-type: none"> ▪ Equipped with two (2) hand lever system for punching and binding ▪ 330 mm punching width and adjustable to any format, diameter, gauge and comb ▪ Individual adjustable punching dies with variable margin depth ▪ Manual Binding Capacity: 50 mm or 425-500 sheets of paper (70 gsm) ▪ With English operation manual ▪ Warranty: One (1) year on parts and services
Digital Voice Recorder	<ul style="list-style-type: none"> ▪ Built-in Memory - at least 4GB, expandable via microSD cards ▪ Built-in microphone ▪ Channel: Stereo ▪ LCD backlight ▪ Recording monitor ▪ Recording and Playback Format: MP3, WMA, etc ▪ Earphone jack ▪ USB connectivity ▪ Functionality: Voice-operated Recording or equivalent <ul style="list-style-type: none"> Noise Cut Filter Low Cut Filter Digital Pitch Control USB Charge ▪ Battery Life: 20 hours (min) ▪ Built-In Lithium Battery ▪ Warranty: One (1) year on parts and service ▪ Accessories: Instruction manual <ul style="list-style-type: none"> Handstrap Pouch

Particulars	Specifications
Paper Shredder Machine	<ul style="list-style-type: none"> ▪ Strip-cut or cross-cut ▪ Receptacle Volume: Minimum bin capacity - 20 liters, see through or translucent paper bin ▪ Sheet Capacity: Ten (10) sheets maximum using 70 gsm paper; or eight (8) sheets maximum using 80gsm paper ▪ Intake Throat Width: 220mm minimum ▪ Cutting Width: 4mm maximum ▪ Cutting Speed: 50 mm/second ▪ Can also shred paper clips, staple wires ▪ Electric Motor: 150 watts (minimum) ▪ Continuous Run Time: 10 minutes minimum ▪ Auto Feed/ Start / Stop control ▪ Mobility: with ball casters ▪ With Operating Manual in English ▪ Warranty: One (1) year on parts and service Three (3) years on cutter blades <p>Other Specifications:</p> <ul style="list-style-type: none"> ▪ With Automatic reverse function to avoid paper jam ▪ Safety Sensor : Unit automatically shuts off when hands are too close to the paper entry ▪ Bin full and overheat indicator ▪ Silent Operation: Unit is designed for reduced noise in shared workspaces or department copy rooms ▪ Green specification: Energy Savings - With power-saving sleep mode or auto off when not in use ▪ Precautionary Labeling: "Do not overload, do not over-use to avoid over heating"

Terms and Conditions:

- 1 Bids should be on a per item basis.
- 2 Prices quoted shall 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.
- 3 Supplier should warrant that all items are of first quality and in accordance to specifications and shall be free from defects. If any of the item is found defective, a replacement is necessary within three (3) weeks period upon delivery.
- 4 Delivery terms should be within forty-five (45) days upon receipt of original Purchase Order (P.O.) by the supplier.
- 5 Payment will be released within thirty (30) days from acceptance of DOE-PPMD and upon completion of the delivery on all items and issuance of certificate of acceptance from the end user.
- 6 Bid price must cover all cost such as freight, brokerage, duties, taxes etc. attendant to the delivery of the items at Supply and Property Management Division (SPMD), Main building of DOE.

Recommended by:

for: 
Francis Richard O. Rabulan
DIC-Chief, PD

Approved by:


Jesus T. Tamang
Director, EPPB



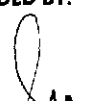

PURCHASE REQUEST

Entity Name: DEPARTMENT OF ENERGY

Fund Cluster: 01

[illegible]

TITLE OF PROCUREMENT/PURPOSE:
For office use of Planning and EICC

<p>REQUESTED BY:</p> <p></p> <p>FRANCIS RICHARD O RABULAN</p> <p>OIC-Chief, PD</p> <p>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</p> <p>_____</p> <p>DATE</p>	<p>FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT:</p> <p>ESTIMATED AMOUNT: <u>₱99,000.00</u></p> <p>ALLOCATION PROVIDED:</p> <p></p> <p>RYAN S. DOMASIG</p> <p>OIC-Chief, Budget Division</p> <p>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</p> <p>_____</p> <p>DATE</p>
<p>RECOMMENDED BY:</p> <p></p> <p>MICHAEL O. SINOCRUZ</p> <p>Assistant Director, EPPB</p> <p>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</p> <p>_____</p> <p>DATE</p>	<p>APPROVED BY:</p> <p></p> <p>JESUS T. TAMANG</p> <p>Director, EPPB</p> <p>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</p> <p>_____</p> <p>DATE</p>

PMD: FPD/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]

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]