





## PURCHASE REQUEST

**Entity Name:**

DEPARTMENT OF ENERGY

**Fund Cluster:**[illegible]

**TITLE OF PROCUREMENT/PURPOSE:** Repair and refill of fire extinguisher

<p>REQUESTED BY:</p> <p><u>Engr. JERICO O. BRAGADO</u>    Chief, GSD</p> <p>_____  Date</p> <p>(Signatory as per DO No. 2017-06-0008, Please indicate Name and Position)</p>	<p>FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT:</p> <p>ESTIMATED AMOUNT: <u>80,000.00</u></p> <p>ALLOCATED PROVIDED: <u></u>  ELISA B. MORALES  Chief, Budget Division</p>
<p>RECOMMENDED BY:</p> <p><u>Dir. PACIFICO A. AVENIDO JR.</u>    Administrative Services</p> <p>_____  Date</p> <p>(Signatory as per DO No. 2017-06-0008, Please indicate Name and Position)</p>	<p>APPROVED BY:</p> <p><u>OIC-Usec. ROBERT B. UY</u>    OIC, Undersecretary</p> <p><u>4 Jun '24</u>  Date</p> <p>(Signatory as per DO No. 2017-06-0008, Please indicate Name and Position)</p>

PMD: FGD/ IMR/ JPC/ ASC

PMD Procurement Code:

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

**Department of Energy**  
**General Service Division**

**Terms of Reference**

Project : **Repair and refill of fire extinguisher**

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

Items	Description	Total Cost
1 lot	80 units of Dry Chemical 10lbs.	80,000.00
	4 units of Dry Chemical 20lbs.	
	5 unit of HCFC 123	
	<b>Total Amount</b>	<b>Php 80,000.00</b>

**Scope of Works**

1. Repair / refill of fire extinguisher which will include the following;
  - a. Hydrostatic testing to ensure pressure strength.
  - b. Chamber de-rusting.
  - c. Valve Checking / resetting, replace if needed.
  - d. Checking all spare parts, replacement if needed
  - e. General repairs
  - f. Pressure recharging
  - g. Repainting
2. Provisions of tags to each cylinder with proper date printed.
3. Install canister holder to mount / hold fire extinguisher on walls.

**Specifications and Conditions**

1. Dry type (mono ammonium phosphate) shall be 80% purity minimum.
2. Refilled dry chemicals shall be subjected to chemistry and weight testing at Philippines Institute and Applied Chemistry (PIPAC) at the expense of the winning supplier(for Dry Chemicals).
3. The winning supplier shall give at least (1) year warranty on the materials supplied and workmanship.
4. Prior to pull out of the units for refilling / repair, the contractor shall provide good condition spare units for fire extinguisher being pulled out with the same capacity and type of chemical. These will be used temporarily as spare units and will only be pulled out upon return / delivery of the same.
5. The bidders offered items will be evaluated by end-user according to its specification, quality and price and will be awarded on per lot basis.
6. Price must include cost of labor, travel and other reasonably anticipated expenses.
7. 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.
8. Bid price must be in Philippine currency and must be inclusive of taxes and duties.
9. Delivery Terms: Within 30 days upon receipt of Purchase Order.
10. Payment within 30 days upon receipt and acceptance of delivery thru LDDAP - ADA

Prepared by:

R. L. Angeles

Endorsed by:

**Engr. J. O. BRAGADO**  
Chief, General Service Division

Approved by:

**Dir. P. A. AVENIDO, JR**  
Administrative Services

**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]*