## PURCHASE REQUEST

Entity Name:		DEPARTMENT OF ENERG	Y	Fund Clust	ter:	01			
Division/Office:		PR No.	02.0027		Date:	0524 1 2021			
/ GSI		Responsibility Center Code: 09-001-00-00000-12-01							
Stock/ Property No.	Unit	Item Descrip	otion	Quantity	Unit Cost	Total Cost 300,000.00			
	lot	Re-upholstery of various sofa	S	1	300,000.00				
		19 units	Three seater sofa						
		16 units	Single Seater Sofa						
		4 units	Foot Stool						
		Nothing Fol	lows	_					
	-								
			· · · · · · · · · · · · · · · · · · ·						
TILE OF PROC	UREMENT/I	PURPOSE: Re-upholstery of var	ious sofas						
DEOUESTED	RV.		FUNDING FOR CONTRACT	ΓED-OUT REPA	IR/SERVICES/PR	OJECT:			
KEQCESTED DI.			ESTIMATED AMOUNT:	3	300,000.00				
			ALLOCATED PROVIDED:		A ELISA B. MOI	reliv			
// (Signatory as per DO N	- 6	Please indicate Name and Position)		1	Chief, Budget D	اماء			
RECOMMEN  Dir. PA	CIFICO Administra	A. AVENIDO JR. OZILLY rative Services Date  Please indicate Name and Position)	OIC-Usec. F OIC, Ur (Signatory as per DO No. 2017-06-000	ndersecretary		4 Mw 21 Date			
			<u> </u>						

PMD: F IMR/JPC/ASC

PMD Procurement Code: 01-Goods; 02-Services; 03-Consulting Services; 04-Infrastructure; 05-Capital Outlay

TO BE	FILLI	ED4N	THREE	(3) CO	PIES
DFP	ART	MEN	O TV	F ENI	ERGY

## REQUEST FOR SERVICES (RFS)

FORM A

	FORM A						
TO BE FILLED BY REQUESTING UNIT	TO BE FILLED BY THE GENERAL SERVICES DIVISION						
NAME OF REQUESTING DIV./SERVICES/BUREAU/Exect.Office	RFS NUMBER:	DATE PREPARED:  March 11, 2021					
AS/GSD	2103-168-CW-AS-GSD-CX						
DESCRIPTION / TITLE							
Repair and Re- Upholstery of various DOE Sofa:	I. REPAIR / SERVICES REQUESTED - Attach the duly accomplished Pre-Re	•					
19 units (3 seaters) Sofa	[ ] IN-HOUSE [ x ]  [ ] REPAIR & MAINTENANCE	CONTRACTED-OUT					
16 units Single Seater Sofa	[] SERVICE VEHICLES [] [] EQUIPMENT [] []	BUILDING/FACILITIES FURNITURE CANALS/SEWERAGE					
4 units Foot Stool	[ ] GROUNDS [ ] [ ] [ ] PAINTING [ ] [ ] TILES [ ] [ ]	UTILITIES VARNISHING WATER CRAFTS					
(\$360,060.66)	II. DOE MAIN CONFERENCE/TRAININ						
	- Formerly Audio-Visual Room (AVR	DATA BANK LOBBY USE SOUND SYSTEM HANDHELD MICS,(pcs.) MIC. STANDS, (pcs.) SCREEN STAGE					
REQUESTED BY: Services requisitioned are necessary and will be used solely for purposes stated.  ENGR. JERICHO D. BRAGADO	APPROVED BY:						
SIGNATURE OVER PRINTED NAME Date (Chief, General Service Division)	SIGNATURE OVER PRINTED NAME (Director / ASEC / USEC / SEC)	Date					
RECOMMENDED BY:  SIGNATURE OVER PRINTED NAME Date (Chief, General Service Division)	PACIFICO A. AVENIDO, JR. SIGNATURE OYER PRINTED NAME (OIC-Director, Administrative Services)	KM21 Date					

# Department of Energy General Service Division (GSD)

#### **Terms of Reference**

**Project** 

Repair and re-upholetry of various sofa

Location

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

Items no.	Qty	unit	Description		Total Cost
1	1	lot	Repair and re-upholstery of various sofas		300,000.00
			19 units Three seater sofa		
			16 units Single Seater Sofa		
			4 units Foot Stool		
	_		Total Amount	Php	300,000.00

#### Other Terms and Condition

- 1. The supplier must submit photos and/or brochures of the items subject to review and approval by the End-user.
- 2. Price must include cost of labor, travel and other reasonably anticipated expenses.
- 3. The old covers, foam and other replaced items should be surrendered to GSD for submission of waste materials.
- 4. The price qouted 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 flunctuations in foreign exchange rates and excise duties.
- 5. Bid price must be in Philippine currency and must be inclusive of taxes and duties.
- 6. Delivery Terms: Within 30 days upon receipt of Purchase Order.
- 7. 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:

OIC-Directr, Administrative Services

# Sofas Re-upholstery

Locations	Three Seater Sofa	Single Seater Sofa	Existing Materials
GSD	3	1	Leatherrete
ERDB	6	2	Leatherrete
AVR	2		Fabric
COA	2		Leatherrete & Fabric
EPIMB	2	7	Leatherrete & Fabric
Legal Service	1		Leatherrete
OASEC RED	1	2	Leatherrete
OIMB	2	4	Leatherrete
	19	16	

<sup>\*</sup> Four unit Foot stool at 4/f PNOC Bldg. 5

Prepared by:

Noted by:

R. L. Angeles

Engr. J.O./BRA

Chief. GSD

### **Omnibus Sworn Statement (Revised)**

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES	S)
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:
  - 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	<b>WITNESS</b>	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]