

219

Fund Cluster: 01

300,000.00

The trophy will be used for the Energy Efficiency Excellence (EEE) Awards

(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)

PMD Procurement Code:

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



DEPARTMENT OF ENERGY
REQUEST FOR SERVICES (RFS)
FORM A

TO BE FILLED IN THREE (3) COPIES

TO BE FILLED BY REQUESTING UNIT		TO BE FILLED BY THE GENERAL SERVICES DIVISION																																			
NAME OF REQUESTING DIV./SERVICES/BUREAU/Exec. Office EUMB - EPMPD		RFS NUMBER: 2108-363- Promotional- EUMB-cx	DATE PREPARED: 8/11/21																																		
DESCRIPTION / TITLE Procurement of Trophies for the Energy Efficiency Awards through Alternative Mode of Procurement (AMP)		I. REPAIR / SERVICES REQUESTED <input type="checkbox"/> IN-HOUSE <input checked="" type="checkbox"/> CONTRACTED-OUT <input type="checkbox"/> REPAIR & MAINTENANCE <table border="0"><tr><td><input type="checkbox"/> SERVICE VEHICLES</td><td><input type="checkbox"/> BUILDING/FACILITIES</td></tr><tr><td><input type="checkbox"/> EQUIPMENT</td><td><input type="checkbox"/> FURNITURE</td></tr><tr><td><input type="checkbox"/> SERVICE ROADS</td><td><input type="checkbox"/> CANALS/SEWERAGE</td></tr><tr><td><input type="checkbox"/> GROUNDS</td><td><input type="checkbox"/> UTILITIES</td></tr><tr><td><input type="checkbox"/> PAINTING</td><td><input type="checkbox"/> VARNISHING</td></tr><tr><td><input type="checkbox"/> TILES</td><td><input type="checkbox"/> WATER CRAFTS</td></tr><tr><td><input type="checkbox"/> OTHERS</td><td></td></tr></table> II. MAIN CONFERENCE ROOM/TRAINING ROOM SERVICES <table border="0"><tr><td><input type="checkbox"/> MAIN CONFERENCE ROOM</td><td><input type="checkbox"/> DATA BANK LOBBY USE</td></tr><tr><td><input type="checkbox"/> TRAINING ROOM USE</td><td><input type="checkbox"/> SOUND SYSTEM</td></tr><tr><td><input type="checkbox"/> CONFERENCE MICs</td><td><input type="checkbox"/> HANDHELD MICs, (____pcs.)</td></tr><tr><td><input type="checkbox"/> LAPEL MICs</td><td><input type="checkbox"/> MIC. STANDS, (____pcs.)</td></tr><tr><td><input type="checkbox"/> LCD PROJECTOR</td><td><input type="checkbox"/> SCREEN</td></tr><tr><td><input type="checkbox"/> AUDIO-VIDEO PLAYER</td><td><input type="checkbox"/> STAGE</td></tr><tr><td><input type="checkbox"/> ROSTRUM</td><td></td></tr><tr><td><input type="checkbox"/> LIGHTINGS</td><td></td></tr><tr><td><input type="checkbox"/> NO. OF GUESTS / PARTICIPANTS _____</td><td></td></tr><tr><td><input type="checkbox"/> OTHERS (PLEASE SPECIFY) _____</td><td></td></tr></table>		<input type="checkbox"/> SERVICE VEHICLES	<input type="checkbox"/> BUILDING/FACILITIES	<input type="checkbox"/> EQUIPMENT	<input type="checkbox"/> FURNITURE	<input type="checkbox"/> SERVICE ROADS	<input type="checkbox"/> CANALS/SEWERAGE	<input type="checkbox"/> GROUNDS	<input type="checkbox"/> UTILITIES	<input type="checkbox"/> PAINTING	<input type="checkbox"/> VARNISHING	<input type="checkbox"/> TILES	<input type="checkbox"/> WATER CRAFTS	<input type="checkbox"/> OTHERS		<input type="checkbox"/> MAIN CONFERENCE ROOM	<input type="checkbox"/> DATA BANK LOBBY USE	<input type="checkbox"/> TRAINING ROOM USE	<input type="checkbox"/> SOUND SYSTEM	<input type="checkbox"/> CONFERENCE MICs	<input type="checkbox"/> HANDHELD MICs, (____pcs.)	<input type="checkbox"/> LAPEL MICs	<input type="checkbox"/> MIC. STANDS, (____pcs.)	<input type="checkbox"/> LCD PROJECTOR	<input type="checkbox"/> SCREEN	<input type="checkbox"/> AUDIO-VIDEO PLAYER	<input type="checkbox"/> STAGE	<input type="checkbox"/> ROSTRUM		<input type="checkbox"/> LIGHTINGS		<input type="checkbox"/> NO. OF GUESTS / PARTICIPANTS _____		<input type="checkbox"/> OTHERS (PLEASE SPECIFY) _____	
<input type="checkbox"/> SERVICE VEHICLES	<input type="checkbox"/> BUILDING/FACILITIES																																				
<input type="checkbox"/> EQUIPMENT	<input type="checkbox"/> FURNITURE																																				
<input type="checkbox"/> SERVICE ROADS	<input type="checkbox"/> CANALS/SEWERAGE																																				
<input type="checkbox"/> GROUNDS	<input type="checkbox"/> UTILITIES																																				
<input type="checkbox"/> PAINTING	<input type="checkbox"/> VARNISHING																																				
<input type="checkbox"/> TILES	<input type="checkbox"/> WATER CRAFTS																																				
<input type="checkbox"/> OTHERS																																					
<input type="checkbox"/> MAIN CONFERENCE ROOM	<input type="checkbox"/> DATA BANK LOBBY USE																																				
<input type="checkbox"/> TRAINING ROOM USE	<input type="checkbox"/> SOUND SYSTEM																																				
<input type="checkbox"/> CONFERENCE MICs	<input type="checkbox"/> HANDHELD MICs, (____pcs.)																																				
<input type="checkbox"/> LAPEL MICs	<input type="checkbox"/> MIC. STANDS, (____pcs.)																																				
<input type="checkbox"/> LCD PROJECTOR	<input type="checkbox"/> SCREEN																																				
<input type="checkbox"/> AUDIO-VIDEO PLAYER	<input type="checkbox"/> STAGE																																				
<input type="checkbox"/> ROSTRUM																																					
<input type="checkbox"/> LIGHTINGS																																					
<input type="checkbox"/> NO. OF GUESTS / PARTICIPANTS _____																																					
<input type="checkbox"/> OTHERS (PLEASE SPECIFY) _____																																					
REQUESTED BY: Services requisitioned are necessary and will be used solely for purposes stated. JIMWEL B. BALUNDAY SIGNATURE OVER PRINTED NAME (Div. Chief/Exec. Asst./Head of Operating Unit) _____ Date _____		 DIR. PATRICK T. AQUINO, CESO III SIGNATURE OVER PRINTED NAME (EUMB) _____ Date _____																																			
RECOMMENDED BY: Engr. JERICO O. BRAGADO SIGNATURE OVER PRINTED NAME (Chief, General Services Division) _____ DATE _____		APPROVED BY: DIR. PACIFICO A. AVENIDO, JR. SIGNATURE OVER PRINTED NAME (Administrative Services) _____ DATE 13 Aug 21																																			

DEPARTMENT OF ENERGY
Energy Center, Rizal Drive, Bonifacio Global City

TERMS OF REFERENCE

QUANTITY	ARTICLE	APPROVED BUDGET
50 pcs.	Procurement of Trophies for the Energy Efficiency Awards through Alternative Mode of Procurement (AMP)	₱ 300,000.00

1.) Item Description

ITEM DESCRIPTION	QUANTITY
15" Acrylic Kryptonite Trophy – Glass with wood base with LED Light <ul style="list-style-type: none">• Including concept; and• Colored Print with Engrave / UV Print• With individual box Following citations will be awarded: <ul style="list-style-type: none">a. Energy Efficiency Excellence Award (EEE) Awards for Industries and Buildingsb. EEE Awards for Outstanding Individual / Groupsc. EEE Awards for Governmentd. Special Awards for EEE	50
Total:	50

2.) Approved Budget for Contract

The approved budget is Three Hundred Thousand Pesos (₱300,000.00) inclusive of all applicable government taxes and service charge.


3.) Terms

- a. Bids should be on a per item basis.
- b. Bidder must submit at least three (3) samples of previously made trophy (pictures);
- c. Bidder must submit certification of very satisfactory rating from previously awarded contract;
- d. Bidder must have a dedicated artist for the project to facilitate immediate coordination and proper understanding between client and bidder on conceptualization and creative input on the design;
- e. 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.
- f. 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 items is found defective, a replacement is necessary within three (3) weeks period upon delivery.

✓

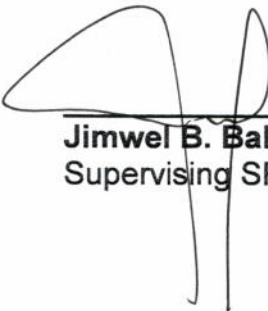
- g. Payment will be released within the minimum from acceptance of DOE-EPPB and upon completion of the delivery on all items and issuance of certificate of acceptance from the end user.
- h. Bid price must cover all cost such as freight, brokerage, duties, taxes, etc. attendant to the delivery of the items at Supply and Property Management Division (SPMD), Main building of DOE.

Prepared by:



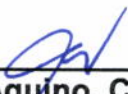
Mary Mae C. Hernandez
Admin Aide VI, EPMPD


Reviewed by:



Jimwel B. Balunday
Supervising SRS, EPMPD

Approved by:

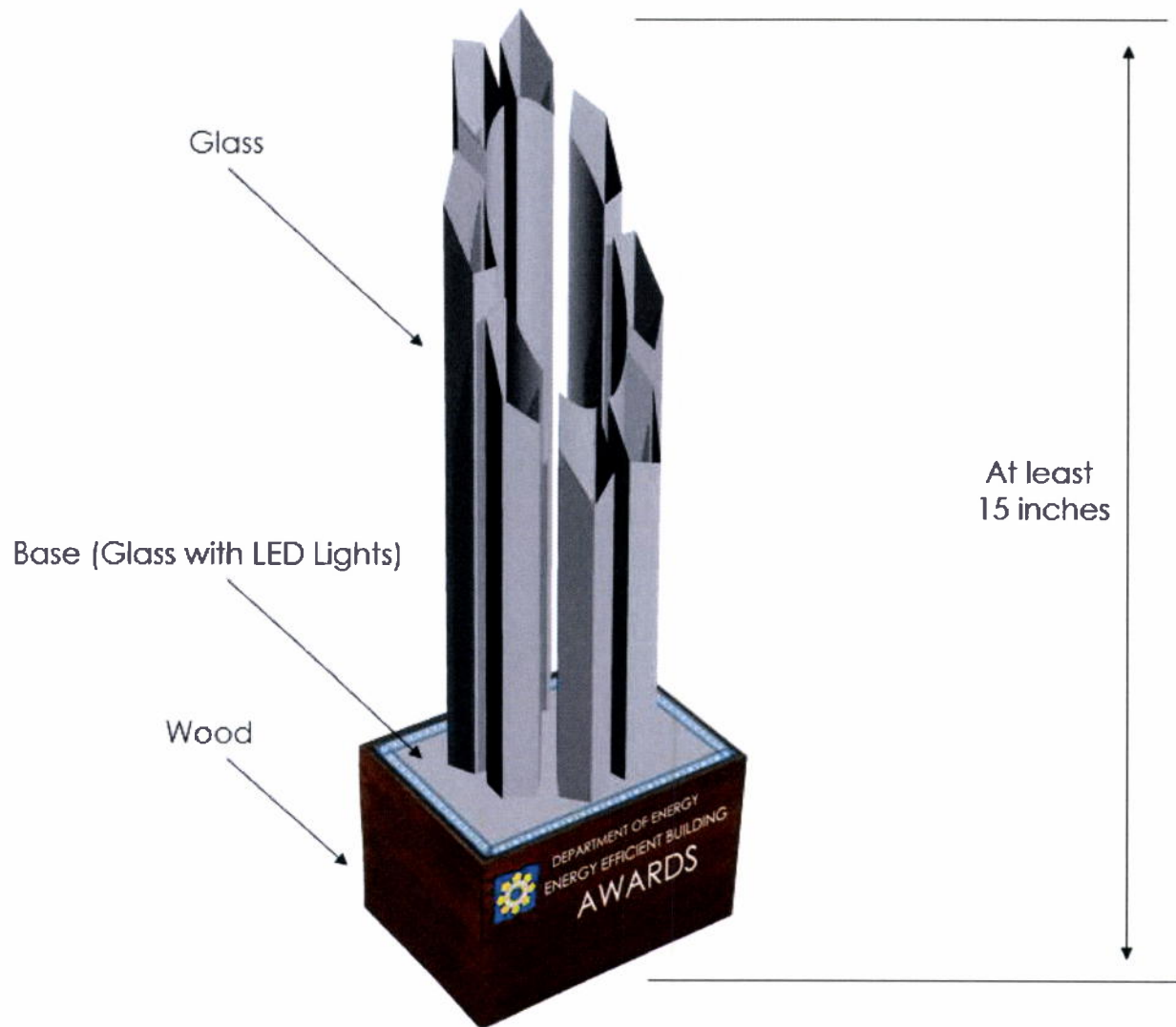


Patrick T. Aquino, CESO III
Director IV, EUMB 

List of Award Categories

Category		Sub-Category	Number of Awards
1	EEE Awards for Industries and Buildings	Energy Efficient Green Building Award	15
		Energy Management for Small and Medium Buildings	3
		Energy Management for Large Buildings	3
		Energy Management for Small and Medium Industry	3
		Energy Management for Large Industry	3
		Green Building (Small and Medium)	3
		Green Building (Large)	3
2	EEE Awards for Outstanding Individual / Groups or Don Emilio Abello Awards	Energy Service Company	1
		Certified Energy Conservation Officer (CECO)	1
		Certified Energy Manager (CEM)	1
		Certified Energy Auditor (CEA)	1
3	EEE Awards for Government	Government Energy Management Award	5
		National Government Agencies (NGA), including State Universities and Colleges, Government-Owned and/or Controlled Corporations	3
		Local Government Units (LGU)	3
4	Special Awards for EEE	Innovative use of technology (including R&D projects)	1
		EE Projects Implemented and Other Best Practices	1
		TOTAL AWARDS	

SAMPLE DESIGN



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]