

Fund Cluster: 01


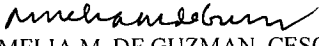
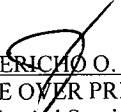
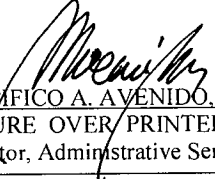
PPMD: FGD/ IMR/ JPC/ ASC

01-Goods: 02 Services: 03-Consulting Services: 04-Infrastructure:
05-Capital outlay

TO BE FILLED IN THREE (3) COPIES

DEPARTMENT OF ENERGY

REQUEST FOR SERVICES (RFS)
FORM A

TO BE FILLED BY REQUESTING UNIT		TO BE FILLED BY THE GENERAL SERVICES DIVISION	
NAME OF REQUESTING DIV./SERVICES/BUREAU/Exec. Office Geoscientific Research & Fuel Testing Laboratory Processed Fuels Section		RFS NUMBER: 2103-159-EQ-GRFTL-04	DATE PREPARED: 3-9-2021
DESCRIPTION / TITLE			
<u>Repair and Preventive Maintenance:</u> 1 lot – Laboratory Fumehood (PhP120,000.00)		I. REPAIR / SERVICES REQUESTED <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> IN-HOUSE</div><div><input type="checkbox"/> CONTRACTED-OUT</div></div> <input type="checkbox"/> REPAIR & MAINTENANCE <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> SERVICE VEHICLES <input type="checkbox"/> EQUIPMENT <input type="checkbox"/> SERVICE ROADS <input type="checkbox"/> GROUNDS <input type="checkbox"/> PAINTING <input type="checkbox"/> TILES <input type="checkbox"/> OTHERS</div><div><input type="checkbox"/> BUILDING/FACILITIES <input type="checkbox"/> FURNITURE <input type="checkbox"/> CANALS/SEWERAGE <input type="checkbox"/> UTILITIES <input type="checkbox"/> VARNISHING <input type="checkbox"/> WATER CRAFTS</div></div> II. AUDIO-VISUAL/TRAINING ROOM SERVICES <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> AUDIO VISUAL ROOM USE <input type="checkbox"/> TRAINING ROOM USE <input type="checkbox"/> CONFERENCE MICs <input type="checkbox"/> LAPEL MICs <input type="checkbox"/> LCD PROJECTOR <input type="checkbox"/> AUDIO-VIDEO PLAYER <input type="checkbox"/> ROSTRUM <input type="checkbox"/> LIGHTINGS <input type="checkbox"/> NO. OF GUESTS / PARTICIPANTS _____ <input type="checkbox"/> OTHERS (PLEASE SPECIFY) _____</div><div><input type="checkbox"/> DATA BANK LOBBY USE <input type="checkbox"/> SOUND SYSTEM <input type="checkbox"/> HANDHELD MICs, (____pcs.) <input type="checkbox"/> MIC. STANDS, (____pcs.) <input type="checkbox"/> SCREEN <input type="checkbox"/> STAGE</div></div>	
REQUESTED BY: Services requisitioned are necessary and will be used solely for purposes stated. <div style="display: flex; justify-content: space-between;"><div> VIRGINIA S. LLAMO SIGNATURE OVER PRINTED NAME (Div. Chief/Exec. Asst./ Head of Operating Unit)</div><div>03/05/2021 Date</div></div>		APPROVED BY: <div style="display: flex; justify-content: space-between;"><div> AMELIA M. DE GUZMAN, CESO IV SIGNATURE OVER PRINTED NAME (Director / ASEC / USEC / SEC)</div><div>_____ Date</div></div>	
RECOMMENDED BY: <div style="display: flex; justify-content: space-between;"><div> ENGR. JERICO O. BRAGADO SIGNATURE OVER PRINTED NAME (Chief, General Services Division)</div><div>_____ Date</div></div>		<div style="display: flex; justify-content: space-between;"><div> PACIFICO A. AVENIDO, JR. SIGNATURE OVER PRINTED NAME (Director, Administrative Services)</div><div>11 Mar 21 Date</div></div>	

DEPARTMENT OF ENERGY
Energy Center, Rizal Drive, Fort Bonifacio, Taguig, M. M.

<u>QUANTITY</u>	<u>ARTICLE</u>	<u>APPROVED BUDGET FOR THE CONTRACT</u>	<u>BID PRICE</u>
1 lot	Repair and Preventive Maintenance of Laboratory Fumehood	PhP120,000.00	

TERMS OF REFERENCE


I. SCOPE OF WORK:

- Physical check-up of the unit
- Cleaning of the hood body, work surface, sash, baffles, etc.
- Checking of electricals, installation of circuit breaker
- Checking of mechanical parts
- Replace hinges and sash cables as required
- Dismantling of defective motor
- Installation of new motor blower with fiberglass housing
- Performance validation of fumehood
 - Face Velocity Test @ Design sash Height
 - Airflow smoke Pattern Test
 - Light Intensity Test
 - Noise Level Test
- Testing and certification that conforms to OSHA and ASHRE standard


II. TERMS AND CONDITIONS:

1. The prices quoted should be firm and irrevocable and not subject to any change whatsoever.
2. Bid price must be in Philippine currency and must include all cost attendant to the repair/preventive maintenance/replacement and delivery of parts/materials to GRFTLD-DOE such as freight, brokerage, duties and taxes related to the payment of service.
3. The service contractor shall provide competent and professional service personnel with the right tools for the preventive maintenance and servicing of the equipment.
4. The service contractor shall provide service reports which will contain the condition of the machine based on the manufacturer's specifications. Reference standard will be used to check the equipment's performance. The equipment will be turned over to the end user after signing the acceptance report.
5. Maintenance shall be carried out during the company's normal business hours, or at such other times as agreed upon between the service contractor and the end user.
6. No amount shall be charged to the customer if the unit is not repaired due to unavailability of part/s.
7. One hundred percent (100 %) of contract price will be released only upon satisfactory completion of preventive maintenance/repair and commissioning of the equipment and acceptance from the end-user.
8. DOE shall not provide any accommodation/transportation for the engineers/ representatives for attending the preventive maintenance and servicing of the equipment.
9. Delivery of Service: Job completion within sixty (60) days upon receipt of Job Order.
10. The successful bidder shall conform to the service needed based on the TOR indicated herewith.
11. The successful bidder shall provide the following additional requirements:
 - Philgeps Registration
 - Updated Mayor's Permit
 - Omnibus Sworn Statement

Recommended by:


Virginia S. Llamo
Chief SRS, GRFTL

Approved by:


Amelia M. de Guzman, CESO IV
Director, ERTLS

(Repair and Preventive Maintenance of Fumehood)

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]