

## PURCHASE REQUEST

Entity Name: DEPARTMENT OF ENERGY

Fund Cluster 01

[illegible]

PPMD: FGD IMR JPC ASC

PMID Procurement Code

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

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

**TERMS OF REFERENCE**


**I. Specifications:**

Quantity	Article	Approved Budget for the Contract	
		Unit Cost	Total Cost
2	CP-Gas Clean Charcoal CP17972 - PN: AG6-1030 Zebron Hydrocarbon Filter or PN 22030	15,700.00	31,400.00
3	CP-Gas Clean Moisture CP17971 – PN: AG6-1020 Zebron Moisture filter Gas Filter Molecular Sieve 221-05619- 01 or PN 22028	15,700.00	47,100.00
3	CP-Clean Oxygen CP17970 Triple Filters (O2, Moisture, Saturate)P/N 22020 - PN: AG6-1040 Zebron Universal filter Triple Filters (O2 & Moisture)P/N F0301	17,700.00	53,100.00
1	Combi Filters (Moisture) P/N 22022 - PN: AG6-1050 Zebron Moisture Hydrocarbon	17,100.00	34,200.00
		<b>Total</b>	<b>165,800.00</b>


**II. Terms and Conditions:**

1. Per item basis.
2. Price quoted should be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost and fluctuations in foreign exchange rates and excise duties.
3. Bid price must be in Philippine currency and must include all costs attendant to the delivery of the laboratory supplies and materials to GRFTL-DOE such as freight, brokerage, duties and taxes related to the purchase.
4. One hundred percent (100 %) of purchase price will be released within 30-45 days upon the issuance of certificate of acceptance of the end-user.
5. Delivery Terms: within 120 days upon receipt of purchase order.
6. The successful bidder shall provide the following additional requirements:
  - a. Philgeps Registration
  - b. Updated Mayor's Permit
  - c. Omnibus Sworn Statement

Recommended by:

  
Virginia S. Llamora  
Chief SRS, GRFTLD

Approved by:

  
Amelia M. de Guzman, CESO IV  
Director, ERTLS

**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]*