
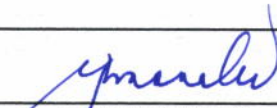

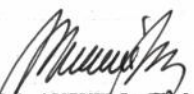


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Fund Cluster:[illegible]**TITLE OF PROCUREMENT/PURPOSE:**

Procurement of Training Providers for the above mentioned program

REQUESTED BY:  R.T. RAPI <hr/> Supervising Administrative Officer, HRMD (_____) DATE (Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)	FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT: ESTIMATED AMOUNT: <u>165,000.00</u> ALLOCATED PROVIDED:  <u>8/11/21</u> <hr/> ELISA B. MORALES Chief, Budget Division
RECOMMENDED BY:  M.C.P. BALDOS <hr/> Chief Administrative Officer, HRMD (_____) DATE (Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)	APPROVED BY:  Dir. P.A. AVENIDO JR. <hr/> Dir. P.A. Avenido Jr. <u>05 Aug '21</u> DATE (Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)

PMD: EGD/ IMR/ JPC/ ASO





PMD Procurement Code:

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 Administrative Service - HRMD		RFS NUMBER: 2107-315-TOT-HRMD-GP	DATE PREPARED: 05 July 2021																																		
DESCRIPTION / TITLE																																					
<p>Training Package Fee :</p> <p>a. Supervisory Development Course P100,000.00 (for 3 days) AMP (53.9)</p> <p>b. Behavior Event Interviewing Training P65,000.00 (for 2 days) AMP (53.9)</p>		<p>I. REPAIR / SERVICES REQUESTED</p> <p><input type="checkbox"/> IN-HOUSE <input type="checkbox"/> CONTRACTED-OUT</p> <p><input type="checkbox"/> REPAIR & MAINTENANCE</p> <table><tbody><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></tbody></table> <p>II. DOE MAIN CONFERENCE/TRAINING ROOM SERVICES</p> <table><tbody><tr><td><input type="checkbox"/> DOE MAIN CONF. ROOM USE</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></tbody></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"/> DOE MAIN CONF. ROOM USE	<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)	_____
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REQUESTED BY: Services requisitioned are necessary and will be used solely for purposes stated.  ROSALINA T. RAPI Supervising Administrative Officer		FUNDING FOR CONTRACTED-OUT REPAIR / SERVICES / PROJECT: ESTIMATED AMOUNT: PhP 165,000.00 ALLOCATION PROVIDED:  E. B. MORALES Chief, Budget Division																																			
RECOMMENDED BY:  MA. CECILIA P. BALDOS Chief, HRMD		APPROVED BY:  DIR. PACIFICO A. AVENIDO, JR. Director, Administrative Services																																			

TERMS OF REFERENCE
Supervisory Development Course (SDC)

A. FACILITATOR

ABC – P100,000.00 (inclusive of taxes)

1. Period

- Provide services for the conduct of SDC program for the DOE- employees for a period of 3 days.

2. Scope of Work

- Provide training/workshop services on Supervisory Development through the conduct of a program for the DOE employees that will enhance the technical and necessary management skills that will further improve their productivity and effectiveness as supervisors.
- Provide services as training provider/facilitator for the duration of the said seminar/workshop.
- To ensure the smooth flow of the program; encourage participation; integrate structured learning exercises / unfreezing activities; and, attain the objective of the training/workshop.
- Submit proceedings/report/evaluation on the workshop.

3. Qualifications of the Training Provider/Facilitator

- Has the expertise (present proof of expertise such as certification, resolution, etc.) to conduct training/workshop focused on the role and responsibilities of a leader/supervisor;
- Has handled activities (identify activities handled) of government organizations (please provide list of clients); and
- 10 years of experience in effective facilitation on topics relating to supervisory development, focusing on critical competencies required for Managerial/Supervisory effectiveness which were conducted in the national government agencies and/or big private companies;
- Has PhilGeps accreditation

4. Fees: Send bill arrangement– 30 days upon receipt of the billing.

Prepared by:

Rosalina T. Rapi
ROSALINA T. RAPI
Supvg. Admin. Officer

Reviewed by:

Cecilia P. Baldos
MA. CECILIA P. BALDOS
Chief-HRMD

Approved by :

Pacifico A. Avenido, Jr.
PACIFICO A. AVENIDO, JR.
Director, Administrative Service

TERMS OF REFERENCE

Behavior Event Interviewing Training (Virtual / Face to Face)

A. FACILITATOR

ABC – P65,000.00 (inclusive of taxes)

1. Period

- Provide services for the conduct of the Behavior Event Interviewing Training Program for the DOE- employees for a period of 2 days.

2. Scope of Work

- Provide services for the conduct of the Behavior Event Interviewing Training for the DOE employees, particularly those involved in the hiring/recruiting of personnel. This is expected to enhance the participants' technical skills/competencies in conducting interviews; evaluating and screening of applicants; and, getting the right person/s to the vacant position/s.
- Provide services as training provider/facilitator for the duration of the said training.
- To ensure the smooth flow of the program; encourage participation; integrate structured learning exercises / unfreezing activities; and, attain the objective of the training/workshop.
- Submit proceedings/report/evaluation on the training conducted.

3. Qualifications of the Training Provider/Facilitator

- Has the expertise (present proof of expertise such as certification, resolution, etc.) to conduct training focused on the above said training requirements ;
- Has handled activities (identify activities handled) of government organizations (please provide list of clients); and,
- 10 years of experience in effective facilitation on topics stated above as required for Managers / Recruitment Officers / and other staff involved in hiring/recruiting of personnel which were conducted in the national government agencies and/or big private companies;
- Has PhilGeps accreditation

4. Fees: Send bill arrangement– 30 days upon receipt of the billing.

Prepared by:

Rosalina T. Rapi
ROSALINA T. RAPI
Supvg. Admin. Officer

Reviewed by:

Cecilia P. Baldos
MA. CECILIA P. BALDOS
Chief-HRMD

Approved by :

Pacifico A. Avenido, Jr.
PACIFICO A. AVENIDO, JR.
Director, Administrative Service

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]