

PURCHASE REQUEST



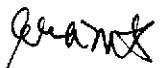

Entity Name: **DEPARTMENT OF ENERGY**

Fund Cluster: **01**

Division/Office:		PR No. 02-0101-2021-07-0209		Date: 29 July 2021	
EUMB - EPRED		Responsibility Center Code : 09-001-00-00000-18-03-00			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1 Lot of layout, printing and binding of the Implementing Guidelines of the Philippine Energy Labeling Program.					
	Copies	Layout, printing and binding of the Implementing Guidelines of the Philippine Energy Labeling Program in Booklet Size	2,000	₱75.00	₱150,000.00
	Copies	Layout, printing and binding of the Implementing Guidelines of the Philippine Energy Labeling Program in Book Size	500	₱240.00	₱120,000.00
		Nothing follows			270,000.00

TITLE OF PROCUREMENT/PURPOSE:
 Printing and Publication of PELP IGs Booklet (Printing and Publication Expenses)
 Purpose:
 1. These items will be used as collaterals / informational materials during the conduct of Public Consultations or Information, Education and Communication (IEC) activities in relation to the Philippine Energy Labeling Program (PELP), which is one of the major programs necessary for the realization of the objectives, as well as the implementation of the activities, of Republic Act No. 11285 or also known as the Energy Efficiency and Conservation Act.

Note: Printing and Publication Expenses, EPRED Regular Budget for 2021

REQUESTED BY: <div style="display: flex; justify-content: space-between;"> <div>  ROSEMARIE V. SUMULONG Sr. SRS </div> <div> 7/28/2021 DATE </div> </div> <p><small>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</small></p>	FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT: <div style="display: flex; justify-content: space-between;"> <div>ESTIMATED AMOUNT:</div> <div>₱270,000.00</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> ALLOCATED PROVIDED:  ELISA B. MORALES Chief, Budget Division </div> <div> 8/11/21 DATE </div> </div>
RECOMMENDED BY: <div style="display: flex; justify-content: space-between;"> <div>  EDITHA T. RAMOS OIC-Chief, EPRED </div> <div> 7/28/2021 DATE </div> </div> <p><small>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</small></p>	APPROVED BY: <div style="display: flex; justify-content: space-between;"> <div>  PATRICK T. AQUINO, CESO III Director IV, EUMB </div> <div> DATE </div> </div> <p><small>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</small></p>

PMD: **FOD/ IMR/ JPC/ AS**

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

Republic of the Philippines
Department of Energy
 Energy Center, Merritt Road, Bonifacio Global City

1 Lot of Layout, printing and binding of the Implementing Guidelines of the Philippine Energy Labeling Program

Item	Unit	Qty.	Allocated Budget Contract (ABC)
1. Layout, printing and binding of the Implementing Guidelines of the Philippine Energy Labeling Program Booklet size for: <ul style="list-style-type: none"> • Air Conditioners • Refrigerating Appliances • Television Sets • Lighting Products • Registration, Enforcement, Monitoring, Verification and Compliance Mechanism 	Copies	2,000	Php 150,000.00
2. Layout, printing and binding of the Implementing Guidelines of the Philippine Energy Labeling Program Book size for: <ul style="list-style-type: none"> • Air Conditioners • Refrigerating Appliances • Television Sets • Lighting Products • Registration, Enforcement, Monitoring, Verification and Compliance Mechanism 	Copies	500	Php 120,000.00

TERMS OF REFERENCE

I. Specifications:

1. Philippine Energy Labeling Program Booklet Size	
Size:	8.2" x 5.9" folded/8.2" x 11.8" spread (Folded A4 Size)
Pages:	120 pages excluding the cover
Paper:	Cover: Ivory white paper (180lbs) Inside: Book (80gsm)
Font:	Inside: Font: Arial, Font Size: 10 Front Cover: Old English
Color:	Full color cover and inside pages.
Lamination:	UV 3D Spot Lamination
Binding:	Perfect binding
2. Philippine Energy Labeling Program Book Size	
Size:	8.2" x 11.8" folded/8.2" x 23.6.8" spread (A4 Size)
Pages:	120 pages excluding the cover
Paper:	Cover: Ivory white paper (180lbs) Inside: Book (80gsm)
Font:	Inside: Font: Arial, Font Size: 10 Front Cover: Old English
Color:	Full color cover and inside pages.

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Lamination:	UV 3D Spot Lamination
Binding:	Perfect binding

II. Scope of Work

Layout
<ul style="list-style-type: none"> Design prepared for offset printing specs (AP CS2/AI CS2/INDESIGN CS) Pages – cover to cover
Bidder Submission Requirements
<ul style="list-style-type: none"> Submit at least three (3) samples of previously printed and designed materials to verify the quality of the service. Submit at least three (3) designs, each with corresponding paper materials for the cover and inside pages of the booklets and brochures to choose from, within thirty (30) days after the receipt of PO.
Proofing
<ul style="list-style-type: none"> The initial submission of proofing for review and correction should be submitted within two (2) days after receipt and concurrence of Work Order. Progressive proofing should be done within two (2) days for minor correction and three (3) days for major correction.

III. Terms and Conditions

- Bidder must submit sample with appropriate material, to be retained by the end-user until delivery, for comparison.
- The price quoted must be firm, irrevocable and not subject to any changes whatsoever, even from adjustments in cost of raw material components or fluctuations in foreign exchange rates and excise duties.
- Bidder must replace defective items within a week after return.
- One hundred percent (100%) of the contract price will be released upon satisfactory completion/acceptance by DOE.
- Bid price must be inclusive of all costs (insurance, freight, brokerage, duties and taxes, etc.) attendant to the delivery of the items at DOE.
- Delivery Terms: 60 days upon the approval of the sample.

Prepared by:

Endorsed by:


M.T. MARANAN
SRS I


R. V. SUMULONG
SR. SRS


E. T. RAMOS
OIC-Chief, EPRED

Approved by:


DIR. P. T. AQUINO, CESO III
EUMB

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]