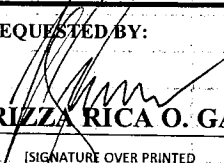
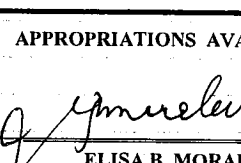

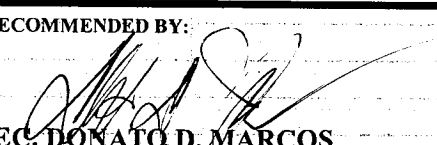
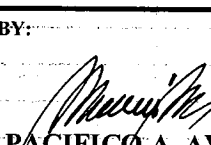


PURCHASE REQUEST

Entity Name: DEPARTMENT OF ENERGY

Fund Cluster: 01[illegible]

For repair and maintenance works of service assigned to OUSEC-DDM office

<p>REQUESTED BY:</p> <p></p> <p>KRIZZA RICA O. GAHUMAN</p> <p>(SIGNATURE OVER PRINTED) _____ Date _____</p> <p>(Div. Chief/Exec. Asst./Head of Operating Unit)</p>	<p>TOTAL AMOUNT</p> <p>P85,000.00</p>	<p>APPROPRIATIONS AVAILABLE</p> <p></p> <p>ELISA B. MORALES</p> <p>Chief, Budget Division </p>
<p>RECOMMENDED BY:</p> <p></p> <p>USEC. DONATO D. MARCOS</p> <p>(SIGNATURE OVER PRINTED NAME) _____ Date _____</p> <p>End-user</p> <p>(Signatory as per DO No. 2017-06-0008)</p>	<p>APPROVED BY:</p> <p></p> <p>Dir. PACIFICO A. AVENIDO JR.</p> <p>(SIGNATURE OVER PRINTED NAME) _____ Date <u>02 July '21</u></p> <p>(Secretary)</p> <p>(Signatory as per DO No. 2017-06-0008)</p>	

PMD: FGL/IMR/JPC/ASC

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

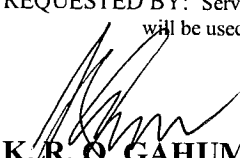
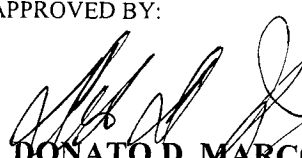


05-

2071-06-307

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		RFS NUMBER:	DATE PREPARED:																																		
Office of Undersecretary		2106-283-SV-OUSEC-CX	June 16, 2021																																		
DESCRIPTION / TITLE																																					
Supply of Labor, Tools, Materials and Equipment (SLTME) for the repair of Mitsubishi Adventure with Plate No. SKC 981		<p>I. REPAIR / SERVICES REQUESTED - Attach the duly accomplished Pre-Repair Inspection Form</p> <p><input type="checkbox"/> IN-HOUSE <input checked="" type="checkbox"/> CONTRACTED-OUT</p> <p><input type="checkbox"/> REPAIR & MAINTENANCE</p> <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> <hr/> <p>II. DOE MAIN CONFERENCE/TRAINING ROOM SERVICES - Formerly Audio-Visual Room (AVR) at Databank Building</p> <table border="0"> <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> </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.  K. R. O. GAHUMAN SIGNATURE OVER PRINTED NAME _____ Date _____ (Div. Chief/Exec. Asst./ Head of Operating Unit)		APPROVED BY:  DONATO D. MARCOS SIGNATURE OVER PRINTED NAME _____ Date _____ (Director / ASEC / USEC / SEC)																																			
RECOMMENDED BY:  ENGR. JERICHO O. BRAGADO SIGNATURE OVER PRINTED NAME _____ Date _____ (Chief, General Service Division)		 PACIFICO A. AVENIDO, JR. SIGNATURE OVER PRINTED NAME _____ Date <u>18 June '21</u> (OIC-Director, Administrative Services)																																			

Department of Energy
General Service Division (GSD)

TERMS OF REFERENCE

SCOPE OF WORKS:

Supply of Labor, Tools, Materials and Equipment (SLTME) for the repair of **MITSUBISHI ADVENTURE** with plate number **SKC 981**

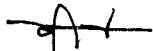
1. Work details:

- Repair and replacement of parts of the following:
 - Pulldown transmission assembly and replace component.
 - a. Clutch disc
 - b. Pressure plate
 - c. Release bearing
 - d. Pilot bearing
 - e. Crankshaft oil seal
 - Pulldown and overhaul power steering assembly
 - a. Power steering kit
 - b. Steering boots
 - Remove and replace suspension arm bushing:
 - a. Suspension bushing upper (4pcs)
 - b. Suspension bushing lower (2pcs)
 - Pulldown and replace front and rear shock absorber.
 - a. Front shock absorber, both sides
 - b. Rear shock absorber, both sides
 - Remove and replace ball joint.
 - a. Ball joint, upper (2pcs)
 - b. Ball joint, lower (2pcs)
 - Remove and replace rack end and tie rod end.
 - a. Rack end (2pcs)
 - b. Tie rod ends (2pcs)
 - Replace stabilizer link bushing (8pcs)
 - a. Stabilizer link bushing (8pcs)
 - Camber correction / wheel alignment
 - Replacement of headlights assembly, both sides
 - Miscellaneous
- Repair and repainting:
 - a. Front bumper
 - b. Radiator grille
 - c. RH front fender
 - d. LH front fender


2. Terms and Conditions:

- Delivery shall be within 21 days from receipt of Job Order.
- Payment is within 30 days upon receipt and acceptance of delivery thru LDDAP-ADDA.
- Bids are inclusive of taxes.
- Warranty of 6 months for both parts and labor against defect caused by poor parts quality and workmanship.

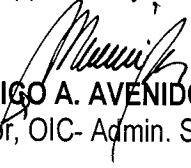
Prepared by:


ROY J. LADUBLAN
Engineer III Motorpool

Recommended by:


Engr. JERICO O. BRAGADO
Chief-GSD

Approved by:


PACIFICO A. AVENIDO JR.
Director, OIC- Admin. Services

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]