

PURCHASE REQUEST

Entity Name: DEPARTMENT OF ENERGY

Fund Cluster:[illegible]

PMD: ~~IGD~~/ IMR/ JPC/ ASC

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

Department of Energy
General Service Division (GSD)

Terms of Reference

Project	Procurement of various office equipment
Location	Energy Center, Rizal Drive, Bonifacio Global City (BGC), Taguig City

Qty	unit	Description	Unit Cost	Total Cost
1	unit	Wood Chipper Machine	160,000.00	160,000.00
		Engine HP 13hp gas engine (minimum)		
		Clutch Centrifugal clutch		
		In-feed opening 12" x 6" (approximate)		
		Chipping diameter 5" (approximate)		
		Fly knives 2 pieces		
		Fixed Knives 1 piece		
		Removable Tow hitch 2" ball		
		Safety Device Emergency stop lever		
		Tires 16"x8.0-7 (approximate)		
		Operate Height 1150mm (approximate)		
10	unit	Air Cooler	30,000.00	300,000.00
		Features		
		Heavy Duty type		
		3 speed powerful airflow at 9,000m³/h		
		3 Sides cooling pad		
		70 Lites water tank capacity (approximate)		
		1 to 24 hours timer		
		Auto shut-of water pump		
		Water supply connector		
		Remote controller		
		Caster wheels		
		Power: 400watts or 50-70m² area		
		Dimension: 87.63cm (L) x 52.07cm (W) x 138.43cm (H).(approximate)		
4	unit	Inverter-Type Refrigerator	25,000.00	100,000.00
		Details :		
		7.9 cu.ft Two Door, No Frost Inverter Refrigerator LED Lighting Higher EEF		
		344 Crisper Drawer with Humidity Control Net Volume		
		7.3 cu.ft Freezer Volume (approximate)		
		53L Ref Volume (approximate)		
		2 years warranty on parts & service 10 years warranty inverter compressor		
1	unit	Microwave Oven with Griller, Condura or equivalent	10,000.00	10,000.00
		Features		
		2-in-1 oven: Microwave Oven and Griller Function		
		8 automatic menu (minimum)		
		Defrost Function		
		Quick Start Cooking		
		Mirror Finish for easy cleaning		
		Child Lock		
		30L capacity with 315 mm turntable (approximate)		
4	unit	Paper Shredder (for HRMD, RMD and AS-OD)	15,000.00	60,000.00
		Details :		
		Shreds up to 12 sheets Noise Level: 55 decibels		
		shred size 4mm x 30mm Duty Cycle: up to 10mins. 1 year		
		Bin Capacity: 20 litre Warranty for cutter block		
		Security Level: 4		
		Also shreds Credit Cards,		
			Total	630,000.00

Other Terms and Condition

1. The supplier must submit photos, brochures and/or sample of the items subject to review and approval by the End-user.
2. The supplier must demonstrate the proper usage on-site without additional cost.

3. The price quoted must be firm and irrevocable for three(3) months and not subject to any change whatsoever even due to change of cost of raw material components and fluctuations in foreign exchange rates and excise duties..

4. Delivery terms: 15 days upon receipt of approved Purchase Order (PO).

5. Total Bid Price is inclusive of cost of duties, taxes and other incidental expenses.

6. Payment Terms: 30 calendar days upon submission of complete documents, subject to the usual government auditing and accounting procedures. Payment is through List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA)

Prepared by

R. L. Angeles

Endorsed by :

Engr. J. O. BRAGADO

Chief, General Service Division

Approved by

P. A. AVENIDO, JR

Dir, OIC-Administrative 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]