

PURCHASE REQUEST

Entity Name:

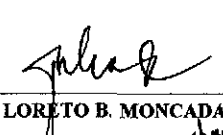
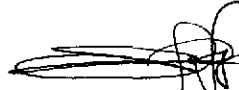
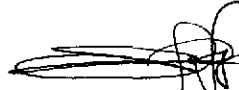
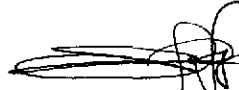
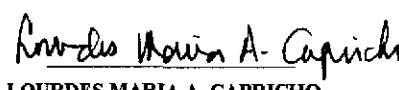
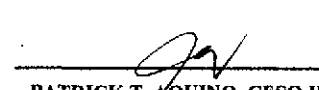
Department of Energy



Fund Cluster: 03

Office/Section :		PR No. 02-0151-2021-09-0244		Date: 10 Sept 2021	
EUMB-AFETD		Responsibility Center Code : 09-001-00-00000-18-02-01			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost (Php)	Total Cost (Php)
	1	Transport and Delivery Services of Promotional Materials from DOE Central Office to Cebu City Pier 3	Lot	300,000.00	300,000.00
		--- Nothing Follows ---			
		Note: Charged to Transport and Delivery Expenses, 2021 Locally-Funded Projects (LFP), AFETD			
			TOTAL, Php	300,000.00	

TITLE OF PROCUREMENT/PURPOSE:

1. Delivery of Promotional Materials as per request of Visayas Field Office (VFO) as a token for the IEC Campaigns on AFETs, Energy Efficiency and Conservation Officer (EECO) and Focal Persons of different LGUs

<p>REQUESTED BY:</p> <div style="text-align: center;">  LORETO B. MONCADA <small>Supv. SRS</small> </div> <p style="text-align: right;">Date _____</p>	<table style="width: 100%;"> <tr> <th style="width: 50%;">TOTAL AMOUNT</th> <th style="width: 50%;">APPROPRIATIONS AVAILABLE</th> </tr> <tr> <td style="text-align: center;"> Php300,000.00 </td> <td style="text-align: center;">  RYAN S. DOMASIG <small>OIC-Chief, Budget Division</small> </td> </tr> </table>	TOTAL AMOUNT	APPROPRIATIONS AVAILABLE	Php300,000.00	 RYAN S. DOMASIG <small>OIC-Chief, Budget Division</small>
TOTAL AMOUNT	APPROPRIATIONS AVAILABLE				
Php300,000.00	 RYAN S. DOMASIG <small>OIC-Chief, Budget Division</small>				
<p>RECOMMENDED BY:</p> <div style="text-align: center;">  LOURDES MARIA A. CAPRICHIO <small>Division Chief, AFETD</small> </div> <p style="text-align: right;">Date _____</p> <p><small>(Signatory as per DO No. 2017-06-0008)</small></p>	<p>APPROVED BY:</p> <div style="text-align: center;">  PATRICK T. AQUINO, CESO III <small>Director IV, EUMB</small> </div> <p style="text-align: right;">Date _____</p> <p><small>(Signatory as per DO No. 2017-06-0008)</small></p>				

PMD:  /  / IMR/ JPC/ ASC

PMD Procurement Code:

01-Goods; 02-Services; 03-Consulting Services; 04-Infrastructure

Terms of Reference

Transport and Delivery Services
ABC Php300,000.00

I. Objective

1. To provide transport and delivery services of promotional materials to the Visayas Field Office (VFO) in connection with the celebration of the 2021 National Energy Consciousness Month (NECM). The said promotional materials will be provided to all the participants of Information, Education and Communication (IEC) Campaigns, Energy Efficiency and Conservation Officer (EECO) and Focal Persons of different Local Government Units (LGUs).

II. Requirements

The Service provided shall ensure the following requirements are met:

1. Provide safe and secure transport (shipping) of the promotional materials from the DOE Central Office to Cebu City Pier 3

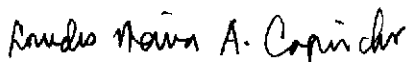
ITEMS		FROM	TO
Quantity	Items		
814 pcs	Tumbler	DOE Central Office Address: Energy Center, 34th St., Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632	Cebu City Pier 3
875 pcs	Dry Bag		
500 pcs	COVID-19 Kit		
500 pcs	Baseball Cap		
500 pcs	Towel		
300 pcs	T-Shirt (assorted)		
500 pcs	Eco Bag		
180 pcs	Notebook with Calculator		
30 pcs	Solar Power bank with hard case		

- a. Load the promotional materials in a new and secured box
2. Coordinate with the DOE on the loading and unloading arrangements of the promotional materials
 3. Provide regular updates to DOE on the status of the shipment and any estimated arrival time.
 4. Ensure departure and arrival dates are observed as stated in the provided shipping schedule.
 5. Provide the following documentary requirements in compliance to Government Procurements Rules:
 - a. PhilGEPS Certification of Registration
 - b. Tax Clearance Certificate/ Latest Annual Income Tax Return
 - c. Mayor's Permit
 - d. Omnibus Sworn Statement

III. Billing Requirements

For the services enumerated, the contract price is inclusive of Value Added Tax (VAT) and other pertinent taxes. All charges will be on Send Bill arrangement that will be settled within sixty (60) working days after issuance of Certificate of Acceptance by the End-User.

Prepared by:


Lourdes Maria A. Capricho
Chief SRS, AFETD *per*


Dir. Patrick T. Aquino, CESO III
Director IV, 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]