

PURCHASE REQUEST

Entity Name: DEPARTMENT OF ENERGY

Fund Cluster: 01

Entity Name:	DEPARTMENT OF ENERGY	Date:	05-Oct-21
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Division/Office:	PR No. 02-0101-2021-10-0268
MFO-OD	Responsibility Center Code : 09-001-00-00000-22-00

MFO-OD		Responsibility Center Code : 09-001-00-00000-22-00			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost (Php)	Total Cost
	Unit	REPAIR AND MAINTENANCE OF SERVICE VEHICLE			
		SERVICE VEHICLE (TOYOTA PRIUS)			
	lot	CHANGE OIL SERVICING	1	10,000.00	10,000.00
					-
		TOTAL			10,000.00

TITLE OF PROCUREMENT/PURPOSE:
FOR REPAIR AND MAINTENANCE OF MFO'S SERVICE VEHICLE - TOYOTA PRIUS SAA-1170

REQUESTED BY _____

KEEZHA BEK J. SOTERNO
Administrative Officer IV

Oct 5, 2021
DATE

FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT:

ESTIMATED AMOUNT: 10,000.00

ALLOCATED PROVIDED:

RYAN S. DOMASIG

OLC - Chief, Budget Division

RECOMMENDED BY: _____

THEODRIC R. ALINGALAN
Chief SRS

2015, 2024

DATE

APPROVED BY:

Director, MFO

OCT 5, 2021
DATE

PMD Procurement Code

01-Goods, 02-Services, 03-Consulting Services, 04-Infrastructure Capital Outlay

PMD 141D 1MR IPC ASC

Republic of the Philippines
DEPARTMENT OF ENERGY
Mindanao Field Office
Davao City

TERMS OF REFERENCE (TOR)

**PROCUREMENT OF CHANGE OIL SERVICES AS PREVENTIVE MAINTENANCE
SERVICING FOR DOE-MFO MOTOR VEHICLES**

I. OBJECTIVE:

It is the objective of this Terms of Reference (TOR) to set the policies and guidelines for the Procurement of Change Oil Servicing for the motor vehicles assigned DOE-Mindanao Field Office (DOE-MFO).

II. SCOPE OF WORKS

- a. The Supplier agrees to provide DOE-Mindanao Field Office with vehicle repair services with corresponding supply of Labor, Tools and Spare parts for the change oil servicing of Toyota Prius with plate number SAA-1170;
- b. The supplier should be an authorized service center for Toyota Prius vehicle;
- c. The supplier should be located in Davao Region;
- d. The Supplier shall supply in labor, tools and spare parts for the repair and/or replacement of worn out and defective parts and render other relative services to the DOE-MFO vehicles provided above upon the presentation by the **CLIENT** of the **Purchase Order (PO)** duly signed and approved by the **CLIENT**;
- e. The Supplier shall issue a transaction slip/receipt/invoice in labor, tools and spare parts for the repair and/or replacement of worn out and defective parts of DOE-MFO vehicle or other related services are given to the **CLIENT**;
- f. The Supplier price of each labor, tools and spare parts for the repair and/or replacement of worn out and defective parts of DOE-MFO vehicle requested will be inclusive of any kind of taxes, fees, charges and other legal exactions;

III. REQUIREMENTS

- g. Qualified and capable workshop company to provide vehicle maintenance services;
- h. Minimum of 3 years of vehicle workshop existence;
- i. Should provide updated Mayors Permit and Philgeps Registration;

IV. MODE OF PAYMENT

- j. Payment Terms will be 15 days upon receipt of the SOA.

Approved by:


NILO J. GEROCHE
Director

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]