


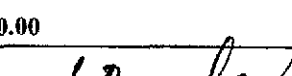


## PURCHASE REQUEST

Entity Name: DEPARTMENT OF ENERGY

**Fund Cluster:** 03-LFP

[illegible]

**TITLE OF PROCUREMENT/PURPOSE:**  
Procurement of Personal Protective Equipment (PPE) and Field Supplies/ For the use of field inspectors

<b>REQUESTED BY:</b>  <b>LORALAI R. CAPISTRANO</b> <small>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</small>		<b>FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT:</b> <b>ESTIMATED AMOUNT:</b> <u>Php 802,800.00</u> <b>ALLOCATED PROVIDED:</b>  <b>ELISA B. MORALES</b> Chief, Budget Division	
<b>RECOMMENDED BY:</b>  <b>RODELA A. ROMERO</b> <small>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</small>		<b>APPROVED BY:</b>  <b>RINO E. ABAD</b> <small>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</small>	

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


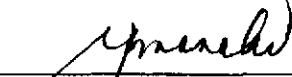


## PURCHASE REQUEST

**Entity Name:** DEPARTMENT OF ENERGY

**Fund Cluster:** 03-LFP

[illegible]**TITLE OF PROCUREMENT/PURPOSE:**

**Procurement of Calibrating Buckets / In support for the activities of the Oil Deregulation Management Program.**

<b>REQUESTED BY:</b>   <b>LORALAI R. CAPISTRANO</b>  <small>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</small>	<b>FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT:</b>  <b>ESTIMATED AMOUNT:</b> <u>Php 308,000.00</u>  <b>ALLOCATED PROVIDED:</b>   <b>ELISA B. MORALES</b> Chief, Budget Division
<b>RECOMMENDED BY:</b>   <b>RODELA ROMERO</b>  <small>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</small>	<b>APPROVED BY:</b>   <b>RINO E. ABAD</b>  <small>(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)</small>

**PMD Procurement Code:**

01-Goods; 02-Services; 03-Consulting Services; 04-Infrastructure;  
05-Capital Outlay

**Republic of the Philippines**  
**Department of Energy – Visayas Field Office**  
**3<sup>rd</sup> Floor Escario Bldg., Escario St., Cebu City**

**TERMS OF REFERENCE**

**Quantity** : 12 Pcs  
**Approved Budget for the Contract** : Php 54,000

**A. FIELD BAG**

**I. Technical Specifications:**

- |                 |   |
|-----------------|---|
| <b>Material</b> | 1. Polyester  |
|                 | 2. Lined interior                                     |
|                 | 3. Breathable mesh for shoulder straps and back panel |
| <b>Features</b> | 4. Water-resistant                                    |
|                 | 5. Has a Top handle                                   |
|                 | 6. With laptop sleeve                                 |
|                 | 7. Compression straps                                 |
|                 | 8. High quality strap buckles and zippers             |
|                 | 9. At least two (2) large main compartments           |
| <b>Color</b>    | Black   |
| <b>Size</b>     | 10. Capacity: min. of 25L                             |
|                 | 11. laptop compartment (approx.15.6")                 |

**II. Terms and Conditions**

1. Bidder must submit sample of appropriate material to be retained by the end-user until the delivery for comparison
2. The material and dimension must not be subjected to any change even due to increase in raw cost materials
3. Bidder must replace defective items

**III. Payment**

1. One hundred percent (100%) of the contract price will be released upon satisfactory completion/acceptance of end user
2. Bid price must be inclusive of all costs (insurance, freight, brokerage, duties and taxes, etc.) attendant to the delivery of items at DOE-Visayas Field Office (located at 3<sup>rd</sup> Floor Escario Bldg, Escario St., Capitol Site, Cebu City, Cebu)


Prepared by:

  
Stephanie C. Jainar  
SRS II, EIMD

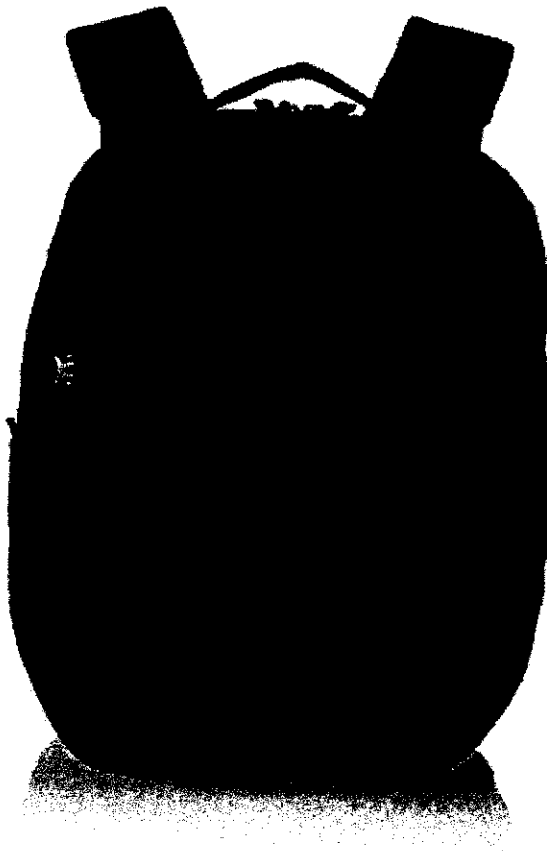
Reviewed by:

  
Jose Ray D. Maleza  
Chief SRS, EIMD

Approved by:

  
Atty. Russ Mark T. Gamallo  
OIC-Director, VFO

**ANNEX A**  
**SAMPLE DESIGN**



**DEPARTMENT OF ENERGY**  
**Visayas Field Office**  
**731 Escario Bldg. Escario St., Cebu City**

Quantity  
34

Article  
Standard Metal Measuring Can (Calibrating Buckets)

Approved Budget  
238,000.00

**TECHNICAL SPECIFICATION:**

**Standard Metal Measuring Can (Calibrating Bucket)**

- o Capacity: 10 Liters
- o Body Material: Galvanized Iron
- o Body Thickness: 1.2 mm
- o Height: 19 inches
- o Weight: 1.8-2.5 kg

**TERMS OF REFERENCE:**

1. The prices quoted shall be firm and irrevocable and not subject to any change whatever even due to increase in cost of raw material components and fluctuations in foreign exchange rated and excise duties.
2. Supplier should warrant that all item shall be new and of first quality according to specifications and shall be free from defects. The defects, if any, during the guarantee period is to be rectified free of charge by arranging free replacement whenever necessary.
3. Bid price must cover all costs such as freight, brokerage, duties, taxes, etc., attendant to the delivery of the Calibrating Bucket to Department of Energy Visayas Field Office located at 3<sup>rd</sup> floor Escario Building, 731 Escario St., Cebu.
4. Delivery Terms: 30-45 working days upon receipt of approved Purchase Order (PO).
5. Payment Terms: 30 days upon issuance of Certificate of Acceptance by end user.
6. The total bid price is inclusive of cost of duties and taxes.

Prepared by:

  
**RENELYN C. ESTIYA**  
SR SRS

Reviewed by:

  
**JOSE REY C. MALEZA**  
Chief, EIMD

Approved by:

  
**ATTY. RUSS MARK T. GAMALLO**  
OIC- Director

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]*

## 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