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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6333619  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA  
**Title** PROCUREMENT OF PETROLEUM, OIL, LUBRICANT (POL) AND OTHER SERVICES FOR THE DEPARTMENT OF TOURISM REGION IV-B MIMAROPA SERVICE VEHICLES  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2019-07-025	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Fuels/Fuel Additives & Lubricants & Anti Corrosive	<b>Date Published</b>	20/07/2019
<b>Approved Budget for the Contract:</b>	PHP 140,000.00	<b>Last Updated / Time</b>	19/07/2019 16:01 PM
<b>Delivery Period:</b>	6 Month/s	<b>Closing Date / Time</b>	25/07/2019 01:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Keith Blanche Calso Soriano Administrative Officer IV 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 procurement.mimaropa@gmail.com		

#### Description

##### 1.0 Rationale

The Department of Tourism Region IV-B MIMAROPA through the Bids and Awards Committee (BAC), will undertake the Negotiated Procurement of Service Provider for Petroleum, Oil, Lubricant (POL) products and other services for the official service vehicles of the DOT IV-B Regional Office. This is a major operational requirement essential for the delivery of services to the Regional Office's stakeholders. The DOT Region IV-B has two (2) service vehicles: 1 using gasoline and the other one using diesel fuel, consuming around 180 liters of gasoline and 160 liters of diesel per month. Convertibly, the DOT Region IV-B consumes 2,340 liters of gasoline and 2,080 liters of diesel fuel annually. Attached as Annex A is the list of service vehicles of the regional office. Aside from fuel supply, the requirement shall likewise cover and include other products/services such as motor/engine oil, brake fluid, ATF, coolant, body wash and/or underchassis wash.

##### 2.0 Objectives

The main objective of the Procurement of POL and Other Services Supplier is to provide the DOT Region IV-B service vehicle end-users and drivers with an efficient, secured, convenient, continuous and steady supply of petroleum products and services, which must be economically manageable.

### 3.0 Scope of Service

3.1 The POL and other Services supplier shall provide fuel, lubricants and other service requirements of the DOT Region IV-B using the Fuel and Oil Issue Slip Form duly approved by authorized signatories to be presented by any authorized agency representative.

3.2 The Product Restriction includes the following:

- a. Type of Fuel: Premium, Unleaded or Regular Gasoline, Diesel
- b. Lubricants: Motor/Engine Oil  
Brake Fluid  
ATF  
Coolant
- c. Services: Engine Wash

3.3 Frequency of availment (Per Vehicle)

- a. Fuel: maximum fuel allocation per month is 160 liters for diesel and 180 liters for gasoline
- b. Lubricants:
  - Motor/Engine Oil: monthly
  - Brake Fluid: once a year
  - ATF: every 40,000 km
  - Gear Oil: every 40,000 km
  - Coolant: every quarter
- c. Other Services
  - Engine Wash every quarter
  - Body Wash every month

3.4 Only the vehicle included in the list of official vehicles shall be allowed to avail of the above products and services with the limitation categorically stated on therein.

3.5 The POL Service Provider shall be responsible to dispense and make available at all times for the period stated in the contract under the terms and conditions most advantageous to the government the following estimated volume or quantity:

Total fuel allocation for six (6) months (based on allocation/service vehicle/month):

- a. Gasoline: 1,170 liters more or less
- b. Diesel: 1,040 liters more or less

Lubricants requirements for six (6) months:

- a. Motor/Engine Oil: 28 liters
- b. Brake Fluid: 1 liters
- c. ATF: 5 liters
- d. Gear Oil: 3 liters
- e. Coolant: 2 liters

Other Services requirement for six (6) year:

- a. Engine Wash and Under Chassis Wash: 2 times
- b. Body Wash: 6 times

### 4.0 Responsibilities of the POL Service Provider

4.1 The service provider shall allow issuance of fuel products, lubricants and other services to DOT Region IV-B vehicles, listed in the official List Vehicles.

4.2 The service station shall load fuel only to the vehicle indicated in the Fuel and Oil Issue Slip Form (plate number, petroleum products i.e. gasoline or diesel) and no excess shall be allowed outside the maximum allocation.

4.3 A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn from the service station.

4.4 Ensure that the sales invoice slip accurately reflects any and all purchases made by the DOT-MIMAROPA's authorized representatives

### 5.0 Funding for the Project

The cost for the procurement of petroleum, oil, lubricants and other services including annual administrative services is estimated at Php 140,000.00 for (6) months, inclusive of 12% VAT.

6.0 Payment Scheme

Payment will be done on a monthly basis upon submission of the service provider of the statement of account/billing statement:

Payment computation shall be as follows:

Gross receipts total (i.e. including 12% VAT) ..... Pxxx,xxx.xx  
 Less: 1% EWT and 5% Final tax  
 {Application of which shall be on the net  
 Receipts total (i.e. gross less 12% VAT).  
 A tax withheld certificate or tax credit  
 will be credited on the service station  
 provider}..... xx,xxx.xx  
 NET PAYMENT Pxxx,xxx.xx

7.0 Duration of Contract

Initial contract duration will be until December 2019, within seven (7) days from receipt of Notice to Proceed, or upon consumption of the total budget allotted, whichever comes first. Contract shall be renewable for another year subject to the terms and conditions stated in the contract.

8.0 Contact Person

Keith Blanche C. Soriano/Elizabeth R. Andal  
459-5200 loc. 210 or 459-0945

**Created by** Keith Blanche Calso Soriano  
**Date Created** 19/07/2019

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