



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Document Code
FM-QP-DILG-AS-RO-10-07

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MODE OF PROCUREMENT:	NP-53.9 - Small Value Procurement	RFQ No. :	<i>SVP</i> 2022- 01-003
Name of Procuring Entity:	DILG REGION XII	Date:	<i>13 January 2022</i>
Office/End User:	FAD-GSS		
Company Name (TO BE FILLED OUT BY SUPPLIER):			
Address (TO BE FILLED OUT BY SUPPLIER)			
*PhilGEPS Registration No. (TO BE FILLED OUT BY SUPPLIER)			

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this office duly signed:

TERMS AND CONDITIONS:


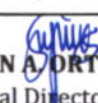
- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all items.
- Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
- The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.


APPROVED BUDGET FOR THE CONTRACT (ABC):

PHP 733,371.27

Lailyn A. Ortiz
LAILYN A. ORTIZ, CESO V
 Assistant Regional Director/RBAC Chairperson

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	PRICE PER LITER	COMPLIANCE WITH TECHNICAL SPECIFICATIONS (PLEASE CHECK)		REMARKS
					YES	NO	
	PROCUREMENT OF FUEL PRODUCTS FOR CY 2022 INTENDED FOR THE DILG REGIONAL OFFICE XII						
1	Diesel	15,448.67	liter	Php	[]	[]	
2	Gasoline	213.02	liter	Php	[]	[]	
	TERMS OF REFERENCE:						
	1.0 RATIONALE						
	The Department of the Interior and Local Government (DILG) - Regional Office XII intends to procure Fuel Products for CY 2022 intended for the DILG Regional Office XII pooled vehicles and other services related thereto. As a major operational requirement, the delivery of services to the Department's Stakeholders is essential. In connection therein, the DILG RO XII-FAD-GSS has Nine (9) service vehicles specifically: six (6) Toyota Innova, one (1) Toyota Grandia and two (2) Toyota Hilux using diesel fuels and other services to suffice the procurement of gasoline products.						
	2.0 OBJECTIVE						
	The main objective is to provide the DILG-Regional Office pooled vehicle drivers with an efficient, convenient and continuous supply of petroleum products to support the daily operations.						
	3.0 PRODUCT RESTRICTION						
	3.1 Type of fuel: Unleaded Gasoline and Regular Diesel				[]	[]	
	3.2 Only the vehicle indicated in the Withdrawal Slip shall be allowed to avail of the above product services.				[]	[]	
	3.3 The Service Provider shall be responsible to dispense and make available at all times for a period of one (1) year under the terms and conditions most advantageous to the government the following estimated volume or quantity. <u>In case price increase and/or rollback, payment shall be based on the prevailing retail market price at the time of withdrawal:</u> a. Diesel : 15,448.67 liters @ 46.68/liter b. Gasoline : 213.02 liters @ 57.40/liter				[]	[]	

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1. Bidders shall provide correct and accurate information required in this form. 2. Bidders may quote for any or all items. 3. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable. 4. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. 5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.			6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s). 7. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. 8. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it. 9. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.		
APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 733,371.27			 LAILYN A. ORTIZ, CESO V Assistant Regional Director/RBAC Chairperson		
3.3 The service station/branch shall load fuel only to the vehicle indicated in the Withdrawal Slip (Make, Name of Driver, Plate Number, petroleum products i.e. diesel/gasoline) and no excess shall be allowed outside the maximum allocation.					[] []
3.4 A transaction slip/invoice shall be issued every time the fuel is withdrawn or other services are given.					[] []
3.5 The Statement of Account (SOA) should be accurate with the receipt/invoice issued by the service station.					[] []
3.6 Ensure that the transaction slip/invoice reflects any and all purchases charged to the SOA.					[] []
4.0 FUNDING FOR THE PROJECT					
The cost for the procurement of gasoline/diesel fuels including administrative service is Seven Hundred Thirty Three Thousand Three Hundred Seventy One Pesos and Twenty Seven Centavos (Php 733,371.27) for One (1) year, inclusive of 12% VAT.					[] []
5.0 PAYMENT SCHEME					
Payment will be done on a monthly basis upon submission of the Statement of Account/Billing Statement and Charge Invoice. In case price increase and/or rollback, payment shall be based on the prevailing retail market price at the time of withdrawal.					[] []
Payment computation shall be as follows:					
Gross receipts total (ie. Including 12% VAT)					
Less: 1% EWT and 5% Final Tax					
(Application of which will be on the net receipt totals (i.e. gross less 12% VAT)					
(A tax withheld certificate will be credited on the service station provider)					
6.0 DURATION OF CONTRACT					
Contract duration will be for the period of (1) year or upon consumption of the total budget allotted, whichever commits first. Contract effectivity shall commence within seven (7) calendar days from the receipt of the Notice to Proceed (NTP).					[] []
OFFERED RATE PROPOSAL:					Php _____
***** NOTHING FOLLOWS *****					

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Notes:					
I - In order to be eligible for this procurement, suppliers/ service providers must submit together with the quotation/proposal the following eligibility requirements:					
1. Valid PhilGEPS Certificate of Registration (Platinum Membership)					
2. Annual Income Tax Return (ITR) FY. 2021 (for those who do not have Business Permit for FY 2022 yet)					
3. Tax Clearance Certificate from BIR (Updated)					
4. Certificate of Business Name Registration from DTI					
5. Business/ Payor's Permit (Updated)					
6. Accomplished and Notarized Omnibus Sworn Statement					
II - IMPORTANT: Please submit your quotation/s in SEALED ENVELOPE/S on or before <u>Jan. 21, 2022</u> at exactly <u>10:00AM</u> at the DILG Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City For further inquiries or clarifications, you may contact Ms. Cheeza Mirasol at telephone numbers (083)228-1421 or (083) 228-7960 or email address at mail@region12.dilg.gov.ph and dilgro12rbacsecretariat@gmail.com.					
III - Opening of Sealed Bids shall be on _____, _____ live streamed via ZOOM. Meeting ID and Password shall be given to Bidders' representative/s upon submission of their proposals/quotations.					
Warranty		Price Validity			
After having carefully read and accepted your General Conditions, I/WE quote on the item(s) at prices noted above.					
_____ Printed Name/Signature/Date					
_____ Tel. No./Cellphone No.					