



Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM

Province of Rizal

Tel/Fax 653-2860
urs.spmo@gmail.com

May 14, 2019

Company/ Suppliers Name : _____

Address : _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your sealed quotation duly signed by your representative not later than _____ to URS SPMO, Morong Rizal.


NELSON S. GONZALES, Ed. D.
Chairperson, BAC

- NOTE:**
1. ALL ENTRIES MUST BE TYPEWRITTEN
 2. DELIVERY PERIOD WITHIN __ CALENDAR DAYS
 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF 45 CALENDAR DAYS
 5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	BID PRICE	TOTAL BID PRICE
1	Diesel for URS Service Vehicles (See attached Terms of Reference)	16000	Ltr		
	*** Nothing follows ***				
	ABC – Php 673,600.00				

Brand and Model : _____ Delivery Period : _____
Warranty : _____ Price Validity : _____

After having carefully read and accepted your General Condition, I/We quote you on the items at prices noted above.

CERTIFICATION

I hereby certify that I have personally conducted this canvass and that the price(s) quoted is/are true & correct and the signature of the representative of the company who submitted the quotation(s) is/are genuine.

Posted at PhilGEPS

Printed Name & Signature of Authorized Canvasser

P.R. No.:2019-05-0904

Control No.: _____

PhilGeps Ref. No.: _____

Printed Name / Signature

Tel. No. / Cell phone No.

E-mail address

Date

Tin Number

TERMS OF REFERENCE

PROCUREMENT OF GASOLINE, DIESEL, LUBRICANTS AND OTHER FUEL PRODUCTS AND OTHER SERVICES FOR THE UNIVERSITY OF RIZAL SYSTEM VEHICLES AND OTHER PURPOSES

1.0 Rationale

The University of Rizal System (URS), through the Bids and Awards Committee (BAC) will undertake the Procurement of the gasoline, diesel, lubricants and other services for service vehicles of the URS. This is a major operational requirement essential for the delivery of services to the University's stakeholders. The URS has 10 service vehicles using approximately 2,285 liters of diesel per month. Approximately, the URS consumes 16,000.00 liters of diesel for seven (7) months. Attached as "Annex A" is the list of service vehicles.

2.0 Objectives

The main objective of this procurement is to provide the URS vehicle end-users and drivers with an efficient, continuous and steady supply of petroleum products which must be economically manageable.

3.0 Scope of Services / Products

3.1 The Fuel Service Provider shall provide the fuel requirements of the University of Rizal System. It must ensure that the University vehicles have access to fuel of the dealer's stations.

3.2 The Fuel Service Provider must:

3.2.1 Have gas station within the province of Rizal to dispense the fuel requirements of the URS service vehicles following the terms and conditions set in the contract.

3.3 The Product Restriction includes the following:

a. Type of Fuel : Diesel

3.4 Frequency of availment (Per Vehicle)

a. Fuel : maximum fuel allocation per month is indicated in The in terms and conditions agreed in the contracts

3.5 Only the vehicle indicated in "Appendix A" shall be allowed to avail of the above products and services with the limitations categorically stated on therein.

3.6 The Service Provider shall always be responsible to dispense and make available and at all branches of its stations for a period of seven (7) months under the terms and conditions most advantageous to the government the following estimated volume or quantity:

Total fuel allocation for seven (7) months (based on the allocation/service vehicle/month indicated in the terms and conditions set in the contract.

a. Diesel : 16,000 liters more or less

4.0 Responsibilities of Fuel Supplier

4.1 Load fuel only to the University vehicles listed in "Appendix A".

4.2 A transaction receipt/invoice/slip shall be issued every time fuel is withdrawn or other services are given.

4.3 The Statement of Account should be accurate with the receipt/invoice issued by the service station.

1. The bidder must be a major supplier of Petroleum, Oil and Lubricant (POL) products and existing operator of a fuel refilling station with functional gas station within the territorial jurisdiction of Rizal.
2. Bid prices shall be the individual Wholesale Posted Price (WPP) of the prospective supplier less the discount given, if any, plus delivery cost. Cost for E-VAT and other governmental cost, which fall equally on all prospective suppliers, are presumed to be included in the computation of the bid price. The quoted price per unit must be inclusive of all charges including taxes and fees, which may be imposed by law.
3. For purposes of bid evaluation and/or comparison of bids, regardless of the index used, the Lowest Calculated Bid shall be determined by identifying the bidder who offered the lowest Bid price.
4. For purposes of payment, the discount and the delivery cost stated in the contract shall be fixed from the time of the bidding through the term of the contract.
5. The amount to be paid by the procuring entity of the diesel fuel requirements delivered and duly received by it shall be the WPP less the discounts offered, if any, plus the delivery cost stated at the date of actual delivery.
6. For staggered deliveries, the procuring entity shall make, after every delivery, an accounting of the amount actually payable based on the date on the delivery receipt to determine the allowable unit/volume that may still be ordered from the remaining amount allotted for each POL product. The procuring entity shall

be allowed to make adjustments in the units/volume to be delivered per type of product to conform to the remaining amount in the total contract price.

7. Concurrently and in the alternative, the winning bidder must be able to accommodate, anytime (24/7) at their gas station: the refueling process, water/air check and other basic services on the motor vehicles authorized by the University of Rizal System , including but not limited to service vehicles as may be advised by and at the option of the University's Office of General Services
8. In the case of the fuel dispense through the authorized gas station and/or distribution centers of the supplier, the actual price payable shall be determined based on the weighted average of the applicable index from the date the order is placed up until the cut-off date for payments agreed upon by the parties.
9. If during contract implementation, the total contract price for the project would have been consumed notwithstanding that the requirements were not fully delivered in the units/volume contemplated, no further order and payment shall be made.
10. The provisions of the GUIDELINES ON INDEX-BASED PRICING FOR PETROLEUM AND OIL PRODUCTS as amended pursuant to Republic Act No. 9184 and its Implementing Rules and Regulations (IRR) shall be applied and observed concurrently with the express provision of this contract. All terminologies herein shall be understood as per definition given by the mentioned guidelines.
11. Any violation or non-compliance of any of the provisions of this contract shall be a sufficient ground to declare the supplier in default and or to rescind the contract without prejudice to the imposition and liability for damages
12. The winning bidder shall supply an average of two thousand five hundred liters (2,285L) of diesel fuel per month, until the complete exhaustion of the Purchase Order. Whenever requested, the winning bidder must supply the fuel even during Saturdays, Sundays and holidays.
13. Billing shall be done every dispensed/delivered diesel fuel, while payment of the said quantity shall be made and released within thirty (30) days from the submission of the billing/statement of account.
14. Billing shall be done while payment of the said quantity shall be made released within thirty (30) days from the submission of the billing/statement of account.
15. Payment System
 - Credit charging (30-day cycle)
 - Statement / billing through the Accounting Office URS Morong
 - Allows deduction of applicable withholding tax from monthly billing statement