



Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Province of Rizal

Tel/Fax 653-2860
urs.bacsecretariat2020@gmail.com

Date : Jul 28 2022

Company/Supplier 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 Aug 01 2022 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 Fuel	9600	liter(s)		
2	Semi-Synthetic oil for Diesel engine	150	liter(s)		
	nothing follows				
	-				
	ABC - Php 826,800.00				
	-				

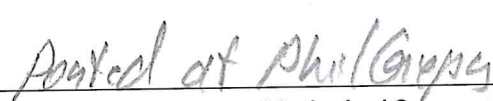
Brand and Model : _____
Warranty : _____

Delivery Period : _____
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.


Printed Name & Signature of Authorized Canvasser

Printed Name / Signature

Tel. No. / Cell phone No.

E-mail address

Date

Tin Number

URS-AF-AS-PRO-F-2017-02

Rev. 00

Effectivity Date August 15, 2017

Modified version of RFQ form from
(SF-GOOD-60, May 2004)

03-0343



TERMS OF REFERENCE PROCUREMENT OF FUEL, OIL, LUBRICANTS AND OTHER SERVICES FOR URS VEHICLES

1. Rationale

The University of Rizal System, through its Bids and Awards Committee (BAC), will undertake the procurement of fuel, oil, lubricants and other services using **Section 53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant as provided in the 2016 IRR of R.A 9184**. This is a major operational requirement of the institution which is essential for the delivery of services to its stakeholders. URS currently has a total of **11** serviceable motor vehicles, which are diesel fed with a monthly consumption of around 1,000 liters. Aside from the supply of diesel fuel, the supplier shall likewise cover and include other products/services such as motor/engine oil, brake fluid, ATF, coolant, freshener, body/engine/under chassis wash and other maintenance supplies.

2. Objectives

The main objective of having a fuel service agreement is to provide URS vehicles with an efficient, secured, convenient, continuous and steady supply of petroleum products and services which is economically manageable.

3. Contract Price

3.1. The total contract price for this procurement shall not be more than Eight Hundred Twenty Six Thousand Eight Hundred Pesos Only (₱826,800.00).

3.2. Prices for procurement using the Retail Pump Price or the price of petroleum fuel per liter for diesel and oil as established by retailers, dealers or gas stations for the day.

3.3. Cost for E-VAT and other governmental costs which fall equally on all prospective suppliers are presumed to be included in the price.

4. Actual Prices Payable

4.1. For and in consideration of the performance and accomplishment of the Fuel, Oil, Lubricants and Other Services, URS shall pay the Fuel Service Provider for the fuel, oil, lubricants and other services requirements **ACTUALLY DELIVERED AND DULY RECEIVED** by it using the Retail Pump Price as defined.

5. Scope of Service

5.1 Fuel, Oil, Lubricants and Other Services shall be available to URS upon the issuance of the duly approved Trip Ticket and Gas Slip.

5.2 Issuance of products/services by the Fuel Service Provider (FSP) will be through Purchase Order (PO) system for the period of ten (10) months under terms and conditions advantageous to the government for the following estimated volume or quantity: Diesel 9,600 liters — c. Motor/Engine Oil — 150 liters

5.3 All purchases must be accompanied by properly accomplished and duly signed Drivers Trip Ticket.

5.4 Accepts payment in the form of check amount of which is net of taxes withheld supported by the issuance of certificates.

5.5 Payment shall be made by URS within 30 days from receipt of the monthly billing with complete attachments covering actual purchases.

5.6 FSP should have PhilGEPS Platinum Registration and BIR Certificate of Registration.

6. Responsibilities of the Fuel Service Provider (FSP)

6.1 The FSP shall provide fuel, oil, lubricants and other products/services requirement of URS service vehicles including free of charge basic services like windshield cleaning, oil/water level checking, and tire pressure gauge measurement, body/engine/ under chassis wash and other vehicle maintenance related to supplies and services in an efficient manner following the terms and conditions set in the contract.

6.2 FSP must have a fuel station located within Morong and nearby towns of Rizal.

6.3 The FSP shall be responsible ensuring availability of products and services, and competent fuel attendant/personnel to attend to the services required at all times. In case of shortage, FSP shall provide alternative source/station that can provide same specifications, which shall be located within Rizal province.

6.4 Ensure availability of basic facilities like basic lube bays and restrooms.

6.5 The FSP shall be responsible to dispense fuel to URS vehicles only and ensure that issued fuel will not exceed PO allocation.

6.6 Repair/maintenance of damage, accident or otherwise, incurred by the FSP to any URS vehicle shall be for the FSPs account.

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

6.8 Ensure that the transaction slips accurately reflects any and all purchases charged to URS.

6.9 To maintain a comprehensive register to record all withdrawals made on a per vehicle basis.

6.10 Issue an accurate Statement of Account with copies of transaction slip/receipt/invoice on a monthly basis.

7. Responsibilities of University of Rizal System (URS)

7.1 To pay the amount billed within 30 days from the receipt of the Statement of Account with complete attachments.

7.2 To examine the statement and report any discrepancy/ies to the FSP within 10 days upon receipt thereof. If there is no error reported within such period, the statement of account shall be considered as conclusively correct.

7.3 Issue BIR form 2306 and 2307 pertaining to taxes withheld for each payment made.

7.4 Accomplish Drivers Trip Ticket duly signed by authorized signatory for presentation to the FSP for the delivery of goods and services.

7.5 Inform the FSP for the changes in the authorized signatory/ies.