



## INVITATION FOR SUBMISSION OF QUOTATION

### (SMALL VALUE PROCUREMENT)

1. The Philippine Ports Authority, PMO – Neg. Occ./Bacolod/Banago/Bredco, through its Bids and Awards Committee (BAC), invites interested suppliers/dealers to submit price quotations for the following Small Value Procurement of Goods:
  - a. Name of Project : SUPPLY OF GASOLINE AND DIESEL FOR PMO-NBB AUTHORIZED/OFFICIAL SERVICE VEHICLES  
(See attached Terms of Reference)
  - b. Location : PPA- PMO-NBB, Banago Office, Bredco & Pulupandan Office
  - c. Delivery Period : March 1, 2020 to February 28, 2021
  - d. Approved Budget for the Contract (ABC) : P 665,000.00
  - e. Source of Fund : PPA Corporate Fund
  - f. Schedule of BAC-PG Activities:
    1. Advertisement - February 7 – February 17, 2020
    2. Issuance of RFQ - February 7 – February 17, 2020
    3. Deadline for Submission of RFQ - February 17, 2020(Monday) - 12:00NN
    4. Opening of RFQ - February 17, 2020 (Monday) - 1:00PM
2. Sealed Requests for Price Quotation (RPQs) shall be submitted to the Head Secretariat, Bids and Awards Committee (BAC) for Goods and Services on or before 12:00 noon February 17, 2020 which will be opened on the same day, February 17, 2020 at 1:00 p.m. at the Conference Room, PPA, Banago Port, Brgy. Banago, Bacolod City.
3. All quotations shall be inclusive of the applicable Value Added Tax (VAT) and shall be valid for a period of one (1) year from the deadline of submission of quotations. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.

✓

4. The project shall be awarded to the proponent determined to have submitted the complete and lowest quotation. Prospective bidders shall furnish the BAC a *Certified True Copy* of their *Valid and Current* documents together with the Price Quotation, to wit:
  - a. Business / Mayor's Permit
  - b. Phil-GEPS Registration/Number
  - c. BIR Income Tax Return/Tax Clearance Certificate
  - d. Omnibus Sworn Statement
5. Procurement will be conducted in consonance with Section 53.9 the Revised Implementing Rules and Regulations Part A (IRR-A) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act". Only sealed bids/canvass from eligible bidders will be opened and a contract will only be awarded to the Lowest Calculated and Responsive Bidder who will be determined as such during post-qualification.
6. The Philippine Ports Authority, PMO – Neg. Occ./Bacolod/Banago/Bredco reserves the right to reject any Bid/RPQ at any time prior to award of the project without thereby incurring any liability to the affected proponents and waive any minor defects therein, and to accept quotation as may be considered advantageous to the government

For further information, please refer to:

**MR. ZEDRIC TURTOGO / MS. MONA LIZA G. VILLARAN**

BAC- PG - Secretariat

Philippine Ports Authority, PMO – Neg. Occ./Bacolod/Banago/Bredco

Banago Port, Brgy. Banago, Bacolod City

Tel #: (034)441-1225/ 441-1041/441-3124

  
\_\_\_\_\_  
**RICHIE A. VILLASANA** ✓  
BAC Chairperson

PPA & PhilGEPS Website: February 7, 2020 to February 17, 2020

PPAs Conspicuous Places : February 7, 2020 to February 17, 2020

## TERMS AND CONDITIONS

FOR THE SUPPLY OF GASOLINE AND DIESEL FOR PPA, PMO-NBB AUTHORIZED SERVICE VEHICLES FOR ONE (1) YEAR. (PERIOD COVERED MARCH 1, 2020 TO FEBRUARY 28, 2021)

### I. OBLIGATIONS AND RESPONSIBILITIES OF THE SUPPLIER

1.1 The supplier shall supply gasoline and diesel fuel for PPA, PMO-NBB authorized service vehicles upon presentation of approved Authority to Withdraw Fuel (VALE slip).

1.2 The Product Restriction includes the following:

- a. Gasoline Premium
- b. Diesel


1.3 The Supplier shall supply/ allow issuance of gasoline and diesel fuel to the following PPA, PMO-NBB official vehicles to wit:

- Toyota Grandia with Plate # VU1862 / 121205
- Toyota Fortuner with Plate # AKA7744
- Nissan Navara with Plate # OY4332
- Mitsubishi Adventure (Patrol) with Plate # SHR679
- Toyota Hilux (Patrol) with Plate # VV 4658
- Mitsubishi Adventure with Plate # SLG377
- Mitsubishi Adventure with Plate # SHL581
- Isuzu IPV with Plate # SFT549
- Toyota REVO with Plate # SGF332
- Toyota Hilux (Green) with Plate # SEJ469

1.4 A duplicate copy of transaction slip/charge invoice, signed by the driver shall be issued/given to the PPA authorized driver every time fuel is withdrawn.

1.5 The Supplier shall send statement of account for the 15<sup>th</sup> and 30<sup>th</sup> consumption of the month detailing the date, vehicle's plate number, invoice number, number of liters and/or quantity and amount to be paid with attached original transaction charge invoice and vale slip authorizing to withdraw fuel and current price for the day.

1.6 The Supplier shall submit documentary requirements such as:

- a) Latest Mayor's Permit
  - b) PhilGeps Registration
  - c) Latest Income/Business Tax Return/Tax Clearance Certificate
  - d) Omnibus Sworn Statement
- 

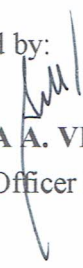
**II. DURATION OF THE CONTRACT**

Duration of the Contract March 1, 2020 to Feb 28, 2021.

**III. FUND/PARAMETERS OF PAYMENT**

- 3.1 The Approved Budget for this procurement is Six Hundred Sixty Five Thousand Pesos (P665,000.00).
- 3.2 Evaluation of the quoted price per liter for fuel is from January 10 to 24,2020.
- 3.3 Fuel price is subject to change depending on the prevailing market price.
- 3.4 Payment shall be made within ten (10) working days upon submission of the required documents and will be paid bi-monthly in the form of check payable to the supplier.  
No advance payment shall be made.
- 3.5 All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.
- 3.6 Any or all payments to be made shall be subjected to existing accounting and auditing Rules and Regulations.

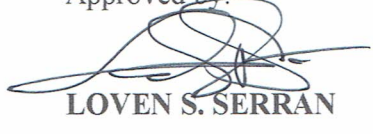
Prepared by:

  
**SYLVIA A. VILLANUEVA**  
Admin Officer IV

Recommending Approval:

  
**REYNALDO T. HINAUT**  
Admin Manager

Approved by:

  
**LOVEN S. SERRAN**  
Acting Port Manager