



REPUBLIC OF THE PHILIPPINES  
**Department of Budget and Management**  
Malacañang, Manila

**BIDS AND AWARDS COMMITTEE**

**INVITATION FOR NEGOTIATED PROCUREMENT**

**Provision of Petroleum, Oil, and Lubricants for FYs 2013-2014**

1. In view of the two (2) failed public biddings, the Department of Budget and Management (DBM) Bids and Awards Committee (BAC) invites interested bidders to participate in the negotiation for the Provision of Petroleum, Oil, Lubricants for FYs 2013-2014 in accordance with Section 53.1 of the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act."

For more details on this project, please refer to attached Schedule of Requirements and Technical Specifications.

2. Interested bidders shall submit the following eligibility documents on January 23, 2012, 10:00 a.m.: (i) SEC Registration Certificate; (ii) Valid Mayor's Permit; (iii) statement of all ongoing government and private contracts within two (2) years from the date of submission and receipt of bids; (iv) statement of all completed government and private contracts within two (2) years from the date of submission and receipt of bids which shall include a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC (similar contract includes project for the provision of petroleum, oil, and lubricants, including labor for change oil, within a fleet card system); (v) audited financial statements for the preceding two (2) calendar years and stamped received by the Bureau of Internal Revenue; and (vi) Computation of Net Financial Contracting Capacity (NFCC) or a commitment from a Universal or Commercial Bank to extend credit line in favor of the prospective bidder if awarded the contract to be bid.
3. For further information, please attend the meeting on January 9, 2012, 12:00 n.n. at Usec. EVG Conference Room, 2<sup>nd</sup> Floor, Boncodin Hall, General Solano St., San Miguel Manila, or call the DBM-BAC Secretariat at 735-4902/490-1000 loc. 5602 from 9:00 a.m. to 4:00 p.m.
4. The DBM reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to affected firms.

**(Sgd.) JANET B. ABUEL**  
*Chairperson*

## SCHEDULE OF REQUIREMENTS

Item Number	Description	Quantity/ Units*	Total	Delivery Schedule
1.	<b>Diesel</b>		<b>17,680</b>	Monthly Requirement starting within 7 calendar days upon receipt of Notice to Proceed
	<b>Central Office</b>	<b>9,600</b>		
	<b>Regional Offices</b>	<b>8,080</b>		
	NCR	520		
	CAR	520		
	RO 1	520		
	RO 2	520		
	RO 3	520		
	RO 4A	520		
	RO 4B	520		
	RO 5	520		
	RO 6	520		
	RO 7	520		
	RO 8	520		
	RO 9	520		
RO 10	520			
RO 11	520			
RO 12	520			
CARAGA	280			
2.	<b>Gasoline (Unleaded)</b>		<b>1,980</b>	Monthly Requirement starting within 7 calendar days upon receipt of Notice to Proceed
	Central Office	1,710		
	Regional Offices	270		
3.	<b>Fleet Card</b>		<b>158</b>	Within 7 calendar days upon receipt of Notice to Proceed
	<b>Central Office</b>	<b>47</b>		
	- one card - one vehicle	45		
	- one card - many vehicles	2		
	<b>Regional Offices 1/</b>	<b>32</b>		
	NCR	2		
	CAR	2		
	RO 1	2		
	RO 2	2		
	RO 3	2		
	RO 4A	2		
	RO 4B	2		
	RO 5	2		
	RO 6	2		
	RO 7	2		
	RO 8	2		
	RO 9	2		
	RO 10	2		
RO 11	2			
RO 12	2			
CARAGA	2			
4.	<b>Change Oil + Labor + Oil Filter (max 4 times/yr) 1/</b>			As the need arises
	Central Office	45 vehicles		
	Regional Offices	32 vehicles		

Notes:

1/ Breakdown of 2 fleet cards per Regional Offices

1 One Card - One Vehicle

1 One Card - Many Vehicles

Please see Annex D for type of vehicle and type of petroleum used for each vehicle

**\*The quantity/units are for bidding purposes only. In the actual implementation of the Contract, the quantity/units that may be required may increase/decrease as the need arises.**

**I hereby certify to comply and deliver all the above requirements.**

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

**Annex B**

***Technical Specifications***

Bidders must state either “Comply” or “Not Comply” or any equivalent term in the column “Statement of Compliance” against each of the individual parameters of each “Specification”.

Item	Specification	Bidder's Statement of Compliance
1.	Estimated monthly supply of petroleum - Diesel (17,680 liters) - Gasoline (1,980 liters)	
2.	Implementation of an electronic system ("fleet card") a. Must have the following control features: - Product restrictions - Purchase limits - Vehicle specific (one card-one vehicle and one card-many vehicles) b. No. of gasoline stations with electronic system (minimum of 600 stations, nationwide) c. No. of gasoline stations with electronic system (minimum of 1 station within 5km radius from Central Office (CO)/Regional Office (RO)) 1/ d. Waived Membership Fee e. Provision of free initial fleet cards - Central Office (47 units) - Regional Offices (32 units)	
3.	Change Oil + Labor + Oil Filter Central Office (maximum 4 times/yr for 45 vehicles) Regional Offices (maximum 4 times/yr for 32 vehicles)	
4.	Payment system a. Credit charging (30-day cycle) b. Settlement/billing through the DBM Central Office c. Allows deduction of applicable withholding tax from monthly billing statement	

Notes:

1/ See Annex C for the list of addresses of DBM Central and Regional Offices

**List of DBM Central and Regional Offices Addresses**

**Central Office (CO)**

Boncodin Hall, Department of Budget and Management, Gen. Solano St., San Miguel, Manila

**Regional Offices (ROs)**

**NCR**

PLJ Bldg., Gen. Solano St., San Miguel, Manila

**CAR**

No. 8 Gen. F. Segundo St., Legarda-Burnham, Baguio City 2600

**RO 1**

Government Center, Sevilla St., San Fernando City 2500, La Union

**RO 2**

Regional Government Center, Carigsur, Tuguegarao City, Cagayan

**RO 3**

Regional Government Center, Maimpis, San Fernando City 2000, Pampanga

**RO 4A**

2/F, PLJ Bldg., 755 Gen. Solano St., San Miguel 1005, Manila

**RO 4B**

16/F, Asia Trust Bldg. 1424 Quezon Avenue, Quezon City

**RO 5**

Regional Center Site, Rawis, Legazpi City

**RO 6**

251-A General Hughes St., Iloilo City 5000

**RO 7**

Sudlon (near Eco-Tech Center) Lahug, Cebu City 6000

**RO 8**

Brgy. 77, Villaruz Subdivision Marasmaras, Tacloban City

**RO 9**

N.S. Valderosa St. Pettit Barracks, Zamboanga City

**RO 10**

Zone I, National Highway, Bulua, Cagayan de Oro City 9000

**RO 11**

Km. 3, Mc Arthur Highway, Matina, Davao City 8000

**RO 12**

DBM Compound, Brgy. Morales, Koronadal City

**RO 13 - CARAGA**

J. Rosales Avenue, City Hall Drive, Butuan City

## List of Type of Vehicles and Petroleum Type Used

Particulars	Units	Type of Petroleum	Type of fleet card
<b>Central Office</b>			
Mitsubishi Montero	1	Diesel	1:1
Mitsubishi Outlander	1	Gasoline	1:1
Hyundai Tucson	1	Diesel	1:1
Honda CRV	1	Gasoline	1:1
Hyundai Santa Fe	1	Gasoline	1:1
Nissan X-Trail	1	Gasoline	1:1
Kia Sorento	1	Gasoline	1:1
Toyota Altis	2	Gasoline	1:1
Isuzu Crosswind	5	Diesel	1:1
Toyota Innova	16	Diesel	1:1
Starex Van	1	Diesel	1:1
Sportivo	1	Diesel	1:1
Toyota Hi-Ace	13	Diesel	1:1
<b>Regional Offices</b>			
<b>NCR</b>			
Sportivo	1	Diesel	1:1
Toyota Van	1	Diesel	1:1
<b>CAR</b>			
Sportivo	1	Diesel	1:1
Adventure	1	Diesel	1:1
<b>RO I</b>			
Sportivo	1	Diesel	1:1
Toyota Van	1	Diesel	1:1
<b>RO II</b>			
Crosswind	1	Diesel	1:1
Toyota Van	1	Diesel	1:1
<b>RO III</b>			
Sportivo	1	Diesel	1:1
Sportivo	1	Diesel	1:many
Hi-Lux	1	Diesel	1:many
<b>RO IVA</b>			
Sportivo	1	Diesel	1:1
Toyota Van	1	Diesel	1:many
Honda City	1	Gasoline	1:many
<b>RO IVB</b>			
Strada	1	Diesel	1:1
Revo	1	Diesel	1:many
Innova	1	Diesel	1:many
<b>RO V</b>			
Crosswind	1	Diesel	1:1
Toyota Van	1	Diesel	1:1
<b>RO VI</b>			
Revo	1	Diesel	1:1
Toyota Van	1	Diesel	1:1
<b>Region VII</b>			
Crosswind	1	Diesel	1:1
Toyota Van	1	Diesel	1:1
<b>Region VIII</b>			
Sportivo	1	Diesel	1:1
Foton	1	Diesel	1:1
<b>Region IX</b>			
Innova	1	Diesel	1:1
Toyota Van	1	Diesel	1:many
Hi-Lux	1	Diesel	1:many
<b>Region X</b>			
Sportivo	1	Diesel	1:1
Toyota Van	1	Diesel	1:1
<b>Region XI</b>			
Strada	1	Diesel	1:1
Toyota Van	1	Diesel	1:many
Hi-Lander	1	Diesel	1:many
<b>Region XII</b>			
Strada	1	Diesel	1:1
Toyota Van	1	Diesel	1:many
L-300 Van	1	Diesel	1:many
Hi-Lux	1	Diesel	1:many
<b>Region XIII</b>			
Fuzion	1	Gasoline	1:1
Toyota Van	1	Diesel	1:many
Fuego	1	Diesel	1:many

## PROPOSAL FORM

\_\_\_\_\_  
Date

The Bids and Awards Committee  
Department of Budget and management  
Mabini Hall, Malacañang, Manila

Sir/Madam:

We respectfully submit our proposal for the item/s stated below:

MINIMUM REQUIREMENTS		Please provide the following information	If necessary, please provide additional details/description
1.	Estimated monthly supply of petroleum - Diesel (17,680 liters) - Gasoline (1,980 liters)	State comply/not comply	Please state amount per liter 1/
2.	Implementation of an electronic system ("fleet card")	State comply/not comply	
a.	Must have the following control features: - Product restrictions - Purchase limits - Vehicle specific (one card-one vehicle and one card-many vehicles)	State comply/not comply	
b.	No. of gasoline stations with electronic system (minimum of 600 stations, nationwide)	State how many gasoline stations accept your "fleet card"	
c.	No. of gasoline stations with electronic system (minimum of 1 station within 5km radius from Central Office (CO)/Regional Office (RO)) 2/	State how many gasoline stations accept your "fleet card" within 5km radius from Central Office (CO)/Regional Office (RO))	
d.	Waived Membership Fee	State comply/not comply	
e.	Provision of free initial fleet cards - Central Office (47 units) - Regional Offices (32 units)	State comply/not comply	
3.	Change Oil + Labor + Oil Filter Central Office (maximum 4 times/yr for 45 vehicles) Regional Offices (maximum 4 times/yr for 32 vehicles)	State if this service is available or not	Please state the maximum amount per product

Notes:

1/ Basis for the bid prices for gasoline and diesel must be within the range of the "Prevailing Retail Prices of Petroleum Products in Metro Manila" in the latest report posted in the DOE website. The latest DOE report shall be understood to mean as the last report posted fourteen (14) calendar days prior to opening of bids.

2/ See Annex B for the list of addresses of DBM Central and Regional Offices

<b>MINIMUM REQUIREMENTS</b>		<b>Please provide the following information</b>	<b>If necessary, please provide additional details/description</b>
4.	Payment system a. Credit charging (30-day cycle) b. Settlement/billing through the DBM Central Office c. Allows deduction of applicable withholding tax from monthly billing statement	State comply/not comply	

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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 Name and Signature over Printed Name