



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1**

This SBB No. 1 dated September 27, 2019 for the Project, "Petroleum, Oil, and Lubricants," is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said Documents.

PARTICULARS		CLARIFICATIONS/AMENDMENTS	
Bid Data Sheet		Bid Data Sheet	
ITB Clause		ITB Clause	
13.2	xxxx  The petroleum component of the ABC was computed based on the maximum amounts reflected in the "Prevailing Retail Prices of Petroleum Products in Metro Manila" report posted at the Department of Energy (DOE) website as of September 6, 2018.	13.2	xxxx  The petroleum component of the ABC was computed based on the maximum amounts reflected in the "Prevailing Retail Prices of Petroleum Products in Metro Manila" report posted at the Department of Energy (DOE) website as of <del>September 6, 2018</del> <b>September 11, 2019</b> .
15.1	Bid price shall consist of the following: a) Prices indicated for petroleum are for bidding purposes only. The bid prices used for gasoline and diesel are the maximum amounts reflected in the "Prevailing Retail Prices of Petroleum Products in Metro Manila" report posted at the Department of Energy (DOE) website as of September 6, 2018;  xxxx	15.1	Bid price shall consist of the following: a) Prices indicated for petroleum are for bidding purposes only. The bid prices used for gasoline and diesel are the maximum amounts reflected in the "Prevailing Retail Prices of Petroleum Products in Metro Manila" report posted at the Department of Energy (DOE) website as of <del>September 6, 2018</del> <b>September 11, 2019</b> ;  xxxx
xxxx		xxxx	
		Attached is the Revised Annex C. Bid Form	

Section VI. Schedule of Requirements

XXXX

Item	Description	Quantity
1.	Provision of Fleet Cards <ul style="list-style-type: none"> <li>• Vehicle Specific Card                             <ul style="list-style-type: none"> <li>- Central Office 52</li> <li>- Regional Offices 16</li> </ul> </li> <li>• Operator Specific Card                             <ul style="list-style-type: none"> <li>- Central Office 1</li> <li>- Regional Offices 16</li> </ul> </li> </ul>	
2.	Maximum Provision of Monthly Supply of Petroleum (in liters) <ul style="list-style-type: none"> <li>• Diesel 14,590</li> <li>• Gasoline (Min. Research Octane No. [RON] 91) 2,530</li> </ul>	
3.	Maximum Provision for Oil and Lubricants including labor	112 vehicles
4.	Provision of free 24-hour Towing and Roadside Assistance, maximum of three (3) times a year for fleet cardholders, subject to terms and conditions of third-party provider.	210

XXXX

Section VI. Schedule of Requirements

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2.	Maximum Provision of Monthly Supply of Petroleum (in liters) <ul style="list-style-type: none"> <li>• Diesel 14,590</li> <li>• Gasoline (Min. Research Octane No. [RON] 91) 15,190 2,530</li> </ul>	
3.	Maximum Provision for Oil and Lubricants including labor	112 31 vehicles
4.	Provision of free 24-hour Towing and Roadside Assistance, maximum of three (3) times a year for fleet cardholders, subject to terms and conditions of third-party provider.	210-207

XXXX

Attached are the Revised Section VI. Schedule of Requirements and Revised Annex B. Detailed Computation of Oil and Lubricants

Section VII. Technical Specifications

XXXX

Item No.	Specifications								
1	<p style="text-align: center;">XXXX</p> <p><b>VEHICLE SPECIFIC CARD LIMIT</b></p> <table border="1"> <tr> <td>Central Office</td> <td>52 fleet cards – 300 liters per month</td> </tr> <tr> <td>Regional Offices</td> <td>16 fleet cards – 280 liters per month</td> </tr> </table> <p><b>OPERATOR SPECIFIC CARD LIMIT</b></p> <table border="1"> <tr> <td>Central Office</td> <td>1 fleet card – 1000 liters per month</td> </tr> <tr> <td>Regional Offices</td> <td>16 fleet cards – 280 liters per month</td> </tr> </table>	Central Office	52 fleet cards – 300 liters per month	Regional Offices	16 fleet cards – 280 liters per month	Central Office	1 fleet card – 1000 liters per month	Regional Offices	16 fleet cards – 280 liters per month
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Section VII. Technical Specifications

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	XXXX		XXXX
3	Provision of oil and lubricants including the labor a. Change Oil (fully synthetic) – 89 vehicles b. Engine Flush – 89 vehicles c. Oil Filter – 89 vehicles d. Transmission Fluid – 30 vehicles	3	Provision of oil and lubricants including the labor e. Change Oil (fully synthetic) – 89 31 vehicles f. Engine Flush – 89 31 vehicles g. Oil Filter – 89 31 vehicles h. Transmission Fluid – 30 31 vehicles
	XXXX		XXXX
		Attached is the Revised Section VII. Technical Specifications	

**Other matters:**

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to call or talk to any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective October 4, 2019 right after the opening of bids.
- For guidance and information of all concerned.

**ACHILLES GERARD C. BRAVO**  
*Assistant Secretary*  
*Chairperson, DBM-BAC*

## ***Section VI. Schedule of Requirements (Revised)***

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

Item	Description	Quantity	Delivery Date**
1.	Provision of Fleet Cards <ul style="list-style-type: none"> <li>• Vehicle Specific Card               <ul style="list-style-type: none"> <li>- Central Office</li> <li>- Regional Offices</li> </ul> </li> <li>• Operator Specific Card               <ul style="list-style-type: none"> <li>- Central Office</li> <li>- Regional Offices</li> </ul> </li> </ul>	53 16  1 16	Within fifteen (15) working days from receipt of Notice to Proceed to be delivered to the DBM – Administrative Service
2.	Maximum Provision of Monthly Supply of Petroleum (in liters) <ul style="list-style-type: none"> <li>• Diesel</li> <li>• Gasoline (Min. Research Octane No. [RON] 91)</li> </ul>	15,190 2,530	As the need arises
3.	Maximum Provision for Oil and Lubricants including labor	31 vehicles	As the need arises
4.	Provision of free 24-hour Towing and Roadside Assistance, maximum of three (3) times a year for fleet cardholders, subject to terms and conditions of third-party provider.	207	As the need arises

**Note:** Indicative number is for bidding purposes only. The DBM-AS may increase or decrease the required quantities for any reason, and in such event, there shall be corresponding upward or downward adjustment in the consideration in such sum as may be agreed upon by the parties provided that the resulting cost of said increase or decrease shall not exceed the Contract Price. Additional fleet card required should be delivered within fifteen (15) working days from receipt of written request from DBM-AS.

\*\* Delivery schedule may be adjusted by the DBM-AS upon written notice to the supplier.

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date

## *Section VII. Technical Specifications (Revised)*

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Item Number	Specifications	Bidder's Statement of Compliance								
1.	<p>Provision of an electronic ("Fleet Card") system</p> <p>a. Must have the following control features:</p> <ul style="list-style-type: none"> <li>• Product restrictions except for Operator Specific Card;</li> <li>• Purchase limits:</li> </ul> <p style="text-align: center;"><b>VEHICLE SPECIFIC CARD LIMIT</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Central Office</td> <td style="padding: 5px;">53 fleet cards – 300 liters per month</td> </tr> <tr> <td style="padding: 5px;">Regional Offices</td> <td style="padding: 5px;">16 fleet cards – 280 liters per month</td> </tr> </table> <p style="text-align: center;"><b>OPERATOR SPECIFIC CARD LIMIT</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Central Office</td> <td style="padding: 5px;">1 fleet card – 1,100 liters per month</td> </tr> <tr> <td style="padding: 5px;">Regional Offices</td> <td style="padding: 5px;">16 fleet cards – 280 liters per month</td> </tr> </table> <p>b. At least one (1) station with electronic ("Fleet Card") system within 10 km radius from the DBM Offices;</p> <p>c. Waived cash bond;</p> <p>d. Waived joining fee and membership fees; and</p> <p>e. Waived annual card fees and other fees excluding cost of replacement of Fleet Cards</p>	Central Office	53 fleet cards – 300 liters per month	Regional Offices	16 fleet cards – 280 liters per month	Central Office	1 fleet card – 1,100 liters per month	Regional Offices	16 fleet cards – 280 liters per month	
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Regional Offices	16 fleet cards – 280 liters per month									
2.	<p>Provision of monthly supply of petroleum</p> <p>a. Regular Diesel – 14,590 liters (max.)</p> <p>b. Gasoline (RON 91) – 2,530 liters (max.)</p>									
3.	<p>Provision of oil and lubricants including the labor</p> <p>i. Change Oil (fully synthetic) – 31 vehicles</p> <p>j. Engine Flush – 31 vehicles</p> <p>k. Oil Filter – 31 vehicles</p> <p>l. Transmission Fluid – 31 vehicles</p>									

4.	Provision of free 24-hour Towing and Roadside Assistance, maximum of three (3) times a year for fleet cardholders, subject to terms and conditions of third-party provider.	
5.	Payment System <ul style="list-style-type: none"> <li>a. Credit charging (30-day cycle);</li> <li>b. Settlement/billing month/period, accompanied by a monthly report (electronic and/or signed printed copy ) through DBM Central Office;</li> <li>c. Allows deduction of applicable withholding tax from monthly billing statement; and</li> <li>d. Issue the corresponding Official Receipt on payment made by DBM</li> </ul>	

Notes:

\* See Annex A for the list of addresses of DBM Central and Regional Offices

**I hereby certify to comply with all the above Technical Specifications.**

\_\_\_\_\_  
**Name of Company/Bidder**

\_\_\_\_\_  
**Signature Over Printed Name of Representative**

\_\_\_\_\_  
**Date**

**Bid Form**  
**(Revised)**

Date: \_\_\_\_\_  
Invitation to Bid No.: \_\_\_\_\_

To: Department of Budget and Management – Bids and Awards Committee

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] the Petroleum, Oil, and Lubricants in conformity with the said Bidding Documents for the sum of [total Bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

	Specifications	Units	Unit Cost/ Unit Indicator	Total Cost (in Pesos, inclusive of VAT)
I.	Annual Provision of POL 1/			
	a. Diesel 2/	29,780 ltrs		
	b. Gasoline 2/	5,060 ltrs		
	c. Oil and Lubricants (Annex B)			
II.	Add: Handling Fee (indicate percentage to be charged), if any			
III.	Total Cost, POL (III = I + II)			
IV.	Less: Discounts/Rebates, if any, attach further details when necessary			
	a. Diesel			
	b. Gasoline			
	c. Oil	217 ltrs		
	d. Lubricants			
	1) Engine Flush	10 ltrs		
	2) Transmission Fluid	40 ltrs		
V.	Total Bid Price, POL (V = III - IV)			

Note:

1/ Cost, POL is the sum of all bids for POL for all offices

2/ Based on the DOE Report on common prices of petroleum products in Metro Manila, September 11, 2019

3/ Only the costs indicated above are chargeable during contract implementation. Cash bond, joining and membership fees, annual card fees, and all other fees shall be waived, thus, they shall not be borne by the DBM. Initial fleet cards shall be free of charge while replacement card fees shall be applied

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity]* *[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[Signature]*

\_\_\_\_\_  
*[In the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_



(Revised)

## Detailed Computation of Oil and Lubricants

Particulars	Station 2/	Change Oil including Labor							
		Four-wheel Vehicles				Four-wheel Vehicles - Spare			
		Qty 3/	Unit Price	Frequency within the year	Total (a)	Qty 3/	Unit Price	Frequency within the year	Total (c)
CO		14		1		1		1	
NCR		1		1					
CAR		1		1					
RO 1		1		1					
RO 2		1		1					
RO 3		1		1					
4-A		1		1					
MIMAROPA		1		1					
		1		1					
6		1		1					
7		1		1					
8		1		1					
9		1		1					
10		1		1					
11		1		1					
12		1		1					
13		1		1					
<b>TOTAL</b>		<b>30</b>				<b>1</b>			

Notes:

1/ Bid Price for Oil and Lubricants, inclusive of services, shall be the fixed ceiling price for at least one (1) specified station within a 10 km radius from the DBM Central Office/Regional Offices.

2/ Station to be specified shall be that within a 10 km radius from the DBM Central Office/Regional Offices where the fixed ceiling price shall be applicable.

3/ Quantity for oil and lubricants = maximum number of times per year x total number of vehicles (CO and ROs). Quantities stated are indicative numbers and for bidding purposes only. The AS-GSD may increase or decrease the required quantities for any reason and, in such event, there shall be a corresponding upward or downward adjustment in the consideration in such sum as may be agreed upon by the parties, provided that the resulting cost of said increase or decrease shall not exceed the Contract Price.