



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 December 3, 2021 for **Project No. DBM-2022-20, “Procurement of Petroleum, Oil, and Lubricants,”** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

<b>PARTICULARS</b>	<b>AMENDMENTS/CLARIFICATIONS</b>																				
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<p>***Detailed breakdown of the discounts/rebates, if any, may be provided in this Bid Form.</p> <p>****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. For previously issued fleet cards, the first replacement for dilapidated cards shall likewise be free of charge.</p>		<p><del>***Detailed breakdown of the discounts/rebates, if any, may be provided in this Bid Form.</del></p> <p>****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. For previously issued fleet cards, the first replacement for dilapidated cards shall likewise be free of charge.</p>	
		<p><b><u>Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:</u></b></p> <p><b>1. Section VI. Schedule of Requirements; and</b></p> <p><b>2. Revised Bid Form.</b></p>	
<p><b>Queries:</b></p> <p>1. Guidance on instruction “c.iii” in the <b>Statement of Single Largest Completed Contract which is Similar in Nature</b>, to wit:</p> <p>“Instructions:</p> <p style="text-align: center;">xxx</p> <p>c. The similar contract for this Project shall refer to:</p> <p style="padding-left: 40px;">i. the provision of petroleum with a fleet card system; and/or</p> <p style="padding-left: 40px;">ii. the provision of petroleum, oil and lubricants, including labor services, with a fleet card system; or</p> <p style="padding-left: 40px;">iii. a combination of at least one contract falling under the category ‘<b>a.i.</b>’ or ‘<b>a.ii.</b>’, and at least one contract for provision of petroleum; and</p> <p style="padding-left: 80px;">xxx” (emphasis supplied)</p>		<p><b>Clarifications:</b></p> <p>1. A typographical error was committed in instruction “c.iii” in the <b>Statement of Single Largest Completed Contract which is Similar in Nature</b>. Reference to items “a.i” and “a.ii” <b><u>should be “c.i” and “c.ii”</u></b>.</p> <p>This is consistent with ITB Clause 5.3 of the Bid Data Sheet, Section III of the Bidding Documents, which prescribes, among others, as follows:</p> <p>“For this purpose, contracts similar to the Project shall:</p> <p>a. refer to:</p> <p style="padding-left: 40px;">i. the provision of petroleum with a fleet card system; and/or</p> <p style="padding-left: 40px;">ii. the provision of petroleum, oil and lubricants, including labor services, with a fleet card system; or</p> <p style="padding-left: 40px;">iii. a combination of at least one contract falling under the category ‘<b>a.i.</b>’ or ‘<b>a.ii.</b>’, and at least one contract for provision of petroleum; and</p> <p style="text-align: right;">xxx“ (emphasis supplied)</p>	

<p>2. Regarding the Provision of Free 24-Hour Towing and Roadside Assistance, may the following conditions be considered/accepted: (i) Exclude incidents arising from acts of God, like floods, typhoons, earthquake, and other similar occurrences; and (ii) Towing within city limits is free of charge only up to P5,000.00.</p> <p>3. What should we indicate in the bid form for the price of diesel and gasoline? How to reflect the discount we are offering?</p>	<p>2. As provided in item 4.0 of Annex A (Detailed Technical Specifications) of Section VII. Technical Specifications of the Bidding Documents for the Project, the Contractor shall provide free 24-hour towing and roadside assistance for all DBM’s official vehicles, which are not older than 10 years.</p> <p>Hence, the free 24-hour towing and roadside assistance for all DBM’s official vehicles which are not older than 10 years should not be qualified by any other condition such as those enumerated in the query.</p> <p>3. Please note that the amount that will be provided for the provision of petroleum (diesel and gasoline) should be within the price range as specified for Manila in the Department of Energy Report for NCR Prevailing Retail Pump Price as of October 7, 2021 in order for the bid to be compliant. However, during contract implementation, the prevailing pump prices shall be the basis of the billing, provided that the total amount billed shall not exceed the total contract cost.</p> <p>As to the discount, based on further evaluation, the provision on discounts or rebates was deleted from the Bid Form for the following considerations:</p> <ul style="list-style-type: none"> <li>- The discounts/rebates, expressed in total amount may not be appropriate to be deducted from the Total Annual Cost in the Bid Form since the quantities reflected are only indicative. Deducting the discounts/rebates from the Total Annual Cost in the Bid Form, at amounts based on indicative quantities, will have the unintended effect of reducing the Contract Cost should the bid be subsequently determined and declared as the winning bid in accordance with the applicable rules.</li> <li>- On the other hand, discounts/rebates, as applied to the provision of oil and lubricants, and the provision of change oil services and related parts and services (as a package), may already be considered in the unit cost to be proposed by the bidder in the Bid Form.</li> </ul>
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<p>4. Will there be a price range for the provision of oil and lubricants and change oil services, or will we quote our prices based on our projections?</p> <p>5. Relative to the provision of oil and lubricants and the provision of change oil services, how often is the monitoring to ensure that it is within the contract cost?</p>	<p>This adjustment is reflected as an amendment in the Bid Form as detailed above.</p> <p>4. The costs indicated in the Bid Form for the provision of oil and lubricants, and the provision of change oil services and related parts and services (as a package) are the same costs to be applied during contract implementation.</p> <p>5. The DBM, through the Administrative Services-General Services Division, has a monthly monitoring to check continued compliance with the contract for the project.</p>
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**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 December 10, 2021 right after the opening of bids.
- For guidance and information of all concerned.

 Digitally signed by Janet B. Abuel

**JANET B. ABUEL**  
*Undersecretary*  
*Chairperson, DBM-BAC*

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

The delivery schedule stipulates hereafter the date of delivery to the project site.

<b>Item</b>	<b>Description</b>	<b>Quantity/ Units*</b>	<b>Delivery Date</b>
1	<b>Provision of Fleet Cards under an Electronic Fleet Card System</b> , as detailed in item 1.0 of Annex "A" (Detailed Technical Specifications).	78 fleet cards	The activated fleet cards shall be delivered to the DBM-Administrative Service not later than April 1, 2022.
2	<b>Provision of Petroleum Products</b> , as detailed in item 1.0 of Annex "A" (Detailed Technical Specifications). a. Diesel  b. Gasoline	21,620 liters per month  1,340 liters per month	As the need arises
3	<b>Provision of Oil and Lubricants, as follows:</b> a. Gear oil  b. Automatic Transmission fluid  c. Brake fluid  d. Coolant  As detailed in item 2.0 of Annex "A" (Detailed Technical Specifications).	103 liters per year 103 liters per year 103 liters per year 103 liters per year	As the need arises
4	<b>Provision of Change Oil Services and Related Parts and Services (as a Package)</b> , as detailed in item 3.0 of Annex "A" (Detailed Technical Specifications).	103 vehicles	As the need arises
5	<b>Provision of Free 24-Hour Towing and Roadside Assistance</b> , as detailed in item 4.0 of Annex "A" (Detailed Technical Specifications).	103 vehicles	As the need arises

\* Quantities stated above are indicative only, and may increase or decrease based on actual requirements during contract implementation.

\*\* The period for the performance of the obligations under the Contract shall not be beyond the validity of the corresponding appropriations for the Project.

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

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

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

\_\_\_\_\_  
Date

**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

**BID FORM**  
**(Revised)**

Date : \_\_\_\_\_

Project Identification No. : **DBM-2022-20**

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer **Procurement of Petroleum, Oil, and Lubricants** in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the details provided herein and made part of this Bid. The total bid price includes the cost of all taxes.

Specifications	Quantity**	Unit Indicator	Unit Cost (in Pesos, inclusive of VAT)	Total Cost (in Pesos, inclusive of VAT)
I. Annual Provision of Petroleum				
a. Diesel*	259,440	Liters		
a. Gasoline (RON 91)*	16,080	Liters		
II. Annual Provision of Oil & Lubricants				
a. Gear oil	103	liters		
b. Automatic Transmission fluid	103	liters		
c. Brake fluid	103	liters		
d. Coolant	103	liters		
III. Annual Provision of Change Oil Services and Related Parts and Services (as a package) – <i>twice a year per official vehicle</i>	206	Units		
IV. Add: Handling Fee (indicate percentage to be charged), if any				
V. Total Annual Cost***				
VI. Total Contract Cost (Total Annual Price x 3 years)				

\*Based on the Department of Energy Report on common prices of Manila as reflected in the NCR Prevailing Retail Pump Price as of October 7, 2021.

\*\*Quantities stated above are indicative only, and may increase or decrease based on actual requirements during contract implementation.

\*\*\*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. For previously issued fleet cards, the first replacement for dilapidated cards shall likewise be free of charge.

Signature of Authorized Signatory: \_\_\_\_\_

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us 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 pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_