



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

**REQUEST FOR QUOTATION**

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "Supply of Fuel Products for the Official Vehicles of DBM Central Office and Regional Offices", in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

**Name of Project** : "Supply of Fuel Products for the Official Vehicles of DBM Central Office and Regional Offices"

**Approved Budget for the Contract** : "Eight Hundred Fifty Thousand Pesos" (Php 850,000.00)

**Specifications** : See the attached Annex "A" for specifications

**Location** : Department of Budget and Management, General Solano Street, San Miguel Manila

**Delivery Term** : Within Fifteen (15) working days from receipt of Notice to Proceed to be delivered to the DBM Administrative Service

Interested suppliers are required to submit their valid and current Mayor's / Business Permit, Latest Income/Business Tax Return for ABC above 500,000, PhilGEPS Registration Number, Omnibus Sworn Statement for ABC above 50,000, Authority of the Signatory (Secretary Certificate), and price quotation form (Annex "A") during submission of offer/quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **December 10, 2019** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiry, you may contact us at tel. no. 8657-3300 local 3115, fax no. 735-4979 and email mdavid@dbm.gov.ph.

Very truly yours,

  
**THEA MARIE CORINNE F. PALARCA**  
Director IV, Administrative Service 

# PRICE QUOTATION FORM

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

The Administrative Service  
Department of Budget and Management  
Ground Floor, DBM Bldg. III, Gen. Solano Street,  
San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Supply of Fuel Products for the Official Vehicles of DBM Central Office and Regional Offices	<i>Please see Technical Specifications and Schedule of Requirements.</i>	1 lot		
Total (inclusive of VAT)				

(Amount in Words) \_\_\_\_\_

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

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact No.

# TECHNICAL SPECIFICATIONS

Bidders/Suppliers must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check in the bidder's "Statement of Compliance."

Item	Technical Specifications	STATEMENT OF COMPLIANCE								
	<b>Supply of Fuel Products for the Official Vehicles of DBM Central Office and Regional Offices</b>									
I.	<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;">52 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;">2 fleet card – 1500 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	52 fleet cards – 300 liters per month	Regional Offices	16 fleet cards – 280 liters per month	Central Office	2 fleet card – 1500 liters per month	Regional Offices	16 fleet cards – 280 liters per month	
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II.	<p>Provision of monthly supply of petroleum</p> <p>a. Regular Diesel – 14,910 liters (max.)</p> <p>b. Gasoline (RON 91) – 2,550 liters (max.)</p>									
III.	<p>Provision of free 24-hour Towing and Roadside Assistance for fleet cardholders, subject to terms and conditions of third-party provider.</p>									
IV.	<p>Payment System</p> <p>a. Credit charging (30-day cycle);</p> <p>b. Settlement/billing month/period, accompanied by a monthly report (electronic and/or signed printed copy ) through DBM Central Office;</p>									

	c. Allows deduction of applicable withholding tax from monthly billing statement; and d. Issue the corresponding Official Receipt on payment made by DBM	
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Note: 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

**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., 755 Gen. Solano St., San Miguel, Manila

**CAR**

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

**RO I**

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

**RO II**

Regional Government Center, Carigsur, Tuguegarao City, Cagayan

**RO III**

Regional Government Center, Maimpis, San Fernando City, Pampanga

**RO IV-A**

PLJ Bldg., 755 Gen. Solano St., San Miguel, Manila

**RO MIMAROPA**

2<sup>nd</sup> Floor, CSP Bldg., Brgy. Sta. Cruz, 815 Quezon Avenue, Quezon City

**RO V**

Regional Center Site, Rawis, Legazpi City

**RO VI**

251-A General Hughes St., Iloilo City

**RO VII**

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

**RO VIII**

Brgy. 77, Villaruz Subdivision, Marasbaras, Tacloban City

**RO IX**

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

**RO X**

Zone I, Bulua National Highway, Cagayan de Oro City

**RO XI**

Km. 3, McArthur Highway, Matina, Davao City

**RO XII**

DBM Compound, Brgy. Morales, Koronadàl City, South Cotabato

**RO XIII**

J. Rosales Avenue, City Hall Drive, Butuan City

## ***SCHEDULE OF REQUIREMENTS***

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

Item	SCHEDULE OF REQUIREMENTS	Quantity	Contract Duration
	The Bidder/Supplier shall provide the following needed for the project:		
I	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>	52 16  2 16	Within fifteen (15) working days from receipt of Notice to Proceed to be delivered to the DBM – Administrative Service
II	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>	14,910 2,550	As the need arises
III	Provision of free 24-hour Towing and Roadside Assistance for fleet cardholders, subject to terms and conditions of third-party provider.	85	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

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES     )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]*s authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**



*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government*

*identification card used*], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her \_\_\_\_\_ No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_, *[date issued]*, *[place issued]*

IBP No. \_\_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_