



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

BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated October 20, 2015 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	CLARIFICATION/AMENDMENT
<p>Section III. Bid Data Sheet</p> <p>5.4 xxx xxx xxx</p> <p>Similar contract shall refer to the provision of petroleum, oil, and lubricants, including labor services, within a fleet card system.</p> <p>8.1 xxx xxx xxx</p> <p>Subcontracting is allowed for the free towing roadside assistance.</p>	<p>Section III. Bid Data Sheet</p> <p>5.4 xxx xxx xxx</p> <p>Similar contract shall refer to the provision of petroleum, oil, and lubricants, PETROLEUM OR OIL AND LUBRICANTS, including labor services, within a fleet card system.</p> <p>8.1 xxx xxx xxx</p> <p>Subcontracting is allowed for the free towing roadside assistance, SUBJECT TO REASONABLE TERMS AND CONDITIONS AND ACCEPTABLE TO THE AS-GSD.</p> <p>Attached is the Revised Section III. Bid Data Sheet.</p>
<p>Section V. Special Conditions of Contract</p> <p>17.3</p>	<p>Section V. Special Conditions of Contract</p> <p>17.3 IN ORDER TO ASSURE THAT MANUFACTURING DEFECTS SHALL BE CORRECTED BY THE SUPPLIER, A WARRANTY SECURITY SHALL BE REQUIRED FROM THE CONTRACT AWARDED FOR A MINIMUM PERIOD OF THREE (3) MONTHS AFTER ACCEPTANCE OF THE AS-GSD OF THE DELIVERED SUPPLIES.</p> <p>Attached is the Revised Section V. Special Conditions of Contract.</p>

PARTICULARS			CLARIFICATION/AMENDMENT														
<p>Section VI. Schedule of Requirements</p> <p>Notes:</p> <p>xxx xxx xxx</p> <p>*Indicative number 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 downward or upward 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 ABC. Additional fleet cards required should be delivered within five (5) calendar days from receipt of written request from the AS-GSD.</p>			<p>Section VI. Schedule of Requirements</p> <p>Notes:</p> <p>xxx xxx xxx</p> <p>*Indicative number 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 downward or upward 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 ABC CONTRACT PRICE. Additional fleet cards required should be delivered within five (5) calendar WORKING days from receipt of written request from the AS-GSD.</p> <p>DELIVERY SCHEDULE MAY BE ADJUSTED BY THE END-USER UPON WRITTEN NOTICE TO THE SUPPLIER.</p> <p>Attached is the Revised Section VI. Schedule of Requirements.</p>														
<p>Section VII. Technical Specifications</p> <table border="1"> <thead> <tr> <th>Item No.</th> <th>Specifications</th> <th>Statement of Compliance</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> Provision of an electronic ("Fleet Card") system xxx xxx xxx f. Waived annual card fees and other fees </td> <td></td> </tr> </tbody> </table>			Item No.	Specifications	Statement of Compliance	1	Provision of an electronic ("Fleet Card") system xxx xxx xxx f. Waived annual card fees and other fees		<p>Section VII. Technical Specifications</p> <table border="1"> <thead> <tr> <th>Item No.</th> <th>Specifications</th> <th>Statement of Compliance</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> Provision of an electronic ("Fleet Card") system xxx xxx xxx f. Waived annual card fees and other fees, EXCLUDING COST OF REPLACEMENT OF FLEET CARDS </td> <td></td> </tr> </tbody> </table>			Item No.	Specifications	Statement of Compliance	1	Provision of an electronic ("Fleet Card") system xxx xxx xxx f. Waived annual card fees and other fees, EXCLUDING COST OF REPLACEMENT OF FLEET CARDS	
Item No.	Specifications	Statement of Compliance															
1	Provision of an electronic ("Fleet Card") system xxx xxx xxx f. Waived annual card fees and other fees																
Item No.	Specifications	Statement of Compliance															
1	Provision of an electronic ("Fleet Card") system xxx xxx xxx f. Waived annual card fees and other fees, EXCLUDING COST OF REPLACEMENT OF FLEET CARDS																

PARTICULARS			CLARIFICATION/AMENDMENT		
			<p>Notes:</p> <p style="text-align: center;">xxx xxx xxx</p> <p>*INDICATIVE NUMBER 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 DOWNWARD OR UPWARD 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 CARDS REQUIRED SHOULD BE DELIVERED WITHIN FIVE (5) WORKING DAYS FROM RECEIPT OF WRITTEN REQUEST FROM THE AS-GSD.</p> <p style="text-align: center;">xxx xxx xxx</p> <p>Attached is the Revised Section VII. Technical Specifications.</p>		
Bid Form			Bid Form		
	Specifications	Unit Indicator	Cost (Inclusive of VAT)		
IV.	Less: Discounts/ Rebates	P ____ /liter		P ____ /liter OR ____ % OR OTHER FORMS	
			Attached is the Revised Bid Form.		


PARTICULARS	CLARIFICATION/AMENDMENT
<p>Annex C-1 Notes:</p> <p>xxx xxx xxx</p> <p>2/ Quantity for petroleum = maximum annual liters per vehicle 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 downward or upward 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 ABC.</p>	<p>Annex C-1 Notes:</p> <p>xxx xxx xxx</p> <p>2/ Quantity for petroleum = maximum annual liters per vehicle 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 downward or upward 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 ABC CONTRACT PRICE.</p> <p>Attached is the Revised Annex C-1.</p>
<p>Annex C-2 Notes:</p> <p>xxx xxx xxx</p> <p>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 downward or upward 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 ABC.</p>	<p>Annex C-2 Notes:</p> <p>xxx xxx xxx</p> <p>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 downward or upward 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 ABC CONTRACT PRICE.</p> <p>Attached is the Revised Annex C-2.</p>

PARTICULARS	CLARIFICATION/AMENDMENT
<p>Statement of Single Largest Completed Contract which is Similar in Nature Instructions:</p> <p>xxx xxx xxx</p> <p>b. Similar contract shall refer to the provision of petroleum, oil, and lubricants, including labor services, within a fleet card system.</p>	<p>Statement of Single Largest Completed Contract which is Similar in Nature Instructions:</p> <p>xxx xxx xxx</p> <p>b. Similar contract shall refer to the provision of petroleum, oil, and lubricants, PETROLEUM OR OIL AND LUBRICANTS, including labor services, within a fleet card system.</p> <p>Attached is the Revised Statement of Single Largest Completed Contract which is Similar in Nature.</p>

Other matters:

- For authentication purposes, all pages of the bid should be initialed by the authorized signatory.
- 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 27, 2015 right after the opening of bids.

For guidance and information of all concerned.


ATTY/SOFLA C. YANTO
Assistant Secretary
 Vice Chairperson, DBM-BAC

Section III. Bid Data Sheet

(Revised)

ITB Clause	
1.1	The Procuring Entity is the Department of Budget and Management .
1.2	This bidding shall have one (1) lot, as follows: “Provision of Petroleum, Oil, and Lubricants.”
<u>2</u>	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the authorized appropriations under the FY 2015 General Appropriations Act in the amount of P13,049,000.00.</p> <p>The name of the Project is Provision of Petroleum, Oil, and Lubricants.</p>
5.2	None of the circumstances mentioned in the ITB Clause exists in this Project. Foreign bidders, except those falling under ITB Clause (b), may not participate in this Project.
5.4	<p>The bidder must have completed, two (2) years prior to the date of Pre-Bid Conference, a single contract that is similar to the Project at hand and whose value must be at least fifty percent (50%) of the ABC to be bid. Such contract shall be reflected in the Statement of Single Largest Completed Contract under Item 12.1(a)(iii) hereof.</p> <p>Bidders shall include in their Bids:</p> <ol style="list-style-type: none"> 1) a photocopy of Single Largest Completed Contract or Purchase Order; and 2) the corresponding proof of completion, which could either be: <ol style="list-style-type: none"> (i) Certificate of Final Acceptance/Completion from the bidder’s client; or (ii) Official Receipt of the bidder covering the full amount of the contract. <p>Failure to submit a copy of the Single Largest Completed Contract with proof of completion is a valid ground for disqualification of the bidder.</p> <p>Similar contract shall refer to the provision of petroleum or oil and lubricants, including labor services, within a fleet card system.</p>
8.1	<p>Third party agent/broker is not allowed.</p> <p>Subcontracting is allowed for the free towing roadside assistance, subject to reasonable terms and conditions and acceptable to the AS-GSD.</p>
8.2	Not applicable.

9.1	The Procuring Entity will hold a Pre-Bid Conference for this Project on October 14, 2015, 10:00 a.m. at the BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.
10.1	The Procuring Entity's address is: Department of Budget and Management General Solano St., San Miguel, Manila
12.1(a)	No further instructions.
12.1(a)(i)	For corporations/partnerships, the following may also be submitted: latest articles of incorporation/partnerships, by-laws or amendments thereto, duly approved by the Securities and Exchange Commission.
12.1(a)(iii)	The statement of all ongoing government and private contracts shall include such contracts undertaken prior to the Pre-Bid Conference. Likewise, the statement identifying the bidder's single largest completed contract similar to the contract to be bid shall be submitted.
12.1(b) (iii)	Notarization of this document shall comply with the 2004 Rules on Notarial Practice which limits competent evidence of identity to the following: (i) identification documents issued by an official agency bearing the photograph and signature of the individual, i.e., passport, driver's license, SSS ID, GSIS e-card, etc.; and (ii) the oath of affirmation of one credible witness not privy to the instrument, document or transaction who is personally known to the notary public and who personally knows the individual and shows to the notary public documentary identification.
13.1	No additional requirements.
13.2	The ABC is P13,049,000.00. Any bid with a financial component exceeding this amount shall not be accepted.
15.1	Bid price shall consist of the following: a) Prices to be indicated for petroleum which are for bidding purposes only. The bid prices for unleaded 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; b) Bid Price for Oil and Lubricants inclusive of services which shall be the fixed ceiling price for at least one (1) specified station within 5 km radius from the DBM Central Office/Regional Offices; c) Handling fee, if applicable; and

	<p>d) Contingency which refers to the fixed amount to cover price fluctuations for petroleum and actual consumption beyond the estimated total annual requirement; and,</p> <p>Other fees such as cash bond, joining and membership fees, annual card fees, and all other fees shall be waived, thus, shall not be borne by the DBM.</p>
15.4(a)(iii)	No incidental services are required.
15.4(b)	Not applicable.
15.5	<p>Current pump prices shall be used during contract implementation.</p> <p>Actual price for Oil and Lubricants inclusive of services shall be the fixed ceiling price for at least one (1) specified station within 5 km radius from the DBM Central Office/Regional Offices.</p>
16.1(b)	The bid prices for goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
17.1	Bids will be valid until February 24, 2016.
18.1	<p>Any of the following shall be acceptable as bid security:</p> <p>a) 2% of the ABC or P260,980.00, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b) 5% of the ABC or P652,450.00, if bid security is in Surety Bond accompanied with a certification from the Insurance Commission that insurance company is authorized to insure such security;</p> <p>c) Any combination of the foregoing proportionate to the share of form with respect to total amount of security;</p> <p>d) Bid Securing Declaration. Sample form is attached under Section VIII. Bidding Forms.</p>
18.2	The bid security shall be valid until February 24, 2016.
20.3	Each Bidder shall submit one (1) original and two (2) duplicate copies of the first and second components of its bid.
21	<p>The address for submission of bids is BAC Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.</p> <p>The deadline for submission of bids is on October 27, 2015, 11:00 a.m.</p> <p>Late bids shall not be accepted.</p>
24.1	<p>The place of bid opening is at the BAC Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.</p> <p>The date and time of bid opening is on October 27, 2015, 11:00 a.m.</p>

28.3	The goods are grouped in a single lot, and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
28.3(b)	Bid modification is allowed in case of arithmetical corrections only.
29.2(b)	Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following: <ul style="list-style-type: none">- 2014 Income Tax Return with proof of payment; and- VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from April 2015 to September 2015.

Section V. Special Conditions of Contract

(Revised)

GCC Clause	
1.1(g)	The Procuring Entity is the Department of Budget and Management (DBM).
1.1(i)	The Supplier is
1.1(j)	The Funding Source is: The Government of the Philippines (GOP) through the authorized appropriations under the FY 2015 General Appropriations Act.
1.1(k)	The Project Site is: Department of Budget and Management DBM Building III, Ground Floor Gen. Solano St., San Miguel, Manila.
5.1	<u>The Procuring Entity's address for Notices is:</u> Department of Budget and Management Administrative Service (AS) DBM Building III, General Solano St. San Miguel, Manila Tel Nos. (02)735-4902 Fax Nos. (02)735-4979 <u>The Supplier's address for Notices is:</u> <i>[to be inserted at time of contract award].</i>
6.2	The delivery schedule as indicated in Section VI. Schedule of Requirements may be modified at the option of the Procuring Entity, with prior due notice, written or verbal, to the Supplier.
9.1	Considering the nature of petroleum prices, current pump prices shall be used during contract implementation. Actual price for Oil and Lubricants inclusive of services shall be the fixed ceiling price for at least one (1) specified station within 5 km radius from the DBM Central Office/Regional Offices.
10.2	Appropriate withholding taxes shall be deducted from the actual monthly payments.
17.3	In order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awarded for a minimum period of three (3) months after acceptance of the AS-GSD of the delivered supplies.

Section VI. Schedule of Requirements

(Revised)

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

Item No.	Description	Quantity*	Delivery Schedule**
1	Provision of Fleet Cards a. Vehicle Specific a.1. Central Office a.2. Regional Offices b. Operator Specific b.1. Central Office b.2. Regional Offices	 63 47 16 18 2 16	Within five (5) calendar days from receipt of Notice to Proceed to be delivered to the DBM Administrative Service - General Service Division (AS-GSD)
2	Provision of Monthly Supply of Petroleum (in liters) a. Diesel a.1. Central Office a.2. Regional Offices b. Unleaded (Research Octane Number [RON] 91) b.1. Central Office b.2. Regional Offices	 23,020 13,740 9,280 1,596 1,536 60	Frequency within a month will be on a need basis
3	Provision for Oil and Lubricants a. Change Oil, Oil Filter, Engine Flush, and Coolant including Labor: Maximum of three (3) times a year a.1. Four-wheel Vehicles: Maximum of three (3) times a year a.2. Two-wheel Vehicles: Maximum of two (2) times a year a.3. Four-wheel Vehicles - Spare: Maximum of once a year b. Air Cleaner including Labor: Maximum of once a year c. Gear Oil including Labor: Maximum of once a year d. Fuel Filter including Labor: Maximum of once a year e. Differential Oil including Labor: Maximum of once a year	 79 8 6 85 85 85 85	As the need arises
4	Provision of free 24-hour Towing and Roadside Assistance, maximum of three (3) times a year for fleet cardholders	81	As the need arises

Notes:

Please see Annex A for type of vehicle and type of petroleum used for each vehicle.

* Indicative number 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 downward or upward 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 cards required should be delivered within five (5) working days from receipt of written request from the AS-GSD.

** Delivery schedule may be adjusted by the end-user 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 No.	Specifications	Statement of Compliance
1	Provision of an electronic ("Fleet Card") system a. Must have the following control features: - Product restrictions - Purchase limits - Operator Card and Vehicle Card option - Fleet Cards can be used in any of the Fleet affiliated service stations of the Supplier b. No. of stations with electronic ("Fleet Card") system (minimum of 600 stations, nationwide) c. No. of stations with electronic system (minimum one [1] station within 5 km radius from Central Office/ Regional Office)* d. Waived cash bond e. Waived joining and membership fees f. Waived annual card fees and other fees, excluding cost of replacement of Fleet Cards	
2	Provision of monthly supply of petroleum** a. Regular Diesel: 23,020 liters b. Unleaded (RON 91): 1,596 liters	
3	Provision of Oil and Lubricants (inclusive of consumables [authorized brands of the dealer] and labor for Change Oil, Oil Filter, Air Cleaner, Engine Flush, Coolant, Gear Oil, Fuel Filter, and Differential Oil) based on Section VI. Schedule of Requirements.	
4	Provision of free 24-hour Towing and Roadside Assistance, maximum of three (3) times a year for Fleet Cardholders	
5	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:

* See Annex B for the list of addresses of DBM Central and Regional Offices.

** Indicative number 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 downward or upward 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 cards required should be delivered within five (5) working days from receipt of written request from the AS-GSD.

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: _____

To: [name and address of Procuring Entity]

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 for the **Provision of Petroleum, Oil, and Lubricants** in conformity with the said Bidding Documents for the sum of [total Bid amount in words and figures] details is shown below:

	Specifications	Unit Indicator	Cost (in Pesos, inclusive of VAT)
I.	Cost, POL 1/	n/a	
	Petroleum (refer to Annex C-1)	n/a	
	Oil and Lubricants (refer to Annex C-2)	n/a	
II.	Add: Handling Fee (indicate percentage to be charged), if any	_____ %	
III.	Total Cost, POL (III = I + II)	n/a	
IV.	Less: Discounts/Rebates, if any	P ____/liter or ____ % or other forms	
V.	Net Cost, POL (V = III - IV)	n/a	
VI.	Add: Contingency 2/	n/a	1,350,000
VII.	TOTAL BID PRICE (VII = V + VI) 3/	n/a	
VIII.	Freebies 4/ Loyalty Program or other free items, as may be applicable		

Notes:

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

2/ Contingency refers to the fixed amount to cover price fluctuations for petroleum and actual consumption beyond the estimated total annual requirement.

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, shall not be borne by the DBM.

4/ Freebies indicated will not affect the Bid Price.

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 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.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____



Detailed Computation of Petroleum

Particulars	Petroleum 1/						Total
	Diesel			Unleaded (RON 91)			
	Qty 2/	Unit Price	Total	Qty 2/	Unit Price	Total	
CO	164,880			18,432			
NCR	6,960						
CAR	6,960						
RO 1	6,960						
RO 2	6,960						
RO 3	6,960						
RO 4-A	6,960						
RO 4-B	6,960						
RO 5	6,960						
RO 6	6,960						
RO 7	6,960						
RO 8	6,960			144			
RO 9	6,960			144			
RO 10	6,960			144			
RO 11	6,960						
RO 12	6,960			144			
CARAGA	6,960			144			
TOTAL	276,240			19,152			

Notes:

- 1/ Prices to be indicated are for bidding purposes only. The bid prices for unleaded 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. During the contract implementation, current pump prices shall be used for billing purposes.
- 2/ Quantity for petroleum = maximum annual liters per vehicle 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 downward or upward 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.

Detailed Computation of Oil and Lubricants

Particulars	Station 2/	Oil and Lubricants 1/											
		Change Oil, Oil Filter, Engine Flush, and Coolant including labor			Four-wheel Vehicles: Maximum of three (3) times a year			Two-wheel Vehicles: Maximum of two (2) times a year			Four-wheel Vehicles - Spare: Maximum of once a year		
		Qty 3/	Unit Price	Total (a)	Qty 2/	Unit Price	Total (b)	Qty 2/	Unit Price	Total (c)	Qty 2/	Unit Price	Total (c)
CO		47			3			6					
NCR		2			-								
CAR		2			-								
RO 1		2			-								
RO 2		2			-								
RO 3		2			-								
4-A		2			-								
4-B		2			-								
5		2			-								
6		2			-								
7		2			-								
8		2			1								
9		2			1								
10		2			1								
11		2			-								
12		2			1								
CARAGA		2			1								
TOTAL		79	n/a		8			6					

3
man

(Continued)

Particulars	Oil and Lubricants 1/												TOTAL (a to g)				
	Station 2/		Air Cleaner including Labor: Maximum of once a year			Gear Oil including Labor: Maximum of once a year			Fuel Filter including Labor: Maximum of once a year			Differential Oil including Labor: Maximum of once a year					
	Qty 2/	Unit Price	Total (d)	Qty 3/	Unit Price	Total (e)	Qty 2/	Unit Price	Total (f)	Qty 2/	Unit Price	Total (g)					
CO	53			53			53			53			53				
NCR	2			2			2			2			2				
CAR	2			2			2			2			2				
RO 1	2			2			2			2			2				
RO 2	2			2			2			2			2				
RO 3	2			2			2			2			2				
4-A	2			2			2			2			2				
4-B	2			2			2			2			2				
5	2			2			2			2			2				
6	2			2			2			2			2				
7	2			2			2			2			2				
8	2			2			2			2			2				
9	2			2			2			2			2				
10	2			2			2			2			2				
11	2			2			2			2			2				
12	2			2			2			2			2				
CARAGA	2			2			2			2			2				
TOTAL	85	n/a		85	n/a		85	n/a		85	n/a		85	n/a		85	n/a

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 5 km radius from the DBM Central Office/Regional Offices.
- 2/ Station to be specified shall be that within 5 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 downward or upward 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.

3 *man*

**Statement of Single Largest Completed Contract
which is Similar in Nature
(Revised)
(indicate only one)**

Business Name: _____
Business Address: _____

Name of Client	Date of the Contract	Kinds of Goods	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- a. Cut-off date is October 14, 2015.
- b. Similar contract shall refer to contracts that involve the provision of petroleum or oil and lubricants, including labor services, within a fleet card system.