

Republic of the Philippines
Province of Camarines Norte
Daet
BIDS AND AWARDS COMMITTEE

February 3, 2023

SUPPLEMENTAL/BID BULLETIN 2023-02

Contract Name: PR No. 23010135 -fuel, oil and lubricants

The Provincial Government of Camarines Norte, through its Bids and Awards Committee (BAC), hereby notifies all concerned and interested parties, the following clarifications / **amendments** on the above stated Purchase Request, which was a part of the Invitation to Bid posted in PhilGEPS.

Item	Particulars	Original Information	Clarifications/ Amendments
1.	Terms of Reference	Not included	Please see attached Terms of Reference

For guidance and information of all concerned.


MERCEDES M. ALFUERTE
Provincial Budget Officer/BAC Chairman

Received from the BAC:

Date: _____



Republic of the Philippines
Province of Camarines Norte

BIDS AND AWARDS COMMITTEE

TERMS OF REFERENCE **Purchase Request No. 23010135**

PROCUREMENT OF DIESEL, UNLEADED GASOLINE, OIL AND LUBRICANTS FOR OFFICE OF THE PROVINCIAL AGRICULTURIST

RATIONALE:

The Provincial Government of Camarines Norte through its Bids and Awards Committee (BAC), will undertake the procurement of diesel, unleaded gasoline, oil and lubricants for the Office of the Provincial Agriculturist. This is a major operational requirements of the said office which is essential in the implementation of various programs/projects and activities beneficial to its stakeholders.

APPROVED BUDGET FOR THE CONTRACT:

The total Approved Budget for the Contract (ABC) for this procurement is One Million Seven Hundred Forty Four Thousand Two Hundred Forty Two Pesos (Php1,744,242.00), inclusive of all applicable government taxes. Appropriated under the Annual Budget 2023.

CONTRACT DURATION:

The contract duration will be from February 22, 2023 to December 31, 2023

BID AND CONTRACT PRICE:

1. The total contract price for this procurement shall not be more than the ABC.
2. Bid Prices for procurement using the Retail Pump Price of the price of petroleum fuel per liter, such as, gasoline, diesel, oil and kerosene, as established by retailers, dealers or gas stations for the day.
3. Cost of E-VAT and other governmental costs which fall equally on all prospective suppliers are presumed to be included in the computation of the bid price.
4. The cost of prevailing retail pump price upon receipt of Notice to Proceed will be the basis of unit cost of the Purchase Order, but not exceeding the contract amount.

ACTUAL PRICES PAYABLE:

1. For and in consideration of the provision of Fuel/Oil and Lubricants, the Provincial Government of Camarines Norte through the Office of the Provincial Agriculturist shall pay the Fuel Service provider the amount ACTUALLY SERVED/DELIVERED AND DULY RECEIVED using the prevailing retail pump price.
2. For staggered deliveries, the procuring entity shall make, after every delivery, an accounting of the amount actually payable based on the date of the delivery receipt to determine the allowable unit/volume that may still be ordered from the remaining amount allotted for each petroleum, oil and lubricant product. The procuring entity shall be allowed to make adjustments in the unit/volume to be delivered per type of product to conform to the remaining amount in the total contract price.
3. If during contract implementation, the total contract price for the project would have been consumed notwithstanding that the requirements were not fully delivered in the units/volume contemplated, no further order and payments shall be made. This provision shall form part of the bidding documents.

SCOPE OF SERVICE:

1. Fuel, Oil and Lubricants shall be available to the Provincial Government of Camarines Norte through the Office of the Provincial Agriculturist upon the issuance of the Notice to Proceed.
2. Issuance of products by the Fuel Service Provider will be through Purchase Order (PO) system for the period of one (1) year under the terms and conditions advantageous to the government for the following volume or quantity:

Item No.	Unit	Item Description	Quantity
1	liters	Diesel	14422
2	liters	Unleaded	6423
3	liters	Engine Oil, (Gasoline 15W 40)	250
4	liters	Engine Oil, (Diesel 15 W 40)	55
5	liters	Grease	6
6	liters	Brake and Clutch Fluid	22
7	liters	Coolant	150
8	liters	ATF	22
9	liters	Gear Oil	44
10	liters	Transmission Fluid	30
11	drum	Hydraulic Oil (S3 TVL)	3

3. All purchases must be accompanied by properly accomplished and duly signed Trip Tickets and Fuel Withdrawal Slip.
4. Accepts payment in the form of check amount of which is net of taxes withheld supported by the issuance of certificates.
5. Payment shall be made by the Provincial Government of Camarines Norte within 30 days from receipt of the monthly billing statement with complete attachments covering quantity of the actual withdrawal.
6. Fuel Service Provider shall have Platinum PhilGeps Registration and BIR Certificate of Registration

RESPONSIBILITIES OF FUEL SERVICE PROVIDER:

1. The Fuel Service Provider (FSP) shall provide fuel, oil, and lubricants and other product requirements of the Office of the Provincial Agriculturist service vehicles.
2. The FSP must have a fuel station located within the 500-meter radius from the Provincial Government of Camarines Norte, J. Lukban St., Daet, Camarines Norte.
3. The FSP shall be responsible ensuring availability of products and services, and competent fuel attendants/personnel to attend to the services required at all times. In case of shortage, FSP shall provide alternative source/station that can provide same specifications, which shall be located within one (1) kilometer radius from the PGCN.
4. The FSP shall be responsible to dispense fuel to PGCN-OPAG vehicles only and ensure the issued fuel will no exceed Purchase Order allocation.
5. A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn or other products/services are given.
6. Ensure that the transaction slips accurately reflects any and all purchases charged to PGCN-OPAG.
7. To maintain a comprehensive register to record all withdrawals made on a per vehicle basis on a daily fuel issuance.
8. Issue an accurate Statement of Account with copies of transaction slip/receipt/invoice on a monthly basis.

RESPONSIBILITIES OF THE PROVINCIAL GOVERNMENT OF CAMARINES NORTE – OFFICE OF THE PROVINCIAL AGRICULTURIST

1. To pay the amount billed within 30 days from the receipt of the Statement of Account with complete attachments.
2. To examine the statement and report any discrepancy/ies to the FSP within ten(10) days upon receipt thereof. If there is no error reported within such period, the statement of account shall be considered as conclusively correct.
3. Issue BIR Form 2306 and 2307 pertaining to taxes withheld for each payment made.
4. Accomplish PO duly signed by authorized signatories for presentation to the FSP for the delivery of goods and services.
5. Inform the FSP for the changes in the PO's authorized signatory/ies.

For your kind information.