

Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**

**REQUEST FOR QUOTATION**

Date: 05 April 2025  
RFQ No.: RFQ-AD-2025-010

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number **(required)**: \_\_\_\_\_

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure **Procurement of Petroleum Fuel, Oil and Lubricant (POL) Products for GPPB - TSO** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **5:00 PM of 08 April 2025**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**ATTY. MA. JOZZENNE CLAIRE M. BELTRAN-CARANDANG**  
*Chairperson, Bids and Awards Committee*  
Government Procurement Policy Board – Technical Support Office Building, Commonwealth Avenue, UP Diliman Campus, Quezon City  
Telephone No. 5322 6222  
Email: [bacsec@gppb.gov.ph](mailto:bacsec@gppb.gov.ph)

Interested service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a. **Mayor's/Business Permit**
- b. **PhilGEPS Registration Number**
- c. **Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may access to this link: <https://www.gppb.gov.ph/wp-content/uploads/2023/07/07032023Omnibus-Sworn-StatementRevised-as-of-07.03.2023.docx>
- d. **Income/Business Tax Return**

The Head of the Procuring Entity (HoPE) of the GPPB-TSO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at 5322 6222 or send email to [bacsec@gppb.gov.ph](mailto:bacsec@gppb.gov.ph).

  
**ENGR. MARK KEVIN M. AGUILA**  
*Head, BAC Secretariat*

### **INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.  
  
If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.  
  
In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at [bacsec@gppb.gov.ph](mailto:bacsec@gppb.gov.ph).
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

### **TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank

<p>account of the supplier, contractor, or consultant <b>not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours</b>, upon receipt of our advice. Please note that the <b>corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.</b></p> <p>11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.</p> <p>12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.</p> <p>13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.</p>
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After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement of Petroleum Fuel, Oil and Lubricant (POL) Products for GPPB - TSO			
Minimum Technical Specifications	Quantity	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.			
Procurement of Petroleum Fuel, Oil and Lubricant (POL) for the GPPB-TSO Official Vehicles	1 lot		
Specifications:			
1. Provision of Fleet Card under Electronic Fleet Card System			
a. Fleet Card shall be vehicle/plate number specific for the following:  i. Nissan Urvan NV350 No. SAB8443  ii. Nissan Urvan NV350 No. SAB9273  iii. Toyota Hi-Ace GL Grandia No. SAB9271  iv. Toyota Innova No. SAB9215  v. Toyota Innova No. SLA925/ABE1082			
b. Use of the fleet card is only allowed to its assigned vehicle			
c. Admin Fleet Card shall be used for bulk delivery of diesel fuel.			
2. Provision for petroleum/fuel:			
Diesel (in liters):			
i. Nissan Urvan NV350 No. SAB8443 - Maximum of 250 liters/month			
ii. Nissan Urvan NV350 No. SAB9273 - Maximum of 250 liters/month			

iii. Toyota Hi-Ace GL Grandia No. SAB9271 - Maximum of 250 liters/month  iv. Toyota Innova No. SAB9215 - Maximum of 300 liters/month  v. Toyota Innova No. SLA925/ABE1082 - Maximum of 300 liters/month  vi. Admin Card - 1,000 liters  Designated vehicles shall only be allowed to gas-up its maximum allowable number of liters per month base on the given quantity above			
<b>3. Delivery Requirements:</b>			
a. Contract Duration: Upon execution of the Purchase Order/contract agreement up to 31 December 2025			
b. Fleet Card shall be delivered within thirty (30) calendar days upon execution of the Contract. Gas-up for GPPB-TSO service vehicles shall be available once the fleet card is distributed.			
c. Only the actual number of liters purchased per month based on pump price shall be paid.			
<b>4. Payment Terms</b>  Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer Facility, within thirty (30) calendar days after the receipt of billing and issuance of Inspection and Acceptance Report/Certificate of Acceptance from the End-User. In case of accounts maintained in other banks, bank transfer fees shall be chargeable against the creditor's account.			
*****nothing follows*****			

**FINANCIAL OFFER:**

**Terms of Payment:**

*The GPPB-TSO shall pay the supplier the actual amount net of taxes in a send bill arrangement. Payment shall be made within thirty (30) calendar days from the submission of billing statement and completion of the deliverables and issuance of Certificate of Inspection and Acceptance.*

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name (should be the exact account name as registered in the bank): \_\_\_\_\_

Bank Branch: \_\_\_\_\_

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

Procurement of Petroleum Fuel, Oil and Lubricant (POL) Products for GPPB - TSO	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
One Million Seventy-One Thousand Pesos (PhP1,071,000.00)	In words:
	_____
	_____
	_____
	In figures:
	_____
	_____

\_\_\_\_\_

Signature over Printed Name

\_\_\_\_\_

Position/Designation

\_\_\_\_\_

Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_

Email Address/es