



**PAMANTASAN NG LUNGSOD NG MAYNILA**  
(University of the City of Manila)  
Intramuros, Manila


**REQUEST FOR QUOTATION**

Date: \_\_\_\_\_  
RFP No.: \_\_\_\_\_

**Name of the Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Business Permit No.:** \_\_\_\_\_  
**TIN No.:** \_\_\_\_\_  
**Philgeps Cert. No.:** \_\_\_\_\_

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the back portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than \_\_\_\_\_.


Open quotations may be submitted, manually or through facsimile or email at the address and contact number indicated below.

  
\_\_\_\_\_  
ATTY. MAY ANGELI M. ESTOLAS  
Acting Chief, Procurement Office

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Item Description	QTY	Approved Budget for the Contract (ABC)	OFFER					
			Price (Inclusive of Tax)			Compliance with Technical Specifications (please check)		Remarks
			QTY	Unit Price	Total Price	Yes	No	
<b>Procurement Of Annual Supply of Fuel, Oil and Lubricants</b>								
<b>1 Lot Fleet Service Program</b>								
a. Fuel	1 Lot	660,000.00						
b. Lubricants and Oils		72,480.00						
<b>Note: See Terms of Reference</b>								
<b>Total Amount, PHP</b>		<b>732,480.00</b>						
<b>PR# 07-28-01 PSO</b>			<b>GRAND TOTAL, PHP</b>					

This is to certify that I personally conducted the canvass and that the data herein are true and correct.

  
**Dennis L. Lim**  
(Canvasser)

Payment Terms: \_\_\_\_\_  
Delivery Period: \_\_\_\_\_

\_\_\_\_\_  
(Signature over Printed Name)

Landline: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_  
E-Mail: \_\_\_\_\_



## FOR THE PROCUREMENT OF DIESEL, LUBRICANTS & OILS FOR PAMANTASAN NG LUNGSOD NG MAYNILA

### TERMS OF REFERENCE

#### 1.0 Objectives

The main objective of this project is to provide the PLM vehicle end-users and drivers with an efficient, secured, convenient, continuous and steady supply of petroleum products and services, which must be economically manageable.

#### 2.0 Scope of Service

2.1 The Fuel Station shall provide the fuel, lubricants and other services requirements of PLM.

2.2 The Product Restriction includes the following:

- a. Type of Fuel : Diesel
- b. Lubricants : Motor/Engine oil, Brake fluid, ATF, Coolant
- c. Services : Engine wash / Under chassis wash

2.3 Frequency of availment (per vehicle)

- a. Fuel : Maximum fuel allocation per month is indicated in the fleet card.
- b. Lubricants & Oils
  - Motor/Engine Oils : Quarterly
  - Brake Fluid : Every six (6) months
  - ATF : Every four (4) months
  - Coolant : Quarterly

2.4 Only the vehicle indicated on the list of vehicles provided by PLM (Annex "A") shall be allowed to avail of the above products and services with the limitations categorically stated therein.

Total fuel allocation for one (1) year (based on allocation/service vehicle/month indicated in the fleet card):

- a. Diesel : 13,570 liters more or less

Lubricants & Oils requirements for one (1) year:

- a. Motor/Engine Oil : 252 liters
- b. Brake Fluid : 24 liters
- c. ATF : 72 liters
- d. Coolant : 48 liters

**3.0 Funding for the Project**

The cost for the procurement of diesel fuels, lubricants and oils including annual administrative services is estimated at P732,480.00 for one (1) year, inclusive of 12% VAT.

**4.0 Payment Scheme**

Payment will be done on seven (7) days term upon submission of the fuel station of its statement of account/billing statement.

Payment computation shall be as follows:

Gross receipts total (i.e. including 12% VAT).....	Pxxx,xxx.xx
Less: 1% EWT and 5% Final Tax [Application of which will be on the net receipts totals (i.e. gross less 12% VAT). A tax withheld certificate or tax credit will be credited on the service station provider].....	Pxx,xxx.xx
<b>NET PAYMENT</b>	<b>Pxxx,xxx.xx</b>

**5.0 Duration of Contract**

Contract duration will be for a period of one (1) year (renewable).

**Annex “A”****LIST OF PLM SERVICE VEHICLES**

<b>Items</b>	<b>Type/Model</b>	<b>Plate No.</b>	<b>Type of Petroleum</b>	<b>Monthly Allocation (Li)</b>
1	Isuzu Bus 1	CN9076	Diesel	421
2	Isuzu Bus 2	CN9077	Diesel	421
3	BonLuck Bus	-	Diesel	421
4	Ambulance (PCSO)	GB6933	Diesel	52
5	Toyota Hi-Ace Grandia	SLD 561	Diesel	157
6	Toyota Revo Wagon	SFX 665	Diesel	52
7	Toyota Revo Wagon	SGK 386	Diesel	52
8	Hyundai Starex Van	SFY 226	Diesel	52
9	Isuzu Highlander Crosswind	SGS 417	Diesel	52
10	Toyota Innova 2.5 M/T	SHY 937	Diesel	157
11	Toyota Innova 2.5 M/T	SHY 878	Diesel	52
12	Nissan Urvan Escapade	SGY 160	Diesel	52

# TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of *Thirty (30) calendar days* from the date of submission.
4. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable subject to deduction of applicable Government Tax. PLM is a Government Institution, as such it is mandated to withhold taxes and issue the corresponding BIR certification (BIR Form #2306, 2307). Computations and rates are as follows:

a. For VAT Registered

(PHP10,000.00 and below)

	FINAL VAT	EWT	TOTAL
GOODS	5%	0%	5%
SERVICES	5%	0%	5%

(Above PHP10,000.00)

	FINAL VAT	EWT	TOTAL
GOODS	5%	1%	6%
SERVICES	5%	2%	7%

b. For NON-VAT Registered

(PHP10,000.00 and below)

	PERCENTAGE	EWT	TOTAL
GOODS	3%	0%	3%
SERVICES	3%	0%	3%

(Above PHP10,000.00)

	PERCENTAGE	EWT	TOTAL
GOODS	3%	1%	4%
SERVICES	3%	2%	5%

5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of the Contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they signed or initiated by you or any of your duly authorized representative/s.
8. The item/s shall be delivered within \_\_\_\_\_ working days from the receipt of the approved Purchase Order (PO).
9. PLM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Liquidated damages equivalent to the one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. PLM shall rescind the contract once the cumulated amount of liquidated damages reached ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.