



REQUEST FOR QUOTATION

Date: **December 4, 2023**
 Quotation No. 2023-196

Company Name: _____
 Address: _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **December 7, 2023** in the return envelope attached herewith.


JONALYN O. SARANQUIN
 Head, PBAC Secretariat

- NOTE:**
1. ALL ENTRIES MUST BE TYPEWRITTEN
 2. DELIVERY PERIOD WITHIN FIFTEEN (15) DAYS
 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF SIXTY (60) CALENDAR DAYS
 5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.
 7. THE PROSPECTIVE BIDDER SHALL SUBMIT THE FOLLOWING:
 - A. Quotation Form
 - B. Technical Specifications including brand, if applicable
 - C. Updated Mayor's/Business Permit
 - D. Proof of PhilGEPS Registration
 - E. Registration certificate from SEC/DTI/CDA or its equivalent document
 - F. BIR Certificate of Registration
 - G. Income/Business Tax Return – if ABC above 500K
 - H. Omnibus Sworn Statement (Revised) – if ABC above 50K

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY	UNIT PRICE
	PETROLEUM FUELFOR CY 2024			
	DIESOLINE	LITERS	3,239.85	
	GASOLINE	LITERS	2,203.98	
	*** Please indicate the date when the price was taken			
	*** Please see attached TERMS of REFERENCE			

Warranty: _____
 Price Validity: _____

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Canvassed by: _____

Printed Name / Signature : _____
 Contact No. : _____
 Email address : _____

Signature over printed name

You can send us your quotation/canvass thru the email address below or contact us at:

 penrolaunionsfc@yahoo.com.ph

 072-888-75-67 / 072-242-37-80

PURCHASE REQUEST

Entity Name: DENR PENRO LA UNION

Fund Cluster: 01101101

Office/Section : _____		PR No.: <u>2023-11-281</u>		Date: <u>November 8, 2023</u>	
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		PETROLEUM FUEL FOR CY 2024			
	Liters	Diesel	3,239.85		206,961.68
	Liters	Gasoline	2,203.98		143,038.32
		*Please see attached TOR			
					350,000.00

Purpose: For official use of PENRO La Union vehicles

Requested by:


JOVELYN R. UBUNGEN, CPA
 Chief, Management Services Division

Approved:


CEZAR MANUEL A. CABANSAG
 PENR Officer

- Included in the APP* 2
- With Supplemental PPMP*

PROCUREMENT OF PETROLEUM, OIL AND LUBRICANT PRODUCTS FOR CY 2024

TERMS OF REFERENCE

1. General Information

These Terms of References (TOR) shall be used for the preparation of bids on the procedures and requirements Supply of Petroleum, Oil and Lubricant (POL Products) from a Petrol Station/Supplier for CY 2024 with an approved budget of **Three Hundred Fifty Thousand (Php 350,000.00)**.

The mode of procurement will be thru Alternative Mode of Procurement – Purchase of Petroleum, Oil and Lubricant as defined in the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 otherwise known as the Government Procurement Act.

2. Purpose

The supply of petroleum, oil and lubricants shall be for the consumption of service vehicles and standby generator sets owned by the DENR PENRO La Union in accordance with the Quality and Environmental Management Systems being implemented by the Office.

3. Delivery

- a. The provision of petroleum, oil and lubricant products shall commence upon receipt of the Notice to Proceed but not earlier than January 1, 2024;
- b. Issuance of POL products by the winning supplier shall cover a duration of twelve (12) months or until December 31, 2024 under terms and conditions advantageous to the government for the following estimated volume or quantity:

1. Gasoline (unleaded)	- 2,203.98 Liters
2. Diesel	- 3,239.85 Liters

4. Technical Specification and Setting Requirements

1. For supply/withdrawal of Petroleum:

Any withdrawal of POL Products must be covered by a duly signed Requisition and Issuance Slip (RIS) in Two (2) Copies (original and duplicate) issued by the Chief, Management Services Division indicating therein the following:

- a) Type of vehicle;
- b) Plate number;

- c) Quantity to be withdrawn (in Liter);
- d) Duly signed in the portion REQUESTED BY and SUPPLIES RECEIVED BY over his/her printed name and the Chief, Management Services Division and/or Authorized Representative signed on the portion NOTED BY over his/her printed name;
- e) The winning bidder any shall issue a CHARGE INVOICE for the withdrawal of the item/s stated in 2 (a), (b), (c);
- f) The winning bidder shall secure the ORIGINAL RIS and ORIGINAL COPY of CHARGE INVOICE for billing purposes.

2. For supply/withdrawal of Diesel (standby generator set):

Any withdrawal of POL Products must be covered by a duly signed Requisition and Issuance Slip (RIS) in Two (2) Copies (original and duplicate) issued by the Chief, Management Services Division indicating therein the following:

- a) Quantity to be withdrawn and stating "FOR GENERATOR USE";
- b) Duly signed in the portion REQUESTED BY and SUPPLIES RECEIVED BY over his/her printed name and the Chief, Management Services Division and/or Authorized Representative signed on the portion NOTED BY over his/her printed name;
- c) The winning bidder shall issue a CHARGE INVOICE for the withdrawal of the item/s indicating the quantity of it;
- d) The winning bidder shall secure the ORIGINAL RIS and ORIGINAL COPY of CHARGE INVOICE for billing purposes.

5. Other Requirements

- a. Any withdrawal of POL Products without presenting any documents will not be allowed. Correspondingly, if the winning bidder allowed any withdrawal without the prescribed documents, the same shall not be included in the payment;
- b. The payment shall be on an Auto Debit (ADA) basis upon submission of BILLING STATEMENT, ORIGINAL COPY OF RIS, ORIGINAL COPY OF CHARGE INVOICE and PRINTED ELECTRONIC RECEIPT to be submitted at the Administrative Unit for thorough examination, evaluation and preparation of Disbursement Voucher for payment;
- c. Price of all POL Products shall be based on the existing current price on the actual withdrawal date;

- d. The winning bidder shall ensure adequate/sufficient supplies of POL Products and shall be given priority during the withdrawal of the items at the site;
- e. The contract shall cease upon reaching the maximum contract amount or at the end of the year 2024 whichever comes first;
- f. Bidders will be limited within those in the two (2) km. in radius from the DENR PENRO La Union;
- g. **“No container policy”** for petroleum fuels except for generator set;
- h. For staggered delivery, the Administrative Unit 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 be ordered from the remaining amount allotted for each POL Product. The DENR-PENRO La Union shall be allowed to make adjustments in the units/volume to be delivered per type of product to conform to the remaining amount in the total price. (As per GPPB Resolution No. 26-2019, dated October 30, 2019);
- i. If during contract implementation, the total 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. (As per GPPB Resolution No. 26-2019, dated October 30, 2019); and
- j. Prospective bidders must have the necessary procurement related documents such as appropriate PhilGEPS Registration, BIR Certificate of Registration, Omnibus Sworn Statement and other legal documents.

6. Terms of Payment

- a) The gasoline company must issue a billing statement on the last working day of the month and the processing of payment shall be made upon receipt of the billing statement and/or upon completion of the required documents such as original charge invoice, signed RIS and printed electronic receipt from the winning bidder. The same shall be subject to tax;
- b) For the purposes of payment, the bid price and discount (if applicable) of the prospective bidders stated in the contract/purchase order shall be fixed from the time of the quotation through the term of the contract. (As per GPPB Resolution No. 26-2019, dated October 30, 2019);
- c) The winning supplier must provide a detailed price adjustment for its POL Products actually delivered, as part of its billing together with its certification under oath that the supplier's price adjustments are those reported and duly

posted at Department of Energy's website. (As per GPPB Resolution No. 26-2019, dated October 30, 2019);

- d) The Administrative Unit must verify the price adjustments by checking the Department of Energy's website, www.doe.gov.ph;
- e) **Illustrative Example of Computation for First Delivery (As per GPPB Resolution No. 26-2019, dated October 30, 2019)**
- o Opening of bids was 2nd Week of December. winning bidder offered bid price of Php 33.45/liter for Diesel.

Bid price at 2 nd week of December	Php33.45/liter (fixed)
Price Adjustments	+ 0.70/liter January 4
	+ 0.70/liter January 6
	+ 0.75/liter January 8
	+ 0.00/liter January 10
	+ 0.70/liter January 15
Total Price, as adjusted	Php 36.30/liter
Volume	* 2000 liters
Actual Payable for Petroleum (Price * Volume)	Php 72,600.00

7. Termination of Contract

The contract shall cover a duration of twelve (12) months starting from the receipt of the Notice to Proceed.

However, in order to ensure the continuous supply of *POL Products* for DENR PENRO La Union, the winning bidder shall automatically extend its services beyond the contract duration in case no renewal or no new supplier has been engaged by the DENR PENRO La Union. The terms and conditions of this contract shall be adopted by both parties with corresponding pro-rated payment until a new contract has been entered into by the DENR with a gasoline company.

Prepared by:


CHRISTOPHER S. PATACSIL
TWG Member


WILLIAM F. CABANBAN
TWG Member


TRISTAN JAMES V. CHAN
TWG Member

Recommending Approval:


JOVELYN R. UBUNGEN
CHIEF, Management Services Division

Approved by:


CEZAR MANUEL A. CABANSAG
PENR Officer

DENR-PENRO LA UNION
Indicative Annual Procurement Plan Non-CSE FY 2024 (based on the Approved NEP)

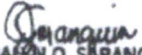
Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
PLU-001	Alcohol or Acetone Based Antiseptics	PENRO La Union	Yes	Competitive Bidding	11/15/2023	12/05/2023	January 2024	January 2024	GoP	48,025.00	48,025.00		1 year requirement
PLU-002	Batteries and Cells and Accessories	PENRO La Union	Yes	Competitive Bidding					GoP	53,325.60	53,325.60		1 year requirement
PLU-003	Common Office Supplies: Arts and Crafts, Office Equipment and Accessories and Supplies, Paper	PENRO La Union	Yes	Competitive Bidding					GoP	961,104.91	961,104.91		1 year requirement
PLU-004	Common Office Supplies: Cleaning/Janitorial, Lighting & Fixtures & Accessories	PENRO La Union	Yes	Competitive Bidding					GoP	497,511.68	497,511.68		1 year requirement
PLU-005	Information and Communication Technology (ICT) Equipment and Devices and Accessories	PENRO La Union	Yes	Competitive Bidding					GoP	816,953.36	816,953.36		1 year requirement
PLU-006	Face Mask	PENRO La Union	Yes	Competitive Bidding					GoP	52,020.00	52,020.00		1 year requirement
PLU-007	Color Compounds and Dispersions	PENRO La Union	No	NP-53.5 Agency-to-Agency	as per approved schedule				GoP	312.00	312.00		1 year requirement
PLU-008	Fire Fighting Equipment	PENRO La Union	No	NP-53.5 Agency-to-Agency	as per approved schedule				GoP	67,359.00	67,359.00		1 year requirement
PLU-009	Furnitures and Furnishings and Fixtures	PENRO La Union	No	Sec. 52 - Shopping	03/06/2024	N/A	03/15/2024	03/18/2024	GoP	180,056.48	180,056.48		1 year requirement
PLU-010	Fabrication (Plaques, Signages, Tarpaulin, etc.)	PENRO La Union	No	NP 53.9 Small Value Procurement	as the need arises				GoP	50,000.00	50,000.00		1 year requirement (as the need arises)
PLU-011	Heating and Ventilation and Air Circulation (Industrial Fan)	PENRO La Union	No	Sec. 52 - Shopping	03/06/2024	N/A	03/15/2024	03/18/2024	GoP	3,329.04	3,329.04		1 year requirement
PLU-012	Materials and Supplies for Fieldwork and maintenance	PENRO La Union	No	NP 53.9 Small Value Procurement	as the need arises				GoP	120,800.00	120,800.00		1 year requirement (as the need arises)

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
PLU-013	Printer or Facsimile or Photocopier Supplies (Consumables)	PENRO La Union	No	Sec. 52 - Shopping	03/06/2024	N/A	03/15/2024	03/18/2024	GoP	324,045.00	324,045.00		1 year requirement
PLU-014	Others: Duo Roller Blinds Office for Windows (150 X 100 cm, Grey)	PENRO La Union	No	NP 53.9 Small Value Procurement	07/08/2024	N/A	07/15/2024	07/18/2024	GoP	20,000.00	20,000.00		1 year requirement
PLU-015	Others: Gardening Equipment and Supplies	PENRO La Union	No	NP 53.9 Small Value Procurement	as the need arises				GoP	137,050.00	137,050.00		1 year requirement (as the need arises)
PLU-016	Others: Vehicle Equipment and Accessories and Supplies	PENRO La Union	No	NP 53.9 Small Value Procurement	as the need arises				GoP	223,999.00	223,999.00		1 year requirement (as the need arises)
PLU-017	Communication Expenses	PENRO La Union	No	NP 53.9 Small Value Procurement	as per approved schedule				GoP	103,200.00	103,200.00		1 year requirement
PLU-018	Internet Subscription	PENRO La Union	No	NP 53.9 Small Value Procurement	as per approved schedule				GoP	288,000.00	288,000.00		1 year requirement
PLU-019	Petroleum, Oil and Lubricant Products of Service Vehicles	PENRO La Union	Yes	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL)	11/15/2023	12/05/2023	January 2024	January 2024	GoP	350,000.00	350,000.00		1 year requirement (as the need arises)
PLU-020	Printing of CEPA Materials	PENRO La Union	No	NP 53.9 Small Value Procurement	03/04/2024	N/A	03/11/2024	03/13/2024	GoP	40,000.00	40,000.00		1 year requirement (as the need arises)
PLU-021	Procurement of LPG Cylinder and Refill (Main Office & PAMO)	PENRO La Union	No	NP 53.9 Small Value Procurement	as the need arises				GoP	29,000.00	29,000.00		1 year requirement (as the need arises)
PLU-022	Provision of Purified Drinking Water for CY 2024 (Main Office & PAMO)	PENRO La Union	No	NP 53.9 Small Value Procurement	various dates (monthly)	N/A	various dates (monthly)	various dates (monthly)	GoP	68,000.00	68,000.00		1 year requirement (as the need arises)
PLU-023	Receipts and Checkbook	PENRO La Union	No	NP 53.9 Small Value Procurement	as per approved schedule				GoP	35,460.00	35,460.00		1 year requirement
PLU-024	ICT Repair and Maintenance (including parts and accessories)	PENRO La Union	No	NP 53.9 Small Value Procurement	as per approved schedule				GoP	50,000.00	50,000.00		1 year requirement (as the need arises)
PLU-025	Repair and Maintenance (including Cleaning/Spare Parts) of Airconditioning Units for FY 2024	PENRO La Union	No	NP 53.9 Small Value Procurement	04/15/2024	N/A	04/22/2024	04/24/2024	GoP	70,000.00	70,000.00		1 year requirement (as the need arises)
PLU-026	Repair and Maintenance (including Spare Parts and Materials) of Office/RP Vehicles	PENRO La Union	No	NP 53.9 Small Value Procurement	as the need arises				GoP	500,000.00	500,000.00		1 year requirement (as the need arises)


Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
PLU-027	Various Food/Catering Services	PENRO La Union	No	NP 53.9 Small Value Procurement	various dates				GoP	757,000.00	757,000.00		1 year requirement (consolidated activities)
PLU-028	Provision of Security Services for FY 2024	PENRO La Union	No	NP 53.9 Small Value Procurement	12/04/2023	N/A	01/02/2024	01/04/2024	GoP	636,000.00	636,000.00		1 year requirement
PLU-029	Enhanced National Greening Program (eNGP) - Year 3 Maintenance & Protection	PENRO La Union	No	NP-53.12 Community Participation	as per approved schedule				GoP	1,014,000.00		1,014,000.00	1 year requirement
PLU-030	Establishment of Soil and Water Conservation Measures in Watersheds	PENRO La Union	Yes	Competitive Bidding									
	a. Small Water Impounding Structures - Bayabas, San Gabriel, La Union (20 cu.m.)				11/15/2023	12/05/2023	January 2024	January 2024	GoP	1,465,000.00		1,465,000.00	1 year requirement
TOTAL										11,985,223.06	9,506,223.06	2,479,000.00	
ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)										1,198,522.31	950,622.31	247,900.00	
GRAND TOTAL-PS and Non PS with 10% additional provision for inflation										13,183,745.37	10,456,845.37	2,726,900.00	

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


JONAEN O. SBANQUIN
 Admin. Officer IV (HRMO)/
 PBAC Secretariat, Head

Certified Funds Available /
 Certified Appropriate Funds Available:


TRISTAN JAMES V. CHAN, CPA
 Accountant

Recommended for Approval by:


VENUS V. CARDENAS
 PO III/Concurrent BO II

Approved by:


JOVELYN R. UBUNGEN, CPA
 Chief, Management Services Division /
 PBAC Chairperson


CEZAR MANUEL A. LABANSAG
 PEAB Officer / HOPE

Date Prepared: September 21, 2023