



## REQUEST FOR QUOTATION

RFQ No. and Date : GSU2022-07-172 / 07.18.2022  
PR No. and Date : GSU2022-07-263 / 07.15.2022

The DENR - Environmental Management Bureau XI (DENR-EMBXI) Bids and Awards Committee (BAC), through its General Services Unit (GSU) under Finance and Administrative Division (FAD), will undertake a Small Value Procurement for the "Procurement of Petroleum, Oil and Lubricant of EMBXI Service Vehicles" in accordance with Section 53.9 of the Implementing Rules and Regulation of the Republic Act No. 9184.

**Name of Project** : "Procurement of Petroleum, Oil and Lubricant of EMBXI Service Vehicles"  
**Approved Budget of the Contract** : Nine Hundred Fifty Thousand Pesos Only (P950,000)  
**Specifications** : See the attached Annex "A" for specifications  
**Location** : DENR - Environmental Management Bureau XI, 3rd Avenue corner V. Guzman St. Brgy. 27-C, Sta. Ana, Davao City  
**Delivery Term** : Fifteen-Thirty (15-30) days upon receipt of Purchase Order

Interested suppliers are required to submit their valid and current Mayor's Permit / PhilGEPS Registration Number, Bank Details, Omnibus Sworn Statement and Price Quotation form (Annex "A") during submission of offer/quotation.

Contract shall be awarded to the lowest calculated responsive quotation submitted, and from which complied and/or have met the minimum description stated above, and with the other terms & conditions stated in the price quotation form.

The submission of quotation and eligibility documents will be on or before **22<sup>nd</sup> of July** at the Procurement Unit, 3rd corner V. Guzman St., Brgy. 27-C, Sta. Ana, Davao City. Open submission may be submitted, manually or through email.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

For inquiry or for any other concerns, you may please contact us through Tel. No. (082) 234-0061, Mobile No. 09159400286, or via email [embxiprocurement@emb.gov.ph](mailto:embxiprocurement@emb.gov.ph) / [ravanesyudyann@gmail.com](mailto:ravanesyudyann@gmail.com)

Very truly yours,

**ANTHONY CESAR C. TAUNAN**  
Chief, Administrative Section

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

The Procurement Unit  
 DENR - Environmental Management Bureau XI  
 3rd Avenue corner V. Guzman St. Brgy. 27-C,  
 Sta. Ana, Davao City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

DESCRIPTION	SPECIFICATIONS	QTY/ UNIT	UNIT PRICE	TOTAL PRICE
<b>Procurement of Petroleum, Oil and Lubricant of EMBXI Service Vehicles</b>	-To be used by ten (10) units EMBXI service vehicle and one (1) admin card. -For 2 <sup>nd</sup> Semester for CY 2022 -2000 liters fuel requirement per month -By fleet cards	1 Lot		
	<b>List of Vehicles:</b> Toyota Hilux Pick-up (SHF-283) KIA Utility Vehicle, 4x4 (1607-K2700) Isuzu Dmax, 4x2 (DOE - 176) Isuzu Dmax, 4x2 (DOV - 218) Ford Ranger (COX - 216) Toyota Innova (CS#P1G - 047) Toyota Innova (CS#P1H - 377) Toyota Innova (CS#P1H - 462) Nissan NP300 Navarra (CS#P2H - 058) Nissan NP300 Navarra (CS#F2H - 063)			
	<b>Additional Notes:</b> -For Petroleum fuel to be use in Diesel -Petroleum, Oil and Lubricants will be purchase not in bulk, to be used for official government vehicles for ultimate consumption. Procuring entities may directly purchase from any reputable retailers, dealers or gas stations at retail pump price, subject to the controls on fuel purchase and consumption issued by the Commission on Audit (COA) to avoid excessive purchases.			
	-For the supply and delivery of Oil (change oil) and lubricants, only five (5) service vehicle are covered with this request specifically <b>Toyota Hilux-Pick up</b> (Plate # SHF-283), <b>Isuzu Dmax, 4x2</b> (Plate # DOE-176), <b>Isuzu Dmax 4x2</b> (Plate # DOV-218), <b>KIA Utility Vehicle 4x4</b> (Plate # 1607-K2700) and <b>Ford Ranger</b> (Plate # COX-216). The remaining service vehicle are under service warranty/contract to other service providers.			

Provision of free 24-hour Towing and roadside assistance, maximum of five (5) times a year for fleet cardholders, subject to terms and conditions of third party provider.			
Provision of an electronic ("Fleet Cards") system must have control features of product restriction except for Admin Card and purchase limits for Petroleum (Diesel) – 2000 liters per month and at least one (1) station with electronic ("Fleet Card") system within 10kms radius from EMBXI Sta. Ana Office with waived annual card fees and other fees excluding cost of replacement of Fleet Cards.			
Annual Provision of Oil and Lubricants including labor services: Change Oil (fully synthetic), Engine Flush, Oil Filter, and Transmission Fluid with five (5) vehicles.			
Payment System of Credit charging (30 day cycle); Settlement/billing month/period accompanied by a monthly report (electronic and signed copy); Allows deduction of applicable withholding tax from monthly billing statement and Issue corresponding Official Receipt on payment made by DENR-EMBXI.			
*Inclusive of Delivery/Total (Inclusive of VAT)			

(Amount in Words) \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/ Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact No.

## TECHNICAL SPECIFICATIONS

Bidders/Suppliers must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification". Please do not just place check in the bidder's "Statement of Compliance".

ITEM	TECHNICAL SPECIFICATIONS	QTY/ UNIT	BIDDER'S OFFER	BIDDER'S STATEMENT OF COMPLIANCE
<b>Procurement of Petroleum, Oil and Lubricant of EMBXI Service Vehicles</b>	-To be used by ten (10) units EMBXI service vehicle and one (1) admin card. -For 2 <sup>nd</sup> Semester for CY 2022 -2000 liters fuel requirement per month -By fleet cards	1 Lot		
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Payment System of Credit charging (30 day cycle); Settlement/billing month/period accompanied by a monthly report (electronic and signed copy); Allows deduction of applicable withholding tax from monthly billing statement and Issue corresponding Official Receipt on payment made by DENR-EMBXI.			

I hereby certify to comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Date