



REQUEST FOR QUOTATION

Date: March 24, 2023

RFQ No.: 23-03-046

Company/Business Name:¹ _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (*required*): _____

The Civil Aviation Authority of the Philippines – Puerto Princesa International Airport, through its Area Center IV Bids and Awards Committee (Area Center IV - BAC), intends to procure **Supply and Delivery of Fuel, Oil and Lubricants for First Quarter of CY 2023 at Puerto Princesa International Airport, Palawan En Route Radar/RCAG Station (Quezon, Palawan) and San Vicente Airport through Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the lot/s described herein addressed to:

(SGD.)

ROWLAND G. ALARCON

Chairperson, Bids and Awards Committee

National Highway, Brgy. San Miguel, Puerto Princesa City, 5300, Palawan

Telephone No.: (048) -433-4965

Email: area4_bac@caap.gov.ph

Please do not leave any blank items. Indicate “0” if item being offered is for free.

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative in **sealed envelope** included herein, **not later than March 28, 2023 at 3:00 pm.**

The following documents are also required to be submitted along with your quotation on the specified deadline above or before a notice of award is issued:

- 1. Copy of 2023 Mayor's or Business Permit**
- 2. Copy of 2023 Tax Clearance**
- 3. PhilGEPS Certificate (Platinum Membership)**
- 4. SPA for Sole Proprietorship/ Secretary's Certificate for Corporation & Cooperative)**
- 5. Brochure** (if required)
- 6. Notarized Omnibus Sworn Statement (for ABC's above PhP50,000.00)**
(In the prescribed template. Downloadable at: <https://www.gppb.gov.ph/downloadables.php>)
- 7. Annual Income Tax Return / Business Tax (for ABC's above PhP500,000.00)**

For any clarification, you may contact us at telephone no. or email address provided.

Jelyn B. Gabuco

*Head, Bids and Awards Committee
Secretariat*

Rodney Alvin R. Magnaye

*Assistant, Bids and Awards Committee
Secretariat*

¹ In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

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 are discrepancies. In this case, provisions in the RFQ shall prevail.

- 3) **All mandatory technical specifications indicated herein 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 **area4_bac@caap.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 email shall be considered.
- 6) The supplier/bidder is encouraged to perform a **Document Request List (DRL)** at PhilGEPS website.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote on one lot or multiple lots.
3. 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.
4. Bid prices shall be the individual **Wholesale Posted Price (WPP)** of the prospective supplier less the discount given, if any, plus delivery cost. Cost for E-VAT and other governmental cost, which fall equally on all prospective suppliers, are presumed to be included in the computation of the bid price. 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 BAC 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 at **Puerto Princesa International Airport, Palawan En Route Radar/RCAG Station (Quezon, Palawan), San Vicente Airport** according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on **the scheduled date and time** of the **CAAP PPIA Inspection and Acceptance Committee**. 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/ Delivery Receipt/Sales Invoice, by the supplier, contractor, or consultant. Check payment thru Landbank of the Philippines.
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 CAAP-PPIA 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.

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

Lot 1: Puerto Princesa International Airport				
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	Compliance (w/ the specs)		Unit Price (in PhP)	REMARKS
	YES	NO		
Diesel, 12,000 Liters				
Gasoline (Unleaded), 2,000 Liters				
Diesel Engine Oil (SAE 40), 1 Pail (20 Liters/Pail)				
Filter 503, 3pcs.				
Coolant (ready to use, anti-rust, safe for all engine parts), 14 Liters				
Heavy Duty Grease (450g), 10 Cans				
Fuel Station within 1.5 km from Airport				
Deliver on site and load to fuel tanks				
Delivery Period: 90 calendar days				

Lot 1: Puerto Princesa International Airport	
Approved Budget for the Contract	Total Offered Quotation
<p><u>One Million Three Hundred Three Thousand Thirty Pesos and 00/100 Only 1,303,030.00</u></p>	<p>In Words:</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>In Figures:</p> <p>-----</p> <p>-----</p>

Lot 2: Palawan En Route Radar/RCAG Station (Quezon, Palawan)				
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	Compliance (w/ the specs)		Unit Price (in PhP)	REMARKS
	YES	NO		
Diesel, 2,000 Liters				
Gasoline (Unleaded), 60 Liters				
Lubricant Oil, (Diesel Engine Oil SAE 40), 4 Pails				
Coolant (ready to use, anti-rust, safe for all engine parts), 12 Liters				
Deliver on site and load to fuel tanks				
Delivery Period: 10 calendar days				

Lot 2: Palawan En Route Radar/RCAG Station (Quezon, Palawan)	
Approved Budget for the Contract	Total Offered Quotation
<p><u>One Hundred Ninety-One Thousand Eight Hundred Ninety-Six Pesos and 00/100 Only 191,896.00</u></p>	<p>In Words:</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>In Figures:</p> <p>-----</p> <p>-----</p>

Lot 3: San Vicente Airport				
TECHNICAL SPECIFICATIONS / SCOPE OF WORK	Compliance (w/ the specs)		Unit Price (in PhP)	REMARKS
	YES	NO		
Gasoline (Unleaded), 250 Liters				
Diesel, 170 Liters				
Brake Fluid (900ml/bot), 3 Bottles				
Diesel Engine Oil (SAE 40), 20 Liters				
Gasoline Engine Oil (SAE 30), 30 Liters				
Fuel Station within 3.0 km from Airport				
Delivery Period: 90 calendar days				

Lot 3: San Vicente Airport	
Approved Budget for the Contract	Total Offered Quotation
<u>Sixty-Two Thousand Nine Hundred Thirty-One Pesos and 00/100 Only 62,931.00</u>	In Words: ----- ----- ----- In Figures: -----

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF FUEL, OIL AND LUBRICANTS FOR FIRST QUARTER OF CY 2023 AT PUERTO PRINCESA INTERNATIONAL AIRPORT (PPIA), PALAWAN EN ROUTE RADAR/RCAG STATION (QUEZON, PALAWAN) AND SAN VICENTE AIRPORT (SVA)

1. RATIONALE

This Terms of Reference (TOR) shall serve as guide to the parties interested to participate for the **Supply and Delivery of Fuel, Oil and Lubricants for First Quarter of CY 2023** for **PPIA, RCAG Station and SVA** vehicles and equipment for the 1st quarter of 2023.

2. OBJECTIVES

- 2.1 To provide the **PPIA, RCAG Station and SVA** with a standard quality (free of waxes and contaminants), efficient, secured, convenient, continuous and steady supply of automotive fuel and lubricants.;
- 2.2 To engage the services of a competent supplier for automotive fuels and lubricants for **PPIA, RCAG Station and SVA** vehicles and equipment for the **1st quarter of 2023** in accordance with Republic Act No. 9184 and its Revised Implementing Rules and Regulations.

3. SCOPE OF UNDERTAKING

- 3.1 Bid prices shall be the individual **Wholesale Posted Price (WPP)** of the prospective supplier less the discount given, if any, plus delivery cost. Cost for E-VAT and other governmental cost, which fall equally on all prospective suppliers, are presumed to be included in the computation of the bid price. The quoted price per unit must be inclusive of all charges including taxes and fees, which may be imposed by law.
- 3.2 For purposes of bid evaluation and/or comparison of bids, regardless of the index used, the Lowest Calculated Bid shall be determined by identifying the bidder who offered the lowest Bid price.
- 3.3 The provisions of the **GUIDELINES ON INDEX-BASED PRICING FOR PETROLEUM AND OIL PRODUCTS** as amended pursuant to Republic Act No. 9184 and its Implementing Rules and Regulations (IRR) shall be applied and observed concurrently with the express provision of this contract. All terminologies herein shall be understood as per definition given by the mentioned guidelines.
- 3.3 **List of Project Management Office (PMO) Palawan vehicles and equipment.**
The PMO's existing vehicles and equipment to be supplied with automotive fuels and lubricants are, but shall not be limited to, the following:

VEHICLES (PUERTO PRINCESA INTERNATIONAL AIRPORT)

Motorcycle, Honda TMX	with Plate No. 81181
Motorcycle, Honda TMX	with Plate No. 81179
Motorcycle, Honda TMX	with Plate No. 81180
Ambulance	Model Mitsubishi L300 XV
Mitsubishi L200 Endeavor	XT 4x2, MDL: 2002, Color: Aspen White
PICK-UP TYPE VEHICLE	BRAND: ISUZU, MODEL: DMAX LT-X 4X4
MITSUBISHI STRADA GALANT DSL MT 2WD	Plate No. SAA 1818
IVECO MAGIRUS-2	AIRCRAFT RESCUE & FIRE FIGHTING (ARFF) VEHICLE, DRAGON 6X6 ARFF 1400
IVECO MAGIRUS-3	AIRCRAFT RESCUE & FIRE FIGHTING (ARFF) VEHICLE, DRAGON 6X6 ARFF 1400
IVECO TRAKKER	380 T 54 AIRCRAFT RESCUE & RESCUE FIGHTING (ARFF) VEHICLE, IMPACT 4X4

VEHICLE (RCAG STATION)

ISUZU DMAX	LS 3.0L DSL M/I, MODEL 2017, Color: Splash White
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VEHICLE (SAN VICENTE AIRPORT)

Firetruck, SIDES-28	Model: SDR 437 Sides 163-73UV3, Engine No. VVA-28
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EQUIPMENT (PUERTO PRINCESA INTERNATIONAL AIRPORT)

DEGS 1	Mitsubishi – 1895 KVA
DEGS 2	1875 KVA
DEGS 4	Cummins – 188 KVA
Generator Set	Single Phase, 1200 Watts
Chiller's Pump	3 Phase, 380 Volts, 60 Hz
Cutting Tool	Hydraulic
Power Saw	2 Stroke
Grass Cutter	2 Stroke
Grass Cutter	4 Stroke

EQUIPMENT (RCAG STATION)

DEGS 1	30 KVA
DEGS 2	80 KVA

Grass Cutter	4 Stroke
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3.2 Estimated volume or quantity. The **SUPPLIER** shall be responsible to dispense and make available at all times the requisitioned fuel or lubricant at its station for a period of one (1) quarter under the terms and conditions most advantageous to the **CAAP Area IV** the following estimated volume or quantity;

3.3 Scope of Works

3.3.1 Supply of automotive fuels and lubricants to **CAAP Area IV** vehicles and equipment;

4. TECHNICAL REQUIREMENTS

Description	Supply Schedule
<p>Puerto Princesa International Airport</p> <p>Diesel - 12,000 Liters Gasoline (Unleaded) - 2,000 Liters Diesel Engine Oil (SAE 40) - 15 Liters Filter 503 - 3 pcs Coolant - 14 Liters Heavy Duty Grease (450g) - 10 cans</p>	<p>Per Purchase Order or Fuel Request Slip of CAAP PPIA and/or deliver and load to DEGS fuel tanks.</p>
<p>Palawan En Route Radar / RCAG Station (Quezon, Palawan)</p> <p>Diesel - 2,000 Liters Gasoline (Unleaded) - 60 Liters Lubricant Oil - 4 Pails Coolant - 12 Liters</p>	<p>Per Purchase Order or Fuel Request Slip of CAAP PPIA or and/or deliver and load to DEGS fuel tanks.</p>
<p>San Vicente Airport (SVA)</p> <p>Gasoline (Unleaded) - 250 Liters Diesel - 170 Liters Brake Fluid (900ml/bot) - 3 Bots. Diesel Engine Oil (SAE 40) - 20 Liters Gasoline Engine Oil (SAE 30) - 30 Liters</p>	<p>Per Purchase Order or Fuel Request Slip of CAAP SVA</p>

5. TERMS AND CONDITIONS

5.1 Obligations and Responsibilities of the **SUPPLIER**

5.1.1 The **SUPPLIER** shall supply the automotive fuels and lubricants to **CAAP Area IV** as specified in the duly signed or approved **Purchase Order (PO)** form or **CAAP Fuel Request Slip (FRS)**.

FUEL REQUEST SLIP		
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES		
Agency/Procuring Entry		
Division/Branch/Unit: Puerto Princesa Airport		
Office: <u>AIR NAVIGATION SERVICE</u>		
REQUISITION		
STOCK NO.	QUANTITY	ITEM DESCRIPTION
Purpose:		
Requested By:		Approved By:
Signature		
Printed Name		
Designation		
Date		

5.1.2 The **SUPPLIER** shall ensure that all automotive fuels and lubricants being supplied to **CAAP Area IV** have passed the DOE quality standards/Philippine National Standards on Petroleum;

5.1.3 The **SUPPLIER** shall allow the withdrawal of fuel products, lubricants to CAAP authorized personnel/drivers in its gasoline station upon presentation of **CAAP Valid ID** and **Fuel Request Slip**.

5.1.4 The **SUPPLIER** shall load fuels and supply lubricants only to the **CAAP Area IV** authorized personnel/drivers upon presentation of duly signed/approved **PO form** from the **Acting Airport Manager or Authorized Signatory** and no excess shall be allowed outside the maximum allocation indicated in the said **PO**.

5.1.5 The **SUPPLIER** shall deliver and load fuel to main fuel tank of powerplant upon request by the **duty personnel** and duly approved by the **Acting Airport Manager or Authorized Signatory**.

5.1.6 **CAAP** shall not in any way be liable or responsible for any physical injury or damages, including death sustained or caused by any of the employees of the **SUPPLIER** whether or not occurring during the performance of their duties. The **SUPPLIER** agrees and binds itself to indemnify **CAAP** for whatever injuries or damages caused or occasioned or contributed to by failure, negligence or conduct of the **SUPPLIER** arising out of or in

connection with or on the occasion of the performance of this agreement. The **SUPPLIER** shall at all times, stand solely liable and responsible for the enforcement of, and compliance with all existing laws, rules and regulations and binds itself to save and hold **CAAP** and its employees free and harmless from any and all liabilities, losses, damages, judgments, fines and penalties arising from and by reason of this **Terms of Reference (TOR)** and its implementation.

6. **EXCLUSIVITY CLAUSE**

The SUPPLIER shall have the sole and exclusive contract for the supply of automotive fuels and lubricants for **CAAP Area IV for the 1st quarter of 2023.**

7. **DURATION OF CONTRACT**

The duration of contract shall be for a period of **Ninety (90) calendar days** from the date of the execution of the contract.

8. **PARAMETERS FOR PAYMENT**

- 8.1 For purposes of payment, the discount and the delivery cost stated in the contract shall be fixed from the time of the bidding through the term of the contract.
- 8.2 The amount to be paid by the procuring entity of the diesel fuel requirements delivered and duly received by it shall be the actual price on the delivery date less the discounts offered, if any, plus the delivery cost stated at the date of actual delivery.
- 8.3 For and in consideration of the full, satisfactory and faithful performance by the **SUPPLIER** of all undertaking defined and provided for under this **Terms of Reference (TOR)**, **CAAP Area IV** agrees to pay within **Fifteen (15) working days** from the receipt of the Billing Statement the amount prescribed therein inclusive of 12% Value Added Tax (for VAT Registered Suppliers), payment to be made monthly, computed based on the current price on the market or the corresponding amount of the automotive fuels and lubricants received, upon submission of the following supporting documents at the end of the month;
 - 8.3.1 Monthly Billing Statement;
 - 8.3.2 Original Copy of Sales Invoice/ Delivery Receipt.
- 8.4 Any or all payment/s to be made shall be subjected to existing accounting and auditing rules and regulations.

Recommending approval:

(SGD.)

JOSEPH A. TIMBANCAYA

End-User (PPIA)

(SGD.)

ROMMEL L. TEJADA

End-User (SVA)

Approved:

(SGD.)

MOHAMMAD NAGA S. RASCAL, DPA

Civil Aviation Area Manager

Area Center IV