

REQUEST FOR QUOTATION

Date: May 23, 2019
RFQ No. 2019-04-003

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **SUPPLY AND DELIVERY OF DIESEL FUEL FOR PICC' GENERATOR SETS**, with an **Approved Budget for Contract (ABC) of Five Hundred Fifty Three Thousand One Hundred Fifty Pesos (Php 553,150.00)**, VAT Inclusive, which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Technical Specifications provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **5:00 p.m. of May 29, 2019**. A copy of the following are required to be submitted along with your quotation/offer:

- a. **2019 Mayor's/Business Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number;**
- d. **CY 2018 Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS); and**
- e. **Omnibus Sworn Statement. (To be submitted by the lowest complying and responsive offeror prior to issuance of Notice of Award to the winning bidder/supplier)**

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

For any clarifications, you may contact **Ms. Cathy D. Esteban** at telephone no. **(02) 789-4761** or email address at cdesteban@picc.gov.ph.


ENGR. ALBERTO C. GONZALES
OIC, Procurement Unit

TERMS OF REFERENCE

I. PROJECT TITLE:

Supply and Delivery of Diesel Fuel for PICC' Generator Sets

II. APPROVED BUDGET FOR CONTRACT (ABC):

Five Hundred Fifty Three Thousand One Hundred Fifty Pesos (Php 553,150.00),
VAT Inclusive

III. SPECIFICATIONS:

Quantity: 11,770 liters

Others: Supplier must have a delivery truck/tanker with service pump.

IV. SCHEDULE OF REQUIREMENT:

The 11,770 liters of diesel fuel shall be delivered/transferred to PICC diesel fuel tank within seven (7) calendar days after the receipt of Notice to Proceed.

V. TERMS OF PAYMENT:

Full payment within two (2) weeks after full completion and final acceptance by the Technical Services Department – Mechanical Services Division (TSD-MSD).

VI. GENERAL CONDITIONS OF THE CONTRACT:

1. All prices quoted herein are valid, binding and effective at least One Hundred Twenty (120) calendar days from date of quotation.
2. AWARDEE shall be responsible for the source(s) of supplies and make deliveries in accordance with the schedule and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.
3. AWARDEE shall pick up PO issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the AWARDEE. Thereafter, if the PO remain unclaimed, the said PO shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the required product/s within the time called

for in the same order, shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his delivery.

5. All deliveries by the suppliers shall be subject to inspection and acceptance by the PICC.
6. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages.
7. Supplier shall guarantee that diesel fuel deliveries shall be of the exact volume (11,770 liters) as required and free from dirt and/or water contamination. Therefore any contaminants which may be discovered by the PICC within three (3) months after acceptance of the same, shall be replaced by the supplier with seven (7) calendar days upon receipt of a written notice to that effect.
8. A penalty of one tenth (1/10) of one percent (1%) of the total value of the product(s)/goods purchased shall be deducted for each day of delay in the delivery of the product(s)/goods ordered.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

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**TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER
ROXAS BLVD., 1307 PASAY CITY**

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
Supply and Delivery of Diesel Fuel for PICC' Generator Sets	11,770 liters	₱ _____ per liter	₱ _____

We undertake, if our quotation is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

The PICC-BAC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

Signature over Printed Name

Position/Designation

Name of Company: _____

Address: _____

Office Telephone No./s: _____ Fax No: _____

Email Address/es: _____ Mobile No.: _____