



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO ST., SAN MIGUEL, MANILA

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated November 10, 2016 for the Project, "Petroleum, Oil and Lubricants," is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said Documents.

PARTICULARS		AMENDMENTS/CLARIFICATIONS	
Section III. Bid Data Sheet		Section III. Bid Data Sheet	
ITB Clause		ITB Clause	
15.1	Bid price shall consist of the following: a) Prices to be indicated for petroleum which are for bidding purposes only. The bid prices for unleaded and diesel must be within the range of the "Prevailing Retail Prices of Petroleum Products in Metro Manila" in the latest report posted on the Department of Energy (DOE) website. The latest DOE report shall be understood to mean as the last report posted fourteen (14) calendar days prior to the opening of bids;	15.1	Bid price shall consist of the following: a) Prices to be indicated for petroleum which are for bidding purposes only. The bid prices for unleaded GASOLINE and diesel must be within the range of the "Prevailing Retail Prices of Petroleum Products in Metro Manila" in the latest report posted on the Department of Energy (DOE) website. The latest DOE report shall be understood to mean as the last report posted fourteen (14) calendar days prior to the opening of bids;

PARTICULARS		AMENDMENTS/CLARIFICATIONS	
Section VI. Schedule of Requirements		Section VI. Schedule of Requirements	
Item No.	Description	Item No.	Description
1	Provision of Fleet Cards a. Vehicle Specific a.1 Central Office a.2 Regional Offices b. Operator Specific b.1 Central Office b.2 Regional Offices	1	Provision of Fleet Cards a. Vehicle Specific a.1 Central Office a.2 Regional Offices b. Operator Specific b.1 Central Office b.2 Regional Offices
Quantity*	Delivery Schedule**	Quantity*	Delivery Schedule**
<u>60</u> 44 16 <u>18</u> 2 16	Within five (5) calendar days from receipt of Notice to Proceed to be delivered to the DBM Administrative Service-General Services Division (AS-GSD)	<u>60</u> 44 16 <u>18</u> 2 16	Within five (5) TEN (10) WORKING days from receipt of Notice to Proceed to be delivered to the DBM Administrative Service-General Services Division (AS-GSD)
Item No.	Description	Item No.	Description
2	Provision of Monthly Supply of Petroleum (in liters) a. Diesel a.1 Central Office a.2 Regional Offices b. Unleaded (Research Octane Number [RON] 95) b.1 Central Office b.2 Regional Offices	2	Provision of Monthly Supply of Petroleum (in liters) a. Diesel a.1 Central Office a.2 Regional Offices b. Unleaded GASOLINE (Research Octane Number [RON] 95 91) b.1 Central Office b.2 Regional Offices
Quantity*	Delivery Schedule**	Quantity*	Delivery Schedule**
<u>21,940</u> 12,660 9,280 <u>1,296</u> 1,236 60	Frequency within a month will be on a need basis	<u>21,940</u> 12,660 9,280 <u>1,296</u> 1,236 60	Frequency within a month will be on a need basis
Item No.	Description	Item No.	Description
4	Provision of free 24-hour Towing and Roadside Assistance, maximum of three (3) times a year for fleet cardholders	4	Provision of free 24-hour Towing and Roadside Assistance, maximum of three (3) times a year for fleet cardholders, SUBJECT TO TERMS AND CONDITIONS OF THIRD-PARTY PROVIDER

PARTICULARS		AMENDMENTS/CLARIFICATIONS	
Quantity*	Delivery Schedule**	Quantity*	Delivery Schedule**
78	As the need arises	78	As the need arises
<p>Notes:</p> <p>*Indicative number and for bidding purposes only. The Administrative Service-General Services Division may increase or decrease the required quantities for any reason and, in such event, there shall be a corresponding upward or downward adjustment in the consideration in such sum as may be agreed upon by the parties, provided that the resulting cost of said increase or decrease shall not exceed the ABC. Additional fleet cards required should be delivered within five (5) calendar days from receipt of written request from the DBM AS-GSD.</p>		<p>Notes:</p> <p>*Indicative number and for bidding purposes only. The Administrative Service-General Services Division may increase or decrease the required quantities for any reason and, in such event, there shall be a corresponding upward or downward adjustment in the consideration in such sum as may be agreed upon by the parties, provided that the resulting cost of said increase or decrease shall not exceed the ABC. Additional fleet cards required should be delivered within five (5) calendar TEN (10) WORKING days from receipt of written request from the DBM AS-GSD.</p> <p>Attached is the Revised Section VI. Schedule of Requirements.</p>	
Section VII. Technical Specifications		Section VII. Technical Specifications	
Item No.	Specifications	Item No.	Specifications
2	Provision of monthly supply of petroleum** a. Regular Diesel: 21,940 liters b. Unleaded (RON 95): 1,296 liters	2	Provision of monthly supply of petroleum** a. Regular Diesel: 21,940 liters b. Unleaded GASOLINE (RON 95 91): 1,296 liters
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PARTICULARS		AMENDMENTS/CLARIFICATIONS		
Annex C-2		Annex C-2		
Qty 3/ Frequency/year	Unit Price Total	Qty 3/ Frequency/year	Unit Price NO. OF YEARS	Total
		Attached is the Revised Bid Form.		

Other matters:

- For authentication purposes, all pages of the bid should be initialed by the authorized signatory.
- The “**No Contact Rule**” shall be strictly observed. Bidders are not allowed to call or talk to any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective November 17, 2016 right after the opening of bids.
- For guidance and information of all concerned.

Agnes G. Bailen
ATTY. AGNES JOYCE G. BAILEN
 Undersecretary
 Chairperson, DBM-BAC

Section VI. Schedule of Requirements (Revised)

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

Item No.	Description	Quantity*	Delivery Schedule**
1	Provision of Fleet Cards		Within ten (10) working days from receipt of Notice to Proceed to be delivered to the DBM Administrative Service-General Service Division (AS-GSD)
	a. Vehicle Specific	60	
	a.1. Central Office	44	
	a.2. Regional Offices	16	
	b. Operator Specific	18	
	b.1. Central Office	2	
	b.2. Regional Offices	16	
2	Provision of Monthly Supply of Petroleum (in liters)		Frequency within a month will be on a need basis
	a. Diesel	21,940	
	a.1. Central Office	12,660	
	a.2. Regional Offices	9,280	
	b. Gasoline (Research Octane Number [RON] 91)	1,296	
	b.1. Central Office	1,236	
	b.2. Regional Offices	60	
3	Provision for Oil and Lubricants		As the need arises
	a. Change Oil including Labor:		
	a.1. Four-wheel Vehicles: Maximum of three (3) times a year	76	
	a.2. Two-wheel Vehicles: Maximum of two (2) times a year	8	
	a.3. Four-wheel Vehicles - Spare: Maximum of once a year	4	
	b. Oil Filter, Engine Flush, and Coolant including Labor		
	b.1. Four-wheel Vehicles: Maximum of three (3) times a year	76	
	b.2. Four-wheel Vehicles - Spare: Maximum of once a year	4	
	c. Air Filter including Labor: Maximum of once a year	80	
	d. Gear Oil including Labor: Maximum of once a year	80	
e. Fuel Filter including Labor: Maximum of once a year	80		
f. Differential Oil including Labor: Maximum of once a year	80		
4	Provision of free 24-hour Towing and Roadside Assistance, maximum of three (3) times a year for fleet cardholders, subject to terms and conditions of third-party provider	78	As the need arises

Notes:

Please see Annex A for type of vehicle and type of petroleum used for each vehicle

*Indicative number and for bidding purposes only. The Administrative Service-General Services Division may increase or decrease the required quantities for any reason and, in such event, there shall be a corresponding upward or downward adjustment in the consideration in such sum as may be agreed upon by the parties, provided that the resulting cost of said increase or decrease shall not exceed the ABC. Additional fleet cards required should be delivered within ten (10) working days from receipt of written request from the DBM AS-GSD.

** Delivery schedule may be adjusted by the end-user upon written notice to the supplier.

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over Printed Name of Representative

Date

Section VII. Technical Specifications (Revised)

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Item No.	Specifications	Statement of Compliance
1	Provision of an electronic ("Fleet Card") system a. Must have the following control features: - Product restrictions - Purchase limits - Operator Card and Vehicle Card option - Fleet Cards can be used in any of the Fleet affiliated service stations of the Supplier b. No. of stations with electronic ("Fleet Card") system (minimum one [1] station within 5 km radius from Central Office/ Regional Office) * c. Waived cash bond d. Waived joining and membership fees e. Waived annual card fees and other fees, excluding cost of replacement of Fleet Cards	
2	Provision of monthly supply of petroleum** a. Regular Diesel: 21,940 liters b. Gasoline (RON 91): 1,296 liters	
3	Provision of Oil and Lubricants (inclusive of consumables [authorized brands of the dealer] and labor for Change Oil, Oil Filter, Air Cleaner, Engine Flush, Coolant, Gear Oil, Fuel Filter, and Differential Oil) based on Section VI. Schedule of Requirement	
4	Provision of free 24-hour Towing and Roadside Assistance, maximum of three (3) times a year for fleet cardholders, subject to terms and conditions of third-party provider	
5	Payment System a. Credit charging (30-day cycle) b. Settlement/billing through the DBM Central Office c. Allows deduction of applicable withholding tax from monthly billing statement	

Notes:

* See Annex B for the list of addresses of DBM Central and Regional Offices

**Indicative number and for bidding purposes only. The Administrative Service-General Services Division may increase or decrease the required quantities for any reason and, in such event, there shall be a corresponding upward or downward adjustment in the consideration in such sum as may be agreed upon by the parties, provided that the resulting cost of said increase or decrease shall not exceed the ABC. Additional fleet cards required should be delivered within ten (10) working days from receipt of written request from the DBM AS-GSD.

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

Name of Company/Bidder

Signature over Printed Name of
Representative

Date

Bid Form (Revised)

Date: _____

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to the DBM, our services for the project, "**Petroleum, Oil and Lubricants**," in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]*.

Specifications		Unit Indicator	Cost (in Pesos, inclusive of VAT)
I.	Cost, POL 1/	n/a	
	Petroleum (refer to Annex C-1)	n/a	
	Oil and Lubricants (refer to Annex C-2)	n/a	
II.	Add: Handling Fee (Indicate percentage to be charged), if any	_____ %	
III.	Total Cost, POL (III = I + II)	n/a	
IV.	Less: Discounts/Rebates, if any	P _____/liter or _____ % or other forms	
V.	Net Cost, POL (V = III - IV)	n/a	
VI.	Add: Contingency 2/	n/a	2,940,000.00
VII.	TOTAL BID PRICE (VII = V + VI) 3/	n/a	

Notes:

- 1/ Cost, POL is the sum of all bids for POL for all offices.
- 2/ Contingency refers to the fixed amount to cover price fluctuations for petroleum and actual consumption beyond the estimated total annual requirement.
- 3/ Only the costs indicated above are chargeable during contract implementation. Cash bond, joining and membership fees, annual card fees, and all other fees shall be waived, thus, shall not be borne by the DBM.

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

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Detailed Computation of Petroleum

Particulars	Petroleum 1/						Total (a+b)
	Diesel			Gasoline (RON 91)			
	Qty 2/	Unit Price	Total (a)	Qty 2/	Unit Price	Total (b)	
CO	151,920			14,832			
NCR	6,960						
CAR	6,960						
RO 1	6,960						
RO 2	6,960						
RO 3	6,960						
RO 4-A	6,960						
RO 4-B	6,960						
RO 5	6,960						
RO 6	6,960						
RO 7	6,960						
RO 8	6,960			144			
RO 9	6,960			144			
RO 10	6,960			144			
RO 11	6,960						
RO 12	6,960			144			
CARAGA	6,960			144			
TOTAL	263,280			15,552			

Notes:

1/ Prices to be indicated are for bidding purposes only. The bid prices for gasoline and diesel must be within the range of the "Prevailing Retail Prices of Petroleum Products in Metro Manila" in the latest report posted in the DOE website. The latest DOE report shall be understood to mean as the last report posted fourteen (14) calendar days prior to opening of bids. During the contract implementation, current pump prices shall be used for billing purposes.

2/ Quantity for petroleum = maximum annual liters per vehicle x total number of vehicles (CO and ROs). Quantities stated are indicative numbers and for bidding purposes only. The AS-GSD may increase or decrease the required quantities for any reason and, in such event, there shall be a corresponding upward or downward adjustment in the consideration in such sum as may be agreed upon by the parties, provided that the resulting cost of said increase or decrease shall not exceed the ABC.



Detailed Computation of Oil and Lubricants
(Revised)

Particulars	Oil and Lubricants 1/														
	Change Oil including labor														
	Station 2/				Four-wheel Vehicles				Two-wheel Vehicles				Four-wheel Vehicles - Spare		
Qty 3/	Unit Price	Frequency/ year	No. of Years	Total (a)	Qty 3/	Unit Price	Frequency/ year	No. of Years	Total (b)	Qty 3/	Unit Price	Frequency/ year	No. of Years	Total (c)	
CO	44		3	2				2		4			1	2	
NCR	2		3	2				2					1	2	
CAR	2		3	2				2					1	2	
RO 1	2		3	2				2					1	2	
RO 2	2		3	2				2					1	2	
RO 3	2		3	2				2					1	2	
RO 4-A	2		3	2				2					1	2	
RO 4-B	2		3	2				2					1	2	
RO 5	2		3	2				2					1	2	
RO 6	2		3	2				2					1	2	
RO 7	2		3	2				2					1	2	
RO 8	2		3	2				2					1	2	
RO 9	2		3	2				2					1	2	
RO 10	2		3	2				2					1	2	
RO 11	2		3	2				2					1	2	
RO 12	2		3	2				2					1	2	
CARAGA	2		3	2				2					1	2	
TOTAL	76									8				4	

Notes:
 1/ Bid Price for Oil and Lubricants, inclusive of services, shall be the fixed ceiling price for at least one (1) specified station within a 5 km radius from the DBM Central Office/Regional Offices.
 2/ Station to be specified shall be that within a 5 km radius from the DBM Central Office/Regional Offices where the fixed ceiling price shall be applicable.
 3/ Quantity for oil and lubricants = maximum number of times per year x total number of vehicles (CO and ROs). Quantities stated are indicative numbers and for bidding purposes only. The AS-GSD may increase or decrease the required quantities for any reason and, in such event, there shall be a corresponding upward or downward adjustment in the consideration in such sum as may be agreed upon by the parties, provided that the resulting cost of said increase or decrease shall not exceed the Contract Price.

(Continued)

Particulars	Oil and Lubricants 1/														
	Station 2/		Oil Filter, Engine Flush, and Coolant including Labor				Four-wheel Vehicles - Spare				Air Cleaner including Labor				
			Four-wheel Vehicles		Four-wheel Vehicles		Four-wheel Vehicles		Four-wheel Vehicles		Four-wheel Vehicles		Four-wheel Vehicles		
	Qty 3/	Unit Price	Frequency/ year	No. of Years	Total (d)	Qty 3/	Unit Price	Frequency/ year	No. of Years	Total (e)	Qty 3/	Unit Price	Frequency/ year	No. of Years	Total (f)
CO	44		3	2		4		1	2		48		1	2	
NCR	2		3	2				1	2		2		1	2	
CAR	2		3	2				1	2		2		1	2	
RO 1	2		3	2				1	2		2		1	2	
RO 2	2		3	2				1	2		2		1	2	
RO 3	2		3	2				1	2		2		1	2	
RO 4-A	2		3	2				1	2		2		1	2	
RO 4-B	2		3	2				1	2		2		1	2	
RO 5	2		3	2				1	2		2		1	2	
RO 6	2		3	2				1	2		2		1	2	
RO 7	2		3	2				1	2		2		1	2	
RO 8	2		3	2				1	2		2		1	2	
RO 9	2		3	2				1	2		2		1	2	
RO 10	2		3	2				1	2		2		1	2	
RO 11	2		3	2				1	2		2		1	2	
RO 12	2		3	2				1	2		2		1	2	
CARAGA	2		3	2				1	2		2		1	2	
TOTAL	76					4					80				

Notes:
 1/ Bid Price for Oil and Lubricants, inclusive of services, shall be the fixed ceiling price for at least one (1) specified station within a 5 km radius from the DBM Central Office/Regional Offices.
 2/ Station to be specified shall be that within a 5 km radius from the DBM Central Office/Regional Offices where the fixed ceiling price shall be applicable.
 3/ Quantity for oil and lubricants = maximum number of times per year x total number of vehicles (CO and ROs). Quantities stated are indicative numbers and for bidding purposes only. The AS-GSD may increase or decrease the required quantities for any reason and, in such event, there shall be a corresponding upward or downward adjustment in the consideration in such sum as may be agreed upon by the parties, provided that the resulting cost of said increase or decrease shall not exceed the Contract Price.

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Annex C-2
(page 3 of 3)

(Continued)

Particulars	Station 2/	Oil and Lubricants 1/											TOTAL (a to l)				
		Gear Oil including Labor			Fuel Filter including Labor			Differential Oil including Labor									
		Qty 3/	Unit Price	Frequency/ year	No. of Years	Total (g)	Qty 3/	Unit Price	Frequency /year	No. of Years	Total (h)	Qty 3/		Unit Price	Frequency /year	No. of Years	Total (i)
CO		48		1	2		48		1	2				1	2		
NCR		2		1	2		2		1	2				1	2		
CAR		2		1	2		2		1	2				1	2		
RO 1		2		1	2		2		1	2				1	2		
RO 2		2		1	2		2		1	2				1	2		
RO 3		2		1	2		2		1	2				1	2		
RO 4-A		2		1	2		2		1	2				1	2		
RO 4-B		2		1	2		2		1	2				1	2		
RO 5		2		1	2		2		1	2				1	2		
RO 6		2		1	2		2		1	2				1	2		
RO 7		2		1	2		2		1	2				1	2		
RO 8		2		1	2		2		1	2				1	2		
RO 9		2		1	2		2		1	2				1	2		
RO 10		2		1	2		2		1	2				1	2		
RO 11		2		1	2		2		1	2				1	2		
RO 12		2		1	2		2		1	2				1	2		
CARAGA		2		1	2		2		1	2				1	2		
TOTAL		80					80									80	

Notes:

1/ Bid Price for Oil and Lubricants, inclusive of services, shall be the fixed ceiling price for at least one (1) specified station within a 5 km radius from the DBM Central Office/Regional Offices.

2/ Station to be specified shall be that within a 5 km radius from the DBM Central Office/Regional Offices where the fixed ceiling price shall be applicable.

3/ Quantity for oil and lubricants = maximum number of times per year x total number of vehicles (CO and ROs). Quantities stated are indicative numbers and for bidding purposes only. The AS-GSD may increase or decrease the required quantities for any reason and, in such event, there shall be a corresponding upward or downward adjustment in the consideration in such sum as may be agreed upon by the parties, provided that the resulting cost of said increase or decrease shall not exceed the Contract Price.