



**REQUEST FOR QUOTATION**

Date \_\_\_\_\_

Sir / Madam:

Please furnish us with your quotation on or before \_\_\_\_\_ for the following items:

No.	Quantity	PARTICULARS	Unit Cost	Total Cost
1	2,235 liters	Supply of Diesel Fuel for Service Vehicle SHG-345 of SSS Roxas Branch for the period January 01 to December 31, 2020  <u>Technical Specifications:</u> 1. Fuel to be supplied must be: - Diesel or approved equal for automotive - Euro 4 compliant - Clean Air Act of 2014 compliant to sulfur Content. - Water content (Nvol); 0.1 maximum. - Biodegradable and Non-toxic.  2. Fuel Station must be accessible to SSS Roxas Branch (within 5 km radius) 3. The amount of per liter of fuel to be charged to SSS shall be based on the pump price as per canvass 4. Delivery term shall be on a staggered based on the memorandum of agreement (MOA). 5. Only vehicle indicated in the purchase Order should be filled up with corresponding no. of liters as scheduled 6. Billing shall be submitted every 15 <sup>th</sup> and 30 <sup>th</sup> of the month.  <b>NOTE: 2020 Annual Procurement Plan</b>  <b>ABC: P 120,314.09</b>	P _____ / per liter	P _____

Delivery Terms: 5 Calendar Days from receipt of approved Job Order / Purchase Order.

Mode of Procurement: Small Value Procurement.

Payment Terms: Supplier shall be paid in accordance to Government Terms.

Price validity: Three (3) months

**GENERAL CONDITIONS:**

- Suppliers shall submit this Request for Quotation duly filled up together with the latest Mayor's Permit, Philgeps Registration No., BIR 2303, Sample Receipt (to be submitted once a year) and Omnibus Sworn Statement if ABC is greater than P50,000.00
- For canvass with an ABC of P 100,000.00 and above, the winning bidder is required to post a Performance Bond within Three (3) Calendar Days from receipt of Notice of Award equivalent to 5% Cash, Cashier's / Manager's Check, Bank Guarantee / Draft or 30% Surety Bond callable upon demand, of the contract price.
- Winning bidder who fails to satisfactorily deliver goods under the contract within the specified schedule, inclusive of duly granted extensions, if any, shall be liable for damages equal to One-tenth (1/10) of one percent (1%) of cost of the goods schedule for delivery for every day of delay until such goods are finally delivered.
- SSS reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract (Section 41, 2016 RA 9154)

Very Truly Yours,

**RENE MOISES G. GONZALES**

Branch Head I

Tel. No. (036) 622-3839

E-mail Address: roxas@sss.gov.ph

This is to certify that my Company is updated in the payment of contributions and loans to SSS and after having carefully read and accepted your General Conditions, we bind ourselves to the price quoted on the space provided above.

\_\_\_\_\_  
 Owner/Company Representative  
 ( Sign over Printed Name)

Please indicate below your Business Name, Address and Telephone Number and Date Received.

Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 E Mail Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_  
 Philgeps Registration No. \_\_\_\_\_ TIN No. \_\_\_\_\_  
 Your Business SSS Number: \_\_\_\_\_  
 Date Received: \_\_\_\_\_