

Republic of the Philippines
LAGUNA LAKE DEVELOPMENT AUTHORITY
National Ecology Center, East Avenue
Diliman, Quezon City

Date : _____

To : _____

Subject : **REQUEST FOR QUOTATION
(Negotiated Procurement Due to Two Failed Biddings)**

Pages : 1-9 pages (including this page)

1. The Laguna Lake Development, hereinafter referred to as the Purchaser, hereby invites you to submit a fixed price quotation for the **provision of gasoline and diesel fuels, lubricants and other services with fleet/fuel card program system for the motor vehicles and watercrafts of LLDA.**
2. Schedule of Requirements in Attachment 1 provides a concise description of the items and the quantity required, along with the delivery schedule.
3. Price quotations will be evaluated and awarded as one (1) lot. Price quotation shall be evaluated and compared with other quotations and recommended for contract award. Award shall be made to the Supplier offering the lowest and responsive offer.
4. Terms and Conditions of supplies are detailed in Attachment 2 and shall form part of the Contract Agreement that will be issued to the successful Supplier.
5. Commencement of supply of fuel and services to LLDA vehicles & watercrafts shall be not later than seven (7) days from the date of acceptance of the Notice to Proceed.
6. Quotations must be prepared using the prescribed format in Attachment 4, complete with the following requirements:
 - Price Schedule (Attachment 5)
 - Brochure/Catalogue/Product Literature for item quoted
 - Supplier's complete contact details

It must be submitted in two (2) identical copies, one “**ORIGINAL COPY**” and one “**DUPLICATE COPY**” sealed in separate envelopes marked “**RFQ No. 2, provision of gasoline and diesel fuels, lubricants and other services with fleet/fuel card program system for the motor vehicles and watercrafts of LLDA.** The envelopes shall bear the name and address of the Bidder. All pages of the bid must be fully accomplished and signed by the person duly authorized to do so. If erasures or changes have been made, it shall be valid only if they are initialed by the person signing the bid. In the event of any discrepancy, the original shall govern.

7. Sealed quotations must be delivered and addressed to the Bids and Awards Committee, Laguna Lake Development Authority, National Ecology Center, East Avenue, Diliman, Quezon City with Telephone No. 8376-4061 not later than 9:00 AM, **October 25, 2021.**
8. Should you require any clarification on this Request for Quotation, please notify the Purchaser in writing or by fax at the address given in Paragraph 7. The Purchaser will respond in writing to the request for clarification which it receives not later than seven (7) working days prior to the deadline for the submission of quotation.

Thank you.

Very truly yours,

ENGR. EMITERIO C. HERNANDEZ, EnP
Chairperson, Bids and Awards Committee

Attachments:
Schedule of Requirements
Terms and Conditions
Technical Compliance Statement
Quotation Form
Price Schedule

Attachment 1

Republic of the Philippines
LAGUNA LAKE DEVELOPMENT AUTHORITY
National Ecology Center, East Avenue
Diliman, Quezon City

Contract No. : FUEL-2021-01
RFQ No. 2

SCHEDULE OF REQUIREMENTS

Item/Lot No.	Qty	Unit	Particulars
1	1	lot	Provision of gasoline and diesel fuels, lubricants and other services with fleet/fuel card program system for the motor vehicles and watercrafts of LLDA

DELIVERY

Commencement of supply of fuel and services to LLDA vehicles & watercrafts shall be not later than seven days (7) days from the date of acceptance of the Notice to Proceed. The Supplier shall notify the Purchaser in writing at least one (1) week prior to delivery of the goods.

Attachment 2

Republic of the Philippines
LAGUNA LAKE DEVELOPMENT AUTHORITY
National Ecology Center, East Avenue
Diliman, Quezon City

Contract No. : FUEL-2021-01
RFQ No. 2

TERMS AND CONDITIONS

1. The goods to be supplied under the contract will be in accordance with the Schedule of Requirements (Attachment 1).
2. The Supplier shall indicate on the Price Schedule (Attachment 5), the unit price and total price of the goods it proposes to supply under the contract. Unit price must be quoted in Philippine Peso and shall be on the basis of EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf), including all customs duties and sales tax and other taxes already paid or payable, including the cost of delivering the goods to the Delivery Site. All prices shall remain fixed during contract implementation.
3. Quotations must be firm and valid for a period of 60 days after the date of the deadline for submission of quotations.
4. Suppliers are required to provide all adequate technical documentation, catalogues and other printed material or pertinent information in support of their offer for each item, including names and addresses of firms providing service facilities in the country.
5. Offers determined to be substantially responsive to the technical specifications will be evaluated by comparing their EXW prices, including the cost of delivery to the place of destination. The award will be made to the Supplier offering the lowest evaluated price.
6. Payment to be made to the Supplier under this Contract shall be in Philippine Pesos. Payment scheme is described in the attached Terms of Reference (TOR).
7. If the Supplier fails to deliver the goods or perform the services within the specified delivery period, the Purchaser shall deduct from the Contract Price, as liquidated damages, a sum equivalent to one-tenth of one percent of the delivered price of the delayed goods or unperformed services for each day of delay until actual

delivery or performance, up to a maximum deduction of ten percent of the Contract Price.

8. Interested bidders must submit a copy of the following eligibility requirements:

- a. Valid PhilGEPS registration Certificate (Platinum Membership) (all pages)
- b. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or areas.
- c. Tax Clearance per E.O No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
- d. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
- e. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents
- f. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration.
- g. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable.
- h. Original duly signed Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- i. The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- j. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

9. The Purchaser reserves the right to accept or reject any offer, or to annul the process and reject all offers at any time prior to contract award, without thereby incurring any liability or any obligation to inform Suppliers of the grounds for the Purchaser's action.

Republic of the Philippines
LAGUNA LAKE DEVELOPMENT AUTHORITY
 National Ecology Center, East Avenue
 Diliman, Quezon City

Contract No. : FUEL-2021-01
RFQ No. 2

TECHNICAL COMPLIANCE STATEMENT

PURCHASER'S SPECIFICATIONS	STATEMENT OF COMPLIANCE
<p>Provision of gasoline and diesel fuels, lubricants and other services with fleet/fuel card program system for the motor vehicles and watercrafts of LLDA</p> <p>Specifications: See attached Terms of Reference (TOR)</p> <p>Inclusion to the TOR:</p> <ul style="list-style-type: none"> - under 3.2.3, to include Rizal areas - under 8.0, a supplemental contract will be issued for the additional contract amount in the event that the full consumption of total allocated budget comes first. 	<p>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the machineries/ equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidder's Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's unamended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the</p>

PURCHASER'S SPECIFICATIONS	STATEMENT OF COMPLIANCE
	execution of the Contract may be regarded as fraudulent and render the Bidder or Supplier liable for prosecution.

Supplier: _____
Name in Print and Signature of Bidder: _____

QUOTATION FORM

Contract No. : FUEL-2021-01
RFQ No. 2

To: **ENGR. EMITERIO C. HERNANDEZ, EnP**
Chairperson, Bids and Awards Committee
LAGUNA LAKE DEVELOPMENT AUTHORITY
National Ecology Center, East Avenue, Diliman, Quezon City

Gentlemen and/or Ladies:

1. Having examined the Request for Quotation, including the Schedule of Requirements, Technical Specifications, Terms and Conditions and other pertinent documents, the receipt of which is hereby duly acknowledged. We, the undersigned, offer to supply and deliver the **provision of gasoline and diesel fuels, lubricants and other services with fleet/fuel card program system for the motor vehicles and watercrafts of LLDA** in conformity with the said Request for Quotation, for the sum of _____

_____ [Total Quotation Amount EXW in Words and Figures], or such other sums as may be ascertained in accordance with the Price Schedules attached hereto and made part of this Quotation.

2. We undertake, if our Quotation is accepted, delivery period is not later than seven (7) days from the date of acceptance of the Notice to Proceed.

3. We agree to abide by this Quotation for the period of [no. of days] days after the date of the deadline for submission of Quotation, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. Until a formal Contract is prepared and executed, this Quotation, together with your acceptance of the Notice of Award shall constitute a binding contract between us.

Dated this ___ day of _____, 2021

(Signature over Printed Name)

(Position)

Duly authorized to sign Quotation for and on behalf of _____

[Company Name]

Attachment 5

Republic of the Philippines
LAGUNA LAKE DEVELOPMENT AUTHORITY
National Ecology Center, East Avenue
Diliman, Quezon City

Contract No. : FUEL-2021-01
RFQ No. 2

PRICE SCHEDULE

1	2	3	4	5	6	7
Lot No.	Description	Qty	Unit	Unit Price per Item Delivery Site (including delivery, taxes, other incidental expenses)	Total Price (3 x 5)	TOTAL

Note: In case of discrepancy between unit price and total, the unit price shall prevail

Supplier: _____

Name in Print and Signature of Bidder: _____ Date: _____