



Republic of the Philippines
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING
SRA Compound, Annex II Building Ext,
North Avenue, Diliman, Quezon City
(02) 8351-8120, (02) 8294-9741

TERMS OF REFERENCE

PROVISION OF FUEL, OIL, LUBRICANTS, AND SERVICES FOR BAFE VEHICLES

I. Rationale

The Bureau of Agricultural and Fisheries Engineering (BAFE) Bids and Awards Committee (BAC) will undertake the procurement of fuel, oil, lubricants, and services for its vehicles. These requirements are vital and essential in the accomplishment of its mandate and for the delivery of services to its stakeholders. Moreover, the BAFE would like to include the provision of change oil including labor.

II. Objectives

To provide vehicles with an efficient, convenient, continuous, and stable supply of fuel products and services.

III. Bid and Contract Price

- a) The Approved Budget for the Contract is **One Million Three Hundred Ninety-Nine Thousand Nine Hundred Pesos (1,399,900.00)**.
- b) Bid Prices for procurement using the retail pump price of petroleum per liter, such as gasoline, diesel, oil, or kerosene as established by retailers, dealers or the gas stations for the day.
- c) Cost for e-VAT and other governmental costs are presumed to be included in the computation of the bid price.
- d) The project will be procured through **Public Bidding**.

IV. Actual Prices Payable

- a) For and in consideration of the performance and accomplishment of the Fuel, Oil, Lubricants, and Services including labor for change oil (e.g. fully synthetic oil, flushing oil and oil filter). BAFE shall pay the Supplier for the fuel, oil, lubricants and services including labor requirements Actually Delivered and Duly Received by BAFE using the Retail Pump Price as defined.
- b) The Procuring Entity (PE) shall make an accounting of the amount actually payable based on the official receipt to determine the allowable unit/volume that may still be ordered from the remaining amount allotted for each product. The PE shall be allowed to adjust the units/volume of product to be purchased to conform with the remaining amount in the total contract price.



V. Scope of Service

- a) Fuel, Oil, Lubricants, and Services shall be available upon the issuance and conforme of the Fuel Service Provider (FSP) through the Notice of Award and Notice to Proceed.
- b) Issuance of products/services by the FSP will be through Purchase Order (P.O.) system for the period of **12 months** starting from the conforme of **Notice to Proceed** (NTP) under terms and conditions advantageous to the government for the following:

Particulars	Quantity / Units	Schedule	Grand Total
Fuel (Diesel)	(Php 75.00 x 1,371 liters x 12 months)	as necessary	1,233,900.00
Oil and Lubricants (Change Oil including Labor) <ul style="list-style-type: none">- Fully synthetic oil- Flushing oil- Oil Filter	(Php 8,300.00 x 5 vehicles x 4 quarters)	quarterly	166,000.00
GRAND TOTAL			1,399,900.00

Note: The quantities stated above are indicative only and may increase or decrease based on actual requirements during the contract implementation.

- c) All purchases should be accompanied by a properly accomplished and duly signed Purchase Order (PO) Slip together with approved Trip Tickets and/or duly approved Vehicle Inspection or Vehicle Diagnostic Report for services.
- d) BAFE may provide a mobilization fee of not more than 15% of the total ABC to cover the estimated worth of monthly fuel requirement and other services.
- e) Payment shall be made by BAFE within 15 days from receipt of the monthly or semi-monthly billing provided with complete documents covering actual purchases.

VI. Responsibilities of the Fuel Service Provider (FSP)

The FSP shall:

- a) Provide fuel, oil, lubricants, and services requirements of BAFE service vehicles including change oil and labor.
- b) Have a fuel station located within a 2-km radius of BAFE Office at Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City.
- c) Responsible for ensuring the availability of products and services at all times.



- d) Ensure availability of basic facilities like basic lube bays, restrooms, and a sufficient number of the service crew.
- e) Responsible for dispensing fuel to authorized BAFE vehicles only and ensuring that the fuel issued will not exceed PO allocation for a given time.
- f) Be in charge of the cost for the Repair/maintenance of damage, accident or otherwise, incurred by the FSP to any BAFE vehicles.
- g) Issue a transaction slip/receipt/invoice every time fuel is withdrawn or other products/services are availed.
- h) Ensure the transaction slips accurately reflect any and all purchases charged to BAFE.
- i) Maintain a comprehensive register to record all withdrawals made on a per-vehicle basis.
- j) Issue an accurate Statement of Account with copies of transaction slip/receipt/invoice on a monthly basis or semi-monthly basis.
- k) Have a valid Account Number maintained at any Bank.
- l) Post a warranty bond in the form and amount equal to five percent (5%) of the total contract to cover any damage, loss, or liability incurred by their personnel while in the conduct of services.

VII. Responsibilities of the Bureau of Agricultural and Fisheries Engineering (BAFE)


BAFE shall:

- a) Pay the amount due within 15 calendar days from the receipt of the FSP Statement of Account with complete attachments through LDDAP-ADA directly to the valid Bank Account of the FSP.
- b) Examine the statement and report any discrepancy/ies to the FSP within 5 working days upon receipt thereof. If there is no error reported within such period, the statement of account shall be considered conclusively correct.
- c) Issue BIR form 2307 pertaining to taxes withheld for each payment made.
- d) Accomplish PO, Trip Ticket, and Travel Order (for provincial trips), duly signed by the Chief of the BAFE-Administrative & Finance Division (BAFE-AFD), or any authorized signatory for presentation to the FSP for the delivery of goods and services.
- e) Inform the FSP of the changes in the POs authorized signatory/ies either in electronic mail or through an official letter.

Prepared by:


JULIE R. MABBAGU
 Procurement Coordinator, AFD

Noted by:


LOURDES C. BONIFACIO
 Chief, AFD