



Republic of the Philippines  
Province of Romblon  
**MUNICIPALITY OF SANTA FE**  
-oOo-  
**THE BIDS AND AWARDS COMMITTEE**

**INVITATION TO BID FOR THE  
PURCHASE OF FUEL, OIL & LUBRICANTS (MHO)**

The *Municipal Government of Santa Fe, Romblon*, through the *GENERAL FUND 2021*<sup>1</sup> intends to apply the sum of *Ninety Nine Thousand Nine Hundred Ninety Eight Pesos (Php99,998.00)* being the *Approved Budget for the Contract (ABC)* to payments under the contract for the project, "*Purchase of Fuel, Oil & Lubricants (MHO)*". Bids received in excess of the ABC shall be automatically rejected at bid opening.

The *Municipal Government of Santa Fe, Romblon* now invites bids for the project, "*Purchase of Fuel, Oil & Lubricants (MHO)*"<sup>2</sup>. Delivery of the Goods/services is required *thirty (30) working days after the receipt of the Notice to Proceed of the Winning Bidder*. Bidders should have completed, within the last three (3) years from the date of submission and receipt of bids, a contract similar to the Project worth at least fifty percent (50%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section III. Instructions to Bidders.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5163.

Interested bidders may obtain further information from *Municipal Government of Santa Fe* and inspect the Bidding Documents at the address given below during *8:00 am to 5:00 pm*.

A complete set of Bidding Documents may be acquired by interested Bidders on *May 3, 2021 to May 25, 2021* from the address below and upon payment of applicable fee for the Bidding Documents in the amount of *Five Hundred Pesos (P500.00)*.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Bids must be duly received by the BAC Secretariat at the address below on or before *May 25, 2021 at 1:30 P.M.* All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on *May 25, 2021 at 1:30 P.M.* at *Municipal Hall, Santa Fe, Romblon*. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

<sup>1</sup> In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFLs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of LGUs, the Budget for the contract approved by the respective Sanggunian. (Section 5(a), R.A. 9184)

<sup>2</sup> A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

The Municipal Government of Santa Fe, Romblon reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

**ENGR. DERRICK E. MAYOR**  
MPDC  
LGU-BAC Chairman  
Municipality of Santa Fe  
Province of Romblon  
Telephone No. 0917-709-9690



**DERRICK E. MAYOR**  
LGU-BAC Chairman

# Bid Form

Date: \_\_\_\_\_

Invitation to Bid<sup>3</sup> N<sup>o</sup>: \_\_\_\_\_

To: **The BAC Chairman**  
LGU-Municipality of Santa Fe, Romblon

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **Purchase of Fuel, Oil & Lubricants (MHO)** in conformity with the said Bidding Documents for the sum of \_\_\_\_\_ (Php \_\_\_\_\_) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>4</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

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.

<sup>3</sup> If ADH, JBIC and WB funded projects, use IFR.

<sup>4</sup> Applicable only if the Funding Source is the ADH, JBIC or WB.

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

We likewise certify/confirm that the undersigned, \_\_\_\_\_, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the \_\_\_\_\_ of the **Municipal Government of Santa Fe, Romblon**.

We acknowledge that failure to sign each and every page of this Bid form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

*Duly authorized to sign Bid for and on behalf of* \_\_\_\_\_

Name of Project: **Purchase of Fuel, Oil & Lubricants (MHO)**

Location: **Santa Fe, Romblon**

**LIST OF ITEMS**

Item No.	Qty	Unit	Particulars	Unit Price	Total Amount
1	30	gallon	OIL #40, diesel		
2	5	piece	BRAKE FLUID, 900ml		
3	4	piece	FUEL FILTER, assembly		
4	5	piece	OIL FILTER #C-E12		
5	1	piece	3SM BATTERY		
6	1000	liter	DIESEL		
7	90	liter	GASOLINE, unleaded		

**Total** P \_\_\_\_\_

Total Amount in Words: \_\_\_\_\_

Bid Bond: \_\_\_\_\_

\_\_\_\_\_  
Supplier

## Section III. Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is <i>The Municipal Government of Santa Fe, Romblon</i>
1.2	The bidding shall have one (1) lot,  <i>“Purchase of Fuel, Oil &amp; Lubricants (MHO)”</i>
2	The Funding Source is:  The Government of the Philippines (GOP) through the <i>General Fund 2021</i> in the amount of <i>Ninety Nine Thousand Nine Hundred Ninety Eight Pesos (99,998.00)</i> .  The name of the Project is: <i>Purchase of Fuel, Oil &amp; Lubricants (MHO)</i> .
3.1	No further instructions.
5.1	No further instructions.
5.4	The Bidder must have completed, three (3) years from the date of submission and receipt of bids, a single contract that is similar to this Project equivalent to at least fifty percent (50%) of the ABC.
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
10.1	The Procuring Entity’s address is:  <b>ELSIE D. VISCA</b> Municipal Mayor Municipal Government of Santa Fe, Romblon
12.1 (a)	The bidder is still required to submit updated “class A” Legal Documents as follows:  <ol style="list-style-type: none"> <li>1. Registration Certificate from SEC, DTI or CDA</li> <li>2. Mayor’s/Business Permit</li> <li>3. Tax Clearance</li> <li>4. Audited Financial Statement</li> </ol>
12.1(a)(ii)	The bidder’s SLCC similar to the contract to be bid should have been completed within the last three (3) years prior to the deadline for the submission and receipt of bids.

	<p>The statement must be supported with the following documents:</p> <ul style="list-style-type: none"> <li>a) <i>Purchase Order/Contract Agreement</i></li> <li>b) <i>Notice of Award and/or Notice to Proceed</i></li> <li>c) <i>End User's Acceptance of Official Receipt or Sales Invoice issued for the contract.</i></li> </ul> <p>Note: Use the appropriate forms provided in Section VIII – Bidding Forms of the Bidding Documents;</p> <p>*Using other forms not prescribed in the Bidding Documents is ground for disqualification of bids.</p>
12.1(a)iii	<p>The computation of a prospective bidder's NFCC is:</p> <p>NFCC = [Current assets minus current liabilities (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.</p> <p>Note: Use the appropriate form provided in Section VIII – Bidding Forms of the Bidding Documents</p> <p>*Using other forms not prescribed in the Bidding Documents is ground for disqualification of bids.</p>
13.1	<p>Use the appropriate forms provided in Section VIII – Bidding Forms of the Bidding Documents.</p> <p>*Using other forms not prescribed in the Bidding Documents is ground for disqualification of bids.</p>
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	The ABC is <i>P99, 998.00</i> . Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iv)	No incidental services are required.
16.3	Not applicable.
17.1	Bids will be valid until <i>120 Calendar Days from the opening of bids.</i>
18.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>1. The amount of not less than P1,999.96 if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> </ol>

	2. The amount of not less than P4,999.90, if bid security is in Surety Bond.
18.2	The bid security shall be valid until <i>120 Calendar Days from Bid Opening</i> .
20.3	Each Bidder shall submit <i>one (1) original and two (2) copies</i> of the first and second components of its bid.
21	The address for submission of bids is:  <b>ENGR. DERRICK E. MAYOR</b> BAC Chairman Municipal Government of Santa Fe, Romblon Email Address: <a href="mailto:stafempdc@gmail.com">stafempdc@gmail.com</a> Mobile Number: 0917-709-9690  The deadline for submission of bids is on <i>May 25, 2021/1:30 P.M.</i>
24.1	The place of bid opening is <i>Municipal Hall, Poblacion, Santa Fe, Romblon</i> .  The date and time of bid opening is on <i>May 25, 2021/1:30 P.M.</i>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3(a)	Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
28.4	No further instructions.
29.2	Additional requirements to be submitted within five calendar days from receipt by the bidder of the notice from the BAC that it submitted the Lowest Calculated Bid:  1. Latest Income Tax and Business Tax Return filed and paid thru the BIR Electronic Filing and Payment System (eFPS)
32.4(f)	Other documents required:  1. BIR Certificate of Registration  2. Special Power of Attorney for Representative



## Section V. Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is the <i>Municipal Government of Santa Fe, Romblon</i>
1.1(i)	The Supplier is
1.1(j)	The Funding Source is  The Government of the Philippines (GOP) through the <i>General Fund 2021</i> in the amount of <i>P 99,998.00</i> .
1.1(k)	The Project Site is <i>Santa Fe, Romblon</i>
2.1	No further instructions.
5.1	The Procuring Entity's address for Notices is:  ELSIE D. VISCA Municipal Mayor Municipality of Santa Fe, Romblon  The Supplier's address for Notices is:
6.2	The goods shall be delivered by the Supplier at <i>Municipal Hall-Poblacion, Santa Fe, Romblon</i> . Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination."  The delivery schedule as indicated in <b>Section VI. Schedule of Requirements</b> may be modified at the option of the Procuring Entity, with prior due notice, written or verbal, to the Supplier.
10.4	Not applicable.
13.4(c)	No further instructions.
16.1	The Goods delivered are accepted by the Procuring Entity as to quantity only. Inspection as to the Goods' compliance with the Technical Specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity within <b>10 working days</b> from the date of delivery upon prior notice, written or verbal, to the authorized representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, as long as the latter was duly notified, and the results of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.  The inspection and tests that will be conducted shall be in accordance with Section VII. Technical Specifications.
17.3	In order to ensure that manufacturing defects shall be corrected by the

	Supplier, a warranty from the Supplier shall be required three (3) months after acceptance by the Procuring Entity of the delivered Goods or after the Goods are consumed, whichever is earlier.
17.4	The period for correction of defects in the warranty period is <i>30 calendar days</i> .
21.1	No additional provision.

**Appendix A - Schedule of Requirements**

Item No.	Description	Quantity	Unit	Delivered, Week/Months
1	OIL #40, diesel	30		
2	<del>DRIVE SHAFT</del>			
3	OIL FILTER #C-E12	5	piece	
4	3SM BATTERY	1	piece	
5	DIESEL	1000	liter	
6	GASOLINE, unleaded	90	liter	

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date

## Section VI. Schedule of Requirements

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

Item No.	Description	Quantity	Unit	Delivered, Week/Months
1	OIL #40, diesel	30	gallon	
2	BRAKE FLUID, 900ml	5	piece	
3	FUEL FILTER, assembly	4	piece	
4	OIL FILTER #C-E12	5	piece	
5	3SM BATTERY	1	piece	
6	DIESEL	1000	liter	
7	GASOLINE, unleaded	90	liter	

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date

## Section VII. Technical Specification

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 "Specifications."

Item No.	Qty.	Unit	Specifications	Statement of Compliance
1	30	gallon	OIL #40, diesel	
2	5	piece	BRAKE FLUID, 900ml	
3	4	piece	FUEL FILTER, assembly	
4	5	piece	OIL FILTER #C-E12	
5	1	piece	3SM BATTERY	
6	1000	liter	DIESEL	
7	90	liter	GASOLINE, unleaded	

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date