

## PURCHASE ORDER



Department of Social Welfare and Development  
Field Office VII, Cebu City

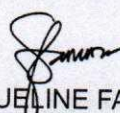

Supplier: <b>PILIPINAS SHELL PETROLEUM CORPORATION</b>	PO No. DSWD7-2020-AMP-373
Address: 41st Floor, The Finance Centre, 26th St., Corner 9th Ave., BGC, Taguig	Date: 6/9/2020
Contact No.: 0917-546-1106	Mode of Procurement: NP-Emergency Purchas
Contact Person: Vincent Abellar	TIN: 000-164-757-000 1

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: DSWD Field Office VII, Cebu City	Delivery Term: within 15 days upon receipt of approved PO
Date of Delivery:	Payment Term: within 30 calendar days after billing.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	<p>Provision for the:</p> <p><b>SUPPLY OF PETROLEUM, OIL AND LUBRICANTS (POL) WITH FLEET CARD / CREDIT FACILITY</b></p> <p><b>Requirements:</b></p> <p>a. Diesel, 2,800 liters at ₱ 38.00 / Liter</p> <p>c. Motor/ Engine Oil, 12 liters ₱ 450.00 / Liter</p> <p><b>AVERAGE PRICE = ₱ 244.00</b></p> <p><b>A. Card System Features</b></p> <ol style="list-style-type: none"> <li>Vehicle Card with Office Name and plate number embossed on each card.</li> <li>Lead time of fifteen (15) calendar days to produce, deliver and use the cards.</li> <li>Cards for existing 21 vehicles</li> <li>To have at least fifty (50) fleet card fuel stations within strategic location of Region VII</li> </ol> <p><b>B. Product Restriction</b></p> <ol style="list-style-type: none"> <li>All fuels (gasoline, diesel)</li> <li>Lubricants (Motor / Engine Oil)</li> </ol> <p><b>C. Purchase Limits</b></p> <p>The Fuel Card Service Provider shall be responsible to dispense and make available at all times and at all branches of its stations with the contract period under the terms and conditions most advantageous to the government the estimated volume or quantity.</p> <p><b>D. Membership Fee</b></p> <p>Free membership and other fees for new members with the same terms and conditions.</p> <p><b>E. Other Services / Features</b></p> <ol style="list-style-type: none"> <li>Provision of reports including detailed transaction reports.</li> <li>With Odometer Checking with each fuel purchase to calculate fuel consumption and monitoring.</li> <li>Since the driver can monitor the remaining balance of the card in every use, the driver will have to inform the General Services Management Section of the monthly allocation will be consumed before the end of the month so that the authorized personnel of General Services Section can request for additional allotment per month to avoid delays during wee hours and Saturdays/Sundays/Holidays.</li> <li>If a particular vehicle was not able to consume its monthly allocation, the actual consumption per month shall be charged to the office.</li> <li>Fuel price shall be subjected to pump prices. For purpose of price evaluation, financial compliance shall be determined through the average price by adding six units cost of fuel and lubricant provided by TWO.</li> </ol>	1	144,000.00	144,000.00

Stock No.	Unit	Description	Q	Unit Cost	Amount
		<p><b>F. Schedule of Paym.</b> Monthly actual fuel usage to be paid within thirty (30) days upon receipt of billing. The Billing Documents of the Card Distributor must be attached with the invoice Details from the POL Company.</p> <p><b>G. Contract Period</b></p> <ul style="list-style-type: none"> <li>The contract period shall be for one (1) month or until the amount is exhausted.</li> <li>Without prejudice to the provisions of the applicable law, rules and regulations, the contract shall be automatically terminated when the amount specified for this contract has been exhausted.</li> </ul> <p><b>SECURITY FEATURES</b></p> <ul style="list-style-type: none"> <li>To protect the Office from possible fraud or misuse of fuel cards, the service provider shall put in place security features ensuring that every transaction will be accounted for through the monthly statement of account. Presentation of and approved trip ticket issued by General Services Management Section / Administrative Division to the driver shall be a requirement by the fuel station before any transaction. For added security against loss, the General Services Management Section / Administrative Division, as implementing office, may also opt for the PIN system whereby the card is assigned a 4-digit code known only to the cardholder or assigned driver to a particular vehicle. With either system, every transaction is electronically captured, providing documented details.</li> <li>Another security feature for the Vehicle Card type of plan is the Odometer checking by the fuel station. This will confirm and verify if fuel has been gassed up to a particular DSWD vehicle per embossed plate number on the card. The kilometer reading of the vehicle shall be recorded every time the vehicle is gassed up. In this case, the fuel consumption and fuel efficiency of the vehicle will be validated. Also, the Service Provider must provide DSWD Drivers a receipt/proof of transaction for every withdrawal of fuel/lubricants.</li> <li>In the event of lost card, the General Services Management Section can advise for deactivation/cancellation of the card and a replacement card can be issued upon request for minimum fee. The release of the replacement card should be within ten (10) calendar days upon reporting /filing of request. A mother/admin card must be provided to General Services to ensure that the vehicle with a lost card would be filled up with POL during the replacement period. General Services Management Section shall be responsible for the "mother card".</li> <li>In case the vehicle card is lost during travel outside Cebu City, Talisay City, Mandaue City, or LapuLapu City and the vehicle needs to be gassed up, the driver will shoulder the fuel expenses subject for reimbursement.</li> </ul> <p><b>FUEL PRICES</b> Subject to pump price</p> <p>End User: DRMD</p>			
				<b>Gross Amount:</b>	<b>144,000.00</b>
				5%	6,428.5
				1%	1,285.7
		(Ref: PR No.: DSWD7-2020-0746)			
<b>Total Amount in Words)</b>		<b>One Hundred Thirty-Six Thousand Two Hundred Eighty-Five Pesos &amp; 728/100</b>		<b>Net of tax</b>	<b>136,285.72</b>
<p>In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) one percent for every day of delay shall be imposed.</p>					
Conforme:	 <b>JACQUELINE FAMORCA</b> Signature over Printed Name of Supplier		Very truly yours,  <b>REBECCA P. GEAMALA</b> Regional Director		
	<u>JUNE 16, 2020</u> Date				
ids Available:	<b>LOUIE RAY C. VILLARIN, CPA</b> Regional Accountant		ALOBS No. : _____ Amount : _____		
No. DSWD7-2020-AMP-373					