



## Supplemental/Bid Bulletin

**Addendum No. 1**  
**January 21, 2022**

**ITB No. DSWD7-PB-2022-22**

### **REBIDDING OF PROVISION OF FLEET CARD DISTRIBUTOR / CREDIT FACILITY FOR PETROLEUM, OIL AND LUBRICANTS FOR DSWD FIELD OFFICE VII VEHICLES AND EQUIPMENT FOR CY 2022**

Issued pursuant to Section 22.5 of the IRR of Republic Act 9184 to clarify and/or amend certain provision on the Bidding Documents issued for this project, considering the issues raised and clarifications made by prospective bidders during the Prebid Conference held on **January 17, 2022**, and shall form an integral part thereof, viz:

<b>Subject</b>	<b>Amendment/Agreement/Clarification</b>
<b>Section I. Invitation of Bid</b>	 Bid opening shall be on <i>January 31, 2022, Monday, 10:00 AM</i> at <i>DSWD Field Office VII Conference Room, Cebu City</i> and/or <i>via Google Meet using the code: procurement7</i> . Bids will be opened in the presence of the bidders' representatives who choose to attend the activity
<b>Section VIII. Checklist of Technical and Financial Documents</b>	 <i>Service provider shall provide the list of their existing stations that accepts Fleet Card to the end-user (Head of General Services Management Section). This shall be asked and verified during the conduct of post-qualification.</i>

Attached herewith are the revised **Section VI. Schedule of Requirements, Section VII. Technical Specifications, and Prescribed Forms**

For guidance and information of all concerned.

**(SGD.) AILEEN G. CUEVAS**

Presider / Chairperson, Bids and Awards Committee II

## *Revised Section VII. Technical Specifications*

Bidders must state either “Comply” or “Not Comply” at the **Statement of Compliance** column against each of the individual parameters of each Specification.

Item No.	Specifications	Statement of Compliance
1.	<p>Provision of electronic fleet cards system with the following features:</p> <ul style="list-style-type: none"> <li>✚ Vehicle Card with Office Name and plate number printed on each card.</li> <li>✚ Lead time of fifteen (15) calendar days to produce, deliver and use the cards.</li> <li>✚ Cards for the existing 23 vehicles and 8 equipment (forklifts and generators)</li> <li>✚ Must have at least 50 fleet card stations within Region VII located in strategic places.</li> <li>✚ <b>Service provider shall provide the list of their existing stations that accepts Fleet Card to the end-user (Head of General Services Management Section). This shall be asked and verified during the conduct of post-qualification.</b></li> </ul>	
2.	<p>Product Restriction</p> <ul style="list-style-type: none"> <li>• All fuels (gasoline and diesel).</li> <li>• Oil and oil filter with basic change oil services.</li> <li>• Lubricants (motor/engine oil, brake fluid, ATF and coolant).</li> </ul>	
3.	<p>Purchase Limit:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	
4.	<p>Other services/features:</p> <ul 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 Section if the monthly allocation will be consumed before the end of the month so 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 will not be able to consume its monthly allocation, the actual per month shall be charged to the Office.</li> <li>• Provision of basic services such as but not limited to change oil, <b>and other services related to petroleum, oil and lubricants</b></li> <li>• ABC will be considered as the contract amount. Fuel price shall be subjected to actual pump price. For purpose of evaluation, financial compliance shall be determined through the average price by adding unit cost of fuel and lubricant / services divided by the number of items.</li> </ul>	

Item No.	Specifications	Statement of Compliance
5.	<p>Membership Fee:</p> <ul style="list-style-type: none"> <li>Free membership and other fees for new members with the same terms and conditions.</li> </ul>	
6.	<p>Payment System:</p> <ul style="list-style-type: none"> <li>Monthly actual fuel usage to be paid within thirty (30) calendar days upon receipt of billing statement. The Billing Documents of the Card Distributor must be attached with the Invoice Details from the POL Company.</li> <li>Allows deduction of applicable taxes from monthly billing statement.</li> </ul>	
7.	<p>Contract Provisions:</p> <ul style="list-style-type: none"> <li>The contract period shall be at least for six (6) months or until contract 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>	
8.	<p>Security Features:</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 an approved trip ticket issued by General Services Section/Administrative Office to the driver shall be a requirement by the fuel station before any transaction. For added security against loss, the General Services Section/Administrative Office, 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 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</li> </ul>	

	<p>fifteen (15) 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 Section shall be responsible for the “Admin card”.</p> <ul style="list-style-type: none"> <li>• In case the vehicle card is lost during travel outside Cebu City, Talisay City, Mandaue City, or Lapu-Lapu City and the vehicle needs to be gassed up, the driver will shoulder the fuel expenses subject for reimbursement.</li> </ul>	
9.	<p>Fuel Prices:</p> <ul style="list-style-type: none"> <li>• Subject to pump prices</li> </ul>	

I hereby certify that all statements indicated under the **Statement of Compliance** and **Bidder’s Remarks** are true and correct, otherwise, if found untrue and incorrect either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

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

\_\_\_\_\_  
Bidder’s Signature over Printed Name

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

# ***Revised Section VIII. Checklist of Technical and Financial Documents***

## **I. TECHNICAL COMPONENT ENVELOPE**

### ***Class “A” Documents***

#### **Legal Documents**

(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

**and**

(b) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,

**and**

(c) 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 Area;

**\*\*\*Official Receipt for renewal in the absence of Valid Mayor’s Permit for CY 2022 with attached Mayor’s Permit for CY 2021.**

**and**

(d) Tax Clearance per E.O No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### **Technical Documents**

(e) Statement of the prospective bidder of all its ongoing government and private contract, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

(f) Statement of 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; **and**

i.) Either of Contract, Purchase Order, Notice of Award or Notice to Proceed, and

ii.) Either of Certificate of Completion, Certificate of Acceptance, Inspection and Acceptance, Official Receipt / Collection Receipt or Sales Invoice.

(g) Original copy of the Bid Security. If in the form of Surety Bond, submit also a certification issued by the Insurance Commission,

- The amount of not less than *two percent (2%) of ABC or equivalent to Php 39,780.00*, if bid security is in cash, cashier's/manager's check, bank draft / guarantee or irrevocable letter of credit; or
- The amount of not less than *five percent (5%) of ABC or equivalent to Php 99,450.00*, if bid security is in Surety Bond.

**or**

Original copy of Notarized Bid Securing Declaration; **and**

(h) Conformity with the Schedule of Delivery and Technical Specifications, which may include production / delivery schedule, manpower, requirement, and/or after-sales/parts, if applicable; **and**

(i) 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.

### Technical Documents

(j) The Supplier's audited financial statement, 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 (**CY 2019 and CY 2020**); **and**

(k) 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.

(l) Suppliers / service providers are encouraged to have an existing **Landbank of the Philippines (LBP) Account in compliance to DBM Circular Letter No. 2013-16.**

### *Class "B" Documents*

(m) If applicable, a duly signed joint venture (JVA) in case the joint venture is already in existence **or**

Duly notarized statements from all the potential venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

*Other documentary requirements under RA No. 9184 (as applicable)*

(n) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

(o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

## **II. FINANCIAL COMPONENT ENVELOPE**

(a) Original duly signed and accomplished Financial Bid Form; **and**

(b) Original duly signed and accomplished Priced Schedule(s) / Financial Proposal Sheet(s)

## SUPPLIER / SERVICE PROVIDER'S BANK INFORMATION

<b>Name of Bank</b>	
<b>Branch</b>	
<b>Bank Account Name</b>	
<b>Account No.</b>	
<b>TIN No.</b>	

*PLEASE CHECK IF TIN NUMBER is VAT or NON-VAT*

VAT

NON-VAT

**Signature:** \_\_\_\_\_

**Name of Authorized Representative:** \_\_\_\_\_

**Position:** \_\_\_\_\_



## Bid Securing Declaration Form

---

REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_) S.S.

### BID SECURING DECLARATION

**Project Identification No.: ITB No. DSWD7-PB-2022-22**

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

***[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant***

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, *[date issued]*, *[place issued]*

IBP No. \_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_  
Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of \_\_\_\_.

---

REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable:)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

***[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant***

**SUBSCRIBED AND SWORN** to before me this \_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s

exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, *[date issued]*, *[place issued]*

IBP No. \_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_  
Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of \_\_\_\_.

## Net Financial Contracting Capacity (NFCC) Form

- a. Summary of the Bidder-Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached audited financial statements, stamped "RECEIVED" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar/tax year which should not be earlier than two (2) years from the date of bid submission.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- b. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

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.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR.

**NFCC = ₱** \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative

\_\_\_\_\_  
Business Name of Bidder

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

## Credit Line Form

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

**REBECCA P. GEAMALA, DMPA**  
Regional Director  
DSWD – Field Office VII, Cebu City

CONTRACT/PROJECT	:	_____
COMPANY/FIRM	:	_____
ADDRESS	:	_____
BANK/FINANCING INST.	:	_____
ADDRESS	:	_____
AMOUNT	:	_____

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above- mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained for one hundred twenty (120) calendar days from the date of opening of bids.

This Certification is being issued in favor of said (Supplier/Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of the Department of Social Welfare and Development – Field Office VII for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

Name and Signature of Authorized Financing Institution Officer:

\_\_\_\_\_  
Official Designation

Name & Signature of (Supplier/Distributor/Manufacturer/Contractor's)  
Authorized Representative: \_\_\_\_\_

Official Designation

Note: The Amount committed should be machine validated

**SUBSCRIBED AND SWORN TO BEFORE ME**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_  
in the City of \_\_\_\_\_. Affiant exhibiting to me his/her Valid Identification \_\_\_\_\_,  
Number \_\_\_\_\_.

NOTARY PUBLIC

Doc. No. \_\_\_\_  
Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of \_\_\_\_.

# BID FORM

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

Project Identification No : ITB No. DSWD7-PB-2022-22

To: **The Bids and Awards Committee**

Department of Social Welfare & Development, Field Office VII  
Cor. M.J. Cuenco and Gen. Maxilom Ave., Cebu City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *supply/perform the **Rebidding of Provision of Fleet Card Distributor / Credit Facility for Petroleum, Oil and Lubricants for DSWD Field Office VII Vehicles and Equipment for CY 2022*** in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

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:

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 Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

# ***Financial Proposal Sheet***

***ITB No. DSWD7-PB-2022-22***

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

**The Bids and Awards Committee**  
DSWD-Field Office VII  
M.J. Cuenco Ave., Cebu City

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid:

<b>Item No.</b>	<b>Descriptions</b>	<b>Item Breakdown</b>	<b>Quantity (Approximate)</b>	<b>Unit Price</b>
1.	<b><i>Provision of Fleet Card Distributor / Credit Facility for Petroleum, Oil and Lubricants for DSWD Field Office VII Vehicles and Equipment for CY 2022</i></b> <i>Note: Fuel prices shall be subjected to pump prices.</i>	Diesel Gasoline Motor/Engine Oil Brake Fluid ATF Coolant Service	34,740 liters 100 liters 48 liters 24 liters 24 liters 24 liters 1 lot	
<b><i>Average Bid Price (in Figures)</i></b>				

***AVERAGE BID PRICE (In Words)*** \_\_\_\_\_  
\_\_\_\_\_.

Note: The above quoted prices are VAT inclusive and delivery cost.

Very truly yours,

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

\_\_\_\_\_  
Name/Signature of Authorized Representative