Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office I
Aguila Rd., Sevilla, San Fernando City, La Union
www.region1.dilg.gov.ph

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
No. 2025 - 12-279

The **Department of the Interior and Local Government Regional Office 1 (DILG RO 1),** through its Bids and Awards Committee (BAC), invites reputable Gasoline Stations with Car Care Services to submit their quotation for **Procurement of Fuel and Motor Vehicle Repair and Maintenance Services with supply of Spare-parts, Oil and Lubricants for the DILG RO1 motor Vehicles for CY 2026 with** an **Approved Budget for the Contract** (ABC) of **One Million Pesos (Php 1,000,000.00) and Nine Hundred Fifty Thousand Pesos (Php950,000.00), respectively** which the entity will procure through Small Value Procurement in accordance with Section 34 of the Implementing Rules and Regulations of Republic Act No. 12009.

I. SCOPE OF SERVICES

Supply of automotive fuel, oil and lubricants to DILG RO1 motor vehicles and equipment and provision of motor repair maintenance services for the DILG motor vehicle for CY 2026 namely:

L/N	Type/ Make of Vehicle	Plate Number	Supply of Fuel	Provision of Motor Repair Maintenance with supply of Spare-parts, Oil and Lubricants
Approve Budget of Contract			Php1,000.000.00	Php 950,000.00
1	Toyota Innova - Brown	SAA2066	/	/
2	Toyota Innova - Grey	SLC 893	/	/
3	Toyota Innova - Black	SAC 2759	/	/
4	Toyota Conquest - White	SAC 1660	/	
5	Toyota Hi-Ace - White	SAC1361	/	
6	Nissan Navarra - White	CS-F5B976	/	/
7	Isuzu D Max	SAB 6164	/	/
8	Isuzu D Max	SAB 6162	/	/
9	Isuzu X Wind	SAB 6165	/	/
10	Isuzu X Wind	SAB 6161	/	/
11	Generator Set - HOBART	Serial No. 2018121178	/	x
12	Generator Set - RICARDO	Serial No. 2208660	/	x

II. EXCLUSIVITY CLAUSE

The SUPPLIER shall have the sole and exclusive contract for the supply of automotive fuels, spare-parts, oil and lubricants for DILG RO1 motor vehicles and equipment and provision of motor repair maintenance services for the DILG motor vehicle for CY 2026..

III. CONTRACT DURATION

The duration of the contract shall be from January 1, 2026 to December 31, 2026.

IV. OBLIGATIONS AND RESPONSIBILITY OF THE SUPPLIER

a) The SUPPLIER shall ensure that all automotive fuels, oil and lubricants supplied have passed the DOE quality standards/Philippine National Standards on Petroleum;

b) The SUPPLIER shall provide and guarantee availability of fuel, oil and lubricants , and other related supplies and service requirements of DILG motor vehicles at their authorized gasoline and car care station.

c) The SUPPLIER shall ensure that only authorized vehicle can access fuel,oil, lubricants and other supplies and services thru a duly signed/approved DILG RO Gas Withdrawal Slip and duly signed/approved Purchase Order (PO), respectively.

d) The Supplier shall ensure that a transaction slip/receipt/invoice shall be issued every time fuel is withdrawn or other services given and such transaction slip/receipt/invoice accurately reflect the purchase.

e) The SUPPLIER shall submit monthly billing for payment including the transaction details such as, vehicle plate number, time and date of transaction, amount and liters pumped and other related data.

f) The SUPPLIER shall issue receipt or any proof of transaction for every request made and should correspond with the Statement of Account

V. PARAMETERS FOR PAYMENT

A. For and in consideration of the full, satisfactory and faithful performance by the SUPPLIER of all undertaking defined and provided for under this terms of days from the receipt of the Billing Statement the amount prescribed therein inclusive of 12% Value Added Tax (for VAT Registered Suppliers), payment to be made monthly, computed based on the current price on the market or the corresponding amount of the automotive fuels and lubricants received, upon submission of the following supporting documents at the end of the month:

A.1. Monthly Billing Statement
A.2 Original Copy of Sales Invoice.

B. Any or all payment/s to be made shall be subjected to existing accounting and auditing rules and regulations.

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office I
Aguila Rd., Sevilla, San Fernando City, La Union
www.region1.dilg.gov.ph

DILG RO 1 now invites legally, technically, financially capable and reputable GASOLINE STATIONS with CAR CARE SERVICES to submit their quotation for **Procurement of Fuel and Motor Vehicle Repair and Maintenance Services with Supply of Spare-parts, Oil and Lubricants .**

Sealed quotations and documentary requirements (Annex "A") must be delivered/submitted to the address below on or before Dec. 17, 2025, 2:00 PM. Late proposal shall not be accepted.

THE BIDS AND AWARDS COMMITTEE
DILG REGIONAL OFFICE 1
AGUILA ROAD, SEVILLA
CITY OF SAN FERNANDO, LA UNION

The DILG RO 1 reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may contact **RHODORA G. SORIANO,** BAC Chairperson or the BAC Secretariat at Tel. No. (072) 607-4469.

RHODORA G. SORIANO
BAC Chairperson

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office I
Aguila Rd., Sevilla, San Fernando City, La Union
www.region1.dilg.gov.ph

Annex A

PRICE QUOTATION FORM

_____
Date

The Bids and Awards Committee
Department of the Interior and Local GovernmentRegional Office 1
City of San Fernando, La UnionSir/Madam:

We have carefully ***read and understood ALL the terms and conditions*** in the Request for Quotation and hereby ***accept and certify that we have complied with the same.*** Thus, we respectfully submit, hereunder our quotation/s for the item/s as follows:

Item No.	Item Description	Quoted Amount (in Pesos)
1	Fuel	
2	Motor Vehicle Repair and Maintenance Services with supply of Spare-parts, Oil and Lubricants	

GRAND TOTAL :

Amount of Bid in Figures	
Amount of Bid in Words	

The above-quoted prices are inclusive of all costs and applicable taxes.

Please see attached eligibility requirements such as:

(i} Mayor's / Business Permit;
(ii) DTI or SEC Registration Certificate;
(iii) PhilGEPS Registration Certificate or PhilGEPS Registration Number;
(iv) Latest Income /Business Tax Return/ Tax Clearance; and
(v) Notarized Omnibus Sworn Statement

Additional documentary requirements: Board Resolution or Special Power of Attorney or Secretary's Certificate proving that the Supplier's representative is duly authorized to sign the Price Quotation Form (PQF), Notice of Award (NOA), Contract/Purchase Order (PO) and Notice to Proceed (NTP)

Name and Signature of Authorized Representative	
Name of Company/Business	
Address	
Tax Identification Number (TIN)	
Email Address	
Contact Number	