



PURCHASE REQUEST

Department of Foreign Affairs
Agency

09-02621

Department Office of Asset Management and Support Services
OAMSS

PR No.: _____ Date: _____

06 SEP 2021

Section Engineering and Maintenance Division

SAI No.: _____ Date: _____

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
1.0	Lot	Supply and Delivery of Diesel Fuel for Generator Set at the DFA Main Building and OCA-Aseana	1		P 250,000.00
		Scope of works:			
		- Please refer to the attached Terms of Reference			
		* Nothing follows*			
		ABC			P 250,000.00

Purpose: To ensure that the Generator set have enough fuel supply to operate during power outages

Signature	Requested By:
Printed Name:	
Designation:	

MEDARDO G. MACARAIG
 Assistant Secretary, OAMSS

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
 2330 Roxas Boulevard, Pasay City

**TERMS OF REFERENCE FOR
 SUPPLY AND DELIVERY OF DIESEL FUEL FOR GENERATOR SET AT THE DFA MAIN
 BUILDING AND OCA-ASEANA**

ABC: PHP 250,000.00

Item	Specification	
I	<p>Background</p> <p>The DFA Main Building and the Office of Consular Affairs-Aseana building located respectively at 2330 Roxas Boulevard, Pasay City and Bradco corner Macapagal Boulevard, Aseana Business Park, Paranaque City has a corresponding Generator set which serves as an alternative source of electricity during power outages.</p> <p>After years of use without refueling, the generator sets need to be refueled to ensure that there's enough fuel supply to operate during power outages.</p>	
II	<p>Objective</p> <p>To ensure that the Generator set at the DFA Main Building and OCA Aseana have enough fuel supply to operate during power outages.</p>	
III	Scope of Works	Statement of Compliance
	<p>The Contractor Shall:</p> <ol style="list-style-type: none"> a. Supply and deliver 2000 Liters of Diesel fuel at DFA Main Building located at 2330 Roxas Blvd., Pasay City; b. Supply and deliver 2000 Liters of Diesel fuel at DFA OCA Aseana Building located at Bradco corner Macapagal Boulevard, Aseana Business Park, Paranaque City; c. Conduct ocular inspection of the site prior to the bidding. Presumed to have inspected the site thoroughly before the commencement of work to the extent that it has satisfied itself as to the suitability and accessibility of the site the purpose of execution and completion of all works specified in this contract. Requests to OAMSS a certification for the proof of visit. The certification will be required in the bidding. d. Secure and pay necessary insurance and permits needed for the completion of the purchase; e. Ensure that experienced personnel will undertake the delivery and transfer of diesel fuel in the generator tanks at DFA Main Building and OCA Aseana Building; 	

	<ul style="list-style-type: none"> f. Conduct a water test before unloading the diesel fuel to the storage. Submit to the OAMSS-EMD the result of the test and a sample bottle of diesel for quality assurance; g. Abide by all existing laws, codes, rules and regulations set forth by all government units and authorities; h. Have proper equipment, transportation vehicles and safety precautions on handling diesel fuel during the duration of contract. i. Ensure that service personnel wear proper uniforms and identification cards inside the Department's premises; and j. Coordinate and inform the OAMSS-EMD the schedule of delivery ahead of time. 	
IV	<p>Contractor's Qualifications</p> <p>The Contractor shall comply with the following minimum requirements:</p> <ul style="list-style-type: none"> a. Active PhilGEPS member b. With a good track record. 	
V	<p>COVID19 prevention and safety during delivery:</p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> 1. Ensure that assigned personnel for delivery are COVID free before entering the premises; and 2. Provide and ensure that assigned personnel observe IATF prescribed safety protocols (ie. face mask, face shields, and observe social distancing) within the DFA premises and comply with DFA security requirements. 	
VI	<p>Contract Duration</p> <p>The Contractor shall deliver the goods and/or services within Ten (10) days from the receipt of NTP.</p>	
VII	<p>Terms of Payment</p> <p>The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent, certificate of completion/final acceptance, and other supporting documents to be examined by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	

Note:

Bidders must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter if the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation or the execution of the Contract may be regarded as fraudulent and render the Bidder of supplier liable for prosecution.

Conformé:

[Signature/s]
[Name of Bidder’s Authorized Representative]
[Position]
[Date]