



PAMBANSANG MUSEO NG PILIPINAS  
NATIONAL MUSEUM OF THE PHILIPPINES

March 24, 2023

**Ms. FLORINA S. TORRES**  
Service Supervisor  
Bahama Realty and  
Development Corporation

Dear Ms. Torres

This is in connection with the proposed project. SUPPLY OF DIESEL FUELS FOR THE NATIONAL MUSEUM OF THE PHILIPPINES (NMP) COMPLEX SERVICES VEHICLES FOR APRIL 1, 2023 TO DECEMBER 31, 2023, with an Approved Budget for the Contract of **Five Hundred Twenty-Six Thousand Eight Hundred Eighty-Four Pesos and Nine Centavos (Php 526,884.09)** As identified by the National Museum of the Philippines (NMP) Bids and Awards Committee (BAC) Secretariat, through previous transactions with your entity, the procurement of diesel fuels shall fall under Direct Contracting, Sec. 53.14 of the Revised IRR of R.A. 9184.

Please see attached **Terms of Reference**.

In view thereof, the NMPPBAC requests the submission of your **Price Quotation/Proposal**, together with your duly certified **Mayor's/Business Permit**, **Latest Income Tax Return (ITR)**, and **PhilGeps Registration Number** on or before March 28, 2023.

Thank you very much.



**EDWIN J. DELA ROSA**  
Head, BAC Secretariat  
Bids and Awards Committee

TECHNICAL SPECIFICATIONS

FOR THE SUPPLY OF DIESEL FUELS FOR THE NATIONAL MUSEUM OF THE PHILIPPINES (NMP) COMPLEX SERVICE VEHICLES FOR FY 2023

I. RATIONALE

The National Museum of the Philippines (NMP) – Central Office, through the Bids and Awards Committee (BAC) intends to procure Diesel Fuels for service vehicles of the NMP Central Office. This is a major operational requirement essential for the delivery of services of the Agency including the transport or shuttle service render to its employees. The Agency currently has nine (9) service vehicles in the Central Office consuming an average of 1,033.81 of diesel fuel monthly.

II. OBJECTIVES

To provide NMP Central Office service vehicles with an efficient, secured, convenient, continuous and steady supply of diesel fuels for the nine (9) - month period from April to December 31, 2023.

III. VOLUME/UNITS TO PURCHASE

Allocating of Nine Thousand Three Hundred Four and Twenty-Nine (9,304.29) liters more or less of diesel fuels to be supplied for nine (9) NMP service vehicles for nine (09) months with an Approved Budget for the Contract (ABC) of **Five Hundred Twenty Six Thousand Eight Hundred Eighty Four Pesos and Nine Centavos (Php 526,884.09)** based on the prevailing price of diesel fuel in Metro Manila as of 28 February 2023 as provided in the Department of Energy (DOE) website—see attached copy marked as **Annex “A”**.

IV. RESPONSIBILITIES OF THE SERVICE PROVIDER

1. The service provider shall load diesel fuels only to NMP service vehicles listed herein with provisions to add or remove NMP service vehicles from the original list subject to the written notification from the NMP Central Office authorized personnel and which under the same terms and conditions.

NUMBER AND TYPE OF MOTOR VEHICLES

No.	VEHICLE	PLATE NUMBER
1	Toyota Hilux	S4L614
2	Toyota Hilux	S5A425
3	Toyota Hilux	SLG-512
4	Toyota Grandia	SLG-492
5	Mitsubishi Canter Truck	NI-7528
6	Foton Transvan	IOK053
7	Foton Transvan	IOK054
8	Foton Harabas	L1B489
9	Isuzu Crosswind	SHY-205

2. The service provider shall load diesel fuels provided that the NMP driver is able to present Purchase Order for Fuel Form duly signed by the NMP Central Office authorized personnel.
3. A transaction slip/receipt/invoice shall be issued every time a transaction is made.
4. The Statement of Account should be accurate with the receipt/invoice issued.
5. Ensure that transaction slip/receipt/invoice accurately reflects all transactions made.
6. The service provider shall inform the MUSEUM once ninety percent (90%) of the ABC has been utilized. Subject to the availability of funds and depending on the needs, the MUSEUM, while within the contract period, may opt to replenish the

funds by seventy percent (70%) from its original contract amount or higher. The replenishment shall in no case exceeds the ABC.

**V. CONTRACT DURATION**

The duration is nine (9) months to commence on April to December 2023.

**VI. MODE OF PROCUREMENT**

Sec. 53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products of the Revised IRR of R.A. 9184

**VII. ACTUAL PRICES/AMOUNT PAYABLE**

The amount to be paid by the National Museum of the Philippines for the diesel fuel shall be based on the pump price at the date of actual delivery less the given discount during the opening of the bid documents. Regardless of the total contract price, which shall not exceed the Approved Budget for the Contract (ABC), the National Museum of the Philippines shall only pay its actual consumption.

**VIII. SUBMISSION OF CLAIMS FOR PAYMENT**

The winning bidder shall bill the National Museum of the Philippines of its actual consumption every 15<sup>th</sup> and 30<sup>th</sup> day of the month payable within seven days upon receipt of the billing statements and other supporting documents. Payment shall be subject to deductions prescribed by law, if there is any.

**IX. LOCATION OF SUPPLIER**

Prospective bidders' gasoline station must be located in Manila and within one-kilometer radius from the National Museum of Fine Arts, P. Burgos Avenue, Manila.

**X. SOURCE OF FUNDS**

Budget is available and should be chargeable against the General Fund.

Prepared by:

**LAURO B. INOVERO**

Chief Administrative Officer  
General Administrative Services Division

Recommending Approval:

Approved:

**ATTY. MA. ROSENNE M. FLORES-AVILA**  
Deputy Director-General for Administration

**JEREMY BARNS, CESO III**  
Director-General