



TERMS OF REFERENCE

PROCUREMENT OF PETROLEUM, OIL, AND LUBRICANTS FOR PENRO CAMARINES SUR, CENRO IRIGA, CENRO GOA, AND CENRO SIPOCOT SERVICE VEHICLES, GENERATOR SETS, AND HIRED HAULING SERVICES FOR THE 2ND, 3RD, AND 4TH QUARTERS OF CY 2023

A. RATIONALE

PENRO Camarines Sur and its CENROs deemed it necessary to materialize the procurement of petroleum, oil, lubricants, and other services in pursuit of the offices' principal mandate of conserving, managing, developing, and responsibly utilizing the country's environment and natural resources. PENRO Camarines Sur and its CENROs currently have a total of 32 service vehicles: ten (10) are using diesel, while twenty-two (22) are gasoline-run. Attached as "Annex A" is the list of service vehicles. Aside from fuel supply, this TOR shall likewise cover and include other products such as motor/engine oil, brake fluid, ATF, and coolants.

B. SPECIFICATIONS

Fuel products to be supplied to P/CENRO Camarines Sur must conform to the Philippine Clean Air Act of 1999 and to the Philippine National Standards on Fuel:

1. Gasoline with Research Octane Number of 93 (maximum) for unleaded gasoline; and,
2. Automotive Diesel Oil with a Cetane rating of 50 for diesel.

C. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for this Contract is **ONE MILLION SIX HUNDRED SIXTY-FIVE THOUSAND SIX-HUNDRED PESOS (PHP 1,665,600.00)**.

D. DURATION OF CONTRACT

The contract duration shall be from the date of signing the of Fuel Service Agreement until December 31, 2023, or **until the contract amount is fully utilized**, whichever comes first.

E. TERMS AND CONDITIONS

1. Fuel, Oil, and Lubricants shall be made available to DENR-P/CENRO Camarines Sur upon the issuance of the Notice to Proceed.
2. The bid prices for procurement shall be the retail pump price of the price of petroleum fuel per liter, as established by retailers, dealers, or gas stations for the day.
3. The issuance of products by the Fuel Service Provider (FSP) will be for a period stated in Section D, under terms and conditions advantageous to the government. The product restriction includes the following:
 - a. Type of Fuel:
 - i. Premium, Unleaded or Regular Gasoline, and,
 - ii. Diesel
 - b. Lubricants:

- i. Motor/Engine Oil
 - ii. Brake Fluid
 - iii. ATF
 - iv. Coolant
4. The FSP shall be responsible for ensuring the availability of products and services. Competent fuel attendants/personnel must attend to the required services at all times. In case of shortage, the FSP shall provide an alternative source/station that can provide the same specifications, which shall be located within two (2) kilometers from the P/CENR Offices.
5. The FSP shall be responsible for dispensing fuel to P/CENR Offices' service vehicles only and ensuring that issued fuel will not exceed allocation stated in the Contract.
6. The FSP shall carry the amount of repair/maintenance of damage, accident, or otherwise incurred by the FSP to any P/CENR Office service vehicle.
7. The FSP shall issue a copy of the corresponding transaction slip/receipt/invoice every time fuel is withdrawn or other products/services are given.
8. The FSP shall maintain a comprehensive register to record all withdrawals made on a per-vehicle basis with a report that shall be available every billing period.
9. The FSP shall issue an accurate Statement of Account (SOA) with copies of the corresponding original transaction slip/receipt/invoice on a monthly basis.
10. The award of said procurement shall be per Lot, winning bidders shall have their respective fuel service agreement per Lot.

F. TERMS OF PAYMENT:

1. P/CENRO Camarines Sur shall maintain a deposit of no more than Php 30,000.00 to cover the estimated worth of monthly fuel requirement for each Office. Should payment be delayed, the deposit shall be applied to cover the overdue amount. P/CENRO Camarines Sur shall replenish the depleted deposit within the current billing period.
2. Payment shall be made upon issuance of Statement of Account. P/CENRO Camarines Sur shall examine the statement and report any discrepancy/ies to the FSP within three (3) days of receipt thereof. The Statement of Account (SOA) shall be considered conclusively correct if no error is reported within such period.
3. PENRO Camarines Sur shall issue BIR Forms 2306 and 2307 pertaining to taxes withheld for each payment made.

Prepared by:



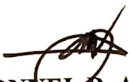
EDITHA M. ROMERO
Administrative Officer IV/HRMO

Recommending Approval:



LIEZL S. VALENCIANO
Chief, Management Services Division

Approved by:



RONNEL B. ASTOR
PENR Officer