



TECHNICAL SPECIFICATIONS

SUPPLY OF ONE (1) YEAR FUEL, OIL, LUBRICANTS AND OTHER PRODUCTS / SERVICES FOR NEA VEHICLES

OBJECTIVE

The main objective of having a fuel service agreement is to provide NEA vehicles with efficient, secured, convenient, continuous and steady supply of petroleum products and services which is economically manageable.

1. TECHNICAL SPECIFICATIONS

Particular	Quantity	Specifications
Type of Fuel:		
Gasoline	9,142 liters	95 Octane Rating Gasoline
Diesel	44,199 liters	Regular Diesel
Lubricants:		
Motor/Engine Oil	300 liters	Fully/Semi Synthetic
Brake Fluid	60 liters	DOT 3 or DOT 4
ATF	20 liters	GM type "A" performance fluid
Gear Oil	15 liters	High Quality API GL-4 Oil
Grease	10 kilograms	Premium Grade
Coolant	72 liters	Prediluted/Anti Long Lift/ Concentrate
Others:	Fuel, oil, lubricants and other products/services shall be available to NEA anytime upon the presentation of the Withdrawal Slip (WS) duly approved by the NEA authorized representatives.	
	The fuel station must be located within 500-meters radius from NEA office at #57 NIA Road, Barangay Pinyahan, Quezon City.	

2. APPROVED BUDGET FOR THE CONTRACT (ABC)

- 2.1. The ABC of **Four Million Pesos (P4,000,000.00)**, inclusive of 12% VAT, consist of costs of fuel, oil, lubricants, and other products/services, subject to pertinent laws on government contracts and auditing procedures.
- 2.2. The fuel costs shall be based on the actual usage per liter multiplied by current **retail pump price**.

3. DURATION OF THE CONTRACT

The contract period is one (1) year, which shall commence upon issuance of Notice to Proceed (NTP).

In cases where there are remaining quantity/volume indicated in the contract, but the ABC has been fully consumed prior to the expiration of the contract, the FSP shall have the responsibility to accept the presentation of Certificate of Availability of Funds (CAF) by the NEA as a valid requirement for the withdrawal of the remaining quantity/volumes.

4. GENERAL REQUIREMENTS

A. Responsibilities of the Fuel Service Provider (FSP)

- A.1. Except for fuel, oil, lubricants and other products/services requirements, the windshield cleaning, oil/water level checking, and tire pressure gauge measurement shall be provided to NEA, free of charge.
- A.2. Ensure that the products and services are readily available. Likewise, a competent fuel attendant/personnel to attend to NEA's needs must be at hand at all times. In case of shortage, FSP shall provide alternative source/station that can provide the same specifications, which shall be located within one (1) kilometer radius from the NEA Office.
- A.3. Accept the payment of fuel usage and other products shall be in the form of check, the amount of which is net of taxes withheld supported by the issuance of certificates.
- A.4. Check and confirm that dispensed fuel will not exceed the WS.
- A.5. Guarantee that the needed data are properly encoded in the transaction slip/receipt/invoice for every fuel withdrawn by the concerned driver/s.
- A.6. Make sure that the Statement of Account to be issued on a monthly basis is correct and with complete copies of transaction slip/invoice.
- A.7. See to it that the driver is the same person, and the vehicle to be filled with fuel is the same vehicle indicated in the WS.

B. Responsibilities of National Electrification Administration

- B.1. Maintain a refundable deposit in the amount of ₱150,000.00
- B.2. Pay the amount billed within 30 days from the receipt of Statement of Account with complete attachments.
- B.3. Examine the statement and report any discrepancy/ies to the FSP within 15 days upon receipt thereof. If there is no error reported within such period, the statement of account shall be considered as conclusively correct.
- B.4. Present an accomplished WS duly signed by authorized signatory to the FSP for the delivery of goods and services.

B.5. Inform the FSP for the changes in the signatories of the WS.

TECHNICAL WORKING GROUP:

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