



Contract Name : PROCUREMENT OF FUEL AND SERVICE PROVIDER FOR 2023

Location of the Contract : PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS BRGY. SAMPAGA, BATANGAS CITY

RODRIGO B. CASTILLO
 Proprietor
 RBC Petron Gasoline Station
 Kumintang Ilaya, Batangas City

SUBJECT: NOTICE OF AWARD

Dear Mr. Castillo:

We are pleased to inform you that your price offer for the above-stated Contract has been accepted and, therefore award the contract to you, as the bidder with the Lowest Calculated and Responsive Bid with the price offer per liter for fuel services, and available automotive services as shown in Table 1:

Table 1. Fuel and Automotive Services Offered by RBC Petron Gas Station

FUEL SERVICES	FUEL PRICES PER LITER AS OF JAN. 4, 2023
GASOLINE, UNLEADED (in Php)	64.15
GASOLINE, PREMIUM (in Php)	65.15
DIESEL, UNLEADED (in Php)	66.00
DIESEL, PREMIUM (in Php)	68.00
AUTOMOTIVE SERVICES BEING OFFERED	AVAILABILITY (YES OR NO)
CHANGE OIL	YES
TUNE-UP	YES
UNDER CHASSIS REPAIR	YES
BREAK SYSTEM	YES
COOLING SYSTEM	YES
ALIGNMENT WITH CAMBER	YES
GREASING	YES
ENGINE SYSTEM	YES
RELATED ADD-ON BEING OFFERED	



Certificate No.: SCP000420Q

DIAGNOSTIC SCAN	YES
UNDER COATING	YES
UNDER WASH	YES
LUBRICANTS	NO


You are therefore required **within ten (10) days** from your receipt of this Notice of Award (NOA) to submit to us the following: (1) this NOA with your signed "conforme" thereon, and, **within the same period**, to formally sign the contract.

Failure to comply with these requirements shall constitute sufficient ground for the cancellation of this award and forfeiture of your Bid Security.

Very truly yours,


JOSE M. ANDAYA, D.T.
 Director III

Conforme:


RODRIGO B. CASTILLO
 Proprietor
 RBC Petron Gasoline Station
 Date: Feb. 17, 2023

Republic of the Philippines
Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL-CALABARZON REGION CAMPUS
Sitio Sampaga West, Brgy. Sampaga, Batangas City

FUEL SERVICE AGREEMENT

KNOWN ALL MEN BY THESE PRESENTS:

This FUEL SERVICE AGREEMENT (PSA) is entered by and between:

PHILIPPINE SCIENCE HIGH SCHOOL – CALABARZON REGION CAMPUS, a government educational institution organized and existing by virtue of Republic Act No. 8496 with principal office address at Barangay Sampaga, Batangas City herein represented by its Campus Director, **JOSE M. ANDAYA, D.T.**, and herein referred to as "First Party";

-and-

RBC PETRON GASOLINE STATION, a business under sole proprietorship duly registered and existing under the laws of the republic of the Philippines with business address at Kumintang Ilaya, Batangas City, duly represented by its Owner, **RODRIGO B. CASTILLO**, and herein referred to as "Second Party";

-and-

WITNESSETH THAT:

WHEREAS, the First Party is the registered owner of vehicles and machineries (generator set and grass cutters) used to service its officers, employees and students;

WHEREAS, the First Party is in need of a fuel and automotive service provider that will attend to the day-to-day operational needs and regular maintenance of the vehicles and machinery registered in its name;

WHEREAS, the First Party posted its requirement on Philippine Government Electronic Procurement System;

WHEREAS, the Second Party operates a gasoline station that can sufficiently provide the fuel and automotive services needed for the vehicles and machinery registered in the name of the First Party and provided the most advantageous bid offer;




NOW THEREFORE, in view of the foregoing, the parties agree to be bound under the following terms and conditions:



1. This Agreement shall be effective immediately upon signing by the parties and valid until December 31, 2023.
2. The vehicles/machinery registered in the name of the First Party to be covered by this agreement are the following:

Type/Make	Identification/Plate Number	Fuel Requirement
SUV/Toyota Fortuner	SAA 6537	Gasoline
Coaster/Toyota	P0 L585	Diesel
Commuter Van/Mitsubishi	A8-K266	
Generator Set	-	
Grass Cutter	-	

3. The Second Party undertakes to provide fuel, oil, car parts and accessories and maintenance services to the vehicles and machineries (for fuel needs) covered by this Agreement.
4. To avail of the services as stated in the immediately preceding paragraph, the drivers of the vehicles covered by this Agreement or any other representative should submit to the Second party a duly accomplished Fuel Service Agreement (FSA) ISSUANCE SLIP signed and approved by the authorities to be designated by the First Party.
5. The designated signatories of the FSA ISSUANCE SLIP and their specimen signatures are the following:

Name	Position	Signature
JOSE M. ANDAYA	CAMPUS DIRECTOR	
MA. THERESA P. PAGULAYAN	SUPERVISING ADMINISTRATIVE OFFICER	
ELANNIE M. GARCIA	ADMINISTRATIVE OFFICER III	


The First Party shall immediately inform the Second Party of any change of the authorized signatory/ies of the FSA ISSUANCE SLIPS. The change shall take effect immediately upon receipt of the Second Party of such notice from the First Party.

6. Every transaction or service to be provided by the Second Party should be covered by an FSA ISSUANCE SLIP. The Second Party shall refuse to provide the goods and/or services contemplated in this Agreement should the drivers or representatives of the First Party fail to submit the required and approved FSA ISSUANCE SLIP.
7. The Second Party shall send the billing statement to the First Party on a semi-monthly basis, every 15th and 30th of the month indicating the details of goods and services that it has provided. The Second Party shall attach to the billing statement copies of the FSA ISSUANCE SLIP that it received for the current billing period.

8. The unit price of fuel and service to be reflected in the billing by the Second Party shall be the actual price when the fuel or service is availed by the First Party.
9. The First Party shall pay the Second Party within fifteen (15) working days from receipt of the billing statement less the appropriate withholding taxes due to the Bureau of Internal Revenue. The First Party shall issue the corresponding tax credit certificates in favor of the Second Party for the taxes that it will withhold.
10. The payments of the First Party shall be made payable to **RBC PETRON GASOLINE STATION**. The Second Party shall issue the corresponding official receipt as proof of payment made by the First Party.
11. At the discretion of the Second Party, payment may be made through modified direct payment scheme or through check payments made by the First Party, to be subject to the 3-day clearing period before the amount of the check can be validly credited in favor of the Second Party.
12. Should the First Party desire to terminate this Agreement with or without cause, a written Notice of Termination shall be issued to the Second Party within a period of not less than fifteen (15) calendar days prior to the effectivity of such termination.
13. Any violation by any of the parties of the terms and conditions of this Agreement shall be ground for immediate termination of this Agreement subject to the requirement as stated in the immediately preceding paragraph.
14. Any issue or controversy arising from the enforcement, application or interpretation of this Agreement shall be filed in the courts of Batangas City to the exclusion of all other courts.

IN WITNESS WHEREOF, we have hereunto set our hands this 21st day of February 2023, in Batangas City.

Represented by:


JOSE M. ANDAYA D.T.
Director III

Represented by:


RODRIGO B. CASTILLO
Proprietor

Signed in the presence of:


MA. THERESA P. PAGULAYAN
Chief, Finance and Administration Division


ARLENE M. MAGADIA

CERTIFIED as to Availability of Funds:


ARNEL E. AGUILA
OIC-Accountant

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES

Batangas City

SS.


BEFORE ME, a notary public for and in Batangas City this _____ day of _____, 2023, personally appeared:

NAME	COMPETENT EVIDENCE OF IDENTITY	DATE AND PLACE OF ISSUANCE	VALID UNTIL
JOSE M. ANDAYA	Non-professional Driver's License N02-00-433955	June 2018/Land Transportation Office	June 19, 2023
RODRIGO B. CASTILLO	Professional Driver's License No. D01-70-010851	October 8, 2018/ Land Transportation Office	September 19, 2023

known to me to be the same persons who executed the foregoing FUEL SERVICE AGREEMENT consisting of four (4) pages including this Acknowledgement and they acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and at the place first above written.

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Book No. LVV
Series of 2023


ELISEO G. LONTOK
Notary Public
Until December 31, 2023
Adm. Matter No. 2021-101-R
PTR No. 4347719
Issued at Batangas City
Issued on January 3, 2023
IBP Lifetime Roll No. 00823
Roll of Attorneys No. 29327
MCLE Compliance No. VII-0011054
Issued on February 22, 2022



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

Contract Name : PROCUREMENT OF FUEL AND SERVICE PROVIDER FOR 2023

Location of the Contract : PHILIPPINE SCIENCE HIGH SCHOOL
CALABARZON REGION CAMPUS
BRGY. SAMPAGA, BATANGAS CITY

RODRIGO B. CASTILLO
Proprietor
RBC Petron Gasoline Station
Kumintang Ilaya, Batangas City

SUBJECT: NOTICE TO PROCEED

Dear Mr. Castillo:

The attached Contract Agreement having been approved, this notice is hereby given that work may commence for the **PROCUREMENT OF FUEL AND SERVICE PROVIDER FOR 2023** at Barangay Sampaga, Batangas City, effective upon receipt of this notice.


Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Contract and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Philippine Science High School CALABARZON Region Campus.

Very truly yours,


JOSE M. ANDAYA, D.T.
Director III

Conforme:


RODRIGO B. CASTILLO
Proprietor
RBC Petron Gasoline Station
Date: Feb. 22, 2022

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