



**PASEGURUHAN NG MGA NAGLILINGKOD SA PAMAHALAAN
(GOVERNMENT SERVICE INSURANCE SYSTEM)
PASIG EXTENSION OFFICE**

UGF, JNCV BUILDING, ROSEMARY LANE CORNER PASIG BLVD, BGY KAPITOLYO, PASIG CITY

**SUPPLY OF DIESEL FUEL FOR GSIS NCR PASIG EXTENSION OFFICE AUTHORIZED
SERVICE VEHICLE**

TERMS OF REFERENCE

1. The Supplier shall supply diesel fuel to the two (2) authorized motor vehicles listed below:
 - a. 2014 Silver Crosswind with plate number SHY 851
 - b. 2016 Silver Innova with conduction sticker number YV 4509
2. The Supplier shall provide a 24-hour gas station services.
3. The Supplier shall provide additional services e.g. checking of water, motor oil, ATF and brake fluid level and cleaning of windshield of GSIS vehicles.
4. The supplier gasoline station should be located within a three (3) kilometer radius from the GSIS NCR Pasig Extension Office, Pasig City or GSIS Head Office, Pasay City.
5. It possesses all requisite fuel supply, expertise and manpower to perform, or caused to be performed, all its obligation under this service in a proper, efficient, timely and professional manner and that its performance of its obligation shall be conformity with applicable laws, government regulations and business practices.
6. It has duly secured and obtained all corporate authorization necessary in connection with the supply of diesel fuel.
7. It is a corporation duly organized and existing under the law of the Republic of the Philippines and possesses all the necessary power and authority to carry its business.
8. It has necessary license or permit to operate and perform its undertaking and agrees to comply with the rules and regulations which are or maybe issued by competent authority.
9. The Supplier shall grant the GSIS credit accommodation for the period of fifteen (15) days and hereby waive the requisite cash deposit.
10. The supplier credit cycle shall be every fifteen (15) days. Billing shall be made within three (3) days after the cycle and payment to be made seven (7) after receipt of Statement of Account (SOA).

Prepared by:

Approved by:

Vienna Djoann L. Sepasi
Staff Officer I

Lolita M. Pureza
Department Manager – NCRIII/NCR Pasig EO