



**TECHNICAL SPECIFICATIONS
SUPPLY AND PROVISION OF FUEL (GASOLINE AND DIESEL) FOR CY2020**

I. PROJECT TITLE

Supply and Provision of Fuel (Gasoline and Diesel) for GSIS Cagayan de Oro Branch Office

II. TOTAL APPROVED BUDGET

One Hundred Thirty Seven Thousand Six Hundred Four and 10/100 pesos only
(PhP137,604.10) inclusive of all applicable taxes

III. BRIEF DISCUSSION WHY THE GOODS AND SERVICES TO BE PROCURED ARE NECESSARY

To support the day-to-day operations of the Branch, diesel is needed for the generator set if no electric power and it is also needed for the (3) office vehicles issued for the branch.

IV. SCOPE / SPECIFICATIONS

	Schedule of Delivery	Authorized Office Vehicles	Authorized to withdraw diesel from the gasoline station	Remarks
Diesel for Office Vehicles and Generator Set	As Needed	Isuzu MU-X SAA 1733	Roberto R. Jucoy Staff Assistant	1. Manually prepared and signed Purchase Order (PO) with approved trip ticket must be presented by the authorized drivers
		Isuzu Crosswind SHZ 386	Alonito F. Lumapas Job Order Driver	2. Authorized signatories of the PO shall be the Branch Manager or the Officer-in-Charge / Branch Caretaker; no signature no withdrawal of diesel
		Toyota Innova YT 6863	Designated and Authorized Drivers with signed memorandum issued by the Branch Manager	3. Issuance of PO is controlled by the Office of the Branch Manager 4. Diesel for generator set shall be delivered to the Office, there shall be a small tanker from the gasoline station

V. MANPOWER REQUIREMENTS – Not applicable

VI. SUPPORT SERVICE REQUIREMENTS

Please refer to Item IV

VII. WARRANTY AND AFTER-SALES SERVICE REQUIREMENTS – Not applicable

VIII. CLEAR STATEMENT OF THE REQUIRED STANDARDS OF WORKMANSHIP, MATERIALS AND PERFORMANCE OF THE GOODS AND SERVICES TO BE PROCURED

The services rendered must be duly found to be satisfactory (in accordance with the Agreement between the GSIS and the vendor / supplier) as indicated in the Inspection and Acceptance Report.

IX. BRAND AND SPECIFICATIONS OF THE EXISTING ITEMS – Not applicable

X. DRAWINGS / PLANS AND OTHER NECESSARY INFORMATION – Not applicable

XI. SCHEDULE AND PLACE OF DELIVERY

The supply and delivery shall be made available by the supplier to the GSIS Cagayan de Oro Branch Office immediately upon or one (1) working day after receipt of the Purchase Order (PO) from GSIS. The duration of the contract shall be from January 2020 up to December 2020, unless otherwise revoked by the GSIS due to non-compliance of the supplier with the Terms of Reference herein set forth.

XII. TERMS OF PAYMENT

The above-mentioned services shall be paid fifteen (15) days after receipt of the monthly billing from the vendor / supplier. All payments shall be subject to existing accounting and auditing rules and regulations applicable to the GSIS.

XIII. RESPONSIBILITIES OF THE END-USER UNIT DURING PROJECT IMPLEMENTATION – Not applicable

XIV. Prices / Rates

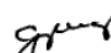
Prices shall be valid within 100 calendar days or until a Purchase Order is issued whichever comes earlier.

Prepared by:



JONALYN C. CLITAR
Staff Officer I

Approved by:



MA. CECILIA G. VEGA
Branch Manager