

PURCHASE ORDER

Supplier :AUTOFILL PETRON SERVICE STATION

P.O. Number: 2025103987



O20251039877AF67DB14

Address :National Highway Sto. nino Gredu Panabo City

TIN: 102-305-237-00000

PhilGEPS Registration No. : 201712122488894306859

Tel./Mobile/Fax No. : 09159361038

Registration Certificate : DTI

Date : Oct 16, 2025

P.R. No. : 2025106853

Procurement mode: Negotiated Procurement -
Direct Retail Purchase
(POL)

Req. Office : Office of 2nd Dist. Flopone Royle A. Catalan

Gentlemen: Please furnish this office the following articles subject to terms and conditons contained herein:

Date of Delivery : Payment Term : ON ACCOUNT

Place of Delivery : Location of the winning bidder

Delivery Term: Pick up

| I.N. | Quantity/Unit | Item | Unit Cost | Amount |
|------|---------------|----------|------------|------------|
| 1 | 1.00 Lot | GASOLINE | 46,740.00 | 46,740.00 |
| 2 | 1.00 Lot | Diesel | 180,950.00 | 180,950.00 |

Remarks : 1. PAYMENT WILL BE BASED ON THE ACTUAL PUMP PRICE.
2. PAYMENT WILL BE MADE PER QUINCENA.

TERMS AND CONDITIONS

1. Bid Prices for procurement using the Retail Pump Price or the price of petroleum fuel per liter, such as, gasoline, diesel oil and kerosene, as established by retailers, dealers or gas stations for the day. Cost for E-VAT and other governmental costs which fall equally on all prospective suppliers are presumed to be included in the computation of the bid price.
2. For staggered deliveries, the procuring entity shall make, after every delivery, an accounting of the amount actually payable based on the date of the delivery receipt to determine the allowable unit/volume that may still be ordered from the remaining amount allotted for each POL product. The procuring entity shall be allowed to make adjustments in the units/volume to be delivered per type of product to conform to the remaining amount in the total contract price.
3. The supplier shall be responsible to dispense fuel to Sangguniang Panlalawigan Office - Office of 2nd Dist. Flopone Royle A. Catalan vehicles only and ensure that issued fuel will not exceed PO allocation.
4. Fuel, Oil, Lubricants and Other Services shall be available to the Sangguniang Panlalawigan Office - Office of 2nd Dist. Flopone Royle A. Catalan upon the issuance of the approved Purchase Order (PO). All purchases must be accompanied by properly accomplished and duly signed PO.
5. The supplier shall ensure that a transaction slip/receipt/invoice shall be issued every time fuel is withdrawn or other

For fuel oil and lubricants of Motor Vehicle ISUZU DMAX; MV File No. 1101-1234760; Property No. 0130-0228-0019 & Motor Vehicle HONDA XR 150 w/MV File No./ 1101-1397494 & YAMAHA STZ w/MV File No. 1101

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme :

(Signature over printed name)

(Date)

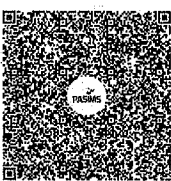
Very truly yours,

By the Authority of the Governor
CALIF GUADALUPE G. MORTILERO, MBLRG, MHRM
Assistant Provincial Administrator (Administration)
EDWIN I. JUBAHIB
Governor

(Date)

NOTE: This is an important paper and will cause great inconvenience if lost. Claim for payment from the Provincial Treasurer supported by this form to be attached to the voucher.

MARIA RIZA M. OCAMPO



PURCHASE ORDER

Supplier :**AUTOFILL PETRON SERVICE STATION**

P.O. Number: **2025103987**

Address :**National Highway Sto. nino Gredu Panabo City**



O20251039877AF67DB14

TIN: **102-305-237-00000**

PhilGEPS Registration No. : **201712122488894306859**

Tel./Mobile/Fax No. : **09159361038**

Registration Certificate : **DTI**

Date : **Oct 16, 2025**

P.R. No. : **2025106853**

Procurement mode: **Negotiated Procurement -
Direct Retail Purchase**

Req. Office : **Office of 2nd Dist. Flopone Royle A. Catalan**

(POL)

Gentlemen: Please furnish this office the following articles subject to terms and conditons contained herein:

Date of Delivery : _____ Payment Term : **ON ACCOUNT**

Delivery Term: **Pick up**

Place of Delivery : **Location of the winning bidder**

| I.N. | Quantity/Unit | Item | Unit Cost | Amount |
|------|---------------|------|-----------|--------|
|------|---------------|------|-----------|--------|

products/services are given; that the transaction slips accurately reflects any and all purchases charged to the **Office of 2nd Dist. Flopone Royle A. Catalan**; maintain a comprehensive register to record all withdrawals made on a per vehicle basis; issue an accurate Statement of Account with copies of transaction slip/receipt/invoice based on terms and conditions no. 6.

6. Payment shall be made by the **Office of 2nd Dist. Flopone Royle A. Catalan** within 15 calendar day/s from receipt of the 15 days billing with complete attachments covering actual purchases.

7. The supplier shall provide immediately the following documentary requirements for the processing of payment, viz:

- a) Mayor's permit
- b) BIR Certificate of Registration
- c) Omnibus Sworn Statement
- d) PhilGEPS Registration Number (Number only Red or Platinum Membership)

8. The supplier shall be located within **24.4 km radius from the Requisitioning Office** radius from the requisitioning office.

9. No advance withdrawal is allowed prior to the approval of the Purchase Order.

10. Additional fund allocation due to supplemental budget, augmentation shall follow the usual procedures of procurement.

11. The supplier shall provide fuel, oil, lubricants and other products/services requirement of the **Sangguniang Panlalawigan Office - Office of 2nd Dist. Flopone Royle A. Catalan** service vehicles including free of charge basic services like windshield cleaning, oil/water level checking, and tire pressure gauge measurement.

12. The **Office of 2nd Dist. Flopone Royle A. Catalan** reserves the right to withdraw or cancel the Purchase Order, should there issues which shall arise in terms of customer service or in accordance with Annex "I" of the 2016 revised IRR of RA No.

For fuel oil and lubricants of Motor Vehicle ISUZU DMAX; MV File No. 1101-1234760; Property No. 0130-0228-0019 & Motor Vehicle HONDA XR 150 w/MV File No./ 1101-1397494 & YAMAHA STZ w/MV File No. 1101

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme :

(Signature over printed name)

(Date)

Very truly yours,

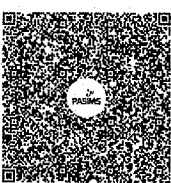
By the Authority of the Governor:

GALF GUBALLPE G. MORTILERO, MPA, MHRM
Assistant Provincial Administrator (Administration)
EDWIN I. JUBAHIB
Governor

(Date)

NOTE: This is an important paper and will cause great inconvenience if lost. Claim for payment from the Provincial Treasurer supported by this form to be attached to the voucher.

MARIA RIZA M. OCAMPO



PURCHASE ORDER

Supplier : AUTOFILL PETRON SERVICE STATION

P.O. Number: 2025103987

Address : National Highway Sto. nino Gredu Panabo City



O20251039877AF67DB14

TIN: 102-305-237-00000

PhilGEPS Registration No. : 201712122488894306859

Tel./Mobile/Fax No. : 09159361038

Registration Certificate : DTI

Date : Oct 16, 2025

P.R. No. : 2025106853

Procurement mode: Negotiated Procurement -
Direct Retail Purchase
(POL)

Req. Office : Office of 2nd Dist. Flopone Royle A. Catalan

Gentlemen: Please furnish this office the following articles subject to terms and conditons contained herein:

Date of Delivery : _____ Payment Term : ON ACCOUNT

Delivery Term: Pick up

Place of Delivery : Location of the winning bidder

I.N.

Quantity/Unit

Item

Unit Cost

Amount

9184, without thereby incurring any liability to the affected supplier.

The award is based on **Memorandum Circular No. 04 series of 2022** and **PR No. 2025106853** under Quotation No. **L20255155** opened on **October 16, 2025**

For fuel oil and lubricants of Motor Vehicle ISUZU DMAX; MV File No. 1101-1234760; Property No. 0130-0228-0019 & Motor Vehicle HONDA XR 150 w/MV File No./ 1101-1397494 & YAMAHA STZ w/MV File No. 1101

Grand Total Amount in Words : TWO HUNDRED TWENTY-SEVEN THOUSAND SIX
HUNDRED NINETY AND XX / 100

GRAND TOTAL :

₱ 227,690.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme :

(Signature over printed name)

(Date)

Very truly yours,

By the Authority of the Governor:

GAIF GUADALUPE G. MORTILERO, MMLRG, MHRM
Assistant Provincial Administrator (Administrative)

EDWIN I. JUBAHIB
Governor

(Date)

NOTE: This is an important paper and will cause great inconvenience if lost. Claim for payment from the Provincial Treasurer supported by this form to be attached to the voucher.

MARIA RIZA M. OCAMPO



PURCHASE ORDER

Supplier :AUTOFILL PETRON SERVICE STATION

P.O. Number: 2025103987

Address :National Highway Sto. nino Gredu Panabo City



O20251039877AF67DB14

TIN: 102-305-237-00000

PhilGEPS Registration No. : 201712122488894306859

Tel./Mobile/Fax No. : 09159361038

Registration Certificate : DTI

Date : Oct 16, 2025

P.R. No. : 2025106853

Procurement mode: Negotiated Procurement -
Direct Retail Purchase
(POL)

Req. Office : Office of 2nd Dist. Flopone Royle A. Catalan

Gentlemen: Please furnish this office the following articles subject to terms and conditons contained herein:

Date of Delivery : Payment Term : ON ACCOUNT

Place of Delivery : Location of the winning bidder

Delivery Term: Pick up

| I.N. | Quantity/Unit | Item | Unit Cost | Amount |
|------|---------------|----------|------------|------------|
| 1 | 1.00 Lot | GASOLINE | 46,740.00 | 46,740.00 |
| 2 | 1.00 Lot | Diesel | 180,950.00 | 180,950.00 |

Remarks : 1. PAYMENT WILL BE BASED ON THE ACTUAL PUMP PRICE.
2. PAYMENT WILL BE MADE PER QUINCENA.

TERMS AND CONDITIONS

- Bid Prices for procurement using the Retail Pump Price or the price of petroleum fuel per liter, such as, gasoline, diesel oil and kerosene, as established by retailers, dealers or gas stations for the day. Cost for E-VAT and other governmental costs which fall equally on all prospective suppliers are presumed to be included in the computation of the bid price.
- For staggered deliveries, the procuring entity shall make, after every delivery, an accounting of the amount actually payable based on the date of the delivery receipt to determine the allowable unit/volume that may still be ordered from the remaining amount allotted for each POL product. The procuring entity shall be allowed to make adjustments in the units/volume to be delivered per type of product to conform to the remaining amount in the total contract price.
- The supplier shall be responsible to dispense fuel to Sangguniang Panlalawigan Office - Office of 2nd Dist. Flopone Royle A. Catalan vehicles only and ensure that issued fuel will not exceed PO allocation.
- Fuel, Oil, Lubricants and Other Services shall be available to the Sangguniang Panlalawigan Office - Office of 2nd Dist. Flopone Royle A. Catalan upon the issuance of the approved Purchase Order (PO). All purchases must be accompanied by properly accomplished and duly signed PO.
- The supplier shall ensure that a transaction slip/receipt/invoice shall be issued every time fuel is withdrawn or other

For fuel oil and lubricants of Motor Vehicle ISUZU DMAX; MV File No. 1101-1234760; Property No. 0130-0228-0019 & Motor Vehicle HONDA XR 150 w/MV File No./ 1101-1397494 & YAMAHA STZ w/MV File No. 1101

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme :

(Signature over printed name)

(Date)

Very truly yours,

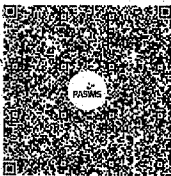
By the Authority of the Governor

GAIF GUADALUPE G. MORTILERO, MMRC, MPM
Assistant Provincial Administrator (Administration)
EDWIN I. JUBAHIB
Governor

(Date)

NOTE: This is an important paper and will cause great inconvenience if lost. Claim for payment from the Provincial Treasurer supported by this form to be attached to the voucher.

MARIA RIZA M. OCAMPO



PURCHASE ORDER

Supplier : **AUTOFILL PETRON SERVICE STATION**

P.O. Number: **2025103987**

Address : **National Highway Sto. nino Gredu Panabo City**



O20251039877AF67DB14

TIN: **102-305-237-00000**

PhilGEPS Registration No. : **201712122488894306859**

Tel./Mobile/Fax No. : **09159361038**

Registration Certificate : **DTI**

Date : **Oct 16, 2025**

P.R. No. : **2025106853**

Procurement mode: **Negotiated Procurement -
Direct Retail Purchase
(POL)**

Req. Office : **Office of 2nd Dist. Flopone Royle A. Catalan**

Gentlemen: Please furnish this office the following articles subject to terms and conditons contained herein:

Date of Delivery : _____ Payment Term : **ON ACCOUNT**

Delivery Term: **Pick up**

Place of Delivery : **Location of the winning bidder**

| I.N. | Quantity/Unit | Item | Unit Cost | Amount |
|------|---------------|------|-----------|--------|
|------|---------------|------|-----------|--------|

products/services are given; that the transaction slips accurately reflects any and all purchases charged to the **Office of 2nd Dist. Flopone Royle A. Catalan**; maintain a comprehensive register to record all withdrawals made on a per vehicle basis; issue an accurate Statement of Account with copies of transaction slip/receipt/invoice based on terms and conditions no. 6.

6. Payment shall be made by the **Office of 2nd Dist. Flopone Royle A. Catalan** within **15** calendar day/s from receipt of the **15 days** billing with complete attachments covering actual purchases.

7. The supplier shall provide immediately the following documentary requirements for the processing of payment, viz:

- a) Mayor's permit
- b) BIR Certificate of Registration
- c) Omnibus Sworn Statement
- d) PhilGEPS Registration Number (Number only Red or Platinum Membership)

8. The supplier shall be located within **24.4 km radius from the Requisitioning Office** radius from the requisitioning office.

9. No advance withdrawal is allowed prior to the approval of the Purchase Order.

10. Additional fund allocation due to supplemental budget, augmentation shall follow the usual procedures of procurement.

11. The supplier shall provide fuel, oil, lubricants and other products/services requirement of the **Sangguniang Panlalawigan Office - Office of 2nd Dist. Flopone Royle A. Catalan** service vehicles including free of charge basic services like windshield cleaning, oil/water level checking, and tire pressure gauge measurement.

12. The **Office of 2nd Dist. Flopone Royle A. Catalan** reserves the right to withdraw or cancel the Purchase Order, should there issues which shall arise in terms of customer service or in accordance with Annex "I" of the 2016 revised IRR of RA No.

For fuel oil and lubricants of Motor Vehicle ISUZU DMAX; MV File No. 1101-1234760; Property No. 0130-0228-0019 & Motor Vehicle HONDA XR 150 w/MV File No./ 1101-1397494 & YAMAHA STZ w/MV File No. 1101

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme :

(Signature over printed name)

(Date)

Very truly yours,

By the ~~Authority of the Governor~~

CAIT GUADALUPE G. MORTILERO, MMRG MPM
Assistant Provincial Administrator (Administration)
EDWIN I. JUBAHIB
Governor

(Date)

NOTE: This is an important paper and will cause great inconvenience if lost. Claim for payment from the Provincial Treasurer supported by this form to be attached to the voucher.

MARIA RIZA M. OCAMPO



PURCHASE ORDER

Supplier : AUTOFILL PETRON SERVICE STATION

P.O. Number: 2025103987

Address : National Highway Sto. nino Gredu Panabo City



O20251039877AF67DB14

TIN: 102-305-237-00000

PhilGEPS Registration No. : 201712122488894306859

Tel./Mobile/Fax No. : 09159361038

Registration Certificate : DTI

Date : Oct 16, 2025

P.R. No. : 2025106853

Procurement mode: Negotiated Procurement -
Direct Retail Purchase
(POL)

Req. Office : Office of 2nd Dist. Flopone Royle A. Catalan

Gentlemen: Please furnish this office the following articles subject to terms and conditons contained herein:

Date of Delivery : _____ Payment Term : ON ACCOUNT

Place of Delivery : Location of the winning bidder

Delivery Term: Pick up

| I.N. | Quantity/Unit | Item | Unit Cost | Amount |
|------|---------------|------|-----------|--------|
|------|---------------|------|-----------|--------|

9184, without thereby incurring any liability to the affected supplier.

The award is based on **Memorandum Circular No. 04 series of 2022** and **PR No. 2025106853** under Quotation No. **L20255155** opened on **October 16, 2025**

For fuel oil and lubricants of Motor Vehicle ISUZU DMAX; MV File No. 1101-1234760; Property No. 0130-0228-0019 & Motor Vehicle HONDA XR 150 w/MV File No./ 1101-1397494 & YAMAHA STZ w/MV File No. 1101

Grand Total Amount in Words : TWO HUNDRED TWENTY-SEVEN THOUSAND SIX
HUNDRED NINETY AND XX / 100

GRAND TOTAL : **P 227,690.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme :

(Signature over printed name)

(Date)

Very truly yours,

By the Authority of the Governor:

GAY GUADALUPE G. MORTILERO, MM, RG, MPM
Assistant Provincial Administrator (Administrative Services)

EDWIN I. JUBAHIB
Governor

(Date)

NOTE: This is an important paper and will cause great inconvenience if lost. Claim for payment from the Provincial Treasurer supported by this form to be attached to the voucher.

MARIA RIZA M. OCAMPO