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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6279936
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title PROCUREMENT OF PETROLEUM, OIL, LUBRICANT (POL) AND OTHER SERVICES (FUEL CARD PROGRAM) FOR THE DEPARTMENT OF TOURISM REGION IV-B MIMAROPA SERVICE VEHICLES
Area of Delivery Metro Manila

Solicitation Number:	2019-06-016	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Fuels/Fuel Additives & Lubricants & Anti Corrosive	Date Published	28/06/2019
Approved Budget for the Contract:	PHP 280,000.00	Last Updated / Time	27/06/2019 11:27 AM
Delivery Period:	1 Year/s	Closing Date / Time	05/07/2019 01:00 AM
Client Agency:			
Contact Person:	Keith Blanche Calso Soriano Administrative Officer IV 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 procurement.mimaropa@gmail.com		

Description

1.0 Rationale

The Department of Tourism Region IV-B MIMAROPA through the Bids and Awards Committee (BAC), will undertake the Negotiated Procurement of the Fuel card Program for petroleum, oil, lubricant (POL) products and other services for the service vehicles of the DOT IV-B Regional Office using the fuel card technology. This is a major operational requirement essential for the delivery of services to the Regional Office's stakeholders. The DOT Region IV-B has two (2) service vehicles: 1 using gasoline and the other one using diesel fuel, consuming around 180 liters of gasoline and 160 liters of diesel per month. Convertibly, the DOT Region IV-B consumes 2,340 liters of gasoline and 2,080 liters of diesel fuel annually. Attached as Annex A is the list of service vehicles of the regional office. Aside from fuel supply, the fuel card program shall likewise cover and include other products/services such as motor/engine oil, brake fluid, ATF, coolant engine wash and under chassis wash.

2.0 Objectives

The main objective of the Fuel Card Program is to provide the DOT Region IV-B service vehicle end-users and drivers with an efficient, secured, convenient, continuous and steady supply of petroleum products and services, which must be economically manageable.

3.0 Scope of Service

3.1 The Fuel Card Service Provider shall provide fuel, lubricants and other service requirements of the DOT Region IV-B using the fuel card technology. It must ensure that the fuel card technology is protected from duplication or hacking.

3.2 The Fuel Card Service Provider must:

- 3.2.1 Have a wide service station nationwide to dispense the petroleum, oil, lubricants and other service requirements of the DOT-Region IV-B service vehicles following the terms and conditions set in the contract.
- 3.2.2 Have web-based program for data tracking or monitoring reflecting the monthly purchases in which the DOT point person will be given access.
- 3.2.3 Give free 24-Hour Towing Services and Roadside Assistance nationwide to all service vehicles enrolled in the card.

3.3 The Fuel Card Service Provider shall provide the DOT Region IV-B service vehicle a Vehicle Specific fuel card to contain the following:

- a. Card number
- b. Office Name
- c. Vehicle details (type of vehicle and vehicle plate number)
- d. Product restriction (type of fuel, lubricants, other services; allocation and frequency of services)
- e. Expiry date

3.4 The Product Restriction includes the following:

- a. Type of Fuel: Premium, Unleaded or Regular Gasoline, Diesel
- b. Lubricants: Motor/Engine Oil
Brake Fluid
ATF
Coolant
- c. Services: Engine Wash

3.5 Frequency of availment (Per Vehicle)

- a. Fuel: maximum fuel allocation per month is indicated in the fuel card
- b. Lubricants:
 - Motor/Engine Oil: monthly
 - Brake Fluid: once a year
 - ATF: every 40,000 km
 - Gear Oil: every 40,000 km
 - Coolant: every quarter
- c. Other Services
 - Engine Wash every quarter
 - Body Wash every month

3.6 Only the vehicle indicated in the fuel card shall be allowed to avail of the above products and services with the limitation categorically stated on therein.

3.7 The Fuel Card Service Provider shall be responsible to dispense and make available at all times and at all branches of its stations for the period of one (1) year under the terms and conditions most advantageous to the government the following estimated volume or quantity:

Total fuel allocation for one (1) year (based on allocation/service vehicle/month indicated in the fuel card):

- a. Gasoline: 2,340 liters more or less
- b. Diesel: 2,080 liters more or less

Lubricants requirements for one (1) year:

- a. Motor/Engine Oil: 56 liters
 - b. Brake Fluid: 2 liters
 - c. ATF: 10 liters
 - d. Gear Oil: 6 liters
 - e. Coolant: 4 liters
- Other Services requirement for one (1) year:
- a. Engine Wash and Under Chassis Wash: 4 times
 - b. Body Wash: 12 times

3.8 The Fuel Card Service Provider shall provide additional fuel card upon written request of the DOT Region IV-B under the same terms and conditions.

4.0 Responsibilities of the Fuel Card Service Provider

4.1 The service provider shall allow issuance of fuel products, lubricants and other services to DOT Region IV-B vehicles, enrolled/listed in the fuel card program, in all its branches.

4.2 The service station/branch shall load fuel only to the vehicle indicated in the fuel card (plate number, petroleum products i.e. gasoline or diesel) and no excess shall be allowed outside the maximum allocation.

4.3 A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn or other service station.

4.4 Ensure that the fuel card transaction slip accurately reflects any and all purchases charged to the fuel card.

6.0 Orientation on the Use of Fleet Cards

The Winning Bidder shall conduct an end user orientation on the use of fleet cards upon delivery.

7.0 Payment Scheme

Payment will be done on a monthly basis upon submission of the service provider of the statement of account/billing statement:

Payment computation shall be as follows:

Gross receipts total (i.e. including 12% VAT)	Pxxx,xxx.xx
Less: 1% EWT and 5% Final tax {Application of which shall be on the net Receipts total (i.e. gross less 12% VAT). A tax withheld certificate or tax credit will be credited on the service station provider}.....	XX,XXX.XX

NET PAYMENT Pxxx,xxx.xx

8.0 Duration of Contract

Contract duration will be for a period of one (1) year, within seven (7) days from receipt of Notice to Proceed, or upon consumption of the total budget allotted, whichever comes first.

9.0 Contact Person

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Created by Keith Blanche Calso Soriano

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