



SUPPLEMENTAL/BID BULLETIN NO. 2

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents for the **“Procurement of Fuel (Diesel/Gasoline) with a Fuel Card Technology/System for the Department of Tourism-Motor Vehicle for CY 2023 (2nd Posting) (DOT-BAC-IB NO. 2022-020)**, as follows:

I. Under Section VII. Technical Specifications

OLD PROVISION	NEW PROVISION
<p>III. Minimum Requirements</p> <ol style="list-style-type: none"> 1. The Service Provider shall have a web-based program for data tracking or monitoring reflecting the monthly purchases in which the DOT point personnel will be given access; 2. The Service Provider shall provide the DOT-CO with at least one (1) Administrative Fuel Card to be used and managed exclusively by DOT – General Services Division (GSD); 3. The Service Provider shall provide the DOT-CO service vehicle/s the specific fuel card/s containing the following information: <ol style="list-style-type: none"> a. Card Number b. Office Name c. Vehicle details (type of vehicle and plate/conduction sticker number) d. Product restriction (type of fuel, allocation and frequency of services) 4. The Service Provider shall provide additional fuel card upon written request from the DOT-CO under the same terms and conditions; 5. The Service Provider service station shall load fuel only to the motor vehicle indicated in the fuel card 	<p>III. Minimum Requirements</p> <ol style="list-style-type: none"> 1. The Service Provider shall have a web-based program for data tracking or monitoring reflecting the monthly purchases in which the DOT point personnel will be given access; 2. The Service Provider shall provide the DOT-CO with at least one (1) Administrative Fuel Card to be used and managed exclusively by DOT – General Services Division (GSD). <u>The use of administrative card shall be in accordance with the terms & conditions set by the provider;</u> 3. The Service Provider shall provide the DOT-CO service vehicle/s the specific fuel card/s containing the following information: <ol style="list-style-type: none"> a. Card Number b. Office Name c. Vehicle details (type of vehicle and plate/conduction sticker number) d. Product restriction (type of fuel, allocation and frequency of services) 4. The Service Provider shall provide additional fuel card upon written request from the DOT-CO under the same terms and conditions; 5. The Service Provider service station shall load fuel only to the motor vehicle indicated in the fuel card

<p>(plate/conduction sticker number, fuel etc.) and no excess shall be allowed outside the maximum allocation;</p> <p>6. A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn;</p> <p>7. The Service Provider shall issue accurate Statement of Account/Billing Statement consistent with the receipt/invoice issued by the service station, within one (1) day after the cut-off for processing of payment;</p> <p>8. The Service Provider shall conduct an end-user orientation on the use of Fuel Cards upon delivery. The orientation schedule shall be coordinated with the General Services Division;</p> <p>9. The Service Provider shall ensure that the fuel card transaction slip/s accurately reflect/s the fuel consumption per fuel card; and</p> <p>10. The payment shall be processed upon receipt of the Service Provider's Statement of Account/Billing Statement on a monthly basis.</p>	<p>(plate/conduction sticker number, fuel etc.) and no excess shall be allowed outside the maximum allocation;</p> <p>6. A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn;</p> <p>7. The Service Provider shall issue accurate Statement of Account/Billing Statement consistent with the receipt/invoice issued by the service station, within one <u>four (4) days</u> after the cut-off for processing of payment;</p> <p>8. The Service Provider shall conduct an end-user orientation on the use of Fuel Cards upon delivery. The orientation schedule shall be coordinated with the General Services Division;</p> <p>9. The Service Provider shall ensure that the fuel card transaction slip/s accurately reflect/s the fuel consumption per fuel card; and</p> <p>10. The payment shall be processed upon receipt of the Service Provider's Statement of Account/Billing Statement on a monthly basis.</p>
---	---

All unamended portions of the Bidding Documents shall remain the same.

This Supplemental/Bid Bulletin shall form an integral part of the Bidding Documents.

For the guidance and information of all concerned.


ASEC. REYNALDO L. CHING
 Chairperson, Bids and Awards Committee
 Department of Tourism

03 January 2023