

**Procurement of Fuel, Lubricants, and Other Services for
DOT Vehicles thru a Fleet Card Program**

The Supplier shall provide the fuel, lubricants, and other services requirements of DOT Central Office using the fuel card technology.

Item No.	Particulars	Total Fuel Allocation for 1 year (based on allocation/service vehicle per month indicated in the fuel card)
1	Gasoline	26,400 liters, more or less
2	Diesel	102,000 liters, more or less
3	Motor/Engine Oil	600 liters
4	Brake Fluid	300 liters
5	ATF	300 liters
6	Coolant	200 liters
7	Engine wash and under chassis wash	200 times

Contract Duration:

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

Payment Scheme:

- Payment will be done on a monthly basis upon submission of the Supplier's (Service Provider) Statement of Account (SOA)/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 will be on the net receipts totals (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**

- Processing of Statement of Account usually takes two (2) weeks. The certificate of tax withheld is available at the Accounting Division after the 10th day of each month.

Other Terms and Conditions:

1. Bidders shall provide correct and accurate information required in this form.
2. The BAC shall recommend award of contract to the Head of the Procuring Entity

(HoPE) or her duly authorized representative in favor of the Supplier determined to have the Single or Lowest Calculated Responsive Quotation (S/LCRQ).

3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. All quotations exceeding the approved budget for the contract shall be automatically rejected.
6. Any erasures or overwriting shall be valid only if there are properly signed by you or your duly authorized representatives.
7. Payment shall be made within 15-30 days upon receipt of the Billing Statement, on a bank-to-bank basis.
8. All particulars relative to the eligibility, bidding, evaluation of bids and award of contract shall be governed by the applicable provisions of R.A 9184, otherwise known as the "Government Procurement Reform Act" (GPRA), and its 2016 Revised IRR.

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____ Date: _____

TECHNICAL SPECIFICATIONS

DOT's Specifications	Bidder's Statement of Compliance to the Specifications
<p>Scope of Services:</p> <ol style="list-style-type: none"> 1. The Supplier shall provide the fuel, lubricants and other services requirements of DOT-Central Office using the fuel card technology. It must ensure that the fuel card technology is protected from duplication or hacking. 2. The Supplier must: <ol style="list-style-type: none"> a) Have a wide service station network nationwide to dispense the fuel, lubricants and other service requirements of the DOT-Central Office service vehicles following the terms and conditions set in the contract. b) Have a web-based program for data tracking or monitoring reflecting the monthly purchases in which the DOT point person will be given access. c) Give free 24-Hour Towing Services and Roadside Assistance nationwide to all service vehicles enrolled in the fuel card. 3. The Supplier shall provide the DOT-Central Office service vehicles a Vehicle Specific fuel card to contain the following: <ol style="list-style-type: none"> 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 4. The Product Restriction includes the following: <ol style="list-style-type: none"> a) Type of Fuel: Premium, Unleaded or Regular Gasoline, Diesel b) Lubricants: Motor/Engine oil, Brake Fluid, ATF, Coolant 	<p>Detailed Specifications:</p>

DOT's Specifications	Bidder's Statement of Compliance to the Specifications
<p>c) Services: Engine wash/under chassis wash</p> <p>5. Frequency of Availment (Per Vehicle)</p> <p>a) Fuel: maximum fuel allocation per month is indicated in the fuel card</p> <p>b) Lubricants:</p> <ul style="list-style-type: none"> - Motor/Engine Oil: monthly - Brake Fluid: every two (2) months - ATF: every two (2) months - Coolant: every quarter <p>c) Other Services:</p> <ul style="list-style-type: none"> - Engine Wash and Under Chassis Wash: every quarter <p>6. Only the vehicle indicated in the fuel card shall be allowed to avail of the above products and services with the limitations categorically stated on therein.</p> <p>7. The Supplier shall be responsible to dispense and make available at all times and at all branches of its stations for a period of one (1) year under the terms and conditions most advantageous to the government the following estimated volume or quantity.</p> <p>The fuel allocation for one (1) year (based on allocation/service vehicle/month indicated in the fuel card):</p> <p>a) Gasoline: 26,400 liters more or less</p> <p>b) Diesel: 102,000 liters more or less</p> <p>Lubricants requirements for one (1) year:</p> <p>a) Motor/Engine Oil: 600 liters</p> <p>b) Brake Fluid: 300 liters</p> <p>c) ATF: 300 liters</p> <p>d) Coolant: 200 liters</p> <p>Other service requirements for one (1) year:</p> <p>a) Engine wash and under chassis wash: 200 times</p> <p>8. The Supplier shall provide additional fuel</p>	

DOT's Specifications	Bidder's Statement of Compliance to the Specifications
card upon written request of the DOT-Central Office under the same terms and conditions.	
<p>Responsibilities of the Supplier:</p> <ol style="list-style-type: none"> 1. The Supplier shall allow issuance of fuel products, lubricants and other services to DOT- Central Office vehicles, enrolled/listed in the fuel card program, in all of its branches. 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. 3. A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn or other services are given. 4. The Statement of Account should be accurate with the receipt/invoice issued by the service station. 5. Ensure that the fuel card transaction slip accurately reflects any and all purchases charged to the fuel card. 	
<p>Orientation on the Use of Fleet Cards</p> <p>The awarded Supplier shall conduct an End-user orientation on the use of Fleet cards upon delivery.</p>	

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____ Date: _____

Price Proposal Form

Date: _____

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Item No.	Particulars	Quantity	Unit Price (in Phil Peso)	Total Price (in Phil Peso)
1	Gasoline	26,400 liters, more or less		
2	Diesel	102,000 liters, more or less		
3	Motor/Engine Oil	600 liters		
4	Brake Fluid	300 liters		
5	ATF	300 liters		
6	Coolant	200 liters		
7	Engine wash and under chassis wash	200 times		

*Supplier must indicate discounts, if any.

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

DOCUMENTARY REQUIREMENTS

To ensure that the DOT negotiates the contract with a technically, legally, and financially capable supplier, the prospective supplier/service provider must submit the following documents together with the Schedule of Requirements, Technical Specifications, and Price Quotation Forms, to wit:

1. Registration Certificate from Security and Exchange Commission (SEC) for Corporations, Department of Trade and Industry (DTI) for Sole Proprietorships or Cooperative Development Authority (CDA) for Cooperatives;
2. Valid Mayor's/ Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones (EEZ) or Areas.

In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted prior to award of the contract

3. Valid Tax Clearance per EO No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and

OR

If the prospective bidder is already registered in the **PhilGEPS under Platinum category**, their Certificate Registration and Membership in lieu of their uploaded file of Class "A" Documents must be submitted, or a combination thereof.

****In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a requirement for to be submitted together with the submission of the Best and Final Offer.****

4. Statement of all ongoing and completed government and private contracts within the last three (3) years prior to the deadline for the submission and receipt of bids including contracts awarded but not yet started, if any; (Annex "A")
5. Statement identifying the bidder's single largest completed contract similar to the contract to be bid within the last three (3) years from the date of submission and receipt of bids equivalent to at least fifty percent (50%) of the ABC; (Annex "B")
6. NFCC computation with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank; (Annex "C")

Note: The NFCC must be at least equal to the ABC to be bid.

7. Bid Security shall be in the form of a Bid Securing Declaration (see attached Sample Form), or any of the following forms and amounts: (Annex "D")
 - a. The amount not less than two percent (2%) or PhP 84,000.00, if bid security is in the form of cash, cashier's/ manager's check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; or
 - b. The amount not less than five percent (5%) or PhP 210,000.00, if the bid security is in the form of a Surety Bond.
8. Omnibus Sworn statement by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB (See attached template). (Annex "E")

NOTE: All documents shall be current and updated and any missing document in the above mentioned documentary requirements is a ground for outright rejection of the bid. Bidder shall submit one (1) original and six (6) photocopies of the first and second components of its bid in sealed envelope.

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the above-mentioned checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.

***Refer to Annexes for Sample Forms.

