

TERMS OF REFERENCE

PROCUREMENT OF FUEL, LUBRICANTS AND OTHER SERVICES WITH A FUEL CARD SYSTEM FOR DEPARTMENT OF TOURISM (DOT) CENTRAL OFFICE VEHICLES

1.0 Rationale

The Department of Tourism (DOT) -Central Office, through the Bids and Awards Committee (BAC) -will undertake the Procurement of the Fuel Card Program for gasoline, diesel, lubricants and other services for service vehicles of the DOT-Central Office using the fuel card technology. This is a major operational requirement essential for the delivery of services to the Departments' stakeholders. The DOT has 32 service vehicles which includes (31) light vehicles and one (1) 45-seater bus: fourteen (14) using gasoline fuel and eighteen (18) using diesel fuel, consuming around 2,440 liters of gasoline and 3,740 liters of diesel per month. Attached as "Annex A" is the list of service vehicles. Aside from fuel supply, the fuel card program, shall likewise cover and include other products/services such as motor/ engine oil, brake fluid, ATF, and coolant.

2.0 Objectives

The main objective of the Fuel Card System is to provide the DOT-Central Office vehicle end-users and drivers with an efficient, secured, convenient, continuous and steady supply of petroleum products and related services, which must be economically manageable.

3.0 Scope of Service

3.1 The Fuel Card Service Provider shall provide the fuel, lubricants and other related 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.

3.2 The Fuel Card Service Provider must:

- 3.2.1. 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. For this purpose, the service provider must submit a list of all its service stations nationwide that accepts or implements the fuel card system.
- 3.2.2 Have an online tracking/monitoring system 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 fuel card.
- 3.2.4 Provide the DOT with one (1) Admin Fuel Card to be used and managed exclusively by DOT – General Service Division.

3.3 The Fuel Card Service Provider shall provide the DOT-Central Office service vehicles a Vehicle Specific fuel card to contain the following information:

- 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)

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

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 : every two (2) months
- ATF : every two (2) months
- Coolant : every quarter

3.6 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.

3.7 The Fuel Card Service Provider shall be responsible to dispense and make available at all times and at all the service stations, from the issuance of Notice to Proceed (1 June 2021) until 31 December 2021.

The following are the total estimated fuel volume allocation for six (6) months based on service vehicle allocation per month as indicated in the fuel card:

- a. Gasoline : 17,080 liters more or less
- b. Diesel : 26,180 liters more or less

The estimated quantity of Lubricant requirements for six (6) months are:

- a. Motor/Engine Oil : 390 liters
- b. Brake Fluid : 180 liters
- c. ATF : 180 liters
- d. Coolant : 142 liters

3.8 The Fuel Card Service Provider shall provide additional fuel card upon written request of the DOT-Central Office 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- Central Office vehicles, enrolled/listed in the fuel card program.

4.2 The service station 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 services are given.

4.4 The Statement of Account should be accurate with the receipt/invoice issued by the service station.

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

5.0 Funding for the Project

The Approved Budget for the Contract (ABC) is **Two Million Three Hundred Eighty-Two Thousand Eight Hundred Forty-Three Pesos and 20/100 (Php2,382,843.20)**, for a contract duration of seven (7) months (1 June to 31 December 2021), inclusive of all applicable taxes

Source of funds: ASPM-GAE for FY 2021

6.0 Orientation on the Use of Fuel Cards

The Winning Bidder 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.


7.0 Payment Scheme

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

8.0 Duration of Contract

1 June 2021 to 31 December 2021

9.0 Contact Person:



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