

**Procurement of Fuel (Diesel/Gasoline) with a Fuel Card
Technology/System for the Department of Tourism-Motor Vehicle for CY
2023**

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 the Duration (based on allocation/service vehicle per month indicated in the fuel card)
1	Gasoline	9,822.48 liters more or less
2	Diesel	24,239.68 liters more or less

Contract Duration:

Contract duration will be for the period May – December 2023 (8 Months)

Payment Scheme:

- Payment will be done on a monthly basis upon submission of the Supplier’s (Service Provider) Statement of Account (SOA)/Billing Statement

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” (GPRRA), 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>Qualifications of the Service Provider:</p> <ol style="list-style-type: none"> 1. The Service Provider must have a wide service station network nationwide to dispense the fuel requirements of DOT-CO following the terms and conditions set in the contract; 2. The Service Provider to submit a list of all its service stations nationwide that accept or implement the fuel card system; and 3. The Service Provider must be PhilGEPS Registered. 	<p>Detailed Specifications:</p>
<p>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). The use of administrative card shall be in accordance with the terms & conditions set by the provider; 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) 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 (plate/conduction sticker number, fuel etc.) and no excess shall be allowed outside the maximum 	

DOT's Specifications	Bidder's Statement of Compliance to the Specifications
<p>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 four (4) days 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>	

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____ Date: _____

Price Proposal Form

Date: _____

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

Item No.	Particulars	Quantity	Unit Price (in Phil Peso)	Total Price (in Phil Peso)
1	Gasoline	9,822.48 liters more or less		
2	Diesel	24,239.68 liters more or less		

*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:

Legal Documents

- a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

Technical Documents

- b. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid **(Annex "A"); and**
 - c. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents **(Annex "B"); and**
 - d. 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.
 - e. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration **(Annex "D");**
and
 - f. Original duly signed Omnibus Sworn Statement (OSS) **(Annex "E");**
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
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