



## SUPPLEMENTAL/BID BULLETIN NO. 1

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 2025 (DOT-BAC IB NO. 2024-031)**, as follows:

### ***I. Under Section VII. Technical Specifications***

<b>OLD PROVISION</b>	<b>NEW PROVISION</b>
<p><b>IV. Duties and Responsibilities of the Service Provider (Minimum Requirements)</b></p> <ol style="list-style-type: none"> <li>1. Have a web-based program for data tracking or monitoring reflecting the monthly purchases in which the DOT point personnel will be given access;</li> <li>2. The Service Provider shall provide towing services in the amount not exceeding Five Thousand Pesos (PhP5,000.00).</li> <li>3. The Service Provider shall provide the DOT-CO with at least one (1) Admin Fuel Card to be used and managed exclusively by DOT – General Services Division (GSD);</li> <li>4. The Service Provider shall provide the DOT-CO service vehicle the specific fuel card to contain the following information:               <ol style="list-style-type: none"> <li>a. Card Number</li> <li>b. Office Name</li> <li>c. Vehicle details (type of vehicle and plate/conduction sticker number)</li> <li>d. Product restriction (type of fuel, allocation and frequency of services).</li> </ol> </li> <li>5. The Service Provider shall provide also lubricants in the fuel card service.</li> <li>6. The Service Provider shall provide additional fuel card upon written request from the DOT-CO under the same terms and conditions;</li> <li>7. The Service Provider service station shall load fuel only to the motor vehicle indicated in the fuel card (plate/conduction sticker number, fuel</li> </ol>	<p><b>V. Duties and Responsibilities of the Service Provider (Minimum Requirements)</b></p> <ol style="list-style-type: none"> <li>1. Have a web-based program for data tracking or monitoring reflecting the monthly purchases in which the DOT point personnel will be given access;</li> <li><del>2. The Service Provider shall provide towing services in the amount not exceeding Five Thousand Pesos (PhP5,000.00).</del></li> <li>3. The Service Provider shall provide the DOT-CO with at least one (1) Admin Fuel Card to be used and managed exclusively by DOT – General Services Division (GSD);</li> <li>4. The Service Provider shall provide the DOT-CO service vehicle the specific fuel card to contain the following information:               <ol style="list-style-type: none"> <li>e. Card Number</li> <li>f. Office Name</li> <li>g. Vehicle details (type of vehicle and plate/conduction sticker number)</li> <li>h. Product restriction (type of fuel, allocation and frequency of services).</li> </ol> </li> <li>5. The Service Provider shall provide also lubricants in the fuel card service.</li> <li>6. The Service Provider shall provide additional fuel card upon written request from the DOT-CO under the same terms and conditions;</li> <li>7. The Service Provider service station shall load fuel only to the motor vehicle indicated in the fuel card (plate/conduction sticker number, fuel</li> </ol>



<p>etc.) and no excess shall be allowed outside the maximum allocation;</p> <p>8. A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn;</p> <p>9. The Statement of Account should be accurate with the receipt/invoice issued by the service station;</p> <p>10. 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>11. Ensure that the fuel card transaction slip accurately reflects the fuel consumption per fuel card; and</p> <p>The Payment shall be process upon receipt of the service provider Billing/Statement Billing on a monthly basis.</p>	<p>etc.) and no excess shall be allowed outside the maximum allocation;</p> <p>8. A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn;</p> <p>9. The Statement of Account should be accurate with the receipt/invoice issued by the service station;</p> <p>10. 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>11. Ensure that the fuel card transaction slip accurately reflects the fuel consumption per fuel card; and</p> <p>The Payment shall be process upon receipt of the service provider Billing/Statement Billing on a monthly basis.</p>
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All unamended portions of the Bidding Documents shall remain the same.

Please be advised that the **deadline of submission** and **opening of bids** will be on **12 November 2024 at 9:00 a.m. and 10:00 a.m.**, respectively.

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

For the guidance and information of all concerned.

(Original Signed)  
**USEC. FERDINAND C. JUMAPAO**  
 BAC Chairperson

