

TERMS OF REFERENCE

PROCUREMENT OF GASOLINE, DIESEL FUELS, LUBRICANTS AND OTHER SERVICES (FUEL CARD PROGRAM) FOR THE DEPARTMENT OF TOURISM CENTRAL OFFICE FLEET OF VEHICLES

1.0 Rationale

The Department of Tourism (DOT) –Central Office, through the Bids and Awards Committee (BAC) –will undertake the Negotiated 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: 15 using gasoline fuel and 17 using diesel fuel, consuming around 2,200 liters of gasoline and 8,500 liters of diesel per month. Convertibly, the DOT consumes 26,400 liters of gasoline and 102,000 liters of diesel annually. 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, coolant, engine wash and under chassis wash.

2.0 Objectives

The main objective of the Fuel Card Program 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 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 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.

3.2.2 Have a web-based program for data tracking or monitoring 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.

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

- 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

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
- c. Services : Engine Wash/ Under Chassis Wash

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
- c. Other Services
 - Engine Wash and Under Chassis Wash : 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 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:

Total fuel allocation for one (1) year (based on allocation/service vehicle/month indicated in the fuel card):

- a. Gasoline : 26,400 liters more or less
- b. Diesel : 102,000 liters more or less

Lubricants requirements for one (1) year:

- a. Motor/Engine Oil : 600 liters
- b. Brake Fluid : 300 liters
- c. ATF : 300 liters
- d. Coolant : 200 liters

Other Services requirements for one (1) year:

- a. Engine Wash and Under Chassis Wash : 200 times

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, in all of its branches.
- 4.2 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.
- 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 cost for the procurement of gasoline/diesel fuels, lubricants and other services including annual administrative services is estimated at *Php 4,200,00.00* for one (1) year, inclusive of 12% VAT.

6.0 Orientation on the Use of Fleet Cards

The Winning Bidder shall conduct an end user orientation on the use of fleet cards upon delivery.

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.

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.

8.0 Duration of Contract

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

9.0 Contact Person

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ANNEX A

Department of Tourism- List of Motor Vehicles