**REPUBLIC OF THE PHILIPPINES  
PHILIPPINE RURAL DEVELOPMENT PROJECT**

**Fleet Card System**  
For the Procurement of Fuel for the Philippine Rural Development Project – National Project Coordination Office (NPCO)

**TERMS OF REFERENCE**

1. **Rationale**

The Philippine Rural Development Project – National Project Coordination Office (NPCO) intends to bid the Fleet Card System for the fuel requirements for the vehicles of PRDP – National Project Coordination Office (NPCO). This is a major operational requirement essential for the delivery of services to the project.

The PRDP-NPCO has a total of Eleven (11) service vehicles: two (2) using gasoline fuel and nine (9) using diesel fuel. Attached as Annex “A” is the list of service vehicles.

1. **Objectives**

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

1. **Features of the Fleet Card System**

3.1 The Fleet Card Service Provider shall provide the fuel requirements of PRDP-NPCO using the fleet card technology. It must ensure that the fleet card technology is protected from duplication or hacking.

* 1. The Fleet Card Service Provider must have a wide service station network within the vicinity of Quezon City and all of its branches are available at all times to dispense fuel to PRDP-NPCO vehicles following the terms and conditions set in the contract.

3.3 The Fleet Card Service Provider shall provide PRDP-NPCO the Vehicle Specific fleet card to contain the following:

1. Vehicle details such as the vehicle plate.
2. Product restriction (type of fuel)
3. Company name
4. Date of Purchase
5. Expiry date

3.4 The Product Restriction includes the following:

a. Type of Fuel: Diesel or Gasoline

3.5 The maximum allocation per month per vehicle shall be indicated in the fleet card which shall not exceed to Twelve Thousand Pesos (PhP12,000.00).

3.6  Only the vehicle indicated on the fleet card shall be allowed to avail of the above products and services with the limitations categorically stated therein.

3.7 The Fleet Card Service Provider shall be responsible to dispense and make available at all times at all branches of its stations under the terms and conditions most advantageous to the government the following estimated volume or quantity:

Total fuel allocation for contract duration (based on allocation/service vehicle/month indicated in the fleet card)[[1]](#footnote-1):

a. Gasoline vehicle : 2,852.61 liters

b. Diesel vehicle : 439.08 liters

3.8 The fleet Card has magnetic strips that allows the buyer to increase / decrease the card limit/s without surrendering the card. After 24 hours of request, adjusted credit limit/s will be in effect.

**4.0 Responsibilities of the Fleet Card Service Provider**

4.1 The service station/branch shall load fuel only to the vehicle indicated in the fleet card (plate number, petroleum products i.e., gasoline or diesel) and no excess shall be allowed outside the maximum allocation.

4.2 A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn.

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

4.4 Ensure that the fleet card transaction slip accurately reflects any and all purchases charged to the fleet card.

4.5 In the event of loss, the service provider will replace the card upon request. However, the Buyer will inform the service provider to deactivate / cancel the lost requirements.

4.6 The winning bidder is required to provide the fleet cards in 20 days from the date of the signing of the contract.

4.8 The winning bidder shall also issue Admin Cards which is non-specific and can be used by any vehicle.

**5.0 Funding for the Project**

The cost for the procurement of gasoline/diesel fuels is estimated at One Million Five Hundred Eighty Four Thousand Pesos (PhP 1,584,000.00) for 12 months, inclusive of 12% VAT.

**6.0 Evaluation of Bids**

Considering the pump prices of fuels to be volatile, prospective bidders will be evaluated using the following criteria:

6.1 Bidders must satisfy the above-mentioned requirements.

6.2 Bidders must agree on the mode and computation of payment being implemented as indicated below.

6.3 Bid price

The basis for the bid prices for gasoline and diesel must be within the range of the prevailing retail prices of petroleum products in metro manila in the latest or most recent report posted in the Department of Energy (DOE) website. The lasted or most recent report posted in the DOE website shall be understood to mean as the last report posted seven (7) calendar days prior to the deadline of submission of request for quotation

**7.0 Inspection and Testing**

It is recommended to conduct a testing and/or inspection of the fleet cards to be delivered by the winning bidder. The PRDP NPCO will conduct a testing of the fleet cards upon post-qualification at the PRDP NPCO in order to establish compliance to the technical specifications as stated in the Terms of Reference. The Supplier shall bring the necessary equipment for the inspection and/or testing.

**8.0 Payment Scheme**

Supplier shall provide the billing statement and submit it to the Buyer (PRDP NPCO) every 15th of the month and the actual payment shall be done on the 20th of the month.

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

**9.0 Duration of Contract**

Contract duration will be for a period of **Twelve (12) months** which will start upon receipt of the Notice To Proceed by the service provider.

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1. Due to Price Fluctation of Fuel, computation based from the amount per month provided by the supplier (PhP12,000.00) multiply by the Unit Price as of April 21, 2017 based from <https://www.doe.gov.ph/oil-monitor> with 20% adjustment price to cover volatile prices of fuel and location. [↑](#footnote-ref-1)