



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



Certificate Number: AJA15-0048

TERMS OF REFERENCE

PROJECT: PROCUREMENT OF FUEL (GASOLINE AND DIESEL) AND OIL/LUBRICANT THROUGH FLEET CARD OF THE DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE) MOTOR VEHICLES FOR ONE YEAR

OWNER: DEPARTMENT OF LABOR AND EMPLOYMENT

LOCATION: INTRAMUROS, MANILA

APPROVED BUDGET FOR THE CONTRACT: P2,295,000.00

The Department of Labor and Employment (DOLE) desires to engage the services of a credit facility from a petroleum company to provide fuel (gasoline and diesel) and oil/lubricant for their motor vehicles for one (1) year.

The credit facility will help control the fuel consumption of the motor vehicles of the Department based on the limits provided by existing government accounting and auditing rules and likewise lessen the administrative work which translates to a more efficient and effective service to DOLE Officials and Employees.

GENERAL CONDITIONS:

1. The SUPPLIER shall:
 - 1.1 provides systematized access to fuel and oil/lubricant;
 - 1.2 have a wide service gasoline stations nationwide;
 - 1.3 provides operator or vehicle card/s or its equivalent with the following security features based on the requirement of DOLE:
 - 1.3.1 microchip based technology
 - 1.3.2 with the name of DOLE, type of vehicle and plate number embossed on each card
 - 1.3.3 purchase limits
 - 1.3.4 vehicle-specific (one card-line vehicle)
 - 1.3.5 must be protected from duplication and hacking
 - 1.3.6 deactivated and/or cancellation of card in case of loss
 - 1.3.7 PIN system
 - 1.4 have the capability of an offline system that does not rely on a server connection for every transaction;

- 1.5 be flexible enough in setting the monthly limits, daily limits, transaction limits, either in pesos or in liters as requested by DOLE;
- 1.6. have an added precaution feature such as the frequently limit, which control the number of times the card can gas up per day;
- 1.7 have a web-based or mobile application in order to block, monitor fuel consumption, spending, set transaction limits, alerts, and customize reports. (preferably)
- 1.8 in case of loss, deactivate the fleet card immediately upon advise from DOLE;
- 1.9 submit monthly billing based on **actual consumption and pump price** for payment including transaction details such as odometer reading, vehicle plate number, time of transaction, amount/liters consumed and other related data;
- 1.10 issue official receipt or any proof of transaction for every request made;
- 1.11 provide 24 hours assistance/customer service;
- 1.12 provide free membership and other fees; and
- 1.13 free 24 hour towing and roadside assistance;

2. The DOLE:

- 2.1 shall provide the list of vehicles and its consumption limits (Annex A);
- 2.2 may increase or decrease the number of fleet cards through a written request from DOLE;
- 2.3 shall pay the actual fuel consumption for the month within 30 calendar days from receipt of billing statement supported with detailed sales invoice or proof of transaction;

CONTRACT PERIOD:

One (1) year starting from the receipt of Notice to Proceed (NTP).

DELIVERY OF FLEET CARDS:

Thirty (30) days from the receipt of NTP.

DOCUMENTARY REQUIREMENTS:


- Authority of Signatory/Secretary's Certificate
- Philgeps Certificate of Registration under Platinum Category
- Statement of all its ongoing and completed government and private contracts, including contracts awarded but not yet started
- Statement of Single Largest Completed Contract similar to the contract to be bid
- NFCC computation duly signed or a committed Line of Credit from a universal or commercial bank.
- Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners, if applicable

- Bid Security
- Statement of Compliance with the Schedule of Requirements
- Statement of Compliance to Technical Specifications
- Notarized Omnibus Sworn Statement

BUDGETARY REQUIREMENTS:

**TWO MILLION TWO HUNDRED NINETY-FIVE THOUSAND PESOS
(P2,295,000.00)**

Prepared by:


LILY PEARL L. GUERRERO
OIC-Director
Administrative Service

Certified Funds Available

*P2,295,000.
to be sourced from
the 2021 GAA*


RICHELDA L. BALLADA
Chief, Accounting Division - FMS

Recommending Approval:


RENATO L. EBARLE
Undersecretary

Approved by:


SILVESTRE H. BELLO III
Secretary