

**TERMS OF REFERENCE FOR THE PROCUREMENT OF FUEL,
LUBRICANTS, AND OTHER SERVICES UNDER A FLEET CARD
PROGRAM FOR MOTOR VEHICLES OF THE PRESIDENTIAL
COMMISSION ON GOOD GOVERNMENT (PCGG) FOR FY 2024**

1.0 Rationale

The Presidential Commission on Good Government (PCGG) through its Bids and Awards Committee (BAC) will undertake the procurement by way of public bidding for the supply of fuel, lubricants and other services for its motor vehicles using the fuel card technology, as follows:

ITEM NO.	VEHICLE DESCRIPTION	Plate Number	Engine Displacement (cc)	Fuel
1	2023 Toyota Innova	Z5V660	2.8	Diesel
2	2023 Toyota Innova	Z5O206	2.8	Diesel
3	2023 Toyota Innova	Z6E535	2.8	Diesel
4	2022 Toyota Innova	S8U417	2.8	Diesel
5	2022 Toyota Innova	S9O995	2.8	Diesel
6	2022 Toyota Innova	S9S936	2.8	Diesel
7	2017 Toyota Innova	CS-AOA232 / ABP-1099	2	Gas
8	2017 Toyota Innova	CS-WA5051 / ABP-1100	2	Gas
9	2009 Toyota Fortuner	SLA 780 / WVO 480	2.5	Diesel
10	2009 Toyota Innova	SLA 770	2.5	Diesel
11	2009 Toyota Innova	SLA 790	2.5	Diesel
12	2009 Toyota Innova	SKS 186	2.5	Diesel
13	2007 Toyota Altis	SKL 569	1.6	Gas
14	2007 Toyota Innova	SKL 559	2.5	Gas
15	2007 Hyundai Starex (GP)	SKL 534 / ABE 1040	3.8	Diesel
16	2002 Isuzu Crosswind	SGH 931	2.5	Diesel
17	1996 Toyota Hi-lux	SFP-110	3.4	Diesel
18	2006 Mitsubishi Adventure	SHS-649	2	Gas
19	2006 Mitsubishi L-300	SHS-778	2.5	Diesel

2.0 Objective

The objective of the fuel card program is to provide the end-users and drivers of PCGG motor vehicles with efficient, secured, convenient, continuous and steady supply of petroleum products and services that are economically manageable.

3.0 Scope of Services

3.1 The fuel card service provider shall provide the fuel, lubricants and other service requirements of the PCGG using the fuel card technology. It must ensure that the fuel card technology is protected from duplication or hacking.

3.2 The fuel card supplier must:

3.2.1 Have a wide service station network nationwide with most of its branches located in key cities and municipalities with 24-hours availability to dispense fuel, lubricants and other service requirements of the PCGG following the terms and conditions set forth in the contract.

3.2.2 Have a web-based program for data tracking or monitoring reflecting the monthly purchases accessible by the PCGG point person.

3.2.3 Gives free 24-hour towing services and roadside assistance nationwide to all PCGG motor vehicles enrolled in the fuel card program.

3.3 The fuel card service provide shall provide the enrolled PCGG motor vehicles a Vehicle Specific Fuel Card containing the following information:

3.3.1 Card Number

3.3.2 Office Name

3.3.3 Vehicle Details (type and plate number)

3.3.4 Product restriction (type of fuel, lubricants, other services, allocation and frequency of services)

3.3.5 Expiry Date

3.4 The product restriction shall include the following:

3.4.1 Type of Fuel: premium, unleaded or regular gasoline, diesel

3.4.2 Oil: motor oil, flushing oil, and transmission oil

3.4.3 Lubricants: motor/engine oil, brake fluid, coolant, ATF

3.4.4 Oil filters

3.5 Frequency of Availment per Vehicle

3.5.1 Fuel: maximum fuel allocation per month is indicated in the card

3.5.2 Lubricants:

Motor Oil	:	quarterly
Brake Fluid	:	quarterly
ATF	:	quarterly
Coolant	:	quarterly

3.5.3 Other Services:

Engine Wash and Under Chassis Wash: quarterly

3.6 Only the vehicles enrolled in the fuel card program shall be allowed to avail the above products and services with the limitations categorically stated therein.

3.7 The fuel card service provider shall be responsible to dispense and make available at all times and at all of its branches/stations for a period of one (1) year under the terms and conditions most advantageous to the government the following estimated volume or quantity:

Estimated total fuel (gasoline and diesel) and lubricants allocations for one (1) year is:

3.7.1 Gasoline : 7,500 liters, more or less

3.7.2 Diesel : 19,000 liters, more or less

Lubricants requirements for one (1) year:

3.7.3 Motor oil

a.	Diesel	: 150 liters
b.	Gasoline	: 30 liters

3.7.4 Flushing Oil : 30 liters

3.7.5 Transmission Oil : 48 liters

3.7.6 Brake Fluid (500 ml): 30 pcs.

3.7.7 Coolant : 30 liters

3.7.8 Oil filter

a.	Diesel	: 20 pcs.
b.	Gasoline	: 8 pcs.

3.7.9 Other Services requirements for one (1) year

a.	Engine Wash and Under Chassis Wash	: 30 times
b.	Change Oil	: 30 times

- 3.8 The fuel card service provider shall provide additional fuel card upon written request by the PCGG under the same terms and conditions.

4.0 Responsibilities of the Fuel Card Service Provider

- 4.1 Allow issuance of fuel products, lubricants and other services to PCGG motor vehicles enrolled in the fuel card program, in all of its branches/stations.
- 4.2 Load fuel only to the vehicle indicated in the fuel card and no excess shall be allowed outside the maximum allocation, except when there is prior written approval from the PCGG.
- 4.3 Issue transaction slip/receipt/invoice every time fuel is withdrawn or other services are rendered.
- 4.4 The statement of account should be accurate and supported with receipt/invoice issued by the concerned service station.
- 4.5 Ensure that the fuel card transaction slip accurately reflects any and all purchases charged to the fuel fleet card.

5.0 Approved Budget for the Contract

The cost for the procurement of fuel, lubricants and other services for PCGG motor vehicles is estimated at **ONE MILLION EIGHT HUNDRED FORTY EIGHT THOUSAND PESOS (Php 1,848,000.00)** for one (1) year, inclusive of the 12% VAT and other taxes and duties. This shall be the Approved Budget for the Contract (ABC).

6.0 Orientation on the Use of Fleet Card

The winning bidder shall conduct an end-user orientation on the use of its fleet cards.

7.0 Payment Scheme

The payment shall be done on a monthly basis upon submission by the fuel card service provider of the statement of account/billing statement with complete supporting documents. Its computation shall be as follows:

Gross Receipt Total (including 12% VAT) Php xxxxxx
Less: 1%EWT and 5% Final Tax
{application of which shall be on the
Net receipts total (i.e. gross less 12% VAT).
A tax withheld certificate or tax credit shall

Be credited to the service station provider}..... XXXXXX
Net Payment Php XXXXXX

Payment on fuel shall be based on the prevailing retail pump price at the time of withdrawal, while payment on oil, lubricants and labor cost shall be based on the fixed unit bid price, subject to actual volume consumed and services rendered.

8.0 Period of Contract

The period of contract shall be from **01 January 2024 to 31 December 2024.**

9.0 Right to Reject

PCGG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract pursuant to Section 41 of the 2016 Revised IRR of RA 9184.

APPROVED and ADOPTED this 14th day of September 2023.

THE BIDS AND AWARDS COMMITTEE:

DIR. ROMULO A. SIAZON

Chairperson

ATTY. ROSALINE O. ESCOBAR

Vice-Chairperson

DIR. JOHN SHERWIN JAO

Member

OIC- DIR. STEVE M. ALCANTARA

Member

RAQUEL S. BUNAG

Member

RANDY Z. SOSA

Member