

**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 2025**

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:

NO.	VEHICLE MAKE/MODEL	PLATE NUMBER
1	Toyota Innova/2007	SKL 569
2	Mitsubishi Adventure/2006	SHS 649
3	Toyota Hilux/2003	SFP 110
4	Toyota Fortuner/2009	SLA 780 (WVO 480)
5	Toyota Innova/2009	SLA 770
6	Toyota Innova/2009	SLA 790
7	Toyota Innova/2009	SKS 186
8	Toyota Innova/2017	WA 5051 (ABP 1100)
9	Toyota Innova/2017	AOA 232 (ABP 1099)
10	Toyota Innova/2022	S8U 417
11	Toyota Innova/2022	S90 995
12	Toyota Innova/2022	S96 936
13	Toyota Innova/2023	Z50 206

14	Toyota Innova/2023	Z5V 660
15	Toyota Innova/2023	Z6E 535
16	Toyota Fortuner/2023	SND 1678
17	Toyota Innova 2.8 XE/2025	No plate number yet/Conduction Sticker No. QU090A
18	Toyota Vios 1.5 G/2024	No plate number yet/Conduction Sticker No. JW532A

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 provider 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 : 60,000 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 its branches/stations.
- 4.2 Load fuel only to the vehicle indicated in the fuel card. 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 a receipt/invoice issued by the concerned service station.
- 4.5 Ensure the fuel card transaction slip accurately reflects 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 THREE MILLION FIVE HUNDRED THOUSAND PESOS ONLY (**Php 3,500,000.00**) 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 monthly 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

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

8.0 Period of Contract

The contract period shall be from **01 January 2025 to 31 December 2025**

9.0 Right to Reject

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