

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

Department: **Administrative Division**
Section:

PR No. 022-07-115
SAI No.

Date: July 5, 2022
Date:

| Stock No. | Unit | Item Description | Qty | Estimated Unit Cost | Estimated Amount |
|-----------|------|--|-----|-----------------------------------|------------------|
| | lot | <p>PROCUREMENT OF FUEL THROUGH CARD FLEET CARD SYSTEM FOR THE OFFICE OF THE SOLICITOR GENERAL (OSG) FOR CY 2022</p> <p>Estimated Volume/Quantity of fuel for the Contract Period Diesel: 2,770 liters Gasoline: 120 liters</p> <p>CONTRACT DURATION AND REQUIREMENTS The Contract shall be for a <i>period of twelve (12) months</i>, or until such Contract Price is consumed, whichever comes first, to commence <i>one (1) day after receipt by the Supplier of the Notice to Proceed (NTP)</i>.</p> <p>Scope of Services and Deliverables:</p> <ol style="list-style-type: none"> 1. Fuels to be supplied must conform to the Philippine National Standards on Fuel; i.e. Philippine National Standard 1131, with Research Octane Number (RON) of 93 minimum for gasoline; and Philippine National Standard 20 grade Automotive Diesel Oil (ADO) for diesel. 2. Fuels consumed are understood to be purchased by the OSG at pump prices; 3. The Contractor/Supplier must have a wide service station network nationwide, including, but not limited to, having service stations <ol style="list-style-type: none"> a. Within Metro Manila, including at least one service station within the 10-kilometer radius of the OSG; b. Along the regular routes of the OSG buses; c. Along national primary roads, national secondary roads, national tertiary roads and expressways located within or near i) Baguio City; and ii) the provinces comprising Region III and Region IV-A (for use during official out-of-town trips). 4. The Contractor/Supplier must have a web-based program/application for data tracking or monitoring, which reflect the monthly purchases of OSG's shuttle buses and dispatch vehicles. 5. The Contractor/Supplier must provide OSG with a vehicle specific fuel fleet card containing the following information, among others: <ol style="list-style-type: none"> a. Card number b. Office name c. Vehicle details (type of vehicle and plate number) d. Product restriction (type of fuel; other services such as car wash, vulcanizing, etc.) e. Must be protected from duplication and hacking f. Deactivation and/or cancellation of card in case of loss g. Expiry date 6. Only the vehicles indicated in the fuel card shall be allowed to avail of the fuel within the limitations categorically stated therein. 7. The Contractor/Supplier must: <ol style="list-style-type: none"> a. Issue to OSG application forms and other relevant information to be filled out and signed by its customers. Terms and conditions governing the issuance and use of the fleet card shall be an integral part of the agreement; b. Issue transaction slips reflecting the odometer and fuel allocation balance every time fuel is availed; | 1 | Php 2,900,000.00 VAT INCLUSIVE | Php 2,900,000.00 |

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| | | <p>c. Provide a listing of gasoline service stations available in Metro Manila, with a fleet card Point-of-Sale terminal;</p> <p>d. Assure the OSG of high-quality products and excellent services guaranteed by a Statement or Certification from the service provider that its products comply and/or conform with existing Philippine National Standards for gasoline/diesel and other fuel-related products;</p> <p>e. Issue, within ten (10) calendar days, fleet cards which need replacement upon request of the OSG and upon confirmation thereof;</p> <p>f. Have a single invoice system for the OSG's monthly purchases for administrative expediency;</p> <p>g. Submit the monthly billing statement and detailed transaction report for all OSG vehicles within five (5) working days from the billing cut-off and ensure that the same is consistent with the transaction slips issued by stations and applying to the total bill the discount offered per supplier's bid.</p> <p>h. Waive the one-time joining fee and annual membership fee for each fleet card that will be issued and enrolled;</p> <p>i. In case of doubt in the authenticity of the fleet card, it may reserve its right to refuse provision of fuel, and in such case, it must also inform the OSG immediately;</p> <p>j. Provide, under the fleet card program, whenever required, a 24-hour towing and roadside privilege service free of charge;</p> <p>k. Provide discount on fuel price, if there be any, in the form of direct reduction on the current market price, whether in percentage or fixed peso amount basis, and the discount shall be applied throughout the duration of the contract; and</p> <p>l. 24/7 availability in the provision of fuel requirements by the Contractor/Supplier's fuel stations, within the duration of the Contract.</p> <p>8. Issuance and submission of application forms and release of fleet cards will be handled by the OSG, through its Administrative Division. The OSG shall be allowed to revise the list of vehicles enrolled in the Fleet Card Program to include new vehicles and to cancel previously issued cards. In case of additions to the list, the Contractor/Supplier shall issue a new card within five (5) working days from notice. Cancellation of previously issued cards must be done within twenty-four (24) hours from notice.</p> <p>9. Release of fleet cards will be given to an accountable officer of the end-user-department/office and as such he/she will have the full control and responsibility to the fleet cards for security measures.</p> <p>10. Availability and replenishment of fuel based on the hereunder estimated volume/quantity. (as stated in the TOR)</p> <p><i>Please see attached Terms of Reference (TOR):</i></p> <ul style="list-style-type: none"> I. Rationale II. Project Objectives and Description III. Approved Budget for the Contract IV. Computation of Lowest Calculated Bid V. Contract Duration and Requirements VI. Basis of Payment VII. Scope of Services and Deliverables VIII. Penalties for Breach of Contract IX. Liquidated Damages X. Cancellation or Termination of Contract XI. Reservation Clause | | | |