

## TERMS OF REFERENCE

**Project Title: Procurement of Fuel through Fleet Card System  
for the Office of the Solicitor General (OSG) for  
CY 2022**

### I. RATIONALE

The Fuel Fleet Card Program pertains to the use of fleet cards as payment for continuous supply of fuels (gasoline and diesel) and other related services. This is essential to meet OSG's operational and administrative requirements, including the delivery of services to the public. The Fuel Fleet Card Program likewise helps control spending by setting spending limits and tracking spending patterns such as grade of fuel, fueling frequency, time of fueling, and fuel location. To this end, the OSG intends to engage an entity which could provide such service.

### II. PROJECT OBJECTIVES AND DESCRIPTION

1. To adopt fleet management by a service provider in fuel allocation, consumption and management;
2. To utilize the Fuel Fleet Card Program for easy monitoring of vehicle fuel consumptions through a fleet card's tamper-proof and cashless transaction feature and its accompanying assigned product restrictions and purchase limits.

### III. APPROVED BUDGET FOR THE CONTRACT

The total Approved Budget for the Contract (ABC) for this procurement is **Two Million Nine Hundred Thousand Pesos (P2,900,000.00)**, inclusive of all applicable national and local taxes.

### IV. COMPUTATION OF LOWEST CALCULATED BID

For bidding purposes, below is the method of determining the Lowest Calculated Bid:

DIESEL ENGINE	GASOLINE ENGINE
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A.1 Estimated Fuel Requirement (for one year)	X.1	A.2 Estimated Fuel Requirement (for one year)	X.2
B.1 Offered discount per liter (The computation for the discount per liter should be pegged on prevailing pump prices)	₱ Y.1	B.2 Offered discount per liter (The computation for the discount per liter should be pegged on prevailing pump prices)	₱ Y.2
C.1 Total Price Discount	₱ Z.1 (X.1 multiplied by Y.1)	C.2 Total Price Discount	₱ Z.2 (X.2 multiplied by Y.2)
<p>Bid Price Evaluation:</p> <p><b>BID PRICE</b> = ABC – (₱ Z.1 + ₱ Z.2)</p>			

**V. CONTRACT DURATION AND REQUIREMENTS**

1. The Contract shall be for a period of **twelve (12) months, or until such Contract Price is consumed, whichever comes first**, to commence **one (1) day after receipt by the Supplier of the Notice to Proceed (NTP)**.
2. In the event the Contract expires without a successful procurement for a new Fuel Fleet Card Program, the Contract may be extended for one (1) month, or for such period necessary, until the successful procurement of a new Fuel Fleet Card Program: *Provided*, that in no case shall the extension or renewal of the total contract exceed two years.
3. The extension or renewal shall be subject to a) the approval of the Solicitor General, as Head of the Procuring Entity (HoPE); b) the availability of funds as certified by the OSG’s Financial Management Service (FMS); and b) favorable assessment or evaluation of the contractor/supplier’s performance.

4. Within **three (3) years** prior to the deadline of submission of bids, the Supplier must have completed a single contract that is similar to this project equivalent to at least fifty percent (50%) of the ABC;

#### VI. **BASIS OF PAYMENT**

1. To guarantee the faithful performance by the winning bidder of its obligations under the contract in accordance with the Bidding Documents, it shall post a **performance security** prior to the signing of contract.
2. Payment shall be computed at actual consumption based on prevailing pump prices subject to the discounts and additional services offered as part of the bid.
3. The Supplier shall provide a Statement of Account (SOA) or Billing Statement as basis for the payment of actual consumption per billing cycle. The SOA should contain the following information:
  - a. Date and Time of Purchase
  - b. Vehicle Plate No.
  - c. No. of liters
  - d. Name of Driver
  - e. Fuel Fleet Card No.
4. The OSG shall be given **thirty (30) calendar days** to settle its monthly obligations reckoned from receipt of the Billing/Statement of Account by the Administrative Division.

#### VII. **SCOPE OF SERVICES AND DELIVERABLES**

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: