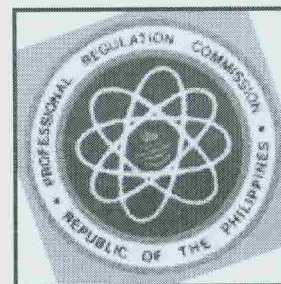




Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel.Fax: 310-0037



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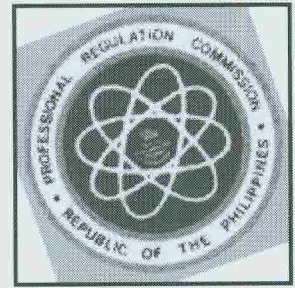
Section VII. Technical Specifications

Item	Specifications
1.	<p>Scope of Requirements</p> <ol style="list-style-type: none">The Fuel Supply Provider should comply with the following Philippine Standards on Fuel:<ol style="list-style-type: none">Unleaded gasoline conforming to the Philippine National Standard 1131, with Research Octane Number (RON) of 93 minimum; andDiesel Fuel conforming to the Philippine National Standard 20, grade Automotive Diesel Oil (ADO).The Fuel Supply Provider shall provide the gasoline and diesel fuels to PRC in the estimated volume or quantity for one (1) year or twelve (12) month period.The Fuel Supply Provider shall provide the fuel requirements of PRC using the Fleet Card fuel payment system. It must ensure that the fleet card fuel payment system is protected from duplication or hacking and must have the flexibility to accommodate adjustments in setting the monthly limits either in pesos or in liters, in all or selected cards.The Fuel Supply Provider shall employ the latest Fleet Card Technology. The Fleet Card should be able to contain pertinent information such as the authorized end-user, vehicle plate number, monthly allocation, and others.In order to ensure continuity of service, the Fuel Supply Provider should be able to supply the existing number of fleet cards within two (2) weeks from the issuance of the Notice to Proceed.<ol style="list-style-type: none">Have fully enrolled all users in the Fleet card fuel payment systemHave completed distribution of fleet cards to all usersHave conducted orientation on the use of the fleet card



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Additional fleet cards should be provided within one (1) week from receipt of the formal request by PRC through the PRC Administrative Division at no additional cost to PRC.

6. Considering the nationwide coverage of the services provided by PRC and to ensure ready access to fuel supply stations, the Fuel Supply Provider must have **at least 2,000 fuel refilling stations nationwide, and at least 850 stations equipped with fleet card terminals** that accept fleet card service located nationwide.
7. The Fuel Supply Provider should provide, whenever required, through its own facility or through an accredited towing facility, 24/7 towing services to PRC motor vehicles, free of charge, within Metro Manila.
8. Towing service shall cover all PRC vehicles such as cars, vans with issued fleet cards.

1.1 The Fleet Card Service Provider must:

- 1.1.1 Have a wide service station network nationwide and all of its branches are available at all times to dispense the fuel requirements to PRC service vehicles following the terms and condition set in the contract.
- 1.1.2 Have a web-based program for data tracking or monitoring reflecting the monthly purchases.
- 1.1.3 Give the 24-Hour Towing Services and Roadside Assistance nationwide to all service vehicles enrolled in the fleet card.

3.3 The Fuel Supply Service Provider shall provide PRC service vehicles a **Vehicle Specific** fleet card to contain the following:

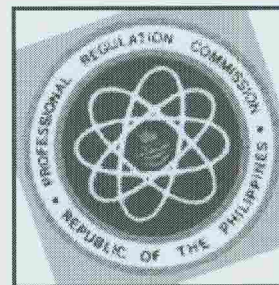
- a. Card Number
- b. Office name
- c. Vehicle details (type of vehicle & plate number)
- d. Product restriction (type of fuel; allocation and frequency of services)
- e. Expiry date

3.4 The Product Restriction includes the Type of



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Fuel: Premium, Unleaded or Regular Gasoline, Diesel

3.5 The maximum fuel allocation of each vehicle per month is indicated in the Fleet Card.

3.6 Only the vehicle indicated on the fleet card shall be allowed to avail of the above products and services with the limitations categorically stated therein.

3.7 The Fuel Supply Service Provider shall be responsible to dispense and make available at all times at all branches of its stations for a period of one (1) year under the terms and condition most advantageous to the government the following estimated volume or quantity:

total fuel allocation for one (1) year (based on allocation/service vehicle /month indicated in the fleet card):

- a. Gasoline : 8,820 liters more or less
- b. Diesel : 58,224 liters more or less

Maximum Credit Limit will be as allotted for each office under item 5.0.

4 Responsible of the Fuel Supply Services Provider

4.1 The service provider shall allow issuance of fuel products to PRC vehicles, enrolled/listed in the fleet card program, in all of its branches.

4.2 The service station/branch shall load fuel only to the vehicle indicated in the fleet card (plate number, petroleum products i. e., gasoline or diesel) and no excess shall be allowed outside the maximum allocation.

4.3 A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn.

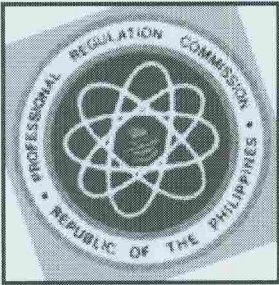
4.4 The Statement of Account should be accurate with the receipt/invoice issued by the service station.

4.5 Ensure that the fleet card transaction slip accurately reflects any and all purchases charged to the fleet card.



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5.0 Funding for the Project

The cost for the procurement of gasoline/diesel fuels is estimated at **TWO MILLION SIX HUNDRED EIGHTY SEVEN THOUSAND ONE HUNDRED FIFTY ONE PESOS AND SIXTY SEVEN CENTAVOS (P2,687,151.67)** for one (1) year, inclusive of taxes.

Regions	Credit Limit
Central Office	1,521,652.01
Tuguegarao	215,246.40
Baguio	167,131.98
Lucena	63,861.12
Legazpi	99,673.88
Iloilo	104,959.81
Cebu	101,776.40
Tacloban	89,441.82
Pagadian	40,680.00
Zamboanga	44,948.80
CDO	63,276.20
Davao	<u>174,503.24</u>
	Php2,687,151.67

6.0 Evaluation of Bids

Considering the pump prices of fuels to be volatile, prospective bidders will be evaluated using the following criteria:

6.1 Bidders must satisfy the above-mentioned requirements.

6.2 Bidders must agree on the mode and computation of payment being implemented by the PRC-Central Office as indicated below.

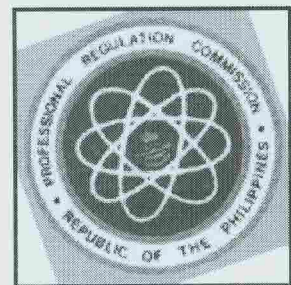
7.0 Inspection and Testing

It is recommended that there be a conduct of testing and/or inspection of the fleet card to be delivered by the winning bidder. The PRC will conduct a testing of the fleet cards upon post-qualification at the PRC-Central Office in order to establish compliance to the technical specifications as stated in the Terms of Reference. The Supplier shall bring the necessary equipment for the inspection and/or testing.



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8.0 Payment Scheme

The payment will be done on Monthly basis upon submission of the service provider of its statement of accounting/billing statement.

Payment computation shall be as follows:

Gross receipts total (i.e. including 12% VAT).....Pxxx,xxx.xx

Less : 1% EWT and 5% Final Tax

{Application of which will be on the net receipts totals (i.e. gross less 12% VAT).

A tax withheld certificate or tax credit will be credited on the service station provider}..... XX,XXX.XX

NET PAYMENT

Pxxx,xxx.xx

Processing of statement of account usually takes two (2) weeks. The certificate of tax withheld is available at the Disbursing Section upon payment.

9.0 Duration of Contract

Contract duration will be for a period of one (1) year and renewable for another year subject to performance evaluation, which will start upon receipt of the Notice To Proceed by the service provider.

Payment

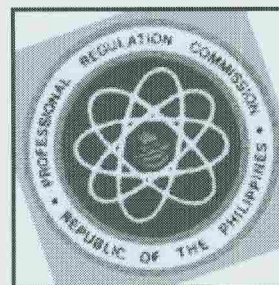
Without precluding future operational adjustments, to facilitate processing of claims for payment for fuel supplied and withdrawn through fleet card system, the following should be undertaken or provided by the Fuel Supply Provider:

1. It must have a web-based program for data tracking or monitoring of PRC's monthly purchases.
2. It must have a Single Invoice System for the PRC's fleet's monthly purchases.
3. The Fuel supply provider shall provide PRC with raw data every first working day of the month.



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4. The Fuel Supply Provider shall send through e-mail the Statement of Account on the 2nd day of each month.
5. The Fuel Supply Provider shall compile all of the withdrawals made during the month. A monthly billing statement, together with a detailed transaction report for all the vehicles, will be submitted to PRC within five (5) working days after the monthly cut-off.
6. The credit term is M-30 wherein payment due is 30 days after each monthly cut-off date.
7. Payment Terms shall provide for an average of 45 days interest free facility.
8. No card blocking before the 45 days interest free facility
9. Payment shall be made based on actual fuel consumption or fuel withdrawals and within forty-five (45) working days after the cut-off date. The cut-off date is every end of the month.

Discount of Price of Fuel (if any)

Discount on fuel price, if any, shall be in a form of direct reduction on the current market price, set either in percentage basis or in a fixed peso amount. Said discount shall be applied throughout the duration of the contract.

Contract Duration

The Term of the contract shall be for a period of **one (1) year or twelve (12) months.**

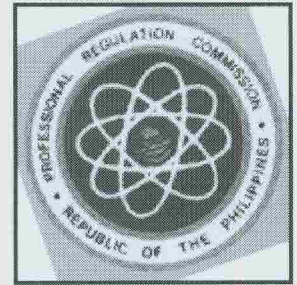
Cost of Fleet Card

- The cost of fleet card shall be incorporated in the Financial Proposal.



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1. Compliance with the statements must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.
2. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.
3. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1 (a) (ii) and/or GCC Clause 2.1 (a) (iii).

ACKNOWLEDGEMENT AND COMPLIANCE WITH THE OF TERMS OF REFERENCE FOR THE PROCUREMENT OF FLEET CARD FUEL PAYMENT SYSTEM-REBID

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY