

TERMS OF REFERENCE

I. TITLE: PROVISION OF FUEL, OIL AND LUBRICANTS TO ALL PhilFIDA OFFICIAL VEHICLES THROUGH THE USE OF FLEET CARDS FOR A PERIOD OF ONE (1) YEAR.

II. OBJECTIVE:

1. To ensure availability and supply of the fuel, oil and lubricants requirements of all PhilFIDA official vehicles for one (1) year.
2. To be able to access the supply of fuel, oil and lubricants in service stations nationwide.
3. To effectively and efficiently manage the fuel consumption of all PhilFIDA official vehicles.

III. APPROVED BUDGET OF THE CONTRACT (ABC):

Four Million Thirty Two Thousand Pesos (P4,032,000.00)

IV. SCOPE OF CONTRACT:

1. Availability and supply of fuel, oil & lubricant requirements of all PhilFIDA official vehicles through the use of fleet cards per attached list of vehicles and fuel allocations (Annex A)
2. If necessary and as approved by the designated PhilFIDA official(s), revise and amend the list of PhilFIDA official vehicles for the supply of fuel, oil & lubricant.
3. Utilization of fuel shall be through the use of fleet cards.

V. SUPPLY OF FUEL

The Contractor shall ensure the availability and supply of fuel, oil & lubricant at any authorized gasoline/service station nationwide through the use of fleet cards and the use of manual transaction facility for defective cards or when system is off-line.

VI. RESPONSIBILITY OF THE CONTRACTOR

1. The Contractor shall assume overall responsibility for the quality, availability and continuous nationwide supply of fuel, oil & lubricant to PhilFIDA official vehicles per attached Annex A;
2. The Contractor shall issue fleet cards under the name of the Philippine Fiber Industry Development Authority to all PhilFIDA official vehicles per attached Annex A;
3. The Contractor shall ensure the availability and supply of fuel, oil and lubricant at any authorized gasoline station nationwide through the use of fleet cards.

VII. TERMS OF GUARANTEE

1. The Contractor shall protect the Philippine Fiber Industry Development Authority (PhilFIDA) from possible frauds, misuse and abuse of the fleet card;
2. The Contractor shall provide individual fleet card to each and every motor vehicle reflecting the *Plate Number and Make/Model* to identify PhilFIDA official vehicles allowed to refuel;
3. The Contractor *shall adhere to the maximum allowable monthly allocation of refueling vehicle/fleet card in accordance with the rules and regulations set by the Agency;*
4. The Contractor shall guarantee the availability of gasoline/service stations nationwide *but not limited to key cities only;*
5. The Contractor shall ensure online access for every transaction;
6. The Contractor shall issue official receipts/Sales Invoices for every transaction made;
7. The Contractor shall guarantee 24/7 accessibility for complaints, queries or report of loss fleet card;
8. The Contractor shall waive the annual and membership fees.

VIII. MINIMUM REQUIREMENTS

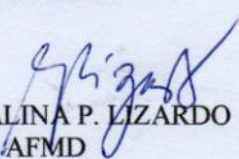
The Contractor shall establish the capacity to fulfill the aforementioned responsibilities by submitting the following:

1. Company profile;
2. List of current clients;
3. List and locations of gasoline/service stations nationwide.

IX. TERMS OF PAYMENT

1. *Payment shall be done within thirty (30) calendar days upon receipt of the monthly billing statement on the 7th day of the succeeding month;*
2. Payment (VAT Inclusive) shall be based on actual fuel consumption.

APPROVED BY:


ROSALINA P. LIZARDO
Chief, AFMD