



Republic of the Philippines
Department of Health
BUREAU OF QUARANTINE
Port Area, Manila



INVITATION FOR NEGOTIATED PROCUREMENT
DUE TO TWO-FAILED BIDDINGS

Procurement of Fleet Card for BOQ Vehicles and Zamboanga Launch for FY 2021
RFQ NO. NP-TFB-2021-01

1. The Bureau of Quarantine (BOQ), through the funds under the General Appropriations Act (GAA), intends to apply the sum Three Million Three Hundred Fifty-Three Thousand Five Hundred Pesos Only (Php 3,353,500.00), being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Fleet Card for BOQ Vehicles and Zamboanga Launch for FY 2021.
2. The BOQ, through its Bids and Awards Committee (BAC), now invites technically, legally, and financially capable suppliers for the mentioned goods and services.
3. The procurement procedure for this procurement project is Negotiated Procurement due to two (2) failed biddings pursuant to Section 53.1 of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", including Annex "H" thereof.

The procurement is restricted to Filipino citizens/sole proprietorships, organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights to privileges to Filipino citizens, pursuant to Republic Act 5183 (RA 5183) and subject to Commonwealth Act 138 (CA 138).

4. Interested Bidders may obtain further information from the BAC Secretariat at the address given below from Monday to Friday at 8:00 a.m. to 5:00 p.m.
5. The schedule of bidding activities is herein stated below:

Activities	Schedule
1. Issuance and availability of Negotiation Documents	04 June to 18 June 2021 (8:00 a.m. to 5:00 p.m.) at the Procurement Section, 2/F, Bureau of Quarantine, 25th St., Port Area, Manila
2. Pre-Negotiation Conference	11 June 2021 (10:00 a.m.) at the PE Conference Room, Bureau of Quarantine, 25th St., Port Area, Manila
3. Deadline for the Submission of Negotiation Documents (Proposal)	18 June 2021 (10:00 a.m.) at the Procurement Section, 2/F, Bureau of Quarantine, 25th St., Port Area, Manila

4. Opening of Negotiation Documents (Proposal)	18 June 2021 (10:00 a.m.) at the PE Conference Room, Bureau of Quarantine, 25th St., Port Area, Manila
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6. The complete set of Negotiation Documents may be obtained at the Procurement Section, 2/F, Bureau of Quarantine, 25th St., Port Area, Manila. You may also call/download the same from the BOQ Website (<https://quarantine.doh.gov.ph/>). You may also call the BAC Secretariat at Telephone Nos. 318-7500 loc 117 to 30 loc. 425.
7. Bids shall be submitted in sealed envelopes, labeled as "Negotiated Documents", with the title of the procurement project, name of the Bidder, address of the Bidder, and contact details of the bidder, addressed to the undersigned.

Please include the following eligibility documents in the envelope:

- a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)
 - b. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
 - c. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas
 - d. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
 - e. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. (Annex 1)
 - f. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid (within 3 years from date of submission and receipt of bids) (Annex 2)
 - g. Bid Securing Declaration in any of the following forms:
 - Cash or cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit, issued by a Universal or Commercial Bank (2% of the ABC); or
 - Surety bond (5% of the ABC) with a Certificate from the Insurance Commission; or
 - Original copy of Notarized Bid Securing Declaration
 - h. Omnibus Sworn Statement (Annex 3)
 - i. The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission
 - j. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC)
 - k. Authority of the signatory
 - l. Compliance with Technical Specifications (Annex 4)
 - m. Compliance with Schedule of Requirements (Annex 5)
 - n. Price Schedule (Annex 6)
8. Bids shall be valid for **One Hundred Twenty (120) calendar** days from the Opening of Bids.
 9. The BOQ reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the bidders.

or infirmities therein and to accept such quotation as may be considered advantageous to the government.

10. Bidders are entitled to one (1) bid only, otherwise, all bids made shall automatically be rejected.


CARLOS DELA REYNA JR, MD, MDM
Chairperson, Bids and Awards Committee
Bureau of Quarantine, 25th St., Port Area, 
Manila
318-7500 loc 117

Annex 1

Statement of Ongoing Government and Private Contracts, and Awarded but not yet Started Contracts

This is to certify that _____ (Company) _____ has the following on-going and awarded but not yet started contracts:

Name and Location of the Contract	Date of Award of the Contract	Contract Duration (in years and months)	Owner's Name and Address	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts

Name and Signature of Authorized Representative: _____

Date: _____



Annex 2

Statement of Single Largest Completed Contracts Similar to the Contract to be Bid

This is to certify that _____ (Company) _____ has the following completed contracts for the period CY _____

Name and Location of the Contract	Date of Award of the Contract	Contract Duration (in years and months)	Owner's Name and Address	Kinds of Goods	Amount of Contract	Date of Delivery	End user's Certificate of Acceptance, Official receipt(s) or Sales invoice*

Name and Signature of Authorized Representative: _____

Date: _____

Note:

* Please attach to the Statements

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided in the

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence.**

through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

A handwritten signature in black ink, appearing to be a stylized 'J' or 'I' followed by a flourish.

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" 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. 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. A statement either in the Bidder's 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</i></p>

		may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]
1	Fuel and Fleet Cards for BOQ Vehicles	
	Unit	Item Description
	Quantity	
	A. Provincial Station vehicles(all diesel)	
	Liters	Kalibo station, isuzu crosswind CR 8252 100/mo x 12 mo
	1200	
	Liters	Iloilo station, isuzu crosswind SJS 350 100/mo x 12 mo
	1200	
	Liters	Clark station, isuzu crosswind CR 8496 100/mo x 12 mo
	1200	
	Liters	Zamboanga station, isuzu crosswind SJS 341 100/mo x 12 mo
	1200	
	Liters	Lucena station, isuzu crosswind SGJ 362 100/mo x 12 mo
	1200	
	Liters	Batangas station, Ford lynx SHU 892 100/mo x 12 mo
	1200	
	Liters	Cebu station, isuzu crosswind SJS 340 100/mo x 12 mo
	1200	
	Liters	Cebu station, isuzu crosswind CR 9411 100/mo x 12 mo
	1200	
	Liters	Cebu station, Toyota Ambulance SHU 402 100/mo x 12 mo
	1200	
	Liters	GenSan station, isuzu crosswind SJS 339 100/mo x 12 mo
	1200	
	Liters	Cagayan de Oro station, isuzu crosswind SJS 331 100/mo x 12 mo
	1200	
	Liters	La Union station, Toyota Land Cruiser SHY 296 100/mo x 12 mo
	1200	
	B. Manila Station Vehicle (all Diesel)	

Liters	Manila station, JAC Prince SKF 989 150/mo x 12 mo, diesel	1800
Liters	Manila Station, Toyota Ambulance SHU 401 200/mo x 12 mo, diesel	2400
Liters	Manila Station, Toyota Ambulance SHU 404 200/ mo x 12 mo, diesel	2400
Liters	Manila Station, Isuzu Crosswind SJS 321 150/mo x 12 mo, diesel	1800
Liters	Manila Station, Isuzu Crosswind SJS 349 150/ mo x 12 mo, diesel	1800
Liters	Manila Station, Toyota Grandia SJZ 830 200/mo x 12 mo, Diesel	2400
Liters	Manila Station, Isuzu Crosswind CR 9408 300/mo x 12 mo, diesel	3600
Liters	Manila Station, Isuzu Crosswind CR 8487 300/mo x 12 mo, diesel	3600
Liters	Manila Station, Isuzu Passenger Van CQ 1268 300/mo x 12 mo, diesel	3600
Liters	Manila Station, Ford Ranger SJS 617 150/mo x 12 mo, diesel	1800
Liters	Manila Station, Nissan Urvan SGJ 503 150/mo x 12 mo, diesel	1800
Liters	Manila Station, Nissan Ambulance F2 0985 200/mo x 12mo, diesel Note: Fleetcard are subject for cancellation upon return of said vehicle to the owner	2400
Liters	Manila Station, Nissan Ambulance F2 1956 200/mo x 12 mo, Diesel Note: Fleetcard are subject for cancellation upon return of said vehicle to the owner	2400

Liters	Manila Station, Nissan Ambulance F3U 962 200/mo x 12mo, Diesel Note: Fleetcard are subject for cancellation upon return of said vehicle to the owner	2400
Liters	Manila Station, Honda City SJX 947 200/mo x 12 mo, Gasoline	2400

I. Bid price shall consist of the following:

- a. Prices indicated for petroleum are for bidding purposes only. The bid prices used for diesel and gasoline are the maximum amounts reflected in the "prevailing retail prices of petroleum products in Metro Manila" report posted at the DOE website as of Feb 4, 2021.
- b. Handling fee if applicable
- c. Contingency which refers to the fixed amount allotted to cover price fluctuations for petroleum and other fees such as cash bonds, joining and membership fees, annual card fees, and all other fees shall be waived by the supplier thus, shall not be borne by the BOQ

II. Current pump price shall be used during contract implementations. Bid price for Oil and Lubricant inclusive of service which shall be the fixed ceiling price for at least one specified station within a five (5) kilometer radius from the BOQ office

III. Provision of free 24-hour towing and roadside assistance subject to terms and conditions of the third-party provider.

IV. Payment system

- a. Credit charging (30) day cycle
- b. Settlement/Billing through the BOQ Head offices
- c. Allows deduction of applicable withholding tax from monthly billing statement

**TECHNICAL SPECIFICATIONS OF FLEET CARD
SERVICES FOR BOQ MAIN AND PROVINCIAL
STATION**

I.SCOPE OF REQUIREMENTS

1. The Fuel Supply Provider should comply with the following Philippines Standards on Fuel:
 - a. Unleaded gasoline conforming to the Philippine National Standard 1131, with Research Octane Number (RON) of 93 minimum; and
 - b. Diesel Fuel conforming to the Philippine National Standard 20, grade Automotive Diesel Oil (ADO).

2. The Fuel Supply Provider shall provide the gasoline and diesel fuels to BOQ in the estimated volume or quantity for one (1) - year period.

3. The Fuel Supply Provider shall provide the fuel requirements of BOQ 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.

4. 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, allowed products and others.

5. In order to ensure continuity of service, the Fuel Supply Provider should be able to supply the existing number of fleet cards within one (1) week from the issuance of the Notice to Proceed.

- a. Have fully enrolled all users in the fleet card system
 - b. Have completed distribution of fleet cards to all users
 - c. Have conducted orientation on the use of the fleet card and all services to all users

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

6. Considering the nationwide coverage of the services provided by BOQ 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 and 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 BOQ motor vehicle, free of charge.

8. Towing service shall cover all BOQ vehicle such as cars, vans with issued fleet cards

9. The Fleet Card Service Provider must:

- a. Have a wide service station network nationwide and all of its branches are available at all times to dispense the fuel and oil requirements to BOQ service vehicles following the terms and condition set in the contract.
- b. At least 2,000 stations nationwide
- c. At least 850 stations equipped with fleet card terminal
- d. Have a web-based program for data tracking or monitoring reflecting the monthly purchases.
- e. Give the 24-hour towing services and roadside assistance nationwide to all service vehicles enrolled in the fleet card.

10. The Fleet Card Service Provider shall provide BOQ 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

11. The Product Restriction includes the type of Fuel: Premium, Unleaded or Regular Gasoline, Diesel:

- The Maximum fuel allocation of each vehicle per month is indicated in the Fleet Card.
- 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.

12. The Fleet Card Services Provider shall be responsible to dispense and make available at all time at all branches of its station 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: 2,400 liters more or less

b. Diesel : 44,880 liters more or less

Maximum Credit Limit will be stated in the bidding documents for each office.

13. Fuel Allocation per vehicle on a monthly basis:

- Kalibo Station, Isuzu Crosswind CR 8252-100 liters
- Iloilo Station, Isuzu Crosswind SJS 350-100 liters
- Clark Station, Isuzu Crosswind CR 8496-150 liters
- Zamboanga Station, Isuzu Crosswind SJS341-100 liters
- Lucena Station, Isuzu Crosswind SGJ 362-120 liters
- Batangas Station, Ford Lynx SHU 892-100 liters
- Cebu Station, Isuzu Crosswind SJS 340-120 liters
- Cebu Station, Isuzu Crosswind CR 9411-100 liters
- Cebu Station, Toyota Ambulance SHU 402-100 liters
- GenSan Station, Isuzu Crosswind SJS 339-120 liters
- Cagayan de Oro Station, Isuzu Crosswind SJS 331-100 liters
- La Union Station, Toyota Land Cruiser SHY 296-150 liters
- Davao Station, Isuzu Crosswind 4403-100 liters
- Davao Station, Isuzu Crosswind SJS 328-100 liters
- Manila Station, JAC Prince SKF 989 -150 liters
- Manila Station, Toyota Ambulance SHU 401-200 liters
- Manila Station, Toyota Ambulance SHU 404-200 liters
- Manila Station, Isuzu Crosswind SJS 321-150 liters
- Manila Station, Isuzu Crosswind SJS 349-200 liters
- Manila Station, Toyota Grandia SJZ 830-200 liters
- Manila Station, Isuzu Crosswind CR 9408-250 liters
- Manila Station, Isuzu Crosswind CR 8487-300 liters
- Manila Station, Isuzu Passenger Van CQ 1268-250 liters
- Manila Station, Ford Ranger SJS 617-150 liters
- Manila Station, Nissan Urvan SGJ 503-200 liters
- Manila Station, Honda City SJX 947 -200 liters
- Manila Station, Toyota Grandia A9Y 247-200 liters
- Manila Station, Toyota Grandia A9Z 257-200 liters
- Manila Station, Toyota Grandia A9Z 267-200 liters
- Manila Station, Toyota Grandia ABE 1232-200 liters
- Manila Station, Hyundai Coaster MR 5947-250 liters

- Manila Station, Mitsubishi Coaster SHX 586-250 liters
- Manila Station, Nissan Ambulance F2 0985-200 liters
- Manila Station, Nissan Ambulance F2 1956-200 liters
- Manila Station, Nissan Ambulance OV 9307-200 liters
- Manila Station, JAC Mini Bus SKF 868-300 liters

14. The Fleet Card includes Products for Change oil services such as oil, lubricant and filter requirements in each BOQ vehicles for one (1)-year consumption:

- 10 Liters Engine Oil
- 2 Pieces Oil Filter
- 2 Fuel Filter
- 2 Pieces Air Filter
- 2 Pieces Flushing o

II. Responsible of the Fleet Card Services Provider

1. The Service provider shall allow issuance of fuel and oil products to BOQ vehicles, enrolled/listed in the fleet card program, in all of its branches.
2. The service station/branch shall load fuel and oil 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.
3. A transaction slip/receipt/invoice shall be issued every time fuel and oil is withdrawn.
4. The Statement of Account should be accurate with the receipt/invoice issued by the service station.
5. Ensure that the fleet card transaction slip accurately reflects any and all purchases charged to the fleet card

III. Funding for the Projects

The cost for the procurement of gasoline/ diesel fuels, Oil, Lubricant and Filter is estimated *at Two Million Five Hundred Fifty-Six Thousand Pesos (Php 2,556,000.00)* for one (1) year, inclusive of all applicable national and local taxes.

IV. Evaluation of Bids

1. Considering the pump prices of fuels to be volatile, prospective bidders will be evaluated using the following criteria:
 - a. Bidders must satisfy the above-mentioned requirements.

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

V. Inspection and Testing

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

VI. Payment Scheme

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

1. Payment computation shall be as follows:

Gross receipts total (i.e. including 12% VAT)

.....Phpxxx,xxx.xx Less : 1% EWT and 5% Final Tax

{Application of which will be on the net receipt 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

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

VII. Duration of Contract

Contract duration will be for a period of one (1) year, which will start upon receipt of the Notice to Proceed by the service provider.

VIII. Payment

Without precluding future operational adjustment, 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 BOQ's monthly purchases.
2. It must have a Single Invoice System for the BOQ's fleet's monthly purchases.
3. The fuel provider shall provide BOQ withdraw data every first working day of the week
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

	<p>for all the vehicle, will be submitted the BOQ within five (5) working days after the monthly cut-off.</p> <p>6. The credit term is M-30 wherein payment due is 30 days after each monthly cut-off date.</p> <p>7. Payment terms shall provide for average of 45 days' interest free facility.</p> <p>8. No card blocking before the 45 days' interest free facility.</p> <p>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.</p> <p>IX. 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 pesos amount. Said discount shall be applied throughout the duration of the contract.</p> <p>X. Liquidated Damages In case of Supplier's delays in the delivery of goods and/or performance of services, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.</p> <p>XI. Cost of Fleet Card The Cost of fleet card shall be incorporated in the Financial Proposal.</p>	
2	<p>Fuel for Quarantine Launch in Zamboanga Station</p> <p>TECHNICAL SPECIFICATIONS OF DIESEL FUEL</p> <p>I. SCOPE OF REQUIREMENTS</p> <ol style="list-style-type: none"> The Fuel Supply provider should comply with the following Philippines Standards on Fuel: <ol style="list-style-type: none"> Diesel Fuel conforming to the Philippine National Standard 20 The Fuel Supply Provider shall provide the diesel fuels to BOQ in the estimated volume or quantity for one (1) – year period Fuel Allocation for Zamboanga Quarantine Launch on a monthly basis: <ol style="list-style-type: none"> Total of 14,500 liters for one (1) – year period. <p>II. RESPONSIBLE OF THE FUEL SUPPLY PROVIDER</p> <ol style="list-style-type: none"> The Service provider shall load fuel and oil only at designated bunkering station required at Zamboanga Port. 	

2. The truck tanker service provider shall accomplish procedural requirements provided both by Zamboanga Quarantine Launch Section and BOQ Supply Section.
3. A transaction slip/receipt/invoice shall be issued every time fuel and oil is withdrawn.
4. The statement of account should be accurate with the receipt/invoice issued by the service station.

III. FUNDING FOR THE PROJECTS

The cost for the procurement of diesel fuel and oil is estimated at Seven Hundred Ninety-Seven Thousand Five Hundred Pesos (Php 797,500) for one (1) year, inclusive of all applicable national and local taxes.

IV. EVALUATION OF BIDS

- Considering the pump process of fuels to be volatile, prospective bidders will be evaluated using the following criteria:
 - a. Bidders must satisfy the above-mentioned requirements
 - b. Bidders must agree on the mode and computation of payment being implemented by the BOQ-Central Officer as indicated below

Payment computation shall be as follows:

Gross receipts total (i.e. including 12% VAT)

... ..Phpxxx,xxx.xx Less: 1% EWT and 5% Final Tax
{Application of which will be on the net receipt 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

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

V. INSPECTION AND TESTING

It is recommended that there be a conduct of testing and/or inspection to be delivered by the winning bidder.

VI. DURATION OF CONTRACT

Contract duration will be for a period of one (1) year, which will start upon receipt of the Notice to Proceed by the service provider.

VII. 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 pesos amount. Said discount shall be applied throughout the duration of the contract.

VIII. LIQUIDATED DAMAGES

	<p>In case of Supplier's delays in the delivery of goods and/or performance of services, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.</p>	
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SCHEDULE OF REQUIREMENTS

Item No	Item Description	Qty	Unit	Delivery Site and Schedule
1	Fuel and Fleet Cards for BOQ Vehicles	1	Lot	Contract Duration: One (1) year (Service will start within 7 calendar days upon receipt of Notice to Proceed) Address: BOQ, 25 th and AC Delgado St Port Area Manila
2	Fuel Quarantine Launch in Zamboanga Station	1	Lot	Contract Duration: One (1) year (Service will start within 7 calendar days upon receipt of Notice to Proceed) Address: Berth 19 Zamboanga City

I hereby certify to comply and deliver all the above requirements.

Name of Company

Address

Signature Over Printed Name

Telephone/Fax Number



Annex 6**PRICE SCHEDULE**

Item No	Item Description	Qty	Unit	ABC	Unit Price	Amount
1	Fuel and Fleet Cards for BOQ Vehicles	1	Lot	2,556,000.00		
2	Fuel Quarantine Launch in Zamboanga Station	1	Lot	797,500.00		
Total Amount						

- All prices offered (unit price and total bid price) must be typed or written in indelible ink

After having carefully read and accepted your conditions, I/We quote you on the item/s at prices noted above.

Name of Company

Address

Signature Over Printed Name

Telephone/Fax Number

Email Add:

