

**PART I**

**GENERAL PROJECT INFORMATION**

**1. PROJECT DESCRIPTION**

**1.1. Project Title:**

PROCUREMENT OF FUEL CARD AND PROVISION OF FUEL FOR ONE-YEAR PERIOD FOR THE UP-PHILIPPINE GENERAL HOSPITAL

**1.2. Definition of Terms:**

- a. UNIVERSITY shall mean the University of the Philippines (UP).
- b. HOSPITAL shall mean the Philippine General Hospital (PGH).
- c. END-USER shall mean the OETS-Transportation Unit, Emergency Medical Services (EMS), Cancer Institute, and OETS-Electrical Powerhouse of PGH.
- d. IMPLEMENTING AGENCY shall mean the University of the Philippines – Philippine General Hospital (UP-PGH).
- e. CONTRACT/SUPPLIER shall mean the written agreement entered between the UNIVERSITY and the CONTRACTOR engaged for the implementation of the PROJECT.
- f. CONTRACT DOCUMENTS shall mean the agreements or CONTRACTs, including General Conditions and Special Conditions, as well as all documents which are referred to in the CONTRACTs as CONTRACT DOCUMENTS, or any modifications, revisions, or alterations authorized by the HOSPITAL and agreed to by the CONTRACTOR during negotiation.
- g. CONTRACTOR/SUPPLIER shall mean the individual, sole proprietorship, partnership or corporation engaged by the HOSPITAL to provide the PROJECT through the delivery of all products and services performed within a specified CONTRACT duration.
- h. FUEL CARD, also known as a fleet card, is a payment card that is most typically used at gas stations to pay for gasoline, diesel, and other fuels. Fuel cards can also be used to pay for vehicle maintenance and expenses.
- i. FUEL CARD PROGRAM shall mean the delivery of all fuel card, web-based program/application accounts for data tracking or monitoring and provide related services to all authorized HOSPITAL vehicles and fuel tanks of generator sets for the duration of the contract. This includes all the work/activities and/or scope of works to be performed and completed, as well as any revisions, alterations and any extra work ordered to be done by the HOSPITAL to the CONTRACTOR/SUPPLIER.

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### 1.3. Project Overview

The Fuel Card Program at UP-Philippine General Hospital serves as a crucial tool in streamlining and managing fuel expenses for various departments within the hospital. Its primary beneficiaries, including the Transportation Unit, Emergency Medical Services (EMS), and Cancer Institute, heavily rely on a fleet of fifteen vehicles and fuel tanks to carry out essential administrative and operational tasks.

The vehicles in use play a pivotal role in the daily operations of the hospital, ranging from transporting employees to facilitating the delivery and pick-up of medicines and medical supplies. Moreover, the program ensures a reliable and immediate supply of fuel for backup power generators, especially during emergency situations, where uninterrupted power is critical for the hospital's functioning.

In addition to simplifying the payment process for fuel, the Fuel Card Program provides users with effective cost control measures. Subscribers can set spending limits and closely monitor various aspects of fuel-related expenses, such as fuel grade preferences, refueling frequency, timing, and preferred fueling locations. This level of control allows for better financial management and helps in optimizing the use of petroleum products efficiently.

Importantly, the Fuel Card Program aligns with the Government Energy Management Program (GEMP) of the Department of Energy (DOE). This alignment demonstrates a commitment to national energy management goals and initiatives, contributing to the overall efficiency and sustainability of fuel consumption within the hospital.

## 2. PROJECT OVERVIEW

- 2.1. The procurement of this project will be conducted in adherence to the declared policies of **Republic Act (RA) 9184** or the **Government Procurement Act**.
- 2.2. Eligibility requirements shall be subject to Section 23, Rule VIII, RA 9184 and in compliance with the requirements enumerated under the Instruction to Bidders (ITB) and in the forms prescribed by the Government Procurement Policy Board (GPPB) for this type of procurement.
- 2.3. The determination of award to the winning bidder shall be subject to compliance with the minimum qualification requirements for this CONTRACT and through a series of pre-determined evaluation processes and procedures as enumerated under this Terms of Reference (TOR) and in accordance with the provisions of RA 9184 and other pertinent laws, circulars, and orders.

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- 2.4. The Head of the Procuring Entity (HoPE) reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
- 2.5. Contractors/applicants who are interested in this PGH Project are required to register prior to the scheduled submission of bids while those already registered shall keep their records current and updated. Contractor's eligibility to bid on the project will be determined using PGH Bids and Awards Committee (PGH-BAC) rules and regulations and subject to further post-qualification.

### 3. PROCUREMENT OBJECTIVES

The aim is to establish an integrated fuel management system in collaboration with the service provider, ensuring efficient real-time tracking, monitoring, and control over fuel allocation, consumption, and overall management processes.

The objective includes harnessing the capabilities of the Fuel Card Program to seamlessly monitor vehicle fuel consumption. This involves maximizing the benefits of the Fuel Card's product restrictions and purchase limits, as well as its tamper-proof and cashless transaction features. This fosters accountability in fuel usage and supports transparency and reliability.

### 4. SCOPE OF SERVICES AND DELIVERABLES

#### 4.1. General Requirement

- a. The **CONTRACTOR/SUPPLIER** must meet both of the following criteria for service station branches:
  - i. A minimum of 200 service stations within Metro Manila.
  - ii. A minimum of 150 service stations outside Metro Manila but within Luzon.
- b. The **CONTRACTOR/SUPPLIER** must have a web-based program/application for data tracking or monitoring that is accessible to UP-PGH. This program should accurately record on real time monthly purchases of each HOSPITAL service vehicle and Generator Set fuel tank.
- c. The **CONTRACTOR/SUPPLIER is responsible for providing the HOSPITAL with** Vehicle-specific fuel cards that contain the following essential information:
  - i. Card number with Expiration date;
  - ii. Company name;
  - iii. Vehicle details (vehicle type and plate number);
  - iv. Product restriction (fuel type);

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- v. Only vehicles listed on the fuel card will be eligible to obtain fuel within the specified limitations stated on the card.
- d. The **CONTRACTOR/SUPPLIER** is also responsible for providing the HOSPITAL with administrative fuel cards for the Generator Sets that contain the following essential information:
  - i. Card number with Expiration date;
  - ii. Company name;
  - iii. Product restriction (fuel type);
- e. The fuel provided by the **CONTRACTOR/ SUPPLIER's** stations should meet the following minimum ratings:
  - i. Diesel (minimum Cetane Number rating of 50)
  - ii. Gasoline (minimum Octane Number rating of 91)
- f. Each fuel transaction at the **CONTRACTOR/SUPPLIER's** service stations must generate a transaction slip. These slips should include details such as the vehicle's odometer reading, fuel level before and after, and fuel allocation balance at the time of purchase, total volume of fuel and the prevailing pump price at the time of refueling.

#### 4.2 Project Deliverables

The Scope of Services to be delivered by the CONTRACTOR shall include the following:

- a. Issuance of a total of Fifteen (15) Fuel Cards and provision/dispensation of fuel products to HOSPITAL vehicles, in accordance with the specifications outlined in Annex A.
- b. Within Seven (7) calendar days from the issuance of the Notice to Proceed, the CONTRACTOR is required to accomplish the following:
  - i. Provide the HOSPITAL with the designated fuel cards, as detailed in Section 4.1.c above. 4.1.d above.
  - ii. Provide web-based program/application accounts for data tracking and monitoring, ensuring accurate documentation of monthly purchases for each HOSPITAL service vehicle and Generator Set fuel tank.
  - iii. The **CONTRACTOR/SUPPLIER** must provide the HOSPITAL with the list of their designated fuel stations within the five (5) kilometers radius of the HOSPITAL that acknowledge the Fuel Card Program.
- c. **Fuel Availability and Replenishment: 4**
  - i. The **CONTRACTOR/SUPPLIER** must ensure 24/7 availability to meet the fuel requirements of all HOSPITAL vehicles and generator fuel tanks associated with the issued

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Fuel Cards at their designated fuel stations throughout the duration of the contract.

- ii. It is essential that the **CONTRACTOR/SUPPLIER** delivers the requested fuel to the End-User within a maximum of three days from the request.

d. **Delivery of Fuel for Generator Sets:**

- i. The **CONTRACTOR/SUPPLIER** shall be responsible for supplying the required quantity of fuel, stored in containers compliant with safety regulations and suitable for secure transportation. The delivery team must be equipped with all essential tools and equipment required to securely and efficiently transfer diesel fuel into the designated generator set tank.
  - ii. Prior to fuel transfer into the generator's tank, the **CONTRACTOR/SUPPLIER** is obligated to conduct a Water Finding Paste Testing procedure.
    - a. In the event that this procedure detects the presence of water in the fuel, it is imperative that the **CONTRACTOR/SUPPLIER** ceases the delivery process. Subsequently, they are required to replace the contaminated fuel and conduct a subsequent Water Finding Paste Testing to ascertain the absence of water content.
    - b. Furthermore, the **CONTRACTOR/SUPPLIER** is obligated to provide a comprehensive delivery report. This report must encompass critical particulars, including the aggregate volume of fuel dispensed and the prevalent pump price at the time of refueling.
  - iii. The **CONTRACTOR/SUPPLIER** adheres to a specified delivery schedule, accommodating the requested date and time as outlined by the End-users. Preferably, such deliveries should occur during standard weekday office hours, spanning from 8:00 AM to 4:00 PM. It is obligatory that this delivery process is conducted under the observation of a designated representative from the Internal Audit Office, a representative from the Purchasing Office, and an OETS Engineer.
- e. Ensure the timely provision of monthly account statements and the corresponding itemized transaction receipts furnished by fuel stations, subsequently incorporated into the overall billing process.
  - f. In the event of any damage, loss, or theft of the Fuel Card, in circumstances not attributable to the fault or negligence of concerned HOSPITAL officials or employees, the service provider is obliged to replace the Fuel Card within reasonable time free of charge.

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#### 4.3 Terms of Payment

Payment shall be computed based on the actual consumption of fuel, calculated according to the prevailing pump prices, and shall be subject to the discounts and additional services offered as part of the bid.

The Supplier is required to furnish original Statement of Account (SOA) or Billing Statement for each vehicle and Generator Set fuel tank, serving as evidence for the payment calculation of actual fuel consumption on the 30th day of each calendar billing cycle. The SOA should include the following information:

- a. Date, time, and Gasoline station location per purchase transaction.
- b. Vehicle plate number associated with the fuel transaction.
- c. Volume of fuel (in liters) dispensed during the transaction and the corresponding price.
- d. Name of the designated driver conducting the fuel purchase.
- e. Fuel Card Number linked to the specific transaction.

#### 4.4 Reservation Clause

The Head of Procuring Entity of the HOSPITAL reserves the right to reject all Bids, declare a failure of bidding, or not award a contract in the following situations:

1. If there is *prima facie* evidence of collusion between appropriate public officers or employees of the procuring entity, or between the BAC and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies, or tends to restrict, suppress or nullify competition.
2. If the BAC is found to have failed in following the prescribed bidding procedures or
3. For any justifiable and reasonable grounds where the award of the contract will not redound to the benefits of the government as defined in the IRR of RA 9184.

#### 4.5 Notice To Proceed

NTP shall be issued by the Procuring Entity to the winning bidder upon the receipt of the contract. The winning bidder must issue and deliver the Fuel Card within seven calendar days after receiving the NTP.

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**5. APPROVED BUDGET AND PROJECT DURATION**

5.1 The HOSPITAL intends to apply the sum of **Three Million Nine Hundred Twenty-Seven Thousand Pesos (Php 3,927,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF FUEL CARD AND PROVISION OF FUEL FOR ONE-YEAR PERIOD FOR THE UP-PHILIPPINE GENERAL HOSPITAL**.

5.2 The HOSPITAL now invites bids for the **PROCUREMENT OF FUEL CARD AND PROVISION OF FUEL FOR ONE-YEAR PERIOD FOR THE UP-PHILIPPINE GENERAL HOSPITAL** in the UP-PGH Compound that will include all necessary works to complete this project.

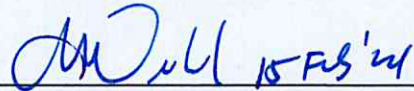
**Completion of work is 365 Calendar Days from the date of acceptance of Letter of Award (LOA) or until the approved budget for this PROJECT is expended whichever comes first.**

Prepared by:



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Recommending Approval:



**MERLIN D. HERRERA, CE, EnSe, MEng**  
Acting Head, OETS

Endorsed as Recommended:



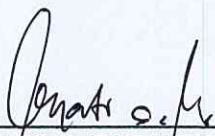
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Approved by:

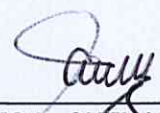


**GERARDO D. LEGASPI, MD**  
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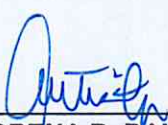
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TWG Chair

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## ANNEX A: VEHICLES AND GENERATOR SETS INFORMATION

Vehicle Make	Vehicle Model	Plate Number	Product Type
Toyota Hi-ace	2007	SHT 183	Diesel
Toyota	2006	SHU 889	Diesel
Toyota Innova	2017	CAL 6240	Diesel
Toyota Hi-ace	2008	SJC 941	Diesel
Toyota Deluxe	2021	NFC 1392	Diesel
Tata Motors	2020	UIF 213	Diesel
Mitsubishi L300		B7 J453	Diesel
Toyota Vios	2020	DAZ 3483	Gasoline
Toyota Hi-ace	2021	S1 Q301	Diesel
Toyota GL Grandia	2022	S3 M078	Diesel
Toyota GL Grandia	2022	S4 J419	Diesel
Toyota GL Grandia	2022	S4 O253	Diesel
Hyundai Grand Starex	2020	K1 N390	Diesel
Hyundai H350	2019	NCU 5962	Diesel
Hyundai H350	2019	NBE 6772	Diesel

Generator Capacity	Generator Set Brand	Product Type
1.5 MW	Caterpillar	Diesel
0.5 MW	Caterpillar	Diesel
2 - 200 KVA	Mitsubishi	Diesel
1000 KVA	MTU	Diesel
363KW	VOLVOPENTA	Diesel

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

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