

Proj. Ref. No.: **BAC1-2023-02-0026**

Opening of Bids: **21 December 2023**

End-User: **OFFICE OF THE ENGINEERING & TECHNICAL SERVICES**  
Project: **PROCUREMENT OF FUEL CARD & PROVISION  
OF FUEL FOR ONE-YEAR PERIOD FOR UP-  
PHILIPPINE GENERAL HOSPITAL**

ABC: **PHP3,927,000.00**

Contract: **CONTRACT**

Item No.	Qty.	UOM	Item Description	Unit Cost	Quotations (all taxes included)	
					in figures	in words
1	1	Contract	<b>PROCUREMENT OF FUEL CARD &amp; PROVISION OF FUEL FOR ONE-YEAR PERIOD FOR UP-PHILIPPINE GENERAL HOSPITAL</b>	3,927,000.00		
			<p>GENERAL PROJECT INFORMATION</p> <p>1. PROJECT DESCRIPTION</p> <p>1.1 Project Title:</p> <p>PROCUREMENT OF FUEL CARD AND PROVISION OF FUEL FOR ONE-YEAR PERIOD FOR THE UP-PHILIPPINE GENERAL HOSPITAL</p> <p>1.2 Definition of Terms</p> <p>UNIVERSITY shall mean the University of the Philippines (UP) HOSPITAL shall mean the Philippine General Hospital (PGH)</p> <p>END-USER shall mean the OETS-Transportation Unit, Emergency Medical Services (EMS), Cancer Institute, and OETS-Electrical Powerhouse of PGH.</p> <p>IMPLEMENTING AGENCY shall mean the University of the Philippines - Philippine General Hospital (UP-PGH)</p> <p>CONTRACT SUPPLIER shall mean the written agreement entered between the UNIVERSITY and the CONTRACTOR engaged for the implementation of the</p>			

Approved by:

**Dean CHARLOTTE M. CHIONG, MD., PhD.**  
Chairperson

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			<p>PROJECT</p> <p>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.</p> <p>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</p> <p>h FUEL CARD, sometimes 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.</p> <p>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 works/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.</p> <p>1.3 Project Overview</p>			
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			<p>The Fuel Card Program at UP-Philippine General Hospital facilitates the utilization of a specialized card for seamless payment of gasoline, diesel, and other fuel expenses at authorized gas stations. Its significance is particularly pronounced for the Transportation Unit, EMS, and Cancer Institute, which heavily depend on a fleet of fifteen (15) vehicles and fuel tanks to fulfill diverse administrative and operational obligations. These vehicles play a critical role in transporting hospital employees, delivery/pick up of medicine and hospital/medical supplies. Additionally, backup power generators require immediate and reliable provision of fuel particularly during emergency situations.</p> <p>Aside from simplifying fuel payments, the Fuel Card Program empowers subscribers with effective cost control measures. Users can set spending limits and closely monitor fuel-related expenditure patterns, encompassing aspects like fuel grade preferences, refueling frequency, timing, and favored fueling locations.</p> <p>Furthermore, this program seamlessly aligns our goal of optimizing petroleum product utilization efficiently with the Government Energy Management Program of the Department of Energy.</p> <p><b>2. PROCUREMENT OVERVIEW</b></p> <p>2.1 The procurement of this project will be conducted in adherence to the declared policies</p>			
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		<p>of Republic Act (RA) 9184 or the Government Procurement Act.</p> <p>22 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.</p> <p>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.</p> <p>24 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.</p> <p>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.</p>			
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			<p><b>3. PROCUREMENT OBJECTIVES</b></p> <p>3.1 To implement a comprehensive fuel management system facilitated by the service provider, enabling simultaneous tracking and monitoring of fuel allocation, consumption, and management.</p> <p>3.2 To leverage the Fuel Card Program for seamless monitoring of vehicle fuel consumptions, utilizing the Fuel Card's assigned product restrictions and purchase limits, in addition to its tamper-proof and cashless transaction functionality.</p> <p><b>4. SCOPE OF SERVICES AND DELIVERABLES</b></p> <p><b>4.1 General Requirement</b></p> <p>a. The CONTRACTOR/SUPPLIER must meet both of the following criteria for service station branches:</p> <p>1. A minimum of 200 service stations within Metro Manila.</p> <p>2. A minimum of 150 service stations outside Metro Manila but within Luzon,</p> <p>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.</p>			
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			<p>C. The CONTRACTOR/SUPPLIER is responsible for providing the HOSPITAL with vehicle-specific fuel cards that contain the following essential information:</p> <ol style="list-style-type: none"> <li>1. Card number with Expiration date;</li> <li>2. Company name;</li> <li>3. Vehicle details (vehicle type and plate number);</li> <li>4. Product restriction (fuel type);</li> <li>5. Only vehicles listed on the fuel card will be eligible to obtain fuel within the specified limitations stated on the card.</li> </ol> <p>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:</p> <ol style="list-style-type: none"> <li>1. Card number with Expiration date</li> <li>2. Company name</li> <li>3. Product restriction (fuel type),</li> </ol> <p>e. 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 reeling.</p> <ol style="list-style-type: none"> <li>1. In the generator sets, 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</li> </ol>			
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		<p>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.</p> <p>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. These reporting measures are integral to upholding transparency and accountability within the fuel supply chain.</p> <p>g. The CONTRACTOR/SUPPLIER must be available 24/7 to fulfill the HOSPITAL's fuel requirements at their designated fuel stations throughout the contract duration. The fuel provided by the CONTRACTOR/SUPPLIER's stations should meet the following minimum ratings:</p> <ol style="list-style-type: none"><li>1. Diesel (minimum Cetane Number rating of 50)</li><li>2. Gasoline (minimum Octane Number rating of 91)</li></ol> <p>4.2 Project Deliverables The Scope of Services to be delivered by the CONTRACTOR shall include the following:</p> <p>(e Issuance of a total of Fifteen (15) Fuel Cards and provision/dispensation of fuel products to HOSPITAL vehicles, as specified in Annex A</p>			
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		<p>b) Within Seven (7) calendar days from the issuance of the Notice to Proceed, the CONTRACTOR shall accomplish the following:</p> <ol style="list-style-type: none"> <li>1. Provide the HOSPITAL with the designated fuel cards, as detailed in Section 4.1.c above. 4.1.d above.</li> <li>2. 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.</li> </ol> <p>Fuel Availability and Replenishment:</p> <p>a. Provide an uninterrupted supply of fuel to all HOSPITAL vehicles and fuel tanks associated with the issued Fuel Cards. It is essential that the CONTRACTOR/SUPPLIER delivers requested fuel to the End-User within a maximum of three days from the request.</p> <p>b. 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.</p> <p>Fuel Delivery for Generator Sets:</p> <p>The CONTRACTOR/SUPPLIER shall be responsible for supplying the required quantity of fuel in a which must be stored in a container that complies with safety regulations and is suitable for secure transportation. The delivery team is tasked with furnishing all essential tools and equipment necessary to ensure the secure and efficient transfer of diesel fuel into the generator tank.</p>			
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			<p>Prior to fuel transfer into the generator's tank, the CONTRACTOR/SUPPLIER is obligated to conduct a Water Finding Paste Testing ng procedure. 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.</p> <p>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.</p> <p>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:</p> <ol style="list-style-type: none"> <li>Date, time, and Gasoline station location per purchase transaction.</li> <li>Vehicle plate number associated with the fuel transaction.</li> <li>Volume of fuel (in liters) dispensed during the transaction and the corresponding price.</li> <li>Name of the designated driver conducting the fuel purchase.</li> <li>Fuel Card Number linked to the specific transaction.</li> </ol>			
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			<p>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.</p> <p>44 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:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. If the BAC is found to have failed in following the prescribed bidding procedures or</li> <li>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.</li> </ol> <p>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.</p>			
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		<p>5.0 APPROVED BUDGET AND PROJECT DURATION</p> <p>5.1 The HOSPITAL intends to apply the sum of Three Million Nine Hundred Twenty-Seven Thousand Pesos (Php3,927,000.00) 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.</p> <p>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.</p> <p>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.</p> <p><b>VEHICLE INFORMATION</b></p> <table><tr><th>VEHICLE NAME</th><th>VEHICLE MODEL</th><th>PLATE NUMBER</th><th>PRODUCT TYPE</th></tr><tr><td>Toyota Hi-Ace</td><td>2007</td><td>SHT 183</td><td>Diesel</td></tr><tr><td>Toyota</td><td>2006</td><td>SHU 889</td><td>Diesel</td></tr><tr><td>Toyota Innova</td><td>2017</td><td>CAL 6240</td><td>Diesel</td></tr><tr><td>Toyota Hi-Ace</td><td>2008</td><td>SJC 941</td><td>Diesel</td></tr><tr><td>Toyota Deluxe</td><td>2021</td><td>NFC 1392</td><td>Diesel</td></tr><tr><td>Tata Motors</td><td>2020</td><td>UIF 213</td><td>Diesel</td></tr></table>	VEHICLE NAME	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			
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Toyota Hi-Ace	2007	SHT 183	Diesel																														
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Toyota Deluxe	2021	NFC 1392	Diesel																														
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				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 0253	Diesel				
				Hyundai Grand Starex	2020	K1 N390	Diesel				
				Hyundai H350	2019	NCU 5962	Diesel				
				Hyundai H350	2019	NBE 6772	Diesel				

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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			
363 KW	VOLVOPEN TA	Diesel			
<b>Total Approved Budget for the Contract:</b>			<b>Php3,927,000 .00</b>		

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