

**SUPPLEMENTAL / BID BULLETIN NO. 1**

Title : Procurement of Fuel for DSWD Vehicles Using Fleet Card Distributor/ Credit Facility

ITB No : GOP/18-DSWD-006-A

Date : 18 June 2018

This Supplemental/ Bid Bulletin is issued to all prospective bidders announcing amendments/changes in the Bidding Documents, to wit:

**I. Correction in the Newspaper Publication**

PARTICULARS	FROM	TO
<b>Title of the Project</b>	Procurement of Fuel for DSWD Vehicles Using Fleet Card Distributor/ Credit Facility  ITB No. GOP/18-DSWD-006-A  PR No. 2018030567	<b>Procurement of Fuel for DSWD Vehicles Using Fleet Card Distributor/ Credit Facility</b>  ITB No. GOP/18-DSWD-006-A  PR No. 2018061833

**II. Section III. Bid Data Sheet**

PARTICULARS	FROM	TO
<b>ITB Clause No. 18.1</b>	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:  1. The amount of not less than <b>PhP 217,755.00</b> , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or	<b>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</b>  <b>1. The amount of not less than PhP 217,555.00, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or</b>

	2. XXX	irrevocable letter of credit; or 2. XXX
<b>ITB Clause No. 28.3</b>	<p><b>Grouping and Evaluation of Lots</b></p> <p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. In order to determine the Lowest Calculated Bidder (LCB), the basis of the Bidder's bid price for each fuel item should be the price as of cut-off date at a gasoline station/branch within five (5) kilometers radius from DSWD-Central Office.</li> <li>2. XXX</li> <li>3. XXX</li> </ol>	<p><b>Grouping and Evaluation of Lots</b></p> <p><b>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</b></p> <p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. In order to determine the Lowest Calculated Bidder (LCB), the basis of the Bidder's bid price for each fuel item should be the price as of cut-off date at a gasoline station/branch within seven (7) kilometers radius from DSWD-Central Office.</li> <li>2. XXX</li> <li>3. XXX</li> </ol>

**III. Please see herein attached amended Schedule of Requirements.**

**IV. Please see herein attached amended Technical Specifications.**

**V. Pre-Bid Conference**

This is to reiterate that the Pre-Bid Conference is on **25 June 2018, 1:30 p.m.** to be held at the DSWD Board Room, 4<sup>th</sup> Floor Magiliw Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City.

**VI. Deadline for the Submission and Receipt of Bids**

This is to reiterate that the deadline for the submission and receipt of bids is on or before **09 July 2018, 1:00 p.m.** Bids must be delivered to the BAC Secretariat Office, Ground Floor, DSWD Central Office. **Late Bids will not be accepted.**

The Bid Opening will immediately follow after the deadline, to be held at the **DSWD Board Room, 4<sup>th</sup> Floor, Magiliw Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City.**

**VII. Issuance of Bidding Documents**

The issuance of the bidding documents is until **1:00 p.m. of 09 July 2018.**

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

*(Original signed)*  
**FLORITA R. VILLAR**  
Undersecretary and  
Bids and Awards Committee-I Chairperson

**Please accomplish this portion and send it to facsimile no. (02) 951-7116 or e-mail [bacsec@dswd.gov.ph](mailto:bacsec@dswd.gov.ph)**

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Received from DSWD, Supplemental/Bid Bulletin No. 1 for the **Procurement of Fuel for DSWD Vehicles Using Fleet Card Distributor/ Credit Facility** (ITB No. GOP/18-DSWD-006-A).

Received by : \_\_\_\_\_ Date : \_\_\_\_\_  
(Signature over Printed Name)

Designation : \_\_\_\_\_

Company : \_\_\_\_\_

## Schedule of Requirements

### Procurement of Fuel for DSWD Vehicles using Fleet Card Distributor/ Credit Facility

Lot No.	Particulars	Quantity
1	Diesel (at least 50 Cetane Rating)	34,300 liters per month
	Gasoline (at least 95 Research Octane Number [RON])	2,600 liters per month

**Contract Duration:**

- The contract duration shall be from the date of receipt of Notice to Proceed (NTP) to December 31, 2018 or until such time that the Total Contract Price is fully consumed or whichever comes first.

**Terms of Payment:**

- Monthly actual fuel usage to be paid within fifteen (15) to thirty (30) days upon receipt of billing. The billing documents of the Fleet Card Distributor must be attached with the Invoice Details from the service provider.

**Service Delivery Schedule:**

- Refer to "Annex A" of Section VII. Technical Specifications.

Name of Bidder: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

# Technical Specifications

DSWD Specifications	Bidder’s Specifications <sup>5</sup>
<p><b>Procurement of Fuel for DSWD Vehicles Using Fleet Card Distributor/ Credit Facility</b></p> <p><b>I. REQUIREMENTS</b></p> <p><b>A. Card Features</b></p> <ol style="list-style-type: none"> <li>1. Vehicle Card with Office Name and Plate Number embossed on each card</li> <li>2. Lead time of fifteen (15) calendar days to produce, deliver and use the cards</li> <li>3. Cards for 71 vehicles (Please see attached list in Annex A.)</li> </ol> <p><b>B. Product Restriction</b></p> <ol style="list-style-type: none"> <li>1. All Fuels</li> </ol> <p><b>C. Purchase Limits</b></p> <ol style="list-style-type: none"> <li>1. In liters (Please see attached list in Annex A.)</li> </ol> <p><b>D. Frequency Limit of Fuel Withdrawal per Vehicle Card</b></p> <ol style="list-style-type: none"> <li>1. One withdrawal of fuel per day</li> </ol> <p><b>E. Membership Fee</b></p> <ol style="list-style-type: none"> <li>1. Free membership and other fees</li> </ol> <p><b>F. Other Services/Features</b></p> <ol style="list-style-type: none"> <li>1. Free 24-hour towing and Roadside Assistance.</li> <li>2. Provision of reports including detailed transaction reports</li> </ol>	<p>Detailed Specifications:</p>

<sup>5</sup> IMPORTANT NOTE: Detailed specifications must be provided. 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 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 **Error! Reference source not found.** and/or GCC Clause **Error! Reference source not found.**

3. With Odometer Checking with each fuel purchase to calculate fuel consumption and monitoring
4. Since the driver can monitor the remaining balance of the card in every use, the driver will have to inform the GSD if the monthly allocation will be consumed before the end of the month. The authorized personnel of GSD may request for additional allotment per month if needed upon checking to avoid delays during wee hours and Saturdays/Sundays/Holidays and to ensure efficient support to various offices of the Department.
5. If a particular vehicle was not able to consume its monthly allocation, the actual usage per month shall be charged to the Department.

## **II. SECURITY FEATURES**

1. To protect the Department from possible fraud or misuse of fuel cards, the service provider will put in place security features ensuring that every transaction will be accounted through the monthly statement of account. Presentation of an approved trip ticket issued by General Services Division/Administrative Service (GSD/AS) to the driver shall be a requirement by the gas station before any transaction. For added security against loss, the Administrative Service (AS), as implementing office, may also opt for the PIN system whereby the card is assigned a 4-digit code known only to the cardholder or assigned driver to a particular vehicle. With either system, every transaction is electronically captured, providing documented details.
2. Another security feature for this Vehicle-Card type of plan is the Odometer checking by the gasoline station. This will confirm and verify if fuel has been gassed up to a particular DSWD vehicle per embossed plate number on the card. The kilometer reading of the vehicle shall be recorded every time the vehicle is gassed up. In this case, the fuel consumption and fuel efficiency of the vehicle will be validated. In addition, the Service Provider must provide DSWD Drivers a receipt/proof of transaction for every withdrawal of fuel.
3. In the event of lost card, the GSD/AS can advise for deactivation/cancellation of the card and a replacement can be issued upon request for a

minimum fee. The release of the replacement card should be within ten (10) calendar days upon reporting/filing of request. A mother/admin card must be provided to GSD/AS to ensure that the vehicle with a lost card would be filled up with POL during the replacement period. The mother/admin card will be used also in the events that a DSWD vehicle has no card due to unavailability of plate number and during official long travel wherein more than one frequency of fuel withdrawal is not enough. The Special Disbursing Officer (SDO) of the General Services Division shall be responsible for the "Admin Card".

4. In case the vehicle card is lost during travel outside Metro Manila and the vehicle needs to be gassed up, the driver will shoulder the fuel expenses subject for reimbursement.

**FUEL FLEET CARD ALLOTMENT**

June 15, 2018 to December 31, 2018

	Plate No.	Make/Model	Proposed Monthly Allotment (Fuel)		Monthly Budget Per Vehicle (Peso)	Fuel Type
			(in liters)	(in pesos)		
1	VQ-2180	Toyota Fortuner '17	700.00	31,500.00	31,500.00	Diesel
2	VO-3902	Toyota Fortuner '17	700.00	31,500.00	31,500.00	Diesel
3	UQB-605	Nissan X-Trail '12	700.00	35,000.00	35,000.00	Gasoline
4	SKM-811	Toyota Hi-Lux '12	600.00	27,000.00	27,000.00	Diesel
5	UPO-606	Mitsubishi Montero '13	600.00	27,000.00	27,000.00	Diesel
6	UMQ-605	Mitsubishi Montero '13	600.00	27,000.00	27,000.00	Diesel
7	SJX-777	Toyota Innova '09	600.00	27,000.00	27,000.00	Diesel
8	SAA-3127	Toyota Innova '15	500.00	22,500.00	22,500.00	Diesel
9	SKM-831	Toyota Innova '12	500.00	22,500.00	22,500.00	Diesel
10	SKC-827	Toyota Hi-Lux '10	600.00	27,000.00	27,000.00	Diesel
11	SKC-898	Toyota Hi-Lux '10	600.00	27,000.00	27,000.00	Diesel
12	SKS-332	Mitsubishi Adventure '12	500.00	22,500.00	22,500.00	Diesel
13	SKC-749	Hyundai Sta. Fe '09	600.00	27,000.00	27,000.00	Diesel
14	SHY-196	Hyundai Sta. Fe '07	600.00	27,000.00	27,000.00	Diesel
15	SKZ-495	Mitsubishi Montero '13	600.00	27,000.00	27,000.00	Diesel
16	UQW-602	Toyota Fortuner '12	600.00	27,000.00	27,000.00	Diesel
17	SHP-755	Mitsubishi Adventure '06	400.00	18,000.00	18,000.00	Diesel
18	SHG-893	Isuzu Crosswind '07	400.00	18,000.00	18,000.00	Diesel
19	SHY-210	Isuzu Crosswind '07	400.00	18,000.00	18,000.00	Diesel
20	SKA-370	Ford Ranger '10	500.00	22,500.00	22,500.00	Diesel
21	SEV-672	Toyota Revo '99	500.00	25,000.00	25,000.00	Gasoline
22	SKE-628	Toyota Innova '12	500.00	22,500.00	22,500.00	Diesel
23	SHX-641	Isuzu Crosswind '08	400.00	18,000.00	18,000.00	Diesel
24	SKS-325	Mitsubishi Adventure '12	400.00	18,000.00	18,000.00	Diesel
25	SHG-908	Toyota Revo '04	500.00	25,000.00	25,000.00	Gasoline
26	SFX-514	Toyota Revo '00	500.00	25,000.00	25,000.00	Gasoline
27	SKE-664	Toyota Hi-Lux '08	500.00	22,500.00	22,500.00	Diesel
28	SKS-305	Mitsubishi Adventure '12	400.00	18,000.00	18,000.00	Diesel
29	SKS-335	Mitsubishi Adventure '12	400.00	18,000.00	18,000.00	Diesel
30	SKP-590	Nissan Urvan '12	500.00	22,500.00	22,500.00	Diesel
31	SKP-600	Nissan Escapade '12	500.00	22,500.00	22,500.00	Diesel
32	SKM-821	Toyota Hi-Lux '12	600.00	27,000.00	27,000.00	Diesel
33	SKE-637	Toyota Innova '12	500.00	22,500.00	22,500.00	Diesel
34	SKM-740	Toyota Grandia '11	600.00	27,000.00	27,000.00	Diesel
35	SKP-639	Mitsubishi Strada '11	500.00	22,500.00	22,500.00	Diesel
36	SLA-767	Ford Everest '05	500.00	22,500.00	22,500.00	Diesel
37	SAA-3128	Toyota Innova '15	500.00	22,500.00	22,500.00	Diesel
38	SKR-581	Mitsubishi Strada '11	500.00	22,500.00	22,500.00	Diesel
39	SKS-342	Mitsubishi Adventure '12	400.00	18,000.00	18,000.00	Diesel
40	SFM-650	Toyota Innova '06	500.00	22,500.00	22,500.00	Diesel
41	SKS-344	Mitsubishi Adventure '12	400.00	18,000.00	18,000.00	Diesel
42	SKA-378	Ford Ranger '09	500.00	22,500.00	22,500.00	Diesel
43	SFD-901	Isuzu Fuego '99	400.00	18,000.00	18,000.00	Diesel
44	SKS-345	Mitsubishi Adventure '12	400.00	18,000.00	18,000.00	Diesel
45	SKS-315	Mitsubishi Adventure '12	400.00	18,000.00	18,000.00	Diesel
46	SHG-883	Isuzu Crosswind '07	400.00	18,000.00	18,000.00	Diesel
47	reg. no plate av	Hino Wing Van '15	800.00	36,000.00	36,000.00	Diesel



48	SFN-921	Mitsubishi Truck '00	800.00	36,000.00	36,000.00	Diesel
49	SFM-628	Hyundai Truck '07	800.00	36,000.00	36,000.00	Diesel
50	SLB-249	Isuzu FVR Truck '14	800.00	36,000.00	36,000.00	Diesel
51	reg no plate	Hino Bus '15	800.00	36,000.00	36,000.00	Diesel
52	SFD-812	Nissan Urvan '99	400.00	18,000.00	18,000.00	Diesel
53	SKV-637	Hyundai Aero '12	800.00	36,000.00	36,000.00	Diesel
54	SJS-238	Mitsubishi Rosa '10	700.00	31,500.00	31,500.00	Diesel
55	SKS-298	Isuzu Passenger Van '12	400.00	18,000.00	18,000.00	Diesel
56	SFN-365	Isuzu Bus '00	600.00	27,000.00	27,000.00	Diesel
57	SKS-287	Isuzu Passenger Van '12	400.00	18,000.00	18,000.00	Diesel
58	SDJ-915	Toyota Commuter Van '90	500.00	22,500.00	22,500.00	Diesel
59	SJC-865	Nissan Urvan '07	500.00	22,500.00	22,500.00	Diesel
60	SGZ-441	Ford Ranger '04	500.00	22,500.00	22,500.00	Diesel
61	SHG-892	Isuzu Crosswind '07	400.00	18,000.00	18,000.00	Diesel
62	SHG-894	Isuzu Crosswind '07	400.00	18,000.00	18,000.00	Diesel
63	SJC-733	Foton Pick-up '07	400.00	18,000.00	18,000.00	Diesel
64	SFU-559	Toyota Revo '03	400.00	18,000.00	18,000.00	Diesel
65	SEV-673	Toyota Revo '99	400.00	18,000.00	18,000.00	Diesel
66	SGS-270	Ford Ranger '03	500.00	22,500.00	22,500.00	Diesel
67	SEE-500	Honda Civic '95	400.00	20,000.00	20,000.00	Gasoline
68	SEK-194	Mitsubishi Pajero '92	400.00	18,000.00	18,000.00	Diesel
69	SHG-872	Isuzu Crosswind '07	400.00	18,000.00	18,000.00	Diesel
70	SEF-538	Toyota Corolla '95	400.00	18,000.00	18,000.00	Diesel
71	not yet registered	Land Rover Defender '11	500.00	22,500.00	22,500.00	Diesel
<b>TOTAL:</b>			<b>36,900.00</b>	<b>1,673,500.00</b>	<b>1,673,500.00</b>	

Computed as: P45.00 per liter (Diesel)  
P50.00 per liter (Gasoline)

PRODUCTS	QUANTITY (liters)	AMOUNT (peso)
Diesel	34,300	1,543,500.00
Gasoline	2,600	130,000.00
<b>TOTAL:</b>		<b>1,673,500.00</b>

monthly budget  
**1,673,500.00**

**10,877,750.00**  
(total monthly budget x 6.5 months)

Name of Bidder: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_