

BID BULLETIN NO. 02
14 December 2023

**PROCUREMENT OF FUEL FOR CAAP MOTOR VEHICLES THROUGH
FLEET CARD PROGRAM**

- I. This Bid Bulletin No. 02 dated 14 December 2023, is issued to clarify, modify and amend items in the Bidding Documents for the guidance of all concerned.

REFERENCE(S)	CLARIFICATION/MODIFICATION/ AMENDMENT
1. Page 3: Request for Price Quotation (RFQ)	
<p>... Under <i>"Item Description /Specification"</i>:</p> <p>Fuel (Diesel) (Php80.00 x 52, 320 liters x 12 months)</p> <p>Fuel (Gasoline) (Php71.00 x 30,000 liters x 12 months)</p>	<p>Fuel (Diesel) (Php80.00 x 52, 320 liters x 1 year)</p> <p>Fuel (Gasoline) (Php71.00 x 30,000 liters x 1 year)</p> <p>The indicated quantities in liters covers the requirements of CAAP for the whole year based on the project's Approved Purchase Request.</p>
2. Terms of Reference (TOR)	
<p>Provision 3 (b)(i): <i>"Has a wide service station network nationwide and all its branches are available at all times to dispense the fuel requirements of the ground vehicles and small HP gasoline engine equipment of the CAAP Head Office."</i></p> <p>Provision 3 (h): <i>"The Fleet card Service Provider shall be responsible for dispensing and making available at all times in all its fleet card-affiliated branches for one (1) year and upon consumption of all the fuel requirements for</i></p>	<p>Clarification:</p> <p>The term "at all times" specified under these provisions does not mean that all service stations of the service provider have a 24-hour operation, 7 days a week (24/7).</p> <p>Nonetheless, the Fleet Card Service Provider must identify and ensure that there is a at least fifty (50) fleet card affiliated service stations in the National Capital Region (NCR) operate 24/7. At least two (2) of which must be situated</p>

<i>the one (1) year extension."</i>	<p>approximately within 10 kilometer-radius from the CAAP-Head Office that can accommodate fleet card transaction 24/7 for the Authority.</p> <p>These provisions do not necessarily entail that ALL fleet card service stations of the Service Provider are required to operate 24/7.</p>
<p>Provision 4: Technical Specifications of Fuel.</p> <p>Total Gasoline Requirements indicated in the Card Limit (12 months) in Liters: 50,600 L</p> <p>Total Diesel Requirements indicated in the Card Limit (12 months) in Liters: 82,000 L</p>	<p>Modification for Provision 4: Technical Specifications of Fuel.</p> <p>Total Gasoline Requirements indicated in the Card Limit (12 months) in Liters: 30,000 L</p> <p>Total Diesel Requirements indicated in the Card Limit (12 months) in Liters: 52,320 L</p>
<p>Provision 9 (a): <i>"The Fleet Card Service Provider shall issue separate Statement of Accounts (SOA) and detailed transaction report for vehicles and small HP gasoline engine equipment to CAAP Head Office within five (5) working days after the end of every month."</i></p>	<p>Amendment for Provision 9 (a): <i>"The Fleet Card Service Provider shall allow CAAP to generate directly from the system a separate Statement of Accounts (SOA) and detailed transaction report for vehicles and small HP gasoline engine equipment to CAAP Head Office within five (5) working days after the end of every month."</i></p>
<p>Provision 9 (c): <i>"The CAAP-Head Office shall be given thirty (30) calendar days to settle its monthly obligations reckoned from the receipt of the Billing/Statement of Account by the Supply Division, CAAP Head Office."</i></p>	<p>Amendment for Provision 9 (c): <i>"The CAAP-Head Office shall be given thirty (30) calendar days to settle its monthly obligations reckoned from the end of every billing period."</i></p>

- II. The new schedule for the **Procurement of Fuel for CAAP Motor Vehicles through Fleet Card Program (Negotiated Procurement) – Six Million Three Hundred Fifteen Thousand Six Hundred Pesos (Php6,315,600.00)** shall be on **20 December 2023**.
- III. Deadline for the Submission and Opening of Bids will be on **20 December 2023 at 9:30 AM** at the CAAP Conference Room, 4th Floor CAAP Compound, Pasay City and Google Meet Video Conferencing.

- IV. This shall be integral part of the Bidding Documents and the same shall be enclosed in the technical bid envelope/components and shall be marked accordingly.
- V. Bids not complying with the above instruction shall be disqualified.

For the information and guidance of all concerned.



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Vice-Chairperson
Bids and Awards Committee - Bravo