



REQUEST FOR QUOTATION

Date: **11 December 2023**

RFQ No.: 23-12- 21

Name of Supplier / Company: (CALTEX) CHEVRON PHILIPPINES, INCORPORATED

Address: 6th Flr., 6750 Office Tower Ayala Ave., Makati City

The Civil Aviation Authority of the Philippines (CAAP) through its Bids and Awards Committee – Bravo (BAC), intends to procure **FUEL FOR CAAP MOTOR VEHICLES THROUGH FLEET CARD PROGRAM** through Negotiated Procurement (Direct Retail Purchase) as permitted under **53.14 (Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products, Airline Tickets and Online Subscriptions)** of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 as amended through GPPB Resolution No. 05-2022 dated 23 June 2022.

Please quote your best offer for the item described herein subject to the Terms of Reference provided on page 5 of this Request for Quotation (RFQ). Submit your quotation/proposal duly signed by you or your duly authorized representative no later than **16 December 2023 at 9:30 AM**.

The submission of the quotation/price proposal shall include the following documents:

A. Eligibility Requirements

1. Valid Mayor's or Business Permit;
2. Valid PhilGEPS Certificate of Registration;
3. Notarized Omnibus Sworn Statement, preferably using the GPPB-prescribed form, for ABC above P50,000.00; and
4. Latest Income/Business Tax Return for above ABC P500,000.00

B. Technical Requirements

1. Technical Specifications with Compliance Statement

C. Financial Requirements

1. Original of duly signed and accomplished Financial Bid Form (Form No.1)

Quotations should be submitted personally to the Bids and Award Committee, BAC Office, PMO Building, Civil Aviation Authority of the Philippines, MIA Road, Pasay City.

Late submissions shall not be accepted.



Quotation opening shall be held physically at the CAAP Conference Room, 4th Floor Administrative Building, Civil Aviation Authority of the Philippines, MIA Road, Pasay City, and virtually via Google Meet Video Conferencing on 18 December 2023, 9:30 AM. The quotation will be opened in the presence of the bidder's representative/s who opts to attend the activity. The bidder is requested to advise the committee, *through the Secretariat, of the name of its representative together with an attached written authorization* manually or via electronic mail.

The CAAP reserves the right to accept or reject the offer, annul this request for quotation or the procurement process, waive any informalities or minor defects, accept the most advantageous offer to the CAAP, or not award the contract without incurring any liability to the offer.

For further inquiries/clarifications, you may contact the BAC Secretariat at (02) 7944-2358 or email at bac@caap.gov.ph.

We look forward to your participation in this procurement activity.

MGEN RICARDO C. BANAYAT AFP (RET)

Vice-Chairperson

Bids and Awards Committee - Bravo



Instructions:

1. Accomplish this RFQ correctly, completely, and legibly.
2. Do not alter the contents of this form in any way.
3. Failure to comply with any mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

Please quote your best offer for the items below. Please do not leave any blank items. Items with no price indicated shall be considered non-compliant, but specifying "0" (zero) or "-" (dash) for the said item would mean that it is being offered for free to the Government and

The information below shall be the basis for evaluating and calculating your quotation.

Item Description/ Specification	Quantity	(A)	Unit	Unit Cost	Approved Budget for Contract	(B) Offered Price per unit	(AxB) Total Offered Price
Fuel (Diesel) (Php80.00 x 52, 320 liters x 12 months)	1		Lot	4,185,600.00	4,185,600.00		
Fuel (Gasoline) (Php71.00 x 30,000 liters x 12 months)	1		Lot	2,130,000.00	2,130,000.00		
Total					6,315,600.00		

*Please see attached Technical Specifications on pages 5-8

*The above-quoted prices are inclusive of all costs and applicable taxes.

TECHNICAL SPECIFICATIONS

Specification	Statement of Compliance
	<p>[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 may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</p>
<p>Provision of Fleet Card under Electronic Fleet Card System</p> <p>a. Fleet Card shall be for the vehicle/plate number specific for the following:</p> <ol style="list-style-type: none"> Mitsubishi Mirage No. SAB 9099 Mitsubishi Mirage No. SAB 9100 Mitsubishi Mirage No. SAB 9101 Mitsubishi Mirage No. SAB 9102 Mitsubishi Mirage No. SAB 9103 	



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|----------|--|
| vi. | Toyota Avanza No. SAB 4050 |
| vii. | Toyota Avanza No. SAB 9104 |
| viii. | Honda Civic No. PQE 384 |
| ix. | Honda Civic No. TMQ 226 |
| x. | Honda Civic No. TYQ 307 |
| xi. | Honda Civic No. ZMW 876 |
| xii. | Honda Civic No. ZMW 886 |
| xiii. | Honda Civic No. ZMW 894 |
| xiv. | Toyota Altis No. PQR 318 |
| xv. | Toyota Altis No. VE 5039 |
| xvi. | Honda Motorcycle No. SL 2683 |
| xvii. | Toyota Fortuner No. ABE 6531 |
| xviii. | Toyota Fortuner No. WIU 551 |
| xix. | Toyota Fortuner No. WIU 552 |
| xx. | Toyota Hi-Ace Commuter Van No. SAB 9105 |
| xxi. | Toyota Hi-Ace Commuter Van No. SAB 9106 |
| xxii. | Toyota Hi-Ace Commuter Van No. SAB 9107 |
| xxiii. | Toyota Hi-Ace Commuter Van No. SAB 9108 |
| xxiv. | Toyota Hi-Ace Commuter Van No. SAB 9109 |
| xxv. | Toyota Hi-Ace Commuter Van No. SAB 9110 |
| xxvi. | Toyota Hi-Ace Commuter Van No. SLE 992 |
| xxvii. | Mitsubishi Strada No. SAB 9089 |
| xxviii. | Mitsubishi Strada No. SAB 9093 |
| xxix. | Mitsubishi Strada No. SAB 9094 |
| xxx. | Mitsubishi Strada No. SAB 9095 |
| xxxi. | Mitsubishi Strada No. SAB 9097 |
| xxxii. | Mitsubishi Strada No. SAB 9098 |
| xxxiii. | Isuzu DMAX No. SAB 6585 |
| xxxiv. | Isuzu DMAX No. SAB 9090 |
| xxxv. | Isuzu DMAX No. SAB 9091 |
| xxxvi. | Isuzu DMAX No. SAB 9092 |
| xxxvii. | Isuzu DMAX No. SAB 9397 |
| xxxviii. | Isuzu DMAX No. SAB 8367 |
| xxxix. | Isuzu DMAX No. SAB 8369 |
| xl. | Isuzu Crosswind No. SJA 577 |
| xli. | JAC Bus No. SAB 9111 |
| xlII. | Hyundai County Mini Bus No. SAB 9112 |
| xlIII. | Hyundai County Mini Bus No. SAB |

	<p>9113</p> <p>xiv. Hyundai County Mini Bus No. SAB 9114</p> <p>xiv. Isuzu Crosswind Sportivo No. ZMW 599</p> <p>xvi. Isuzu Crosswind Sportivo No. ZNB 117</p> <p>xvii. Mitsubishi L-300 Van No. NR 6963</p> <p>b. Fleet Card shall be for small HP Equipment (Grasscutter/Lawnmower) specific for the following:</p> <p>i. Honda 4 Stroke Grasscutter/Lawnmower - assigned at BGMS/FMD</p> <p>ii. Makita Brand Grasscutter – assigned at CATC</p> <p>iii. Honda 4 Stroke Grasscutter – assigned at Manila Radar</p> <p>iv. Honda 4 Stroke Grasscutter – assigned at Manila CNS</p> <p>v. Kawasaki TD40 Grasscutter – assigned at Manila Transmitter</p> <p>vi. Kawasaki TD40 Grasscutter – assigned at Tagaytay Radar</p>	
	<p>a. Use of fleet card is only allowed to its assigned vehicle and small HP Equipment (Grasscutter/Lawnmower)</p>	
	<p>Provision for Petroleum Fuel:</p> <p>Gasoline (in liters):</p> <ol style="list-style-type: none"> 1. Mitsubishi Mirage No. SAB 9099: 250 liters per month 2. Mitsubishi Mirage No. SAB 9100: 250 liters per month 3. Mitsubishi Mirage No. SAB 9101: 250 liters per month 4. Mitsubishi Mirage No. SAB 9102: 250 liters per month 5. Mitsubishi Mirage No. SAB 9103: 250 liters per month 6. Toyota Avanza No. SAB 4050: 250 liters per month 7. Toyota Avanza No. SAB 9104: 250 liters per month 	



	<ol style="list-style-type: none">8. Honda Civic No. PQE 384: 250 liters per month9. Honda Civic No. TMQ 226: 250 liters per month10. Honda Civic No. TYQ 307: 250 liters per month11. Honda Civic No. ZMW 876: 250 liters per month12. Honda Civic No. ZMW 886: 250 liters per month13. Honda Civic No. ZMW 894: 250 liters per month14. Toyota Altis No. PQR 318: 167 liters per month15. Toyota Altis No. VE 5039: 250 liters per month16. Honda Motorcycle No. SL 2683: 250 liters per month	
	<p>Provision for Petroleum Fuel: Diesel (in liters):</p> <ol style="list-style-type: none">1. Toyota Fortuner No. ABE 6531: 167 liters per month2. Toyota Fortuner No. WIU 551: 250 liters per month3. Toyota Fortuner No. WIU 552: 167 liters per month4. Toyota Hi-Ace Commuter Van No. SAB 9105: 167 liters per month5. Toyota Hi-Ace Commuter Van No. SAB 9106: 167 liters per month6. Toyota Hi-Ace Commuter Van No. SAB 9107: 167 liters per month7. Toyota Hi-Ace Commuter Van No. SAB 9108: 250 liters per month8. Toyota Hi-Ace Commuter Van No. SAB 9109: 167 liters per month9. Toyota Hi-Ace Commuter Van No. SAB 9110: 167 liters per month10. Toyota Hi-Ace Commuter Van No. SLE 992: 250 liters per month11. Mitsubishi Strada No. SAB 9089: 250 liters per month12. Mitsubishi Strada No. SAB 9093: 250 liters per month13. Mitsubishi Strada No. SAB 9094: 250 liters per month	



<p>Provision for Petroleum Fuel: Gasoline (in liters): Small HP Gasoline Equipment</p>	<p>1. Honda 4 Stroke Grasscutter/Lawnmower. 50 liters per month 2. Makita Brand Grasscutter: 50 liters per month 3. Honda 4 Stroke Grasscutter: 50 liters per month 4. Honda 4 Stroke Grasscutter: 50 liters per month</p>	
	<p>14. Mitsubishi Strada No. SAB 9095: 167 liters per month 15. Mitsubishi Strada No. SAB 9097: 167 liters per month 16. Mitsubishi Strada No. SAB 9098: 250 liters per month 17. Isuzu DMAX No. SAB 6385: 250 liters per month 18. Isuzu DMAX No. SAB 9090: 167 liters per month 19. Isuzu DMAX No. SAB 9091: 167 liters per month 20. Isuzu DMAX No. SAB 9092: 250 liters per month 21. Isuzu DMAX No. SAB 9397: 250 liters per month 22. Isuzu DMAX No. SAB 8367: 250 liters per month 23. Isuzu DMAX No. SAB 8369: 250 liters per month 24. Isuzu Crosswind No. SJA 577: 250 liters per month 25. JAC Bus No. SAB 9111: 250 liters per month 26. Hyundai County Mini Bus No. SAB 9112: 250 liters per month 27. Hyundai County Mini Bus No. SAB 9113: 250 liters per month 28. Hyundai County Mini Bus No. SAB 9114: 250 liters per month 29. Isuzu Crosswind Sportivo No. ZMW 599: 250 liters per month 30. Isuzu Crosswind Sportivo No. ZNB 117: 250 liters per month 31. Mitsubishi L-300 Van No. NR 6963: 250 liters per month</p>	



	month 5. Kawasaki TD40 Grasscutter: 50 liters per month 6. Kawasaki TD40 Grasscutter: 50 liters per month	
	Designated vehicles and small HP engine equipment shall only be allowed to gas-up their allowable number of liters per month based on the given quantity above	

I hereby verify to comply with all the above requirements.

Signature over the printed name of the authorized representative

Company Name

Date



[ATTACH COMPANY LETTERHEAD/LOGO]

Bid Form

Date: _____

Invitation to Bid¹ No.: _____

To: *[name and address of Procuring Entity]*

Gentlemen and / or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply / deliver / perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid Validity Period of **120 calendar days** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid and to contract execution if we are awarded the contract are listed below:²

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

¹ If ADB, JICA and WB funded projects, use IFB

² Applicable only if the Funding Source is the ADB, JICA or WB



TERMS OF REFERENCE

FLEET CARD PROGRAM FOR THE PROCUREMENT OF FUEL FOR THE USE OF CAAP HEAD OFFICE VEHICLES AND SMALL HP GASOLINE ENGINE EQUIPMENT

1. Rationale

The Civil Aviation Authority of the Philippines intends to engage in a Fleet Card Program for the fuel requirements of ground vehicles and Small Horse Power (HP) Gasoline Engine Equipment of the CAAP Head Office. This is a significant operational requirement that is essential for the delivery of services to CAAP's stakeholders.

The CAAP Head Office has forty-seven (47) vehicles, sixteen (16) of which use gasoline fuel and thirty-one (31) use diesel fuel. These vehicles consume a monthly average of 1,538 liters of gasoline and 3,870 liters of diesel, amassing an annual average of 17,023 liters of gasoline and 44,289 liters of diesel.

Additionally, the CAAP Head Office has one (1) lawn mower and five (5) grass cutters, which also use gasoline fuel. This equipment, collectively referred to as Small HP Gasoline Engine Equipment, consume a monthly average of 47.20 liters of gasoline or an annual average of 323 liters.

Pursuant to the Implementing Rules and Regulations of R.A. 9184, the procurement process with a service provider for the fuel requirements of the CAAP Head Office shall undergo Negotiated Procurement (Direct Retail Purchase).

2. Objective

The main objective of the Fleet Card Program is to provide the ground vehicles and small HP gasoline engine equipment of the CAAP Head Office with an efficient, secured, convenient, continuous and steady supply of petroleum products and services, which must be economically manageable.

3. Scope of Services

- a. The Fleet Card Service Provider shall provide for the fuel requirements of the CAAP Head Office using the fleet card technology. It must ensure that the same is protected from duplication or hacking.
- b. The Fleet Card Service Provider must have the following:
 - 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.
 - ii. Has a web-based program for data tracking or monitoring which must reflect the monthly purchases of the ground vehicles and small HP gasoline engine equipment.



- c. The Fleet Card Service Provider shall provide each ground vehicle with individual fleet cards. The same must contain and reflect the following details of information.

For Ground Vehicles

- i. Card Number
 - ii. Office Name
 - iii. Details of the vehicle (type, plate number, etc.)
- d. The Fleet Card Service Provider shall likewise provide a singular fleet card for all of the small HP gasoline engine equipment which shall be explicitly intended for grass cutters and lawnmowers only. The fleet card must contain the following details of information:
- i. Card Number
 - ii. Office Name
 - iii. Details of the equipment (equipment brand/model, Serial No., etc.)
- e. No fleet cards shall be transferred to another vehicle/small HP gasoline engine for official use, unless through an official request from the CAAP Head Office.
- f. Product Restrictions
- The type of fuel products to be supplied by the Fleet Card Service Provider must be limited to the following:
- i. Diesel
 - ii. Gasoline
- g. Only the ground vehicles and small HP gasoline engine equipment indicated on the fleet card shall be allowed to avail of the abovementioned fuel products but subject to the limitations set forth therein.
- h. 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 the one (1) year extension.
- i. In case the Fleet Card Limit was reached or for any changes in the limit that may be required, a Request for Change Limit may be forwarded by the CAAP Head Office to the Fleet Card Service Provider to adjust the limits accordingly.

The changes in Fleet Card Limits must be processed and implemented by the Fleet Card Service Provider within one (1) to two (2) business days upon receipt of the request.

4. Technical Specifications of Fuel

The terms and conditions most advantageous to the government are the following estimated volume or quantity:

SPECIFICATIONS					
QTY	UNIT	ITEM DESCRIPTION	PARTICULAR	TYPE OF PETROLEUM	TOTAL COST (PHP) (1 YEAR)
16	pc/s.	Fleet Card	Vehicles	Gasoline	2,130,000.00
1	pc/s.	Fleet Card	Small HP Equipment		
31	pc/s.	Fleet Card	Vehicles	Diesel	4, 185, 600.00
48	pc/s.	Fleet Cards	TOTAL		6, 315, 600. 00

ITEMIZATION OF TECHNICAL SPECIFICATIONS : GASOLINE FUEL REQUIREMENTS					
Approved Budget for the Procurement of Gasoline Fuel :				PHP 2, 130, 000.00	
NO	QTY	ITEM DESCRIPTION	ASSIGNED OFFICE	CARD LIMIT (MONTHLY) (L)	CARD LIMIT (12 MONTHS) (L)
1	5	MIRAGE (S** ***9)	MOTORPOOL	250	3,000
2		MIRAGE (S** ***0)	MOTORPOOL	250	3,000
3		MIRAGE (S** ***1)	MOTORPOOL	250	3,000
4		MIRAGE (S** ***2)	ATS	250	3,000
5		MIRAGE (S** ***3)	MOTORPOOL	250	3,000
6	2	AVANZA (S** ***0)	COA	250	3,000
7		AVANZA (S** ***4)	MOTORPOOL	250	3,000
8	6	HONDA CIVIC (P** **4)	CSIS	250	3,000
9		HONDA CIVIC (T** **6)	MOTORPOOL	250	3,000
10		HONDA CIVIC (T** **7)	AFS	250	3,000
11		HONDA CIVIC (Z** *76)	MOTORPOOL	250	3,000
12		HONDA CIVIC (Z** *86)	ODG	250	3,000
13		HONDA CIVIC (Z** *94)	MOTORPOOL	250	3,000
14	2	ALTIS (S** ***8)	ODG	167	2,000
15		ALTIS (V** **9)	DDGA	250	3,000
16	1	MOTORCYCLE (S* ***3)	ODG	250	3,000



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINE



TOTAL				3,917	47,000
SMALL HORSE POWER GASOLINE ENGINE EQUIPMENT					
1	1	LAWNMOWER	BGMS/FMD		
	1	GRASSCUTTER		50.00	600.00
	1	GRASSCUTTER	CATC	50.00	600.00
	1	GRASSCUTTER	MLA. RADAR	50.00	600.00
	1	GRASSCUTTER	MLA. CNS	50.00	600.00
	1	GRASSCUTTER	MLA. TRANSMITTER	50.00	600.00
	1	GRASSCUTTER	TAGAYTAY RADAR	50.00	600.00
	TOTAL			300.00	3,600

ITEMIZATION OF TECHNICAL SPECIFICATIONS : DIESEL FUEL REQUIREMENTS					
Approved Budget for the Procurement of Diesel Fuel :				PHP 4,185,600.00	
NO	QTY	ITEM DESCRIPTION	ASSIGNED OFFICE	CARD LIMIT (MONTHLY) (L)	CARD LIMIT (12 MONTHS) (L)
1	3	FORTUNER (A** ***)	DG	167	2,000
2		FORTUNER (W** ***)	DDGO	250	3,000
3		FORTUNER (W** ***)	CFO	167	2,000
4	7	HI-ACE (S** ***)	MOTORPOOL/DG	167	2,000
5		HI-ACE (S** ***)	MOTORPOOL/ODG	167	2,000
6		HI-ACE (S** ***)	FSIS	167	2,000
7		HI-ACE (S** ***)	CATC	250	3,000
8		HI-ACE (S** ***)	DDGO	167	2,000
9		HI-ACE (S** ***)	MOTORPOOL	167	2,000
10		HI-ACE (S** ***)	MOTORPOOL	250	3,000
11	6	STRADA (S** ***)	MLA. RADAR	250	3,000
12		STRADA (S** ***)	CSIS	250	3,000
13		STRADA (S** ***)	CSIS	250	3,000
14		STRADA (S** ***)	MOTORPOOL	167	2,000
15		STRADA (S** ***)	MOTORPOOL	167	2,000
16		STRADA (S** ***)	CATC	250	3,000
17		DMAX (S** ***)	ANS	250	3,000
18		DMAX (S** ***)	MOTORPOOL	250	3,000
19		DMAX (S** ***)	MOTORPOOL/ODG	167	2,000
20		DMAX (S** ***)	MOTORPOOL	167	2,000
21	7	DMAX (S** ***)	ANS	250	3,000



22		DMAX (S** *397)	MOTORPOOL	250	3,000
23		DMAX (S** **69)	MLA. TOWER	250	3,000
24		CROSSWIND (SJ* *77)	MOTORPOOL	250	3,000
25	1	BUS (S*B **11)	MOTORPOOL	250	3,000
26		COUNTY (S*B **12)	MOTORPOOL	250	3,000
27	3	COUNTY (S*B **13)	MOTORPOOL	250	3,000
28		COUNTY (S*B **14)	MOTORPOOL	250	3,000
29	2	SPORTIVO (Z** *99)	MOTORPOOL	250	3,000
30		SPORTIVO (Z** *17)	CSIS	250	3,000
31	1	L-300 (N* **03)	CATC	250	3,000
TOTAL				6, 833	82,000

5. Responsibilities of the Fleet Card Service Provider

- The Fleet Card Service Provider shall only allow the issuance of fuel products to the ground vehicles and small HP gasoline engine equipment enrolled/listed in the fleet card program.
- The service station/branch shall load fuel products only to the ground vehicles and small HP gasoline engine equipment indicated on the fleet card. No transaction shall be allowed outside the maximum allocation.
- A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn or other services are given. The service provider shall ensure that the fleet card transaction slip accurately reflects all purchases charged to the fleet card.
- The Statement of Account (SOA) should be accurate with the receipt/invoice by the service station.
- The Fleet Card Service Provider shall issue fleets cards replacements, for destroyed/dilapidated fleet cards, upon request of CAAP- Head Office and upon confirmation thereof, without additional cost.
- The Fleet Card Service Provider shall permit the CAAP-Head Office to revise the list of vehicles and small HP gasoline engine equipment enrolled in the Fleet Card Program, to include vehicles and small HP gasoline engine equipment, and to cancel previously issued fleet cards.

In case of additions to the list, the Fleet Card Service Provider shall issue a new fleet card within seven (7) to ten (10) business days from the receipt of Notice of Request from CAAP- Head Office.

Cancellation of previously issued fleet cards must be accomplished by the Fleet Card Service Provider within twenty-four (24) hours from the receipt of Notice of Request thereof.



- g. The Fleet Card Service Provider shall only release the fleet cards to the duly authorized representatives/officers of CAAP-Head Office. A list of authorized personnel shall be furnished to the Fleet Card Service Provider for reference.

6. Funding of the Project

The cost for the procurement of fuel is **Six Million Three Hundred Fifteen Thousand Six Hundred Pesos (PHP 6,315,600. 00)** for one (1) year, inclusive of 12% VAT.

7. Evaluation of Bids

Considering the pump prices of fuels to be volatile, prospective Fleet Card Service Provider shall be evaluated using the following criteria:

- a) Fleet Card Service Provider must satisfy the abovementioned requirements.
- b) Fleet Card Service Provider must agree on the mode and computation of payment being implemented by the CAAP Head Office.

8. Inspection and Testing

- a) It is recommended that the conduct of testing and/or inspection of the fleet cards be done to the prospective Fleet Card Service Provider.
- b) CAAP Head Office shall conduct testing of the fleet cards during post-qualification to establish compliance with the technical specifications of the Terms of Reference.
- c) The prospective Fleet Card Service Provider shall bring the necessary equipment for the inspection and/or testing.

9. Payment Scheme Through Monthly Billing

- a) 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.*

The SOA shall indicate the one (1)-month total fuel consumption incurred by CAAP Head Office based on the prevailing pump prices which shall be duly received by the Supply Division, CAAP-Head Office.

- b) Payment shall be done every month, through issuance of cheques or bank transfers, upon submission of the service provider of its SOA or billing statement.



The computation of the payment is as follows.

Gross receipts total (i.e., inclusive of 12% VAT) Pxxx, xxx.xx

Less: 1% EWT and 5% Final Tax

[Note: Application of which shall be on the net receipts' totals (i.e., gross less 12% VAT).
A tax withheld certificate or tax credit shall be credited to the service station provider.]

Net Payment Pxxx, xxx.xx

The certificate of tax withheld shall be available at the Accounting Division upon completion of the payment process.

- c) 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.

10. Duration of the Contract

The duration of the contract to cover the fuel requirements of CAAP-Head Office shall not exceed one (1) year, or until such Contract Price is consumed, whichever comes first, upon receipt of the Notice to Proceed by the service provider.

11. Renewal of Contract

The renewal of contract is conditional upon the Fleet Card Service Provider's satisfactory compliance to the Terms of Reference set by CAAP-Head Office.

Should the Contract Price be consumed prior to the end of the one (1) year contract term, the approved Credit Line for CAAP shall be utilized to supplement the Authority's fuel requirement until the renewed contract is approved and hereby executory.

The CAAP-Head Office may renew its contract with the service provider prior to the end of the Contract Term, for a period of one (1) year or any intervals that is advantageous to the Authority, under the same terms of reference, except as may be amended herein.

The contract, including any renewals, may not exceed a total of five (5) years.