



### REQUEST FOR QUOTATION

|   |   |                                  |   |
|---|---|----------------------------------|---|
| Procurement Project Title:              | <b>Procurement of Fleet Card System</b> |                                  |   |
| Approved Budget for the Contract (ABC): | <u>1,094,114.63</u>                     | Purchase Request No.:            | 25-04-045   |
| End-User:                               | Admin Division                          | Delivery Period:                 | Thirty (30) calendar days upon issuance of Purchase Order |
| Source of Funds:                        | GAA                                     | Deadline for Submission of bids: | 28 April 2025<br>5:00 PM                                  |

Date: 21 April 2025

The **Philippine Information Agency (PIA)**, through its **Procurement Section – Administrative Division**, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with Rule V, Sec.42 of Republic Act (RA) 12009 or the New Government Procurement Act, and the use of Small Value Procurement (SVP) in its IRR, Rule IV-Modes of Procurement.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, **on or before the deadline indicated above**, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

**Procurement Section/Bids and Awards Committee Secretariat**  
**Philippine Information Agency**  
**2<sup>nd</sup> Flr. PIA Bldg. Visayas Avenue Diliman Quezon City**  
**Tel Nos. 8920-43-38/0985-305-0095**

1. Suppliers are required to submit the following prior to notification of award:
  - a. Valid & current Mayor's/Business permit for 2025;
  - b. Valid & current PhilGEPS Registration Certificate/Number;
  - c. Income Tax Return (for ABCs above P500K)
  - d. Omnibus Sworn Statement (for ABCs above P50K);
  - e. Bids should be valid for a period of 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

**ATTY. ALLAN VINCENT B. LORENZO**  
*BAC- Chairperson*

**TERMS AND CONDITIONS:**

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **SIXTY (60) calendar days** from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PIA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under Republic Act (RA) 12009 or the New Government Procurement Act and its IRR.
15. The PIA reserves the right to accept or reject any or all Quotations/Bids, 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(s), and to accept offer that is most advantageous to the government.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

### SUPPLIERS QUOTATION

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

| UNIT | DESCRIPTION   | QTY   | UNIT COST | TOTAL AMOUNT |
|------|---|---|-----------|--------------|
| Unit | Fuel Fleet Card System  | 1   |           |              |
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|      | <b>Approved Budget for the Contract (ABC):</b><br><u>1,094,114.63</u> | <b>GRAND TOTAL</b><br>Amount in Words : _____<br>_____<br>In Figures: Php _____ |           |              |

After having carefully read, understood, and accepted the conditions specified in the Request for Quotation, Technical Specification, and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

|   |                             |
|---|-----------------------------|
| Company Name:                             |                             |
| Company Address:                          |                             |
| Submitted by: (Authorized Representative) | _____                       |
| Designation                               | Signature Over Printed Name |
| Telephone No / Mobile No                  |                             |
| Email Address:                            |                             |
| Date Submitted:                           |                             |



### TECHNICAL SPECIFICATIONS

Note: Bidders must state either “**Comply**” or “**Not Comply**” in the column “Statement of Compliance” in each of the individual specification parameters:

| <b>PROJECT TITLE: Fuel Fleet Card System</b> |             |  |  |  |
|--|-------------|--|--|--|
| <b>QTY</b>                                   | <b>UNIT</b> | <b>DESCRIPTION</b>   | <b>REMARKS</b><br><i>(Brand Name/<br/>Model, etc.)</i> | <b>STATEMENT<br/>OF<br/>COMPLIANCE</b> |
| <b>1</b>                                     | <b>Unit</b> | Fuel Fleet Card System   |  |  |
|  |             | <b>TERMS OF REFERENCE</b>  |  |  |
|  |             | <p><b>Contract Duration:</b></p> <p>The Contract shall have a duration of eight (8) months (May to December 2025), or until such Contract Price is consumed, whichever occurs first, taking into account fluctuations in fuel pump prices. Delivery of fuel fleet Cards shall be completed within thirty (30) calendar days from the receipt of the Notice to Proceed (NTP) or Purchase Order.</p>   |  |  |
|  |             | <p><b>Basis of Payment:</b></p> <p>1. Payment shall be made on a monthly basis upon the service provider's submission of its Statement of Account or billing statement. In the event of a price increase or rollback on petroleum products, payment will be based on the prevailing retail pump price at the time of fuel withdrawal;</p> <p>2. The Supplier shall provide a Statement of Account (SOA) or Billing Statement as basis for the payment of actual consumption per billing cycle. The SOA or its documentary attachments should contain the following information:</p> <p>a. Date and Time of purchase<br/>b. Vehicle Plate No.<br/>c. No. of liters<br/>d. Name of Driver<br/>e. Fuel Fleet Card No.</p> <p>3. The PIA shall be given thirty (30) calendar days to settle its monthly obligations reckoned from receipt of the Billing/ Statement of Account by the Administrative Division.</p> |  |  |
|  |             | <p><b>Scope of work/requirements:</b></p> <p>1. Coverage</p> <p>The service provider shall have at least of 1,000 affiliated fleet stations, with petroleum supply for the PIA made available at all branches nationwide.</p>  |  |  |

## 2. Card Features

2.1. The Fleet Card Service Provider shall supply the PIA-Central Office with **Twenty-Two (22) fleet cards**, each containing the following details:

- A. Card number with office name (PIA)
- B. Vehicle information (type of vehicle and vehicle plate number)
- C. Product restriction (type of fuel)

2.2. Only the vehicles specified in the fleet card shall be allowed to avail of the fuel.

## 3. Product limitation

The Fleet Card Service Provider shall be responsible for dispensing and ensuring the availability of the volume or quantity at all times in all branches of its stations according to the provided contract duration, under the terms and conditions most advantageous to the government:

| TYPE OF FUEL           | QUANTITY | TOTAL ABC     |
|------------------------|----------|---------------|
| Fuel fleet card system | 1 Lot    | 1,094,114 .63 |

| Fuel Type          | No of Vehicles  |
|--------------------|-----------------|
| Gas                | 2               |
| Diesel             | 20              |
| Volume Flexibility | 2,000 per month |

## 4. Other requirements

The fuels to be supplied must comply with the latest Philippine National Standards for Fuel such as PNS/DOE OS 008:2018 for gasoline and PNS/DOE OS 004:2017 for automotive diesel oil.

## 5. Other Features

5.1 The Contractor/Supplier must have a web-based program/application for data tracking or monitoring, which reflect the monthly purchases of PIA's official vehicles;

5.2 The fleet card technology must be secured against duplication and hacking;

5.3 If a vehicle does not fully utilize its monthly allocation, only the **actual fuel**

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|  |  | <b>consumption</b> for that month will be charged to the PIA.   |  |  |
|  |  | <p><b>IV. RESPONSIBILITIES OF SERVICE PROVIDER</b></p> <p>1. Service provider shall follow the prevailing pump price of fuel during the time of gas. Consequently, the amount of billing statement shall be computed based on the actual price of fuel during the refuel of vehicles;</p> <p>2. The Service provider shall issue fuel products, lubricants and other service requirements of PIA using the fleet card chargeable against the approved budget of this Contract;</p> <p>3. The Service provider station/branches shall load fuel only to the vehicle indicated in the fleet card (plate number, petroleum products, and gasoline or diesel);</p> <p>4. All transaction slip/receipt/invoice from the service provider shall be issued every time fuel is withdrawn or other services are given;</p> <p>5. The Statement of Account of the Prospective bidder/service provider should be accurate with the receipt/invoice issued by the service provider station;</p> <p>6. The Prospective bidder/service provider shall ensure that the fleet card transaction accurately reflects all purchases and charges to the fleetcard;</p> <p>7. The service provider has contracted any fuel service stations and/or establishments to honor the provided and issued Fleet card anywhere in the Philippines;</p> <p>8. Assure the PIA of high-quality products and excellent services guaranteed by a Statement or Certification from the service provider that its products comply and/or conform with existing Philippine National Standards for gasoline/diesel and other fuel-related products;</p> <p>9. The service provider shall provide PIA with application forms and other relevant documents to be completed and signed by its customers, along with the terms and conditions governing the issuance and use of the service;</p> |  |  |



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|  | <p>10. The service provider shall issue replacement fleet cards within ten (10) calendar days upon request and confirmation by the PIA;</p> <p>11. The service provider shall implement a single invoice system for PIA's monthly purchases to ensure administrative efficiency;</p> <p>12. The service provider shall submit the monthly billing statement and a detailed transaction report for all PIA vehicles within five (5) working days from the billing cut-off for soft copy while 10 days for hardcopy. The report must align with the transaction slips issued by the stations and reflect the total bill, including the discount offered by the provider;</p> <p>13. In case of doubt regarding the authenticity of a fleet card, the service provider may contest the validity of the card within a reasonable period, reserve the right to refuse the provision of fuel, and promptly inform the PIA of the matter;</p> <p>14. The service provider shall, under the fleet card program, provide a 24-hour towing and roadside assistance service free of charge whenever required, subject to the terms and conditions of the supplier's third-party agreement with towing partners or concessionaires, if applicable, and provided that such terms do not contravene the law or compromise the best interests of the PIA;</p> <p>15. The service provider shall provide a discount on fuel prices, if applicable, in the form of a direct reduction from the current market price, either as a percentage or a fixed peso amount. This discount shall remain applicable throughout the duration of the contract;</p> <p>16. The service provider shall ensure 24/7 availability for the provision of fuel requirements at the Contractor/Supplier's fuel stations throughout the duration of the contract, subject to any restrictions that may be imposed by the national or local governments;</p> <p>17. The issuance and submission of application forms, as well as the release of fleet cards, will be handled by the PIA</p> |  |  |
|--|--|--|--|

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|  |  | <p>through its Administrative Division. The PIA shall have the right to revise the list of vehicles enrolled in the Fleet Card Program, including adding new vehicles and canceling previously issued cards. In the case of additions to the list, the Contractor/Supplier shall issue a new card within five (5) working days from the notice. The cancellation of previously issued cards will also be managed accordingly; and,</p> <p>18. The release of fleet cards will be given to an accountable officer from the end-user department/office, who will assume full control and responsibility for the fleet cards, ensuring their security and proper handling.</p> <p><b>IV. GENERAL PROVISION</b><br/>List of vehicles, including their respective details (e.g., liter limit, plate numbers, fuel type, etc.), will be provided to the winning bidder.</p> |  |  |
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| <b>DELIVERY PERIOD: Thirty (30) calendar days upon issuance of P.O</b> |  |   |  |  |
| <b>PRICE VALIDITY: Sixty (60) Calendar Days</b>                        |  |   |  |  |

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall render our bid in automatic disqualification.

|                            |                                      |
|----------------------------|--------------------------------------|
| Name of Company/Bidder:    |                                      |
| Authorized Representative: |                                      |
|                            | _____<br>Signature Over Printed Name |
| Date:                      |                                      |