DSWD
Department of Social Welfare and Development
Field Office 3 – Central Luzon

BAGONG PILIPINAS

CPM NO. PS-2026-0787-1
Gasoline and Lubricants

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No.	**RFQ-2026-08-0006**
PR No.	**2026-07-0242**
Mode of Procurement	**Negotiated Procurement - Two Failed Bidding**

***Company Name:** _____
***Company Address:** _____
***Contact Person:** _____
***Contact No.:** _____
***Email Address:** _____
***PhilGeps Reg. No.:** _____

*REQUIRED. To avoid bid disqualification, please fill out all the items accordingly. Indicate "N/A" if not applicable. Thank you!

***Title of the Project: SUPPLY AND DELIVERY OF FUEL, OIL LUBRICANTS USING FLEET CARD TECHNOLOGY FOR THE USE OF DSWD FO3 INCLUDING CRCFs AND SWAD OFFICES FOR CY 2026**

Sir/Madam:

The Department of Social Welfare and Development (DSWD) - Field Office III now invites bids for the above Procurement Project.

The procurement for this project will be conducted through Negotiated Procurement for Two-Failed Bidding pursuant to Section 35.1 of the Republic Act (RA) No. 12009 or otherwise known as New Government Procurement Act (NGPA).

The selection of the successful offer shall be based on the best and final offer that will be submitted on the set deadline by the BAC and which would meet the minimum technical specification required.

Interested bidders may obtain further information from Bids and Awards Committee (BAC) Secretariat of the Procuring Entity and inspect the Request for Quotation, Annex A and TOR posted at DSWD Field Office III website and PhilGEPS microsite.

Furthermore, interested bidders MUST submit the following requirements along with their accomplished Request for Quotation and Annex A.

NP-TWO FAILED BIDDINGS (Goods)

Legal and Technical Requirements

- Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
- Notarized Bid Securing Declaration;
- Notarized Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder;
- Latest Income/Business Tax Return; **and**
- Production/delivery schedule, manpower requirements form and after sales/parts; **and**
- Evidence supporting the specifications and compliance of the offered item/s must be submitted as part of your bid. Acceptable forms of evidence include, but are not limited to:

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- o Manufacturer's sales literature or brochures;
- o Clear photos showing the brand, model, and specifications;
- o Website links with readable brand and detailed specifications;
- o Unconditional statements of specification and compliance issued by the manufacturer; and/or
- o Samples or independent test data, as appropriate

Failure to attach the required documents will result in the **DISQUALIFICATION** of your bid.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat electronically under the following condition:

ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite **in case of difficulty accessing the above link, you may access the alternate link:** https://bit.ly/fo3bacsite Select the Menu – **"BID SUBMISSION"**
DEADLINE OF SUBMISSION	**August 18, 2026	11:00 AM**

INSTRUCTIONS TO BIDDERS

1. Accomplish this RFQ and Annex A correct and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with the given instructions for eligibility requirements will disqualify your quotation.
4. Do not submit to any official email addresses of the Procurement Section and Bids Awards Committee.
5. Bids must be in a **SINGLE FILE** and in **PDF FORMAT ONLY**

Very truly yours,

Digitally signed by Adrian Dayrit Morales

ADRIAN D. MORALES
Procurement Section Chief

Terms and Conditions:

1. Award shall be made on per: ☐ Item Basis ■ Lot Basis
2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
3. Quotation validity shall be: Sixty (60) Calendar Days
4. Goods/Activity shall be delivered/conducted within/on: Please see attached Terms of Reference
5. Place of Delivery/Activity: Please see attached Terms of Reference
6. Terms of Payment: Please see attached Terms of Reference

Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).

Account Name: _____
Account Number: _____ _____
Bank Name: _____
Branch: _____

*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee to be shouldered by Service Provider.

Payment through inter-bank transactions may take a minimum of two (2) to three (3) weeks to be credited. Service providers are highly encouraged to open a Land Bank account to facilitate faster and more efficient crediting of claims.

7. Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of

the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
8. For goods, please indicate brand, model and country or origin.
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
10. Please indicate Warranty (If applicable):_____
11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s).
12. NOTE: "Prospective suppliers must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free.

JOYCE M. SANTOS
PPMU Head

(Signature over Printed Name)
Supplier

/STEPHANIE

Procurement Form No. 04-A "ANNEX A"

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

Note: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register."

RFQ NO. 2026-08-0006

DATE: _____

*Company Name:_____

*Company Address:_____

*>Company Person:_____

*PhilGEPS Reg. No.:_____

ITEM NO.	QTY	Unit	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please indicate the word "COMPLY" in this whole column as your statement of compliance. Use a single bracket enclosing all the stated technical specifications on the table to represent your full intent to comply with the requirements. For goods, please include the detailed specifications in another sheet of paper or in the proof of evidence.)	Unit Cost (Kindly enter your Unit Cost only in the applicable rows where both qty & Unit are specified)	Total Cost (Kindly enter your Total Cost only in the applicable rows where both qty & Unit are specified)
	36,020	liter	DIESEL			
	800	liter	GASOLINE			
			Note: Please see attached Terms of Reference (TOR)			
			Approved Budget for the Contract: PHP 6,105,709.20			

TOTAL OFFERED QUOTATION / BID

In WORDS:

_____

_____

_____

_____

In FIGURES

PHP_____

Project Title:	SUPPLY AND DELIVERY OF FUEL, OIL LUBRICANTS USING FLEET CARD TECHNOLOGY FOR THE USE OF DSWD FO3 INCLUDING CRCFS AND SWAD OFFICES FOR CY 2026
PR No.:	2026-07-0242
IMPORTANT:	The winning bidder MUST SIGN the original copy of PURCHASE ORDER (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance
	FAILURE to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.
	Please carefully re-check your bid (i.e. price, tecnical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY"

Digitally signed by Adrian Dayrit Morales

ADRIAN D. MORALES

PROCUREMENT SECTION CHIEF

_____

(Signature over Printed Name)

SUPPLIER

MEARB No.2026-08-0004

MOST ECONOMICALLY ADVANTAGEOUS AND RESPONSIVE BID (MEARB) QUALITY–COST EVALUATION CRITERIA (TABLE FORMAT)

This scoring framework is intended for the procurement project: **"SUPPLY AND DELIVERY OF FUEL, OIL LUBRICANTS USING FLEET CARD TECHNOLOGY FOR THE USE OF DSWD FO3 INCLUDING CRCFs AND SWAD OFFICES FOR CY 2026"**, with an Approved Budget for the Contract (ABC) of **Six Million One Hundred Five Thousand Seven Hundred Nine Pesos and 20/100 (₱6,105,709.20)**.

The evaluation shall adopt the **Most Economically Advantageous and Responsive Bid (MEARB)** method pursuant to Republic Act No. 12009 and its IRR, with the following distribution:

- ✔ Quality Proposal – 85%
- ✔ Price Proposal – 15%

QUALITY CRITERIA AND SCORING MATRIX (85%)

CRITERIA	MINIMUM REQUIREMENTS	BASE POINTS	ADDITIONAL POINTS CRITERIA	MAX. POINTS	MEANS OF VERIFICATION	SCORE
Technical Specifications	Duly signed and accomplished Statement of Compliance with the TOR and Technical Specifications	10	**+2** – Fleet card system includes real-time transaction monitoring and downloadable reports **+2** – Fleet card system has fraud prevention/security features (PIN, activation/deactivation controls, product restrictions) **+1** – Submission of	**15**	☐ Duly signed Technical Specification (Annex A) ☐ Attached any proof of real-time transaction monitoring and downloadable reports; ☐ Attached any proof of card fraud prevention / security features;	

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			sample fleet card design		☐ Attached sample fleet card design	
Business Tenure	with proof of BIR registration	5	**+5** - if company has been operating for more than 3 years	**10**	☐ BIR Certificate of Registration	
Experience in Fleet Card/Fuel Management Services	The bidder completed at least one (1) contract from the date of submission and receipt of bids involving fuel fleet card services or equivalent cashless management system with proof	5	**+5** – the bidder completed more than one (1) contract within the last five (5) years from the date of submission and receipt of bids with proof	**10**	☐ Contracts/POs ☐ Certificate of Completion	
Single Largest Completed Contract (SLCC)	Duly signed SLCC similar in nature to the project being bid equivalent to at least 50% of ABC; with supporting evidence	5	**+5** – SLCC is more than 50% of the ABC	**10**	☐ SLCC Statement with supporting documents	
Sites and Accessibility	at least 20 accredited/affiliated stations in all seven (7) provinces of Region III, with at least 3 stations within the City of San	5	**+5** – More than twenty (20) accredited stations in Central Luzon, with more than 3 stations within the City of San Fernando,	**10**	☐ List of Accredited Stations	

	Fernando, Pampanga and nationwide service		Pampanga			
Web-Based Monitoring and Reporting Capability	The bidder must secure web-based monitoring and reporting system every 15th day of the following Month	5	**+5** – Reports are submitted before 15th Day of the following Month	**10**	☐ Notarized/ Sworn Statement of Compliance	
Delivery Term	Sworn Statement of commitment to deliver new fleet cards within 5 *calendar* days from receipt of the NTP	5	**+5** – Sworn Statement of commitment to deliver new *fleet cards* within 3 calendar days from receipt of the NTP	**10**	☐ Notarized/ Sworn Statement of Commitment to Deliver	
Replacement Plan	Replacement/ additional cards shall be delivered within twenty (5) calendar days upon request with statement of commitment	5	**+5** –Statement of commitment to deliver the replacement/additional fleet cards within 3 calendar days upon request with statement of commitment	**10**	☐ Statement of commitment to deliver the replacement/additional fleet cards	
			TOTAL			

Non-Discretionary Clause

A bidder must meet all the minimum requirements specified under the First Level of Evaluation. Failure to comply with any single criterion, regardless of the bidder's score in other areas, shall result in an "Ineligible" rating and automatic disqualification from further participation in the bidding process.

Passing Quality Score

Only bidders who obtain a minimum quality score of Forty-five (45) points shall be considered to have passed the First Level of Evaluation.

PRICE PROPOSAL (15%)

Component	Computation
Price Score	(Lowest Calculated Bid ÷ Bidder's Bid Price) × 15

The lowest calculated bid shall receive the full 15 points.

OVERALL MEARB COMPUTATION

Component	Weight	SCORE
Quality Score	85%	
Price Score	15%	
TOTAL SCORE	**100%**	

Determination of MEARB

The bidder with the highest total score shall be declared as having submitted the Most Economically Advantageous and Responsive Bid (MEARB).

DOCUMENTARY EVIDENCE REQUIREMENT

All criteria must be supported by appropriate documentary evidence to determine the corresponding score. Failure to submit the required supporting documents shall result in disqualification. Only documents submitted as part of the bid at the time of opening shall be considered during the evaluation.

Thank you.

DIR. ALLYP AL[illegible] L. BAYBAYAN
Chairperson, Bids and Awards Committee

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF FUEL, OIL AND LUBRICANTS USING FLEET CARD TECHNOLOGY FOR DSWD FIELD OFFICE III OPERATIONS FOR SECOND SEMESTER CY 2026

I. RATIONALE

The Department of Social Welfare and Development (DSWD) Field Office III will undertake the procurement of fuel using a fleet card system. This initiative is a critical component of the Department's operational requirements, ensuring the efficient delivery of services to partners, stakeholders, and communities across Central Luzon.

The adoption of a fleet card system addresses the limitations of traditional fuel procurement methods by introducing a more transparent, accountable, and secure mechanism for managing fuel expenses. Fleet cards provide detailed transaction data, enabling the office to monitor fuel consumption per unit, minimize administrative workload, and prevent fraudulent transactions through security features such as PIN protection, product restrictions, and controlled access.

This system also streamlines reporting processes by generating automated billing statements and usage reports, thereby strengthening compliance with government procurement rules and audit standards. It supports fiscal discipline by aligning fuel prices with prevailing Department of Energy (DOE) rates and ensures operational flexibility through access to accredited fuel stations across the region.

Currently, DSWD Field Office III operates 37 red plate motor vehicles, 2 forklifts, and 13 generator sets, with a combined monthly fuel consumption of approximately 9,005 liters of diesel and 200 liters of gasoline. These assets are deployed in disaster response, logistical support, program delivery, and administrative operations. By institutionalizing the fleet card system, the Field Office enhances its capacity to manage resources efficiently, improve service responsiveness, and uphold the principles of transparency, accountability, and good governance.

II. APPROVED BUDGET OF THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is set at **Six Million One Hundred Five Thousand Seven Hundred Nine pesos and 20/100 (₱6,105,709.20)**. The price quotation shall be based on the prevailing retail pump price of petroleum fuels, including gasoline, diesel, oil, and lubricants, as determined by retailers, dealers, or gas stations.

III. QUALIFICATIONS OF THE SERVICE PROVIDER

The Service Provider must demonstrate the necessary eligibility, technical expertise, and proven experience in delivering fuel fleet card services. To ensure capability and reliability, the Procuring Entity requires that:

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a) The Service Provider has completed at least one (1) project within the last five (5) years from the date of submission and receipt of bids.
b) The Service Provider has undertaken a single largest contract that is similar in nature to the project being bid.
c) The similar contract must specifically involve fuel fleet card services or any equivalent cashless management system and must be equivalent to at least fifty percent (50%) of the Approved Budget for the Contract (ABC).
d) The Service Provider must have the organizational capacity, nationwide service station network specifically in the 7 provinces of Region III (Aurora, Bataan, Bulacan, Pampanga, Tarlac, Nueva Ecija and Zambales), and secure fleet card technology necessary to meet the operational requirements of DSWD Field Office III.

IV. SCOPE OF SERVICES AND DELIVERABLES

The Fleet Card Service Provider shall provide fuel, oil and lubricants for the Department of Social Welfare and Development (DSWD) Field Office III using fleet card technology. The system must be secure, reliable, and protected against duplication, hacking, or unauthorized use. It shall ensure transparency, accountability, and efficiency in fuel management for all covered units.

IV.1 Schedule of Requirements

Item	Description	Quantity	Delivery Schedule
1.	Provision of Fleet Cards under Fleet Card Technology	In accordance with the Annex "A" and "B" of this TOR.	Within five (5) calendar days from receipt of the NTP
2.	Provision of Fuel (approximately 6 months) a. Diesel b. Gasoline Estimated fuel requirement is approximately 36,020 liters (diesel) and approximately 800 liters (gasoline), which may increase or decrease depending on the prevailing market price.	Approximately 36,020 liters Approximately 800 liters	As the need arises.
3.	For purposes of this Terms of Reference, oil and lubricants shall refer to the following products: 1. gear oil; 2. automatic transmission fluid; 3. brake and clutch fluid;		As the need arises.

	4. coolant; 5. full or semi-synthetic engine oil; 6. power steering fluid; 7. engine flush. No specific quantity is prescribed for the oil and lubricant products. The purchase thereof shall be made only as the need arises and shall be charged against the available balance of the contract for diesel and gasoline, and subject to the prevailing market price.		

IV.2 Coverage

- Official DSWD Field Office III service vehicles;
- Donated vehicles formally turned over to Field Office III;
- Fuel-powered equipment such as generator sets and forklifts;
- Vehicles lent by partner agencies and NGAs (to be covered by the administrator fleet cards accompanied by the issuance of gas slips).

IV.3 Fuel Specifications

- **Diesel –** Minimum 50 cetane rating and compliant with DOE standards for Automotive Diesel Oil**.**
- **Gasoline –** Minimum Research Octane Number (RON) of 95 and compliant with DOE standards for unleaded petroleum products.
- **Oil and Lubricants** – Must conform to DOE and industry standards for automotive and equipment use, including engine oil, transmission oil, and hydraulic fluids.

IV.4 Nationwide Usability

Fleet card services must be valid and usable for official travels outside Central Luzon through affiliated/accredited stations nationwide. All out-of-region transactions shall be subject to the same accountability and audit standards applied to local fleet card usage, including documentation of fuel type, volume, odometer/hour-meter reading, time, and location.

IV.5 Deliverables

The Service Provider shall provide the following:

IV.5.1 Issuance of individual fleet cards for each official and donated vehicle, and one (1) fleet card per station for fuel-powered equipment;

IV.5.2 Issuance of two (2) administrator fleet cards– one (1) for diesel and one (1) for gasoline— for each office or station, for use in the following cases:

- newly acquired vehicles without assigned fleet cards; and
- vehicles lent by partner agencies for emergency/disaster and analogous situations, subject to proper documentation, authorized approval, and monthly consolidated reporting;

IV.5.3 Provision of oil and lubricants for vehicles and fuel-powered equipment listed in Annex “A” of this TOR, which may be withdrawn only from accredited or affiliated fuel/service stations located within the Province of Pampanga, subject to the applicable approval, documentation, and control requirements of this TOR.

For purposes of this Terms of Reference, oil and lubricants shall refer to the following products:

1. gear oil;
2. automatic transmission fluid;
3. brake and clutch fluid;
4. coolant;
5. full or semi-synthetic engine oil;
6. power steering fluid;
7. engine flush.

IV.5.4 Secure online portal for monitoring and downloading transaction reports.

IV.5.5 Automated billing and consumption reports per vehicle/equipment/administrator card aligned with audit requirements; and

IV.5.6 Fraud prevention features including PIN protection, product restrictions, and activation/deactivation controls.

V. DURATION OF CONTRACT

The duration of the contract shall be until 31 December 2026, reckoned from the date of issuance of the Notice to Proceed (NTP), or until full utilization of the Contract Price, whichever comes first.

VI. FLEET CARD DESIGN & SECURITY

VI.1 Card Design

Each Fleet Card must have the following details embossed on the card:

a) Company Name: **DSWD FO3**
b) Card Number

VI.2 Security

Fleet cards and the system must be protected against fraud and unauthorized use, including safeguards against:

- transaction tampering;
- cloning/copying/counterfeiting; and
- deletion or manipulation of fleet records.

VI.3 Web-based Monitoring

The Service Provider must provide a secure web-based monitoring platform accessible only to authorized DSWD personnel and capable of generating both detailed and summarized reports for operational monitoring and audit purposes.

VI.4 Regular Fleet Card Control Features

Regular fleet cards must have:

- product restriction (diesel and gasoline only);
- deactivation/reactivation upon request; and
- usability in any affiliated service station of the Service Provider.

VI.5 Administrator Fleet Card and Control Features

Administrator fleet cards must have:

- deactivation/reactivation upon request; and
- usability in any affiliated service station of the Service Provider.

VI.6 Provision of Oil and Lubricants

- The issuance of oil and lubricants shall be allowed only upon prior approval of the authorized representative, specifically the Division Chief of the Administrative Division or the Head of the General Services Section (GSS).
- All requests for oil and lubricants shall be supported by duly accomplished gas slips and shall be processed and recorded in the same manner as Administrator Fleet Card fuel transactions, indicating the type of product, quantity, date, time, and vehicle or equipment details.
- The issuance of oil and lubricants shall be subject to the same accountability, documentation, control, and audit standards applicable to Administrator Fleet Card and gas slip transactions. Fueling or issuance without the required approval and supporting documents shall not be allowed.

VI.7 Issuance of Gas Slips

For transactions charged to administrator fleet cards and discharge of oil and lubricants, gas slips shall be required and must:

- be properly documented, signed, and consolidated in monthly reports;

- reflect fuel type, volume, odometer/hour-meter reading, time, location, and plate number; and
- be subject to prior approval by authorized representatives before fuel dispensing is allowed.

VII. FLEET CARD SITES AND ACCESSIBILITY

The Service Provider shall ensure that fleet card services are accessible and strategically located to support Field Office operations.

Minimum requirements:

- At least 20 accredited fleet card stations across Central Luzon, with at least 3 stations within the City of San Fernando, Pampanga;
- Coverage across all seven (7) provinces of Region III to ensure operational mobility;
- Submission of the complete list of affiliated stations/sites offering fleet card services (addresses, contacts, operating hours);
- 24/7 operation or extended service hours for emergency/disaster response; and
- Stations must comply with DOE standards and be capable of servicing fuel and lubricants/oil requirements.

VIII. FLEET CARD SERVICES (IMPLEMENTATION)

VIII.1 The Service Provider shall provide fuel, oil and lubricant requirements of covered vehicles/equipment using fleet card technology.

VIII.2 The Fleet Card Service Provider must:

- Maintain an adequate network of affiliated stations nationwide and ensure availability of fleet card services during the contract period.
- Provide a web-based program for data tracking and monitoring, capable of generating detailed and summarized transaction reports for audit and compliance.

VIII.3 Issuance of cards shall be as follows:

- One (1) fleet card per official/donated vehicle and one (1) fleet card per station for equipment (Annex “A”);
- Two (2) administrator fleet cards, (1) for admin. and (1) for DRMD (Annex “B”).

VIII.4 Any increase/decrease in the number of vehicles covered shall be subject to written request by the Administrative Division Chief.

VIII.5 Only the vehicle indicated in the fleet card shall be allowed to withdraw fuel. For allowable cases covered by administrator cards, gas slips shall serve as supporting documents.

VIII.6 Approval of gas slips for Administrator Fleet Cards for the withdrawal of diesel and gasoline shall be undertaken by the following authorized representatives:

- Regional Office - Administrative Division or General Services Section Chief
- Disaster Response and Management Division - Division Chief or RROS Chief
- Social Welfare and Development (SWAD) Offices - Provincial Team Leaders
- Centers and Residential Care Facilities (CRCFs) - Head Social Workers

IX. FLEET CARD REPORTS

IX.1 The Service Provider shall generate reports , including but not limited to:

- Fuel Transaction Details and Analysis – including date, time, station, fuel type, volume, odometer/hour-meter reading, and cost per transaction.
- Fuel Consumption Report – consolidated per vehicle, equipment, and administrator card, showing monthly and cumulative usage trends.
- Gas Slip Transactions Report – for lent vehicles from partner agencies and NGAs, documenting fuel type, volume, date, and approving officer.
- Exception Reports – highlighting unusual transactions, attempted misuse, or deviations from product restrictions.

These reports shall be submitted to the DSWD FO 3 every 15th day of the following month.

IX.2 All reports must be accessible and downloadable through a secure internet website/portal provided by the Service Provider. Reports shall be available in both summary and detailed formats to support operational monitoring and audit requirements.

IX.3 The Fleet Card system must include an internet web module accessible only to DSWD authorized personnel through secured log-on access.

- Access credentials shall be unique per authorized user.
- The system must maintain audit trails of log-ins, downloads, and report generation with a retention period of six (6) months from the end of the contract.
- Reports must be exportable in standard formats (e.g., PDF, Excel) for internal monitoring.

X. DELIVERY

- Delivery of new Fleet Cards must be completed within five (5) calendar days from receipt of the NTP.
- Fleet cards must be ready for use within 24 hours upon delivery.
- Replacement/additional cards shall be delivered within 5 calendar days upon request.
- Additional Fleet Cards must be delivered within five (5) calendar days upon request.
- Damaged or defective fleet cards shall be replaced at no cost, with temporary cards issued until the replacement cards are released.

- Lost cards shall be immediately cancelled, with temporary cards issued until the replacement cards are released.
- All Fleet Cards shall be delivered to the DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga, upon receipt of notice from the DSWD.

XI. BILLING SYSTEM AND TERMS OF PAYMENT

XI.1 The price per liter shall be based on the prevailing retail pump price at the time of withdrawal, covering gasoline, diesel, oil, and lubricants, and shall be consistent with Department of Energy (DOE) published prices.

XI.2 All fuel, oil, and lubricant discharge shall be processed through cashless transactions using the Fleet Card system.

XI.3 A computer-generated proof of purchase/receipt shall be issued for every transaction to ensure accuracy, transparency, and audit compliance.

XI.4 The Service Provider shall issue a Statement of Account (SOA) or Billing Statement every 15th day of the following month, reflecting actual fuel consumption per vehicle, equipment, and administrator fleet card.

XI.5 The SOA/Billing Statement shall serve as the basis for payment and shall include, at a minimum, the following details:

- Date and time of purchase
- Vehicle plate number
- Product and number of liters withdrawn
- Fleet card number

XI.6 Delay in payment due to late receipt of the Billing Statement shall not be a ground for the suspension of fleet card services.

XI.7 Payment shall be made within thirty (30) calendar days from the receipt of correct and complete documents.

XI.8 All payments shall be VAT inclusive and subject to applicable withholding taxes in accordance with existing accounting and auditing rules and regulations.

XI.9 The following documents are the minimum requirements to support payment:

- Statement of Account generated from the Fleet Card System
- Transaction slip/receipt copy issued to the driver

XII. DUTIES AND RESPONSIBILITIES OF THE FLEET SERVICE PROVIDER

XII.1 Provide fleet cards in accordance with the Annex A and B of this TOR;

XII.2 Dispense fuel, oil and lubricants in accordance with this TOR

XII.3 Provide additional fuel cards upon written request under the same terms and conditions without cost to DSWD.

XII.4 Provide web-based monitoring and reports;

XII.5 Issue computer-generated receipts/transaction slips per withdrawal;

XII.6 Ensure accuracy of SOA vis-à-vis station receipts;

XII.7 Replacement of damaged/worn-out/defective fleet cards within prescribed timelines.

XII.8 Issue corresponding Official Receipt on payments made by DSWD Field Office III.

XII.9 Conduct an orientation on fleet card use.

XII.10 Provide updates when new affiliated stations are added.

XIII. OTHER PROVISIONS

XIII.1 Transactions may be processed in remote areas with limited internet or telephone connectivity.

XIII.2 Card fees/joining fees/charges shall be waived; no handling fees.

XIII.3 No minimum monthly purchase/consumption.

XIII.4 The Service Provider shall allow the inclusion of additional or new service vehicles under the Fleet Card Program and shall issue the corresponding fleet cards upon written request of the DSWD Field Office III – Administrative Division, at no additional cost and under the same terms and conditions.

Annex "A"

MATRIX FOR FLEET CARD SYSTEM OF DSWD FIELD OFFICE FIELD OFFICE III

Until December 31, 2026 or upon full consumption of the Contract Amount, whichever comes first, taking into consideration the fluctuation of fuel pump price.

DIESEL					
RPV Vehicle					
Item No.	**Office/Location**	**Vehicle Plate No.**	**Vehicle Type/ Equipment**	**Brand**	**Estimated Fuel Requirement per Month (in liters)**
1	Regional Office	N/A	L300 FB Body	Mitsubishi	150
2	Regional Office	SND2050	L300 FB Body	Mitsubishi	150
3	Regional Office	SNI 1621	Toyota Tamaraw	Toyota	250
4	Regional Office	SCA 1482	Foton Van	Foton	230
5	Regional Office	SND 1188	FB L300 R.O	Mitsubishi	230
6	Regional Office	SND-1293	Nissan Urvan Premium	Nissan	200
7	Regional Office	S2 T859	Hiace	Toyota	200
8	Regional Office	N/A	Forklift	N/A	100
9	Regional Office	Z1T246	Toyota Innova	Toyota	250
10	Regional Office	SAA-2528	Nissan Navarra (Orange)	Nissan	100
11	Regional Office	F4Z326	Nissan Navarra (White)	Nissan	250
12	Regional Office	SCB 1172	Auto Kid Truck	FAW	225
13	Regional Office	SKX-237	Foton Truck	Foton	225
14	Regional Office	SNN 4850	Coaster (Mobile Clinic)	Toyota	50
15	DRMD	SAB-4415	Isuzu Dmax	Isuzu	200
16	DRMD	CDA-6251	Toyota Hilux	Toyota	250
17	DRMD	N/A	Forklift	N/A	100
18	DRMD	CBQ-6013	Fuso Truck	Fuso	320
19	DRMD	LW010A	Isuzu Truck (Mobile Kitchen)	Isuzu	50
20	CRCF-AMOR Village	A9MO86 SNE7541	Ambulance	Toyota	300
21	CRCF-AMOR Village	SKX 259	L300 FB Body	Mitsubishi	50
22	CRCF-AMOR Village	WCO 581	Innova	Toyota	150
23	CRCF-Haven for Girls	A9M273 SNE7574	Ambulance	Toyota	280
24	CRCF-RHFG	CAF8746	L300 FB Body	Mitsubishi	200
25	CRCF-RHFG	A9MO75	Ambulance	Toyota	500

		SNE7536			
26	CRCF-RRCY	SAA 5426	Strada Pick-up	Mitsubishi	250
27	CRCF-RRCY	A9MO58 SNE7537	Ambulance	Toyota	250
28	CRCF-RSCC	ADK 3380	XLT Jitney	Rebuilt XLT Jitney	140
29	CRCF-RSCC	A9M082 SNE7539	Ambulance	Toyota	500
30	CRCF-THFW	A9H132 SNE7568	Ambulance	Toyota	400
31	CRCF-TLC	SHW579	L300	Mitsubishi	200
32	CRCF-TLC	A9Y195 SNE7569	Ambulance	Toyota	250
33	SWAD Bulacan	VE 841B	Nissan Urvan 350	Nissan	200
34	SWAD Nueva Ecija	CCA-1207	FB L300	Mitsubishi	150
35	SWAD Nueva Ecija	CCJ-1955	FB L300	Mitsubishi	200
36	SWAD Pampanga	SCA 1483	Foton	Foton	200
37	SWAD Tarlac	EN829B	Toyota Tamaraw	Toyota	200
38	SWAD Zambales	CCG-2800	Hiace Commuter	Toyota	200
39	Regional Office	TC787B	Toyota Hi-ace Grandia	Toyota	280
Generator Sets					
Item No.	**Location**	**Details**		**Rated Capacity**	**Estimated Fuel Requirement per Month (in liters)**
40	Regional Office	CUMMINS, ENGINE NO.: 6CTAA8.3-G9		300KVA	60
		LOVOL 1004TCL (Perkins), HC503470U14		75KVA	40
		FAWDE, SERIAL NO.: PGS-1-75F, ENGINE NO.: FAW 4Dx23-90D		75KVA	40
41	SWAD Aurora	Dongfeng Cummins Engine Co., Ltd. Engine, SERIAL NO.: 93036836 ENGINE NO.: 4BTA3.9-G2		60KVA	100
42	CRCF-Haven for Girls	CUMMINS, SERIAL NO.: 202312082 ENGINENO.: GF3-150		150KVA	75
43	CRCF-RHFG	CUMMINS		150KVA	60
44	CRCF-RRCY	CUMMINS, SERIAL NO.: 202312084 ENGINENO.: GF3-150		150KVA	100

45	CRCF-THFW	GANJONA, MODEL: GJ-SDG13000SE	13KVA	50
46	CRCF-TLC	GANJONA, MODEL: GJ-SDG13000SE	13KVA	50
	SUB-TOTAL (DIESEL)			**9,005**
GASOLINE				
Generator Sets				
47	Mobile Clinic	TOYOHAMA, MODEL 13000i	12KW	50
		TOYOHAMA, MODEL 13000i	12KW	50
48	Mobile Command Center	UNITEDPOWER, GG6200E	9.6KW	50
		UNITEDPOWER, GG6200E	9.6KW	50
	SUB-TOTAL (GASOLINE)			**200**
	GRAND TOTAL (ESTIMATED FUEL REQUIREMENT PER MONTH)			**9,205**

BUDGETARY REQUIREMENT

Fuel Type	Unit Price	Estimated Monthly Requirement		Estimated Requirement For Four Months	
		In Liter	In Peso	In Liter	In Peso
Diesel		9,005			
Gasoline		200			
					6,105,709.2

The purchase of oil and lubricant products may be allowed under this contract, provided that the cost thereof shall be charged against the available balance of the contract for diesel and gasoline. Such purchase shall be made only when necessary and shall be subject to the prior approval of the Administrative Division Chief or his/her duly authorized representative.

Annex "B"
DISTRIBUTION OF ADMINISTRATOR FLEET CARDS

No.	Office/Station
1.	Regional Office
2.	Disaster Response and Management Division