



BIDS AND AWARDS COMMITTEE REQUEST FOR QUOTATION

The Technology Application and Promotion Institute (TAPI), through its Bids and Awards Committee, will undertake an Alternative Method of Procurement through **Small Value Procurement (Sec. 53.9)** for the following project:

Name of Project: **“Procurement of Fuel (Fleet Card) Services for CY 2025 (January to December 2025)”**

Total Approved Budget for the Contract (ABC): **Php 423,360.00 (Inclusive of government taxes and other applicable fees/charges)**

ITEM NO.	TOTAL ABC	QTY & UNIT	DESCRIPTION
1	Php 423,360.00	1 Lot	Procurement of Fuel (Fleet Card) Services for CY 2025 (January to December 2025) Please see attached Terms of Reference

Interested suppliers are required to submit the following valid and current eligibility documentary requirements (**Note: Failure to submit the following documents will result in DISQUALIFICATION**):

1. **Mayor's/Business Permit (The line of business should be related to the procurement project). In case it is not yet available, Mayor's or Business Permit for the preceding year with the Official Receipt for renewal of application;**
2. **PhilGEPS Registration Certificate/Registration No.;**
3. **Duly signed Omnibus Sworn Statement (OSS) or notarized OSS (attached revised OSS format); and**
4. **Duly signed Price Quotation Form (use Annex “A” ONLY).**

PLEASE SUBMIT THE DULY SIGNED PRICE QUOTATION FORM (Annex A) AND SCANNED COPIES OF ELIGIBILITY DOCUMENTS to the BAC Secretariat on or before **16 December 2024 – MONDAY – 05:00 PM** through electronic mail at procurement@tapi.dost.gov.ph.

Bidders must bid on **ANY** or **ALL ITEMS**. The contract will be awarded to the bidder offering the lowest quotation, provided it **complies with the minimum technical specifications and/or description and falls within the ABC** as stated above, along with other terms and conditions stated therein.

If the bidder has **“Passed”** the Post-Qualification (PQ) and has been declared as having the Single Calculated Responsive Bid (SCRB) or Lowest Calculated and responsive Bid (LCRB), the bidder must submit the **duly notarized Omnibus Sworn Statement (OSS) supported by the following applicable documents** within **three (3) calendar** days upon receipt of notification that they passed the PQ before the BAC issues the corresponding Notice of Award (NOA):

1. **For sole proprietorship** - a notarized Special Power of Attorney, if a person other than the general manager or sole proprietor submits a bid for or represents the company for the bidding activities;
2. **For partnership, corporation, cooperative, or joint venture** - a notarized Secretary's Certificate or Board/Partnership Resolution.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s. The Technology Application and Promotion Institute (TAPI) reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may email us at procurement@tapi.dost.gov.ph.

Very truly yours,



ATTY. ALDRITZ IGNACIO P. JURADO III
Chairperson, Bids and Awards Committee



Annex "A"

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
Technology Application and Promotions Institute
TAPI Bldg. DOST Compound, Gen. Santos Avenue,
Bicutan, Taguig City

Sir/Madam:

After Having Carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

Item No.	Qty & Unit	DESCRIPTION	Bid Offer per Unit	Total Bid Price per Item
1	1 Lot	Procurement of Fuel (Fleet Card) Services for CY 2025 (January to December 2025) Please see attached Terms of Reference		
		TOTAL BID OFFER		

Total amount in words:

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

Very truly yours,

Signature over Printed Name of Representative

Name of Company

Company Address: _____

Email Add: _____ Contact No/s: _____

(Please submit the photocopies of the above documents upon submission of quotation)

TERMS OF REFERENCE FOR THE PROCUREMENT OF FUEL (FLEET CARD) SERVICES FOR CY 2025

I. TECHNICAL SPECIFICATIONS

Item Specification Statement of Compliance general conditions:

1. To have access to stations nationwide.
2. To ensure that there is a minimum of one (1) Service Station within five (5) kilometer radius from DOST- TAPI, Bicutan, Taguig City, Metro Manila. In the absence of such stations within the five (5) Kilometer radius, this will not be considered breach of contract. Nonetheless, if such absence shall materially affect the service of DOST-TAPI's fuel requirements, the DOST-TAPI may ask for the pre-termination of the contract.
3. To provide systematized access to fuel, oil/lubricant and allied services.
4. To effectively monitor and control fuel consumption.
5. To curb unauthorized use of fuel purchases.

II. SCOPE OF SUPPLY SERVICES

Basis for ABC (Estimated) The supplier shall provide and render related services with corresponding official documents to all authorized DOST-TAPI motor vehicles for a period of Twelve (12) months for CY 2025 (from January to December 2025). NO. OF FLEET CARDS: 5 (including 1 Admin Card) Estimated Quantity and Estimated Cost for Twelve (12) months

a. Diesel – Four (4) Vehicles 7,560 Liters for 12 months (approx. 630 liters per month) more or less Php 423,360.00 (@ 56.00 Pesos /Liter)

Estimated ABC for 12 months (January to December 2025): Php. 423,360.00

MATERIALS SPECIFICATIONS:

1. For Diesel - Meets Euro IV – PH specifications of the Philippine National Standards and is blended with up to 2% Coconut Oil Methyl Ester (CME), in compliance with the Biofuels Act of 2006

RESPONSIBILITY OF SUPPLIER

1. The Supplier shall provide and guaranty availability of fuel and other supplies at their authorized gasoline stations nationwide through the use of Fleet Card.
2. The Supplier shall assume overall responsibility for the provision of quality fuel and other related services whenever needed.
3. The Supplier shall issue Fleet Card specific for each authorized vehicle of the DOST-TAPI.

4. The Supplier shall submit monthly billing for payment including transaction details such as odometer reading, vehicle plate number, time of transaction, amount/liters consumed and other related data.

5. The Supplier shall issue official receipt or any proof of transaction for every request made.

III. TERMS OF GUARANTEE

1. The Supplier shall waive the one-time joining fee and the first-year membership fee per card for all issued Fleet Cards. Each fleet card has a maximum credit limit amounting to 20,000.00 Pesos only. For emergency purposes and in the event that the assigned fleet card for DOST TAPI motor vehicle exceeds to the maximum credit, the supplier will allow the DOST-TAPI vehicle to still purchase fuel thru fleet card system using the same card and the exceeded amount will be reflected to the monthly statement of account. All fleet cards will be functional and delivered to property section (15) calendar days after the upon approval of the account.
2. The Supplier shall ensure that the goods and services to be delivered conform with the government rules and regulations and applicable international standards.
3. The Supplier shall protect the DOST-TAPI from possible frauds, misuse and abuse of the Fleet Card by:
 - a. Providing vehicle specific fleet card to ensure that only authorized vehicles can access fuel and other supplies & services.
 - b. Adhering to the DOST-TAPI authorized maximum limit of fuel consumption per month unless authorized.
 - c. Providing administrative card for specific use of the Property Section of the DOST-TAPI. Terms of Payment:
4. Payment will be done on a monthly basis upon submission of the service provider of its statement of account/billing statement.
5. Payment shall be made based on actual fuel consumption or fuel withdrawals at pump price and within thirty (30) days after the cut-off date. The cut-off date shall be on the last day of the month.
6. The Supplier shall provide the DOST-TAPI the monthly statement of account within five (5) calendar days from end of the billing cycle.
7. Purchases within a given billing cycle, irrespective of purchase date, shall fall due and be payable, without need of demand, thirty (30) calendar days after the end of the billing cycle.


Prepared by:

Recommending Approval:


Engr. REYMARK B. BARTE
Property Section


JOYCEL N. AGUILAR
Chief-FAD

Approved by:


Atty. MARION IVY D. DECENA
Director, TAPI