

**SUPPLEMENTAL / BID BULLETIN**  
**Addendum No. 1**

**TITLE** : Provision of Petroleum, Oil and Lubricant for DSWD Field Office VII CY 2024  
**ITB NO.** : DSWD7-PB-2024-04  
**DATE** : 30 November 2023

Issued pursuant to Section 22.5 of the IRR of Republic Act No. 9184 to clarify and/or amend certain provision on the Bidding Documents issued for this project, considering the issues raised and clarifications made by prospective bidders during the Pre-bidding Conference held on **November 29, 2023**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
<b>Section VII. Technical Specifications</b>	<ul style="list-style-type: none"><li>➤ This supplemental/bid bulletin is issued to emphasize a minor modification on this section specifically on Item No. 6, Schedule of Payment from “<i>within thirty (30) days</i>” to “<b><i>within thirty (30) calendar days</i></b>”.</li><li>➤ All changes are reflected in this bid bulletin.</li></ul>

Attached herewith are the revised **Section VII. Technical Specifications**.

This Bid Bulletin shall form part of the bidding documents.

This is for the guidance and information of all concerned. Please be guided accordingly.

**Sgd. PATRICIA R. MEGALBIO**  
Chairperson, Bids and Awards Committee II

## ***Revised Section VII. Technical Specifications***

Bidders must state either “**Comply**” or “**Not Comply**” at the **Statement of Compliance** column against each of the individual parameters of each Specification. The **brand** and **model number** must be indicated at the Bidder’s Remarks if applicable.

<b>Item No.</b>	<b>Specifications</b>	<b>Statement of Compliance</b>
1.	<p><b><i>Provision of electronic fleet cards system with the following features:</i></b></p> <ul style="list-style-type: none"> <li>• Vehicle Card with Office Name and plate number embossed/printed on each card.</li> <li>• Lead time of fifteen (15) calendar days to produce, deliver and use the cards.</li> <li>• Cards for the new/existing 27 vehicles, 8 equipment (<i>forklifts &amp; generators</i>) and 1 Admin.</li> <li>• Must be accessible to at least 50 fleet card stations within Region VII located in strategic locations.</li> </ul>	
2.	<p><b><i>Product Restriction</i></b></p> <ul style="list-style-type: none"> <li>• All fuels (gasoline, diesel)</li> <li>• Lubricants (Motor/Engine Oil, Break Fluid, ATF, and Coolant)</li> </ul>	
3.	<p><b><i>Purchase Limit</i></b></p> <ul style="list-style-type: none"> <li>• The Fuel Card Service Provider shall be responsible to dispense and make available at all times and at all branches of its stations, at least fifty (50) stations located on strategic locations within the region, with the contract period under the terms and conditions most advantageous to the government.</li> </ul> <p>Based on the average consumption of the previous year, the following will be the Total fuel allocation within the contract duration (<i>based on allocation/service vehicle/month indicated in Annex A</i>):</p> <p style="margin-left: 40px;">a. Diesel : 42,280 liters more or less b. Gasoline : 700 liters more or less</p> <p>Lubricants requirements within the contract duration:</p> <p style="margin-left: 40px;">a. Motor/Engine Oil : 161 liters b. Brake Fluid : 84 liters c. ATF : 70 liters d. Coolant : 70 liters</p>	
4.	<p><b><i>Membership Fee</i></b></p> <ul style="list-style-type: none"> <li>• Free membership and other fees for new members with the same terms and conditions.</li> </ul>	

5.	<p><b><i>Other services/features</i></b></p> <ul style="list-style-type: none"> <li>• Provision of reports including detailed transaction reports</li> <li>• With Odometer Checking with each fuel purchase to calculate fuel consumption and monitoring</li> <li>• Since the driver can monitor the remaining balance of the card in every use, the driver will have to inform the General Services Management Section if the monthly allocation will be consumed before the end of the month so that the authorized personnel of General Services Management Section can request for additional allotment per month to avoid delays during wee hours and Saturdays/Sundays/Holidays.</li> <li>• If a particular vehicle was not able to consume its monthly allocation, the actual per month shall be charged to the Office.</li> </ul>	
6.	<p><b><i>Schedule of Payment</i></b></p> <ul style="list-style-type: none"> <li>• Monthly actual fuel usage to be paid within thirty (30) calendar days upon receipt of billing statement with complete supporting documents. The Billing Documents of the Card Distributor must be attached with the Invoice Details from the POL Company.</li> </ul>	
7.	<p><b><i>Contract Duration and Schedule</i></b></p> <ul style="list-style-type: none"> <li>• The contract period shall be at least for seven (7) months or until the contract amount is exhausted.</li> <li>• Without prejudice to the provisions of the applicable law, rules and regulations, the contract shall be automatically terminated when the amount specified for this contract has been exhausted.</li> </ul>	
8.	<p><b><i>Security Features</i></b></p> <ul style="list-style-type: none"> <li>• To protect the Office from possible fraud or misuse of fuel cards, the service provider shall put in place security features ensuring that every transaction will be accounted for through the monthly statement of account. Presentation of an approved trip ticket issued by General Services Management Section/Administrative Office to the driver shall be a requirement by the fuel station before any transaction. With either system, every transaction is electronically captured, providing documented details.</li> <li>• Another security feature for the Vehicle-Card type of plan is the Odometer checking by the fuel station. This will confirm and verify if fuel has been gassed up to a particular DSWD vehicle per embossed plate number on the card. The kilometer reading of the vehicle shall be recorded every time the vehicle is gassed up. In this case, the fuel consumption and fuel efficiency of the vehicle will be validated. Also, the Service Provider must provide DSWD Drivers a receipt/proof of transaction for every withdrawal of fuel/lubricants.</li> </ul>	

	<ul style="list-style-type: none"> <li>• In the event of lost card, the General Services Management Section can advise for deactivation/cancellation of the card and a replacement card can be issued upon request for minimum fee. The release of the replacement card should be within ten (10) calendar days upon reporting/filing of request. An Admin Card must be provided to General Services Management Section to ensure that the vehicle with a lost card would be filled up with POL during the replacement period. General Services Management Section shall be responsible for the “Admin Card”.</li> </ul>	
9.	<p><b><i>Fuel Prices</i></b></p> <ul style="list-style-type: none"> <li>• Subject to pump prices</li> <li>• ABC will be considered as the contract amount. Fuel price shall be subjected to actual pump price. For purpose of evaluation, financial compliance shall be determined through the average price by adding unit cost of fuel and lubricant divided by the number of items.</li> </ul>	

I hereby certify that all statements indicated under the **Statement of Compliance** and **Bidder’s Remarks** are true and correct, otherwise, if found untrue and incorrect either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Bidder’s Signature over Printed Name

Date: \_\_\_\_\_