



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
 7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

BIDS AND AWARDS COMMITTEE

INVITATION TO BID FOR THE PROCUREMENT OF GASOLINE AND DIESEL THROUGH FLEET CARD SYSTEM FOR THE PERIOD OF 1 JANUARY 2023 TO 31 DECEMBER 2023

1. The Office of the Presidential Adviser on Peace Reconciliation and Unity (OPAPRU), intends to apply the sum of **Five Million One Hundred Eighty-Four Thousand Fourteen Pesos and Twenty-Four Centavos (PHP5,184,014.24)** being the ABC for the **Procurement of Gasoline and Diesel Through Fleet Card System for the Period of 1 January 2023 to 31 December 2023**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The OPAPRU encourages the submission of bids for the Procurement Project. The delivery date of the goods shall be made on the date indicated in the Notice to Proceed. Interested bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Procurement Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders) thereof.
3. Bidding will be conducted through open competitive bidding procedures using a **non-discretionary "pass/fail" criterion** as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from OPAPRU BAC Secretariat and inspect the Bidding Documents at the address given below during weekdays (Monday – Friday, except holidays) from 08:00 AM to 05:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **17 November 2022** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (PHP10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees either in person, by facsimile or through electronic means.
6. The OPAPRU will hold a Pre-Bid Conference on **25 November 2022, (10:00AM)** at the Kapayapaan Conference Room, 7th Floor Agustin I Building, F. Ortigas Jr. Road, Ortigas

Center, Pasig City, and/or through video conferencing or webcasting, which shall be open to prospective bidders.

7. Physical Bid Documents must be duly received by the BAC Secretariat at the office address indicated below **not later than 7 December 2022, (10:00AM)**. **Late bids shall not be accepted.** Bid Documents submitted through electronic means shall be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **7 December 2022, (10:30AM)**. Bids will be opened in the presence of the bidder/s representative/s who choose to attend either physically or through video conferencing or webcasting.
10. The OPAPRU reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to the award of the contract in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Bids & Awards Committee Secretariat
3rd Floor Agustin I Bldg.
F.Ortigas Jr. Road, Ortigas Center, Pasig City
(02) 8636 0706 local 871

Issued on 14th day of November 2022, Pasig City.



EDIR. ANDRES S. ANGUINALDO, JR.
Chairperson
Bids & Awards Committee



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TECHNICAL SPECIFICATIONS

A. PROCUREMENT PROJECT

Procurement of Gasoline and Diesel Through Fleet Card System

B. APPROVED BUDGET FOR THE CONTRACT

Five Million One Hundred Eighty-Four Thousand Fourteen Pesos and Twenty-Four Centavos (PHP5,184,014.24)

C. SPECIFICATIONS

The Service Provider shall provide the OPAPRU thirty (30) pieces of cards with the following with the following features/ characteristics:

I. Fleet card design

1. Size

- Standard ATM size cards

2. Distinguishing Features

For Execom and Mancom:

- Name of the Agency
- Plate Number

For Common/Special Cards

- Name of the Agency

II. Fleet card acceptability

1. The Service Provider shall supply gasoline and diesel only.
2. The supply of gasoline and diesel shall be from pump to car tank only. Supply of gasoline or diesel to an external tank is prohibited. The OPAPRU, in case transaction of this type happens, shall not be charged.
3. The card is valid only for the vehicle whose plate number appears on particular card, except where the common card is being used. In such a case, a valid identification card from the driver shall be presented.
4. All Common Cards are designed for use to all OPAPRU vehicles. For this purpose, the OPAPRU shall provide the Service Provider lists of OPAPRU vehicles or any document relevant thereof for purposes of purchasing gasoline or diesel.
5. The Service Provider must have a service station at the following areas:

- i. Pasig
 - ii. Quezon City
 - iii. Parañaque City
 - iv. Pasay City
 - v. Baguio City
 - vi. NLEX
 - vii. SLEX
6. The enumeration of preferred cities/municipalities above does not preclude all other servicing branches of the Service Provider from rendering services (nationwide).

III. Security Features

1. The fleet cards must have a security system against fraud, hacking, counterfeiting and other similar forms of transactions.
2. The fleet cards must have a tracking and monitoring system for every transactions.
3. All fleet cards are capable for deactivation and reactivation upon request by the OPAPRU.
4. The Service Provider must be able to provide feature on fleet cards where it has purchase limits daily and monthly, in peso and liter.

IV. Other terms and conditions

3. The Service Provider shall provide the OPAPRU lists of its servicing sites/branches nationwide where fleet card system is being honored.

The Service Provider, in case one of its site/branch intends to cease operations, it shall provide notice seven (7) days prior to its last day of operations.

4. In case of force majeure or man made calamities where usage of fleet card is not possible, supply of diesel and gasoline shall continue by using manual receipts.
5. Delivery of the cards shall be made prior to the effectivity of the contract.

V. Payment

1. Payment shall be made by the OPAPRU, within fifteen (15) calendar days from submission of billing statement among other documents pursuant to existing COA and DBM rules.
2. Payment shall be made only to actual purchases of gasoline and diesel but shall not exceed with the contract price.