

## TERMS OF REFERENCE/SCOPE OF SERVICES

Project	Procurement of Fuel for the PDIC corporate vehicles
Approved Budget for the Contract (ABC)	P2.550M
Contract Period	1 Year
Number of Vehicles	Twenty nine (29) corporate vehicles Gasoline-fed : 10 Diesel-fed : 19
Fuel Allocation per month and per year	Gasoline : 1,500 liters/month or 18,000 liters/year Diesel : 2,850 liters/month or 34,200 liters/year
Minimum Qualifications of Bidders/ Service Providers	<ul style="list-style-type: none"> <li>• Duly licensed Filipino citizens/sole proprietorships</li> <li>• If partnerships, at least 60% of the interest should be Filipino-owned</li> <li>• must have been engaged in the business for the past five (5) years;</li> <li>• DTI/SEC Registration;</li> <li>• Current/valid Mayor's/Business Permit; and</li> <li>• Proof of Registration from PHILGEPS</li> <li>• Must have an existing and/or completed contract with at least two (2) government agencies, with minimum monthly bill of two hundred thousand pesos (P200,000.00)</li> <li>• At least two (2) gas stations should be located within five (5) kilometers from the PDIC Ayala offices</li> <li>• Should have an on-line fuel card facility with accredited gas stations strategically situated in cities/chartered cities in Region I-V</li> <li>• Should be able to provide a credit line facility of up to 150% of the monthly fuel consumption of P210,750.00/month or threshold P316,125.00/month, as the need arises</li> </ul>
Terms of Payment	<ul style="list-style-type: none"> <li>• Processing/payment of bills shall be within thirty (30) calendar days from receipt of billing statement provided that documents submitted are found complete</li> </ul>

