

TERMS OF REFERENCE

PROVISION OF GASOLINE, DIESEL FUELS, LUBRICANTS AND OTHER SERVICES WITH FLEET/FUEL CARD PROGRAM SYSTEM FOR ONE (1) YEAR FOR THE MOTOR VEHICLES/WATERCRAFT OF THE LAGUNA LAKE DEVELOPMENT AUTHORITY (LLDA)

1.0 Rationale

The Laguna Lake Development Authority (LLDA), through the Bids and Awards Committee (BAC), will undertake a National Competitive Bidding of the contract for the Fuel/Fleet Card Program for gasoline, diesel, lubricants and other services for service vehicles and watercrafts of the LLDA using the fuel card technology. This is a major operational requirement essential for the delivery of services to LLDA's stakeholders. The LLDA has 37 service vehicles and water crafts: twenty-six (26) using gasoline fuel and eleven (11) using diesel fuel, consuming around 3,900 liters of gasoline and 4,000 liters of diesel per month. Convertibly, the LLDA consumes 46,800 liters of gasoline and 48,000 liters of diesel annually. Attached as "Annex A" is the list of service vehicles/motorboats owned by LLDA. Aside from fuel supply, the fuel card program, shall likewise cover and include other products/services such as motor/engine oil, brake fluid, ATF, coolant, car wash, engine wash and under chassis wash.

2.0 Objectives

The main objective of the Fuel/Fleet Card Program is to provide end-users and drivers with an efficient, secured, convenient, continuous and steady supply of petroleum products and services, which must be economically manageable.

3.0 Scope of Service

3.1 The Fuel/Fleet Card Service Provider shall provide the fuel, lubricants and other services requirements of LLDA using the fuel card technology. It must ensure that the fuel card technology is protected from duplication or hacking.

3.2 The Fuel/Fleet Card Service Provider must:

3.2.1 Have a wide service station network nationwide to dispense the fuel, lubricants and other service requirements of the LLDA service vehicles and watercrafts following the terms and conditions set in the contract.

3.2.2 Have a web-based program for data tracking or monitoring reflecting the monthly purchases in which the LLDA point person will be given access.

3.2.3 Give free 24-Hour Towing Services and Roadside Assistance within the NCR, Laguna areas to all service vehicles enrolled in the fuel card.

