

Terms of Reference (ToR)

Procurement of Diesel and Gasoline Fuel Supply Services – BASEPORT

1. Background

The Philippine Ports Authority – PMO SOCSARGEN operates a fleet of vehicles and equipment that require a consistent and reliable supply of diesel and gasoline fuel. To ensure uninterrupted operations, the organization seeks to engage a qualified fuel supplier with an accessible fuel station to provide fuel on an as-needed basis.

2. Objective

To establish a service agreement with a licensed fuel supplier for the provision of diesel and gasoline fuel, with monthly billing and a purchase order (PO) system for each fuel transaction.

3. Scope of Work

The selected supplier shall be responsible for the following:

- **Fuel Supply:**
 - Provide **diesel and gasoline fuel** to authorized vehicles and equipment of the office.
 - Fuel shall be dispensed **directly at the supplier's gasoline station** upon presentation of a valid purchase order (PO) issued by the office.
- **Transaction Protocol:**
 - The office shall issue a **separate PO for each fuel fill-up**.
 - The supplier shall verify the PO and dispense the corresponding volume of fuel.
 - A copy of the PO and fuel receipt shall be retained for billing and audit purposes.
- **Billing and Payment:**
 - Submit a consolidated monthly billing statement summarizing all fuel transactions supported by corresponding POs and receipts.
 - Payment shall be processed in accordance with the office's standard disbursement procedures upon verification of the billing statement.

4. Duration of Contract

The contract shall be valid for a period of **one year**

5. Supplier Qualifications

Interested suppliers must meet the following criteria:

- Valid business registration and license to operate a fuel station.
- Proximity of fuel station to the office or within 10 kilometer radius.
- Ability to accommodate PO-based transactions and maintain accurate transaction records.
- Capacity to provide both diesel and gasoline fuel consistently.
- Compliance with relevant environmental and safety regulations.

6. Deliverables

- On-demand fuel dispensing upon presentation of a valid PO.
- Monthly billing statement with complete documentation.
- Prompt and courteous service at the fuel station.

7. Evaluation Criteria

Proposals will be evaluated based on:

- Compliance with technical and administrative requirements.
- Accessibility and location of the fuel station.
- Pricing and transparency of fuel rates.
- Experience and reliability in fuel supply services.
- Capacity to support PO-based billing and documentation.

LIST OF PMO SERVICE VEHICLES

VEHICLE DESCRIPTION	MODEL
FORD RAPTOR NDI 8465	2019
HYUNDAI SANTA FE TGO 380	2011
HYUNDAI TUCSON YEJ 736	2007
ISUZU BOOM TRUCK SNJ 4379 (D2D187)	2021
ISUZU DMAX SNJ 4412 (D1S058)	2021
ISUZU DMAX SHF 212	2010
MITSUBISHI ADVENTURE SGZ 465	2004
MITSUBISHI ADVENTURE SHL 573	2004
MITSUBISHI ADVENTURE SLF 422	2013
MITSUBISHI ADVENTURE SLF 443	2013
MITSUBISHI ADVENTURE SLG 393	2013
MITSUBISHI ADVENTURE SLG 397	2013
TOYOTA FORTUNER NDB 6148	2016
TOYOTA FORTUNER NDC 3351	2016
TOYOTA GRANDIA SAB 4373	2017
TOYOTA HI-ACE AAW 8261	2014
TOYOTA HI-ACE SND 2259	2024
TOYOTA HILUX SAB 4393	2017
TOYOTA HILUX SND 2284	2024
TOYOTA HILUX SND 7253 (S5Z823)	2022
TOYOTA HILUX SNJ 2940 (P7X035)	2020
TOYOTA REVO SGS 113	2003
TOYOTA REVO SGS 142	2003

LIST OF OTHER MOTORIZED VEHICLE/EQUIPMENT

DESCRIPTION	EU/LOCATION
WATER CRAFT	PPD
GRASS CUTTERS (2 UNITS)	RMU
GENSET	MABILA