

## TERMS OF REFERENCE

### PROCUREMENT OF FUEL FOR THE PPA, PMO NEGROS ORIENTAL/ SIQUIJOR , TMO LARENA OFFICIAL VEHICLES AND GENERATOR SETS FOR CY 2024

#### I. RATIONALE

The Philippine Ports Authority, PMO Negros Oriental/Siquijor-TMO Larena has maintained three (3) service vehicle and three (3) generator sets to support the daily operational and administrative requirements of the TMO Larena.

The PMO want to closely monitor and control the fuel expenses by setting up spending limits and tracking spending patterns of fuel, fueling frequency and time of fueling hence it intends to engage an entity that could provide petroleum, oil and lubricants and established a credit line for the Authority.

#### II. APPROVED BUDGET FOR THE CONTRACT

The total Approved Budget for the Contract ("ABC") for this procurement is Two Hundred Forty Thousand Seven Hundred Fifty Pesos (P240, 750.00), inclusive of all applicable government taxes.

#### III. CONTRACT DURATION

The Contract shall be for a period of nine (9) months, from April 1, 2024 to December 31, 2024.

#### IV. REQUIREMENTS

Item	Vehicle Type	Plate Number	Requirement Gasoline	Requirement Diesel
1	Toyota Revo	SGS 121		720 Liters
2	Hyundai Tucson	ZRX 706		720 Liters
3	Mitsubishi Adventure	SLG 383		720 Liters
<b>Generator Sets</b>				
1	150 KVA	Larena		350 Liters
2	150 KVA	Siquijor		350 Liters
3	80 KVA	Lazi		350 Liters

**V. CONDITIONS**

1. The diesel and gasoline fuel will be withdrawn from the service provider's establishment through approved withdrawal slip by the agency's authorized representative.
2. Payments will be based on the actual withdrawal and be paid on a bi-monthly basis.
3. Bid cost must be inclusive of storage/handling/profit margin, e-vat etc.
4. The duration of the contract shall be for nine months.

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