

**List of Motor Vehicles  
PMO-SOCSARGEN**

|    | Vehicle Description       | Plate Number      |
|----|---------------------------|-------------------|
| 1  | Hyundai Santa Fe          | TGO 380           |
| 2  | Hyundai Tucson            | YEJ 736           |
| 3  | Isuzu Boom Truck          | SNJ 4379 (D2D187) |
| 4  | Isuzu D-Max               | SHF 212           |
| 5  | Isuzu D-Max (Fire Rescue) | SNJ 4412 (D1S058) |
| 6  | Mitsubishi Adventure      | SLF 422           |
| 7  | Mitsubishi Adventure      | SLF 443           |
| 8  | Mitsubishi Adventure      | SLG 393           |
| 9  | Mitsubishi Adventure      | SLG 397           |
| 10 | Toyota Fortuner           | NDA 6748          |
| 11 | Toyota Fortuner           | NDB 6148          |
| 12 | Toyota Fortuner           | NDC 3351          |
| 13 | Toyota Grandia            | SAB 4373          |
| 14 | Toyota Hi-Ace             | AAW 8261          |
| 15 | Toyota Hi-Ace             | SND 2259          |
| 16 | Toyota Hilux              | SAB 4393          |
| 17 | Toyota Hilux              | SND 2284          |
| 18 | Toyota Hilux              | SND 7253          |
| 19 | Toyota Hilux              | SNJ 2940          |
| 20 | Toyota Revo               | SGS 113           |
| 21 | Toyota Revo               | SGS 142           |

## 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 2<sup>nd</sup> semester of CY 2026

#### 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.