

Terms of Reference (ToR)

Procurement of Diesel and Gasoline Fuel Supply Services – TMO – Sultan Kudarat

1. Background

The Philippine Ports Authority – TMO-Sultan Kudarat 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 10km 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
MITSUBISHI ADVENTURE SLF 397	2013
MITSUBISHI ADVENTURE SLF 422	2013

LIST OF OTHER MOTORIZED EQUIPMENT

DESCRIPTION	EU/LOCATION
GENSET	KALAMANSIG
GENSET	PALIMBANG