

TERMS OF REFERENCE
Procurement of Fuel Fleet Card Services

I. OBJECTIVE

The Philippine Postal Corporation (PHLPOST) Fuel/Fleet Card Program pertains to the use of the card as payment for unleaded gasoline, diesel and engine oil at gas stations. This is essential to meet PHLPost operational and administrative requirements, including the delivery of services to the public. The Fleet Card Program likewise helps control expenses by setting spending limits and tracking spending patterns such as grade of fuel, fueling frequency, time of fueling, and fuel location.

To this end, the PHLPost intends to engage in an entity which could provide such service.

II. CONTRACT PERIOD

The contract shall effect for one (1) fiscal year after the receipt of signed of the Notice to Proceed (NTP)

III. TYPE AND NUMBER OF VEHICLES

1. Gasoline fed vehicles: **79 vehicles**
2. Diesel fed vehicles: **54 vehicles**
3. Gas fuel consumption: **121,841 liters (annual)**
4. Diesel fuel consumption: **120,087 liters (annual)**
5. Gas engine oil consumption: **896 liters (annual)**
6. Diesel engine oil consumption: **1,800 liters (annual)**
7. Other Lubricants: **406 pcs/cans (annual)**

IV. APPROVED BUDGET FOR THE CONTRACT

1. The fund for this engagement shall be sourced from the PHLPost Appropriations for (FY) 2026.
2. The total Budget for the Contract (ABC) for this procurement is estimated at ₱19,815,544.74 for one (1) fiscal year inclusive of 12%VAT



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V. MODE OF PROCUREMENT

The procurement shall be undertaken through Negotiated Procurement based on RA No. 12009 and its Revised Implementing Rules and Regulations (IRR).

VI. QUALIFICATIONS OF THE SERVICE PROVIDER

1. The Service Provider shall have the necessary eligibility, experience, and expertise in providing fuel fleet card services, as provided in the Bidding Documents.
2. The PHLPost desires a Service Provider who has completed a project within the last **three (3) years** from the date of submission and receipt of bids and must have a single largest contract for a fuel fleet card services equivalent to at least fifty percent (50%) of the ABC.
3. The provider should cover the following locations:
 - National Capital Region (NCR)
 - Luzon Areas
 - Palawan Areas, and
 - Visayas and Mindanao Areas
4. The provider has the capacity to provide fleet cards and an available fleet card payment system.

VII. SCOPE OF WORK AND DELIVERABLES

1. Fuel Supply

- Gasoline
 - a. Unleaded
 - b. Euro 4 compliant
 - c. Octane Rating of 95 maximum
 - d. Water content (%vol.); 0.1 maximum
- Diesel
 - a. Diesel
 - b. Euro 4 compliant
 - c. Clean Air Act of 2014 compliant to sulfur content
 - d. Water content (%vol.); 0.1 maximum
 - e. Biodegradable and Non-toxic

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2. Oil and Lubricants

- **Gasoline Motor Engine Oil** – 10W40
- **Diesel Motor Engine Oil** – 15W40
- **Lubricants**
 - Grease
 - Automatic Transmission Fluid (ATF) – SAE 20
 - Gear Oil – SAE 75W-90
 - Brake Fluid
 - Coolant

3. Fleet Card Design

Fleet Card must contain the following details, to wit:

- **Company Name:** PHILIPPINE POSTAL CORPORATION
- **Card Number:**
- **Type of Vehicle**
- **Plate Number**
- **Product Restriction:**(type of fuel)

4. Fleet Card Security

- Fleet Card is equipped with an option to activate PIN code for added security.
- Fleet Card must be protected from hacking, fraud, unauthorized use, transaction tampering, illegal cloning, copying, or counterfeiting and accidental deletion of fleet records.
- Fuel Card system should have a web-based program or downloadable application for data tracking or monitoring
- Fuel Fleet Card management – order new card, block or replace stolen/lost card.

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- Transaction reports – statement of accounts, invoice, card analysis, fuel consumption, fleet management (monthly, quarterly, annually)
- Purchase limits- the card system providers a user-defined purchase limits such as transaction limit, Frequency per day, monthly limit (peso or liters).
- Odometer readings for each transaction.
- Online features such as customer service and CCTV.
- Automatic stop once exceeds the limit
- Customers service hotline accessible 24/7

5. Fuel Fleet Cards Products/ Systems

- **Types of Fuel Cards:**
 - a. Vehicle specific card
 - b. Admin Card

6. Fleet Cards Sites and Accessibility

The Service Provider shall have / provide:

- a. Minimum of 25 fleet card gas stations within NCR.
- b. Fleet card gas stations within Luzon, Visayas and Mindanao Areas.
- c. The list of all gas stations/ sites offering fleet card services nationwide

7. Fleet Card Services

- a. The fleet card Service Provider shall provide the fuel requirements of all PHLPost service vehicles using the Fuel fleet card technology.
- b. The Fuel fleet card Service Provider must:
 - i. i. Have a nationwide service gas station network to provide fuel to PHLPost service vehicles
 - ii. ii. Have a web-based program or downloadable application for data tracking or monitoring reflecting PHLPost detailed and summarized transactions.
- c. One (1) Fuel fleet card shall be issued per vehicle.
- d. Administrator Fuel fleet card shall be issued for emergency purposes of Diesel and Gasoline Fuel, Oil and Lubricants.
- e. Increase and decrease of vehicles under the Fuel fleet card program are allowed subject to existing procurement laws.
- f. Only the vehicle indicated on the Fuel fleet card shall be allowed to avail fuel.
- g. Odometer reading and recording per transaction per vehicle is required.
- h. Under no circumstances shall the fleet cards be used for private vehicles.
- i. The Service Provider shall provide a free training with regards to the use of fleet card.

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8. Fuel Fleet Card Billing

- a. Cashless purchase of fuel products.
- b. The service provider shall issue proof of purchase for every transaction.
- c. Billing system should be computer generated.
- d. Issuance of Billing Statements to PHLPost Shall be within 10 calendar days after the end of the applicable billing month, accompanied by a monthly report (electronic and/ or signed printed copy). Billing Statement must be on a per vehicle basis. Late payment due to the delay of receipt of the Billing Statement should not be ground for suspension of the fleet card.
- e. All details in the SOA should be complete and accurate.

9. Fuel Fleet Card Reports

- a. Provide the following reports, such as but not limited to:
 - i. i. Card transaction details and analysis
 - ii. ii. Fuel consumption report
- b. Reports can be accessed and downloaded through the internet.
- c. Availability of internet web module for PHLPost authorized personnel through secured log-on access.

10. Delivery

- a. Delivery of new Fuel cards must be within fifteen (15) calendar days from receipt of NTP
- b. The cards must be ready for use immediately upon activation
- c. Replacement cards must be delivered within fifteen (15) calendar days upon receipt of report/request.
- d. Additional Fuel cards must be delivered within ten (10) calendar days upon request.
- e. All Fuel cards shall be delivered at the Network and Transport Department, Philippine Postal Corporation CMEC Compound Domestic Road Pasay City subject to notice by PHLPost.

11. Payment System

- a. Monthly Billing Cycle
- b. Proof of purchase (official receipt/Invoice) shall be issued for every transaction.
- c. During contract implementation, peso discount per liter offered by the bidder shall be applied to the pump price per liter at the time of purchase, provided however that the pump price is within the prevailing market (retail) pump price as published in the DOE website.
- d. The amount per liter of fuel to be charged to PHLPost shall be based on the pump price that is within the prevailing market/retail/pump price as published in the DOE website.
- e. Payment period is within thirty (30) calendar days upon receipt of the complete and correct billing documents as required by PHLPost.
- f. Payment is VAT inclusive.
- g. Payment computation shall be as follows:
 - Gross receipt total (i.e. including 12% VAT).. Php xxx,xxx.xx
 - Less: 1% EWT and 5% Final Tax
 - A tax withheld certificate or tax credit will be credited on the service provider.

12. Others

- a. Fleet card transaction can be processed in fleet card sites in remote areas with slow or no available internet connections nor telephone lines.
- b. Card fees, joining fees and other charges shall be free of charge/waived.
- c. No handling fees.
- d. No minimum monthly purchase/consumption.
- e. Please see "Annex A" for the type of vehicle and petroleum type used for each service vehicle and "Annex B" for Oil and Lubricants.

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- f. Please see "Annex B" for Drum/Admin Cards for used of the purchase of Petroleum Oil and Lubricants (POL).
- g. The service provider shall allow additional or new service vehicles to be included in the Fuel fleet card program

VIII. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

- Provide/dispense fuel products to PHLPost vehicles
- Within 15 calendar days upon issuance of Notice to Proceed (NTP), the Supplier shall:
 1. Provide PHLPost with the fuel card indicated in Section III above.
 2. Provide web-based program/application account for data tracking or monitoring which reflect the monthly purchases of PHLPost service vehicles.
 3. Allow the supply of gasoline and diesel to all service vehicles of PHLPost enrolled/listed in the Fuel Fleet Card Program in all of its Fuel fleet card sites.
 4. Allow the supply of gasoline and diesel engine oil
 5. Service station/branch shall load fuel only to the vehicle indicated in the Fuel fleet card and Drum card (plate number, petroleum products, i.e. gasoline or diesel).
 6. Service station shall, read and record the odometer reading per transaction of each vehicle.
 7. Transaction slip/receipt invoice shall be issued every time fuel is withdrawn.
 8. Statement of Account (SOA) shall be commensurate with the receipt/invoice issued by the service station.
 9. Ensure that the Fuel fleet card transaction slip accurately reflects any and all purchases charged to the fleet card.
 10. Supply of fuels shall be made by the Service Provider in accordance with the terms specified in the Fuel Fleet Card Service Requirements.
 11. Replacement of deteriorated/worn-out Fuel fleet cards shall be within fifteen (15) calendar days from receipt of report/request

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12. Additional Fuel fleet cards must be delivered within ten (10) calendar days upon receipt of request.
13. Issuance of Billing Statements to PHLPost shall be within ten (10) calendar days after the end of the applicable billing month, accompanied by a detailed monthly report (electronic and /or signed printed copy) and a copy of proof of purchase. Late payment due to the delay of receipt of the Billing Statement should not be grounded for suspension of the fleet card.
14. Issuance of the corresponding Official Receipt on payments made by PHLPost.
15. All cards shall be delivered at the Network and Transport Department, PHLPost CMEC Compound Domestic Road Pasay City subject to notice by the PHLPost.
16. In the event of suspension of service, the Service Provider shall notify the PHLPost within ten (10) days prior to the date of suspension.

IX. PAYMENT SCHEME/ TERMS OF PAYMENT

1. Payment shall be computed at **actual consumption based on prevailing pump prices less the applicable necessary discount offered by the station or the service provider.**
2. The Service Provider shall provide a Statement of Account (SOA) or Billing Statement as basis for the payment of actual consumption per billing cycle. The SOA should contain the following information:
 - a. Date and Time of Purchase
 - b. Branch
 - c. Vehicle Plate No.
 - d. No. of liters
 - e. Amount
 - f. Fuel Card No.
3. In case the Fuel Card is damaged, lost or stolen, without the fault or negligence of concerned PHLPost official/personnel, the Service Provider shall replace the same without additional cost on the part of PHLPost.

X. LIQUIDATED DAMAGES.

1. If the Service Provider fails to satisfactorily deliver any or all of the goods and/ or perform the service with the period(s) specified in the Agreement inclusive of duly granted time extensions, if any, the Procuring Entity shall, without prejudice to its other remedies under the Agreement and under the applicable laws, deduct from the Contract Price, as liquidated damages, the applicable rate of 1/10 of 1% (percent) of the cost of the unperformed portion for every day of delay until actual delivery or performance.
2. In case the total sum of liquidated damages reaches 10% (percent) of the total contract price, the Procuring Entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

XI. RESERVATION CLAUSE:


The PHLPost reserves the right to reject any or all bids, declare a failure of bidding or not award the contract at any time prior to contract award in accordance with RA No. 12009 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

Contract may be subjected for renewal under RA 12009, renewal of regular and recurring services depending on the satisfaction of products and services.

Prepared by:


ENGR. JUSTINE CHRISTIAN G. SANTIAGO
Acting Chief, Motor Transport Division

Noted by:


ANTONIO P. OSEO
Acting Manager, NTD

Recommending Approval:


GILBERT B. JAVIER
Assistant Postmaster General for Operations

Approved by:


MAXIMO C. STA. MARIA III
Acting Postmaster General and CEO