

IB 2024-17

**Procurement of Fuel, Oil and Lubricants through Fleet
Cards for BSU - La Trinidad Campus for CY 2024**

**SECTION VI –
SCHEDULE OF
REQUIREMENTS**



IB 2024-17 PROCUREMENT OF FUEL, OIL AND LUBRICANTS THROUGH FLEET CARDS FOR BSU -LA TRINIDAD CAMPUS FOY CY 2024

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<i>Item Number</i>	<i>Description</i>	<i>Quantity</i>	<i>Delivered Weeks/ Months</i>
A. Supply and Delivery of Fuel, Oil and Lubricants through Fleet Cards for BSU -La Trinidad Campus for CY 2024		CY 2024 from receipt of NTP	
	Supply and Delivery of Fuel, Oil and Lubricants through Fleet Cards for BSU -La Trinidad Campus for CY 2024		
	Breakdown:		
	Diesel (13, 000 liters/month)		
	• Diesel with additives (pre-mixed)		
	•Regular		
	Gasoline (900 liters/month)		
	•Unleaded		
	•Premium		
	2T (1 liter per bottle)		
	Motor Oil (150 liters/ semiannually)		
	Diesel Motor oil		
	• Ordinary		
	Multi grade		
	•Synthetic		
	Gasoline Motor oil		
	• Ordinary		
	Multi grade		
	•Synthetic		
	Grease (No. 2 3 kilos and No.3 1 kilos/ semiannually)		
	•Multipurpose (2 kgs per container)		
	•Synthetic (454g per container)		
	Brake & Clutch Fluid (dot 3), 1 liter/bottle (10 liters/semiannually)		
	Kerosene		
	Automotive Transmission Fluid (ATF) (Dextron III or Dextron VI)		
	Gear Oil		
	• Ordinary		
	SAE 90 (45 liters/semiannually)		
	SAE 140 (15 liters/semiannually)		
	•Synthetic		
	Penetrating oil, 380ml		
	Injector Cleaner (354 ml/bottle)		
	Oil Filter for:		
	•REVO C-101		

	•STAREX C-306		
	•HI ACE C-115		
	•ESTATE O-206		
	•FB C-306		
	• FB New MD-360935		
	•URVAN C-226		
	•FORTUNER 190915-Y22D2		
	•Yutong Coaster		
	•Yutong Bus - 1012-00329		
	•Toyota Coaster - 15601-78140		
	•Toyota Grandia 1GD Engine		
	•Tractor John Deere 5610		
	Fuel Filter for:		
	• REVO FC-1104		
	• STAREX FC-321		
	• HI ACE FC-158		
	•ESTATE FC-234		
	• ESTATE FC-235		
	• FB FC-231		
	• FB New 177 OA208		
	•Denso 186100-6460		
	•URVAN FC-234		
	•FORTUNER 23300-0L041		
	•Toyota coaster		
	•Yutong Big Bus		
	•Yutong Coaster		
	•Toyota GL Grandia 1GD Engine		
	•Tractor John Deere 5610		
	A. SCOPE OF SERVICES		
	A. 1. The Fleet Card Service Provider shall provide fuel, oil, lubricants, and other service requirements of BSU-La Trinidad Campus using the fleet card technology. It must ensure that the fleet card technology is protected from duplication or hacking.		
	A. 2. The Fleet Card Service Provider must: A. 2.1 Have a wide service station network nationwide to dispense the fuel requirements of the BSU-La Trinidad Campus service vehicles and equipments following the terms and conditions set in the contract.		
	A. 2.2 Have a web-based program for data tracking or monitoring reflecting the monthly purchases to which the BSU-La Trinidad Campus point person will be given access.		
	A. 3. The Fleet Card Service Provider shall provide the BSU- La Trinidad Campus with fleet card for each enrolled vehicles and a card for various equipment.		
	A. 4. The Fleet Card Service Provider shall provide additional fuel cards, if necessary, upon written request of the BSU-La Trinidad Campus under the same terms and conditions.		
	B. RESPONSIBILITIES OF THE FLEET CARD SERVICE PROVIDER		

	B. 1. The Service Provider shall allow withdrawal of the required fuel, oil and lubricants products by BSU-La Trinidad Campus based on entitlements of, enrolled/listed Fleet Card, in all of its participating branches/stations, only upon presentation of duly approved transation slip		
	B. 2. Issue a transaction slip/invoice to BSU- La Trinidad Campus every time a fuel, oil and lubricants is withdrawn or other services are given/rendered.		
	B.3. Issue the accurate monthly Statement of Account duly accompanied by a receipt/invoice issued by the service station.		
	B.4. Ensure that the fuel card transaction slip accurately reflects any and all purchases charged to the fleet card.		
	B. 5. Provide updates to BSU-La Trinidad Campus in case a new gasoline station is added by the company.		
	B. 6. May conduct an orientation for the designated drivers/personnel of the Motorpool Section regarding the use of fleet card upon its delivery.		
	C. PAYMENT SCHEME		
	Payment will be done on a monthly basis upon submission of the service provider of its Statement of Account/billing statement. In case of price increase and/or rollback on petroleum products, payment shall be based on the prevailing retail pump price at the time of withdrawal.		
	D. DURATION OF CONTRACT		
	The duration of the contract will be until December 31, 2024.		

Name of Bidder over Printed Name

Date