



**PHILIPPINE NORMAL UNIVERSITY**  
The National Center for Teacher Education

Taft Ave. Cor. Ayala Blvd., Ermita, Manila 1000 Philippines  
Trunkline: +63-2-5317-1768 Loc. 737 ▲ pmu@pnu.edu.ph ▲

Reference No.	PNU-MN-2024-PMU-FM-002
Issue No.	02
Rev. No.	00
Date:	09-17-2024
Page	1 / 1
DC No.	CC09172024-1603

**PMU REQUEST FOR QUOTATION (RFQ)**

Date: **March 31, 2026**  
Solicitation Number: **PNU2026-078**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Please quote your lowest price on item/s listed below stating the shortest time of delivery and submit the same duly signed by your authorized representative thru a **sealed envelope**, fax or email not later than **April 8, 2026**.

**Ryan Anthony A. Olalia**  
Head, Procurement Management Unit

- Notes:
1. Delivery period within **15 Calendar Days** upon receipt of Contract
  2. PhilGEPS Registration Certificate shall be attached upon submission of the quotation (for new bidder only).
  3. Approved Budget for the Contract (ABC) **Php 675,000.00**
  4. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by any of duly signed authorized representatives.
  5. For inquiries, please look for **Mr. Ryan Anthony A. Olalia** at Telefax No.: (+63 2) 5317-1768 loc. 738 or you can email your questions and quotations at [olalia.raa@pnu.edu.ph](mailto:olalia.raa@pnu.edu.ph)

Item No.	ITEM DESCRIPTION	Total ABC (per item)	Quantity	Unit	Unit Price	Total Price
	<b><u>Procurement of Service Provider of Gasoline and Diesel (Fuel Card Program) CY 2026</u></b>					
1	<b>Fuel Card Program</b>	₱675,000.00	1	lot		
	<b>Services to be Rendered</b>					
	The Fuel Card System provider shall provide the fuel for the University vehicles using the fuel card technology. It must be ensured that the fuel card technology is protected from duplication or hacking.					
	The Fuel Card Provider must:					
	Have a wide service station network nationwide to dispense the fuel for the University service vehicles, following the terms and conditions outlined in the contract.					
	Have a web-based program for the data tracking or monitoring of the monthly purchases, in which the PNU point person will be given access.					
	The fuel card service provider shall provide the PNU service vehicles with specific fuel cards to contain the following:					
	Card Number					
	Office Name					
	Vehicle details (type of vehicle and vehicle plate number)					
	Product restriction (type of fuel - gasoline/diesel)					
	Expiry date					

**\*\*page 1 of 4\*\***

Reference: PR No: 26-03-0618

Kind of material: \_\_\_\_\_  
Delivery period: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

After having carefully read and accepted your conditions, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
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	Product restrictions and frequency of availment (per vehicle):					
	<b>Type of fuel:</b> Unleaded Gasoline and Diesel					
	<b>Fuel:</b> maximum fuel allocation per month is indicated on the fuel cards					
	<i>* additional fuel may be requested by the Procuring Entity, as needed, subject to proper approval by the University Management.</i>					
	Maximum Allocation per month					
	<b>Unleaded Gasoline</b>					
	Toyota Innova - ₱19,375					
	Toyota Innova Zenix - ₱13,250					
	<b>Diesel</b>					
	Toyota Hi-Ace - ₱15,500					
	Toyota Coaster - ₱12,500					
	Isuzu Sportivo - ₱11,250					
	Mitsubishi L300 - ₱12,500					
	Only vehicles indicated in the fuel card shall be allowed to avail of the fuel products stated above.					
	The fuel card service provider shall be responsible for dispensing and making available at all times at all branches of its stations for a period of eight (8) months under the					

**\*\*page 2 of 4\*\***

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	terms and conditions most advantageous to the government following the estimated volume of quantity.					
	<b>Responsibilities of both Parties</b>					
	Responsibilities of the Fuel Card Service Provider					
	It shall be the responsibilities of the SERVICE PROVIDER to:					
	Issue fuel products - Unleaded Gasoline or Diesel to PNU vehicles enrolled/listed in the fuel card program, in all of its branches.					
	The service station/branch shall load fuel only to the vehicle indicated in the fuel card (plate number, petroleum products, i.e. gasoline or diesel) and no excess shall be allowed outside the maximum allocation.					
	A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn.					
	The statement of account (SOA) should be accurate with the receipt/invoice issued by the service station.					
	Ensure that the fuel card transaction slip accurately reflects all purchases of gasoline/diesel to the fuel card.					
	Responsibility of the Procuring Entity					
	Provide all the necessary documentation and procedures to facilitate the procurement process of the winning					

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