

PURCHASE REQUEST

Entity Name: **PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**Fund Cluster: **1101101**

Office/Section :

FAD

PR No.:

2022-10-164

Date:

October 5, 2022

Responsibility Center Code :

14-016-09-00014-04

Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	PC	R/R V Belt	2	P500.00	P 1,120.00
2	PC	Belt, V Cooling Fan, No.1	1	P2,045.98	P 2,291.50
3	PC	Belt Set, V	1	P918.97	P 1,029.24
4	LOT	Toyota Auxiliary Kit	1	P446.43	P 500.00
TOTAL					P4,940.74

Purpose: TERMS OF REFERENCE FOR THE REPLACEMENT OF THE FAN BELTS OF THE TOYOTA COASTER (POL-585) FOR THE SAFETY OF EMPLOYEES OF PSHS-CALABARZON REGION CAMPUS

Requested by:

Signature :

DAN JELARD A. HERNANDEZ

Printed Name :

Designation :

Resident Architect

Approved by:

JOSE M. ANDAYA, D.T.
CAMPUS DIRECTOR



**TERMS OF REFERENCE FOR
 THE REPLACEMENT OF THE FAN BELTS OF THE TOYOTA COASTER (POL-585) FOR THE SAFETY OF EMPLOYEES OF PSHS-CALABARZON REGION CAMPUS**

I. Background

The Philippine Science High School CALABARZON Region Campus (PSHS-CALABARZONRC) has been striving to provide quality service in terms of facilities and equipment maintenance ensure an environment that is safe and conducive to optimum learning of students and safe workplace for its employees.

The General Service Unit (GSU) is assigned to ensure that the transport service requirements of employees and scholars for official travels and functions are properly provided. This starts with well-maintained official vehicles to avoid accidents and unexpected breakdowns while the vehicles are on dispatch. Likewise, proper maintenance and care of the vehicle will prolong its useful life, improve fuel efficiency and fewer vehicle repairs.

II. Rationale

The need for transportation service has become imperative in the performance of the various functions and mandate of the Campus specifically in this pandemic time to protect its employees against the risk of exposure to the Covid-19 virus. There are also various coordination activities to counterpart offices and other stakeholders within and outside the CALABARZON Region that call for transportation service provision.

Currently, as the Campus conducts limited in-person classes, the demand for transportation service has increased to give way for various official travels, functions, and meetings, which slowly transition into face to face modality.

The safety of officials, personnel, employee and other passengers is one of the campus priorities, especially when traveling using the campus vehicles. Presently, the fan belts of the coaster bus are impaired confirming to the campus drivers. For this reason, to request for replacement of the impaired parts to ensure the protection of the employees. The coaster is now used for the transportation in conducting the 2022 RACE Campaign throughout the CALABARZON Region.

III. Scope of Work and Job Specifications

The service provider must be able to supply, deliver and install the said part to be procured for the school vehicle (coaster bus) with the following specifications:

ITEM #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
1	2.0	PC	R/R V Belt	500.00	1,120.00



Certificate No.: SCP0004200

2	1	PC	Belt, V Cooling Fan, No.1	2,045.98	2,291.50
3	1	PC	Belt Set, V	918.97	1,029.24
4	1	LOT	Toyota Auxiliary Kit	446.43	500.00
			TOTAL		4,940.74

IV. Estimated Cost

The approved budget for the procurement of the parts to be replace in the PSHS-CBZRC school vehicle (Toyota Coaster P0L-585) is Four Thousand Nine Hundred Forty Pesos and Seventy Four Centavos (**Php 4,940.74**).

V. Mode of Procurement

The mode of procurement shall be "Direct Contracting" as per 2016 Revised Implementing Rules and Regulations of RA 9184.

VI. Payment Scheme

No advance payment shall be made. Payment shall be made after completion of the service maintenance and diagnosing check-up of the vehicle.

Prepared by:


 Arch. Dan Jelard A. Hernandez
 Resident Architect

Certificate of Availability of Fund:


 Arnel E. Agulla
 Budget Officer


 Crispina Rowena M. Maquimot
 Accountant II

Recommending Approval:


 Ma. Theresa P. Pagulayan
 Supervising Administrative Officer

Approved by:


 Jose M. Andaya, D.T.
 Campus Director



TOYOTA **POL585** **Benjo P. Cabrera**
TOYOTA BATANGAS CITY, INC.
 Sales & Customer Support Bldg. Batangas, Batangas City, Batangas, 4101
 Tel: (043) 724-6199
 Fax: (043) 724-6198
 Website: www.toyota.com.ph
 VAT Reg. ID: 000-000-000000
 Business Reg. Tax: Batangas City, Inc.

SERVICE QUOTATION C7DA026227

Customer Name: PHILIPPINE SCIENCE HIGH SCHOOL
 Customer Address: Sampaga
 Customer Contact No.: 090 800 0000
 Customer Email: pschs@pschs.edu.ph

Product: 2018 COASTER 25 SEATER DUAL MT
 Chassis No.: 210P718080648
 Color: WHITE
 C.I. No.: PO.585
 Approx. Stock: 25,189
 Plate Reg. No.: 2228-0218
 Engine No.: 0242YQ10774
 Year Exp. Date:

QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	LABOR	1,000.00	1,000.00
1	PARTS	2,044.96	2,044.96
1	SALES TAX	919.87	919.87
1	TOYOTA ALLOWANCE	446.43	446.43
Total Labor			1,000.00
Total Part			2,044.96
Total Subtotal			446.43
Total Sales Tax			0.00
Total Allowance			0.00
Subtotal			4,411.36
Less Discount			0.00
VAT			528.36
GRAND TOTAL			5,340.72

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
CAMPUS: CALABARZON
WORK REQUEST FORM

No.: WRF-2022-09-193

A. To be filled up by Equipment end-user/Observer/PPF Representative. Attach copy of email if received by PPF Committee.

What: FAN BELTS

Where: TOYOTA COASTER (PO-LS85) PSHS-CALABARZONRC

Purpose: FOR CHECKING AND POSSIBLE REPLACEMENT OF SOME PARTS NEEDED.

Requested by:
ALONSO
MIEGIE LONDOK
Signature Over Printed Name
Date: 09/27/22

B. To be filled-up by Supplier Officer/designated Custodian of EHCs or PPF Head.

Date of Last Maintenance APRIL 27, 2022

Details of Last Maintenance 20,000KMS PREVENTIVE MAINTENANCE

Expected Completion Date: _____

Received by:
JOHN A. HERNANDEZ
FAD Representative
Date: 09/27/22

Approved by:
MA. THERESA P. BERNALDO
FAD CHIEF
Date: 9/27/22

C. To be filled-up and signed by FAD/PPF Representative/Inspector:

Acted by:

FAD/PPF Representative / Date

Inspected by:

End User / Date

Remarks: Tasks successfully completed and functional/working

Task cannot be completed due to irreparable

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

Campus/Office: CALAPAN 2011

PRE-REPAIR INSPECTION REPORT

I. Reported/Verified by: Equipment Ownership/Supplier Officer/PPF Head Reference: _____

<input type="checkbox"/> BUILDING / FACILITIES	<input checked="" type="checkbox"/> EQUIPMENT / MACHINERY
Building Facility Description: _____	Property No. <u>PPF-2019-07-0109</u> Location: <u>PSHS-CALAPAN 2011</u>
Location of Defect: _____	Description: <u>TOYOTA COASTER (PN-1585)</u>
	Serial No. _____
	Date of Purchase: <u>JULY 21, 2019</u> Purchase Cost: <u>P4,202,800.00</u>
	<input type="checkbox"/> With Warranty <input checked="" type="checkbox"/> Without Warranty

ROCEL E. ELPINO
Property Officer/PPF Head

II. Inspector's Findings and Recommendations

Nature of Defect: SQUEAKING NOISE WHEN STARTING OF ENGINE
Cause of Defect: WORN OUT FAN BELT

Recommendations: REPLACEMENT OF NEW FAN BELT BY SERVICE PROVIDER

A. Estimated Cost of Repair Materials:

No.	Item Description/Material	Qty	Unit Cost	Total
1.	R/A V-BELT	2	P500.00	P1,120.00
2.	BELT, V COOLING FAN NO. 1	1	P2,645.98	P2,291.50
3.	BELT SET, V	1	P918.97	P1,029.24
4.	TOYOTA AUXILIARY KIT	1	P446.43	P500.00
Total Estimated Cost - MATERIALS				Php 4,940.74

B. Estimated Labor Cost :

No.	Work Description / Scope of Work	No. of Man-days	Labor Rate	Total
Total Estimated Cost - LABOR				

C. Estimated Indirect Cost (Profit, Taxes, etc.)

Php

TOTAL ESTIMATED REPAIR COST

Php

Inspected by: DAN A. HERRANDEZ
PPF Maintenance Personnel / Inspector
Date: 09/30/22

Noted by: MA. THELMA P. PANGULAYAN
PPF Head
Date: 10/3/22

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CAMPUS: CALABARZON
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FAD Representative
Date: 09/27/22

Approved by:
MA. THERESA P. PANGULANAN
FAD CHIEF
Date: 9/27/22

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Acted by:

FAD/PPF Representative / Date

Inspected by:

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