PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

FAD CID	SSD	REFERENCE NO.: 1 (54-202) - 026 DATE: 09/30/22	
	IOMSO		

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
b + H	TOU FOR THE REPLACE.	PARMATUN OF	Jalla	09/30/22
	TOW FOR THE REPLACE- MENT OF FAULEUTS OF TOYOTA CONSTEN (M-1555)	TOLAMADED TARMY	1/1/10	1 7 7 2
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TO ALL DIVISION RECORDS CUSTODIANS: Once document(s)/record(s) is/are signed, please return to the Records Management Unit (RMU) for proper monitoring and filing.

PSHS-14-F-RMU-01-Rev0-04/04/22

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

REQUEST FOR QUOTATION FORM & NOTICE (GOODS)

Office/ Cam	pus:	PHIL	IPPINE SCIENCE HIGH	SCHOOL CALABARZON RE	GION CAMPUS		
ddress/ Con	tact Details:	Bara	ngay Sampaga West, I	Batangas City			
GENTLI	EMEN:				Quotation No.: Date :		2022-10-164 ctober 5, 2022
						L	,
				• •	nterested and in a position to		
			d to have your best price				
	livery within				oved Purchase Order (PO).		
Contrac	tor shall be	liable for liqu	idated damages/penalty	of one-tenth (1/10) of one	is offered/required, the Supplier/ percent (1%) of the Contract I of the approved P.O./Contract.		
Item#	QTY	UNIT	miles the voice by the de	The second second	DESCRIPTION	UNIT COST	TOTAL COST
					E Tax (VAT) INCLUSIVE Y & DELIVERY		
1	2	PIECE	R/R V BELT				
3	1	PIECE	BELT, V COOLING FAI BELT SET, V	N, NO.1			
4	1	LOT	TOYOTA AUXILIARY	KIT			
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	ery Term		THIN 20 CALENDAR I	DAYS AFTER THE RECEIP	T OF PURCHASE ORDER		
	ent Term	AD	VANCE PAYMENT OF 5	0% OF THE TOTAL CONTR	ACT PRICE BEFORE THE DATE OF THE EVENT AND	THE REMAINING 50	% SHALL BE PAID
Very tr	uly yours,		4		PRICES IN THE ABOVE	OFFER ARE	
,		shil	35		CERTIFIED TRUE AND	CORRECT:	
-		PURCHASE	R	Authorized Company Representative:			
Tele	phone:	0	43-724-6199	Company Name :	(Signature Over Prin	ted Name)	
IMPORTA				Address :			
3.00		ypewritten in	and the same of th	Tolophon			
	fering a sub brand and	stitute/equive make.	nenc, specify	Telephone nos. : T.I.N. :			
		w0-04/17/17		-			

						App	oendix 60
						201	
		PURCE	IASE REQUEST				
Entity Name:	PHILIPPINE SCIEN	CE HIGH SCHOOL - CALABARZON REGI	ON CAMPUS		Fund Cluster:	110	01101
Office/Section :	1	PR No.: 202	2 - 10-164		Date:		
F	AD	Responsibility Center Code: 9-	016-09-00014-04		October	. 5,2	022
Stock / Property No.	Unit	Item Descrip		Quantity	Unit Cost	Tota	al Cost
1	PC	R/R V Be	elt	2	₱500.00		1,120.00
2	PC	Belt, V Cooling Fan, No.1		1	P 2,045.98		2,291.50
3	PC	Belt Set, V		1	P 918.97		1,029.2
. 4	LOT	Toyota Auxili	ary Kit	1	P446.43	P	500.00
		TOTAL					P4,940.7
Purpose:		NCE FOR THE REPLACEMENT OF THE FA N REGION CAMPUS	AN BELTS OF THE TOYOTA COAST	TER (POL-585) FOR THE SAFETY (OF EMPLO	YEES OF
					=		
	Reques	ted by:		Appro	ved by:		
Signature :		In Herm					
Printed Name:	: DANJELA	ARD Á. HERNANDEZ		/	JOSE MJANDAYA	, D.T,∕\	
Designation:	F	esident Architect			CAMPUS DIRECT	OR	
						1	





Certificate No.: SCP000420Q

TERMS OF REFERENCE FOR THE REPLACEMENT OF THE FAN BELTS OF THE TOYOTA COASTER (P0L585) 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

Page 1 of 3

Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City Website: www.cbzrc.pshs.edu.ph

Tel. No.: (043) 724-6199 Fax No.: (043) 724-6199





DEPARTMENT OF SCIENCE AND TECHNOLOGY



Certificate No.: SCP0004200



PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

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

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:

Arriel'E. Aguila Budget Officer Crispina Rowena M. Maquimot

Accountant II

Recommending Approval:

Ma. Theresa P. Pagulayan
Supervising #dministrative Officer

Approved by:

Jose M/Andaya, D.T. Campus Director

Page 2 of 3

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Tel. No.: (043) 724-6199 Fax No.: (043) 724-6199









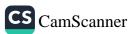
Certificate No.: SCP000420Q

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Page 3 of 3

Tel. No.: (043) 724-6199 Fax No.: (043) 724-6199

Postal Address: Sitro Sampaga West, Birgy: Sampaga, Batangas City Website: www.cbzrc.pshs.edu.ph



CAMPUS: A LAKARZON WORK REQUEST FORM

A. To be filled up by Equipment end-user/Observer/PPF Representative. Attach copy of e received by PPF Committee. What: FAN BELTS Where: TOYOTA COASTER (10-1585) 19545-CALABAR 201RC Purpose: CHECKING AND POSSIBLE REPLACEMENT OF SOME B. To be filed-up by Supplier Officer/designated Custodian of EHCs or PPF Head. Date of Last Maintenance APNIL 27, 2022 Details of Last Maintenance 20, COOKMS VILEVENTIVE MAINTENANCE Expected Completion Date: FAD CHIEF C. To be filled-up and signed by FAD/PPF Representative/Inspector: Inspected by: Acted by: End User / Date FAD/PPF Representative / Date Task cannot be Remarks: Tasks successfully completed due to completed and irreparable functional/working PSHS-00-F-GSM-09-Ver02-Rev1-02/07/22

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM Cempus/Office: ALAMA N 20N PRE-REPAIR INSPECTION REPORT

	ed/Verified by. Equipme	The second section because it was a second or a second of		KENT/N			
	FACILITIES						
uilaing/ Descrip	Facility Ition:	Property No. PPE Description: TOYO Serial No.	-26 9- TA_CO	07-010 DAJTEN	(p)	Location <u>. <i>[</i>3</u> - 1585)	(III - (ALABAN 201)
ocation	of Defect:		ILLY 2	1,2119		Purchase C	ost: P4.202,800.01
	-	With Warranty	,		,	Withou	t Warranty
			£ (F. E	PIN PEHE	n ead	
	ii. I	Inspector's Findings	and R	ecommo	enda	tions	
Nature	e of Defect: TONEKIN						
Cause	of Defect: WAN	OUT FAN MELTI					
Recon	nmendations: RAN	AC FOR FINT OF NE	W FA	N ME	UT	KY SENY	1CE
		PROYIDER					19/
No.	nated Cost of Repair M	fiaterials: ription/Material		Qty	1	Unit Cost	Total
1.	R/A V-			2		700 · 00	\$ 1,120.00
2.	BELT , V cooling			1			P2,291.50
3.	BET SET,	V		1	Pg	118.97	\$1,029.24
4.	TITOTA AUXI	WITH KIT		1	Þ	446.43	P540.00
	Total E	stimated Cost - MATE	ERIALS			Ph	p 4,940.74
B. Estir	mated Labor Cost:						T +
No.	Work Description	/ Scope of Work	No.	of Man-	days	Labor Rate	Total
	Tota	l Estimated Cost - LA	BOR			Pl	р
	timated Indirect Cost	(Profit, Taxes, etc.)				Ph	р
C. Est		R OST				Ph	р
	L ESTIMATED REPAI	K 9031					

PSHS-00-F-GSM-14-Ver02-Rev1-12/31/21

CAMPUS: ALAKARZON WORK REQUEST FORM

A. To be filled up by Equipment end-user/Observer/PPF Representative. Attach copy of en received by PPF Committee. What: FAN BELTS Where: TOYOTA COASTER (PO-L585) PSHS-CALABAR 20NRC Purpose: FOR CHECKING AND POSSIBLE REPLACEMENT OF SOME PAKTI NEBOED B. To be filled-up by Supplier Officer/designated Custodian of EKCs or PPF Head. Date of Last Maintenance APRIL 27, 2022 20,000 KMS VLEVENTIVE MAINTENANCE Expected Completion Date: Approved by FAD CHIEF C. To be filled-up and signed by FAD/PPF Representative/Inspector: Inspected by: Acted by: End User / Date FAD/PPF Representative / Date Tasks successfully Task cannot be Remarks: completed due to completed and irreparable functional/working PSHS-00-F-GSM-09-Ver02-Rev1-02/07/22