

RESEARCH COMMITTEE
 Management Committee
 Chair: Myla A. Lindberg R.
 Members: Myla A. Lindberg R., Myra M. Mantel B., Myra M. Mantel B., Myra M. Mantel B.

DOCUMENT TRACKING FORM

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REFERENCE NO.: FAD-2023-016
 DATE: Feb. 1, 2023

| FROM/TO | PARTICULARS | ACTION/S TAKEN | SIGNATURE | DATE (mm/dd/yy) |
|-------------------|--|---------------------------------------|-------------|--------------------|
| MPP/ signature | TDR & PR for the payment of motor vehicle | for ready to signature | [Signature] | Feb 1, 2023 |
| | | to BAC plan priorities this TDR | | |
| AEA | - do - | signed & forwarded to ACU | [Signature] | 02/01/23 |
| Umin | do | signed TOR | [Signature] | 2/1/23 |
| OOD | - do - | signed; | [Signature] | Feb 1, 2023 |
| LPR | PR 2023-02-017 | - forwarded to JRF for posting | [Signature] | 2/1/23 |
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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.



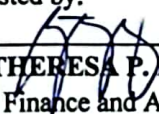
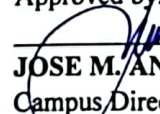
PURCHASE REQUEST

Entity Name: PSHS-CALABARZON Region Campus

Fund Cluster: 01101101

| Office/Section : Finance and Administrative Division | | PR No.: 2023-02-017 Responsibility Center Code : 19-016-09-00014 | | Date: February 1, 2023 | |
|--|------|---|----------|------------------------|--------------|
| Stock/ Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
| 1 | 1 | multi-purpose vehicle | 1 | 1,500,000.00 | 1,500,000.00 |
| ***none follows*** | | | | | |
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Purpose: to be used specifically as a service vehicle of the Campus Executive, on-call service for official travels of personnel and mass transportation of personnel and students during off-campus activities. Technical specifications are indicated in the attached Terms of Reference.

| | |
|---|--|
| <p>Requested by: _____</p> <p>Signature : </p> <p>Printed Name : MA. THERESA P. PAGULAYAN</p> <p>Designation : Chief, Finance and Admin. Division</p> | <p>Approved by: _____</p> <p></p> <p>JOSE M. ANDAYA, D.T.</p> <p>Campus Director</p> |
|---|--|



TERMS OF REFERENCE FOR THE PROCUREMENT OF MOTOR VEHICLE for FY 2023

I. Background

The Philippine Science High School CALABARZON Region Campus (PSHS-CALABARZONRC) is a government science high school, which is mandated to provide scholarship with emphasis on subjects pertaining to sciences to prepare its students in science career.

The General Services Unit (GSU) is a unit under the Finance and Administrative Division of the Campus, which is tasked to ensure safety of the Campus personnel and scholars inside and outside the Campus. Official travel is part of the routine activities of employees for various coordination functions to public and private counterpart offices and organizations, attendance to seminars and conferences outside the Campus and liaising services that are essential in its daily operations, while students are regularly joining competitions and system-mandated events and gatherings in different locations. In addition, there are emergency instances that call for immediate transport of an employee or student to the nearest hospital or residence for immediate treatment or attention. In all these instances, safe and secure transportation provision has to be rendered by the GSU to requesting personnel.

Currently, the Campus has three (3) functional motor vehicles allocated by the government since its initial operation in FY 2015: a sports utility vehicle, a passenger van and a coaster bus. These vehicles are being used extensively due to the volume of transportation needs requests that GSU receives on daily basis. Though efforts are being made to address each request, there were times that the Unit would fall short of the needed service due to simultaneous activities needed to be done outside the Campus and the aforementioned vehicles were no longer enough to cater to the growing population of employees and students.

II. Rationale

The long-standing request for acquisition of motor vehicle was finally approved for inclusion in the FY 2023 budget of the campus. In the Authority to Purchase Motor Vehicle No. BMB-F-2023-001 dated July 25, 2022, issued by the Department of Budget and Management, The Campus, among others, was given authority to procure one (1) unit of motor vehicle, limited to Multi-Purpose Vehicle (MPV) to be used specifically as a service vehicle of the Campus Executive, on-call service for official travels of personnel and mass transportation of personnel and students during off-campus activities.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

The authorization granted further stipulates that the acquisition of the motor vehicle authorized should be in accordance with the provisions of Republic Act (RA No. 9184 and its Revised Implementing Rules and Regulations (RIRR)).

III. Technical Specifications

The requested motor vehicle to be procured should be in accordance with the minimum technical specifications indicated in Annex A of this Terms of Reference.

IV. Approved Budget for the Contract

The approved budget for the contract is One Million Five Hundred Thousand Pesos (P1,500,000.00).

V. Mode of Procurement

The applicable mode of procurement is Competitive Bidding pursuant to Section 10 of the RIRR of RA No. 9184.

VI. Delivery period

The unit must be delivered within 60 calendar days from receipt of Notice to Proceed.

VI. Payment Terms

The PSHS-CALABARZONRC will not provide advance payment to the qualified supplier. Payment shall be facilitated upon completion and acceptance of the terms in the contract, subject to applicable budgeting, accounting, and auditing rules, regulations and other applicable laws.

Prepared by:


MA. THERESA P. PAGULAYAN
Chief, Finance and Administrative Division



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS




Certificate No.: SCP000420Q

Certification of availability of funds:


ARNEL E. AGUILA
Budget Officer


CRISPINA ROWENA M. MAQUIMOT
Accountant II

Approved by:


JOSE M. ANDAYA, D.T.
Campus Director/Head of Procuring Entity

**Actual utilization/disbursement
out of the cash allocation shall be
subject to the existing budgeting, accounting
and auditing rules and regulations**

Annex to Terms of Reference for the Procurement of Motor Vehicle for FY 2023

| Technical Specification | Minimum Requirement |
|---|---|
| Emmission standard | At least Euro 4 compliant |
| No. of cylinders | 4 |
| Displacement | 2700cc to 2800cc |
| No. of valves | 16 |
| Transmission | 6-speed Automatic |
| Fuel | Diesel |
| Seating capacity | at least 7 |
| Safety | driver airbags |
| Brakes | Antilock braking system |
| A/C System | manual type A/c with roof rear vent for back seats |
| Feature | Power steering |
| Warranty | at least 3 years |
| Other Requirements: | standard headlights |
| | tinted windows |
| | at least 4 doors |
| | at least with stereo |
| | Casa and service center within Batangas City |
| | tubeless tires and alloy rims |
| | 3 years LTO registration and 1 year comprehensive insurance |
| | basic tools and jack |
| | basic floor mats |
| | 10 liters fuel (diesel) |
| | early warning device |
| | side stepboards |
| | front and rear dash camera |
| | deep dish rubber floor mats |
| | rain visors |
| | fabric seat cover |
| PSHS Logo on each side with For Official Use Only sticker | |
| Navigation system - touch screen monitor with maps and navigation | |
| reverse sensor | |

Prepared by:

MA. THERESA P. PAGULAYAN
Chief, Finance and Administrative Division

Approved by:

DR. JOSE M. ANDAYA
Campus Director/HOPE