







## **TERMS OF REFERENCE FOR THE BUS RENTAL**

### **I. Background**

On May 28, 2018, the Administrative Order 25 of the Inter-Agency Task Force Memorandum Circular No. 2018-1 requires the certification/recertification of the QMS for at least one (1) core process or frontline service under ISO 9001:2015. In preparation for another surveillance audit, the campus plans to attend a training on Business Process Improvement and the development of quality objectives monitoring tools.

### **II. Rationale**

Philippine Science High School – CALABARZONRC has been awarded its ISO 9001:2015 certification for more than three (3) years now. Its first certification cycle was proven successful given the recertification it earned in December 2021. In further fulfillment of the ISO 9001:2015 requirements particularly clauses 9 (Performance Evaluation) and 10 (Improvement), PSHS-CALABARZONRC initiates to undergo Business Process Improvement training to capacitate key process owners in reviewing the processes and documented information as well as in developing quality objectives monitoring tool. The overall intention is to simplify processes that are deemed complicated for their purposes and to have another performance evaluation tool apart from the Customer Satisfaction Survey Report and Individual/Division/Overall Performance Commitment and Review Results.

However, in the submitted Activity Proposal, it was indicated that the coaster of the campus shall be used to ferry and fetch the participants. But due to unforeseen happenings and events in relation to the pandemic, the supposed driver of the coaster was exposed to a Covid-19 positive employee. At the moment, the driver is in isolation and had symptoms. Counting the number of days of isolation, the driver will not make it on August 10-12, 2022 to ferry and fetch the participants to the venue.

To provide the participants the transportation, renting a bus is the least solution possible.

### **III. Scope**

The supplier must provide one (1) bus that can ferry/fetch/accommodate 28-30 participants.



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

**Itinerary:**

August 10, 2022: PSHS-CALABARZONRC, Sampaga, Batangas City to Royale Parc, Tagaytay City (6:00 AM)

August 12, 2022: Royale Parc, Tagaytay City to PSHS-CALABARZONRC, Sampaga, Batangas City (5:30 PM)

**IV. Approved Budget for the Contract**

The approved budget for the contract (ABC) is Forty-Nine Thousand Pesos (Php 49,000.00) which shall include the above-mentioned scope.

**V. Mode of Procurement**

Emergency Procurement in accordance with the 2016 Revised IRR of RA 9184

**VI. Evaluation and Selection Criteria**

Proposal with the lowest bid and with complete documents including but not limited to the following documents shall be deemed as the Lowest Calculated and Responsive Bid:

- Mayor's Permit 2022
- Income/Business Tax Return/BIR 2303
- DTI/SEC Registration

**VII. Payment Scheme**

The campus shall not provide advance payment nor pay a reservation fee. Full payment shall be made 30-45 calendar days once services have been fully rendered.

Prepared by:

  
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Campus Document Controller



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## DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

Noted:

  
**Reynier A. Olivares**

Campus Quality Management Representative

Certified Funds Available:


  
**Arnel E. Aguila**  
Budget Officer

  
**Crispina Rowena M. Maquimot**  
Accountant

Recommending Approval:

  
**Ma. Theresa P. Pagulayan**  
FAD Chief

Approved:

  
**Dr. Jose M. Andaya**  
Campus Director