



TERMS OF REFERENCE FOR THE PROCUREMENT (REBIDDING) 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

Page 2 of 3




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