#### DOCUMENT TRACKING FORM

FAD		DATE:OI/31/23	_
	QMSQ		

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
DAH	TON FOR THE PENIODIC MAINTENANCE OF CAMPILL VIEW (TES CHORINGEN BO, OUKMI)	POSTUMBED &	S)-flo6	01/31/23
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CCO	-do-	signed;	FOI.	Feb. 1, 2023
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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 filling.

PSHS-14-5-RMU-01-Rev0-04/04/22

### PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

## REQUEST FOR QUOTATION FORM & NOTICE (GOODS)

NE15-		lo.	HII IDDINE SCIENCE HIC	H SCHOOL CALABARZON RE	GION CAMPLIS			
Office/ Ca	ontact Deta		arangay Sampaga West		COOK CANTOS			
Abulessy C	Omaci Deta		arangay sampaga vvcs	, botongas etty				
					Quotation No.:			2023-02-022
GENTLE	MEN:				Date :		Fe	bruary 6, 2023
					interested and in a position to	,		
*			glad to have your best p					
			The second secon		roved Purchase Order (PO).			
Contract	tor shall b	e liable for	liquidated damages/pen	alty of one-tenth (1/10) of one	as offered/required, the Supple epercent (1%) of the Contract (s) of the approved P.O./Contra			
Item#	QTY	UNIT		ITEM/DE	SCRIPTION		UNIT COST	TOTAL COST
				PRICES MUST BE	Tax (VAT) INCLUSIVE			
1	1	LOT	PERIODIC MAINTEN	ANCE AND DIAGNOSTIC CHEC	K-UP OF CAMPUS VEHICLE			
			-FORTUNER-120	0,000 KMS AND COASTER- 30,0	000 KMS			
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	y Term y Time		VITHIN 15 CALENDAR	DAYS AFTER THE RECEIPT	OF PURCHASE ORDER			
Payme	nt Term	: <u>v</u>	VITHIN 30-45 CALENDA	AR DAYS AFTER THE COMPLI	ETE DELIVERY OF ITEMS			
Very tru	ly yours,	0-0-	0			RICES IN THE ABOVE OF		
	-	HDSUCE E	S (NO)	Authorized Company Representative :				
Telep	hone:		043-724-6199			(Signature Over Printed	d Name)	
IMPORT				Company Name : Address :				
			in ink clearly.	*-11				
	ring a sub brand and		iivalent, specify	Telephone nos. : T.I.N. :				
ine t	, and and	more.		J 13.74				
W.SHS	F-PRU-06	Rev0-04/1	7/17					

Appendix 60

#### PURCHASE REQUEST

Office/Section	: FAD	PR No.: 2023 - 02 - 022  Responsibility Center Code: 19-011-09-00014-	. 04	Date: February	6,2013
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	LOT	Periodic Maintenance and Diagnostic Check-up of Campus Vehicle (Fortuner 120,000 and Coaster 30,000 KMs)	1	P 64,204.24	P 64,204.24
				TOTAL	P64,204.24
Purpose:		RENCE FOR THE PERIODIC MAINTENANCE AND DIAGNO ,000 AND COASTER 30,000 KMS)	STIC CHEC	K-UP OF CAMPUS \	/EHICLES
	Pagus	atod bug	Ann	roved by:	
Signature :	Reques	afformand		Olla	
Printed Name :		ARO A. HERNANDEZ		JOSE M. ANDAY	N.
Designation:	- 1	RESIDENT ARCHITECT -GSU		CAMPUS DIREC	LION





Certificate No SCP000420Q

# TERMS OF REFERENCE FOR THE PERIODIC MAINTENANCE AND DIAGNOSTIC CHECK-UP OF CAMPUS VEHICLES

#### 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

Performing proper preventive maintenance of vehicles is designed to ensure the risk of breakdowns and their safety which may also increase fuel efficiency. The aforesaid maintenance shall conduct to prolong the usage against potential major auto repairs that may abrupt the daily utilization of officials, personnel, and employees for transportation service and various coordination activities to counterpart offices and other stakeholders within and outside the CALABARZON Region.

Moreover, as the Campus conducts continuous in-person classes, the demand for transportation service has increased to give way for various official travels, functions, and meetings, which thus far into face to face modality.

The ideal periodic maintenance and diagnostic check-up for the campus vehicles is every 10,000-kilometer run. Currently, the Coaster bus has reached its 30,000-km odometer reading, while the school Fortuner has 120,000 kms in its odometer. The previous periodic maintenance of the aforesaid vehicles was on April 27,2022 at 20,000 km reading and on August 01, 2022 at 110,000 kms, respectively

#### III. Scope of Work and Job Specifications

The service provider must perform the periodic maintenance, change oil and engine cleaning requirements, diagnostic check-up and other necessary works to maintain the smooth operation of the school vehicles vis-à-vis the normal wear and tear. Likewise, the service provider must be able to recommend solution/s should there be unusual defects that may be discovered during the check-up.

Page 1 of 5

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







Certificate No SCP000420Q

#### IV. Estimated Cost Requirement

Upon initial inspection and estimate of the accredited service provider, the total estimated cost of periodic maintenance and diagnostic check-up of the school vehicles is Sixty-Four Thousand Two Hundred Four Pesos and 24/100 (Php 64,204.24), which consists of P30,321.23 for the coaster bus (P0-L585) and P33,883.01 for the Fortuner (SAA-6537). Detailed costings are in the attached service quotations, both dated Januarys 26,2023.

#### V. Mode of Procurement

In the interest of economy and practicality, the appropriate mode of procurement is "Direct Contracting" pursuant to Section 50 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

#### VI. Payment Scheme

Payment shall be made upon completion and acceptance of the successful supply, delivery and installation of the required materials and goods, and performance of the required works as stated in the Purchase Order.

Prepared by:

Arch. Dan Jelard A. Hernandez

Resident Architect / GSU

Engr. Mhelvin E. Magdalena Resident Engineer / GSU

Certificate of Availability of Fund:

Arnel E. Aguila

Administrative Officer IV

Crispina ₹o√ena M. Maquimot

Accountant II

Recommending Approval:

Ma.Theresa P. Pagulayan

Supervising Administrative Officer

Actual utilization/disbursement out of the cash allocation shall be

subject to the existing budgeting, accounting and auditing rules and regulations

Page 2 of 5

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Certificate No : SCP000420Q

Approved by:

Jose M. Andaya, D.T. Campus Director

Page 3 of 5

Tel. No : (043) 724-6199

Fax No.: (043) 724-6199







Certificate No : SCP000420Q

TOYOTA				
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**SAA6537** 

Bryan D. Rey
TOYOTA BATANGAS CITY, INC.
Siōo 6, Dwerson Road, Bryy Batagras, Batangas Cay
Batangas, 4200
Tel (043) 723-7385
Faz (043) 723-7385
Verbaits, sww bryotatatangas com
VAT Res Tin 055-264-065-0000

Repeat Repair
Appointment
Walk-In
Wating
Non Waiting

#### **SERVICE QUOTATION**

#### C7DA027982

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Page 1 of 1	Business Style: PHILIPPIN	E SCIENCE HIGH SC	CHOOL CALA			TIM Famile	• Oustation
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Co - and Maked	Email Address marksancho@c	mail.com	***************************************			110,119	TSP
Payment Method Cash	Assignee's Name		Assignee's Contact No.	Appointment Reconfi Date Made:	rmation Wa	100,000	Delivery Date 07/30/2016
Credit Card	Mr. MARK V.	SANJO	+639217562035 Driver's Contact No.	Time Made:	am/pm Eng	ine No.	Warr Exp Date
☐ Cheque ☐ Charge Accoun	Driver's Name		Cine Co Lac.			2TRA111681	
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Page 4 of 5

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Certificate No.: SCP000420Q

	YOTA	F	P0L585		Sitio 6, Divers Batangas, 420 Tet (043) 723 Fax (043) 723	-7385	S CITY, INC.
Repeat Repair					thinke to work	v Invotabatancas com	
Appointment					VAT Reg. Tile Business Styl	005-264-066-00000 e: Toyota Batangas Cit	y, Inc.
Walk-In							
Waiting							
Non Waiting	SER	VICE C	TATOUS	ION	٠	C7DA	027983
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Page 1 of 1 Customer No	Customer Name & Address	2 SCIENCE THOUSE	Home Phone No.	Appointment Cust Appt Time	(Pac Time)	Venetinia Mariel	ce Quotation
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03:40:14PM	Sampaga		+639285767657 TIN	Date:/_		WHITE	POL585 Selling Dealer
Purchase Order No.	Email Address		000-000-000-00000	Time::	am/pm	Kilometers KM 25,303	Selling Dealer
Payment Method	rochelledoce26@	rahoo com	Assignee's Contact No.	Appointment Rec	confirmation	Wart Exp KM	Delivery Date
☐ Cash ☐ Credit Card	Assignee's Name Ms. ROCHELLE	DOCE	+639173000219	Date Made:		100,000	02/28/2019 Warr Exp Date:
☐ Credit Card	Driver's Name	- VOL	Driver's Contact No.	Time Made:	:am/pm	Engine No. N04CVQ10774	TVAILE SP Date.
Charge Account							
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#### PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM CAMPUS: CA LAR AR 20H WORK REQUEST FORM

No.: WKF-2023-01-039

A.	To be filled up by Equipment end-user/Observer/PPF Representative. Attach copy of email if received by PPF Committee.
	What: CAMPUS VEHICLES (FORTUNER L COASTER)
	Where: PSHJ- CALAISAN 2011 REGION CAMPUS
	Purpose:  FOR THE PREVENTIVE MAINTENANCE OF THE VEHICLES.  FOR THE PREVENTIVE MAINTENANCE OF THE VEHICLES.  FOR THE PREVENTIVE MAINTENANCE OF THE VEHICLES.  FOR THE PREVENTIVE MAINTENANCE OF THE VEHICLES.
	A CIF (INTOK & MTHUX SANCTO Signature Over Printed Name Date: 01/27/23
В.	To be filed-up by Supplier Officer/designated Custodian of EHCs or PPF Head.
	Date of Last Maintenance  AUCUST 01, 2022 - FONTUNEN  APRIL 27, 2022 - COASTEN
	APKII. & 1, 2021 - (0)(1) IFK
	Details of Last Maintenance  20,000 KmJ - CONSTIK  110,000 KmJ - FORTUNFIN
	Expected Completion Date:
	Received by:    DAN A. HEL-MINDE 2   MA-THELETA R. PACULAYAN     FAD Representative   Date: 01/27/23   Date: 13/3
c.	To be filled-up and signed by FAD/PPF Representative/Inspector:
	Acted by: Inspected by:
	FAD/PPF Representative / Date End User / Date
	Remarks: Tasks successfully Completed and Completed due to functional/working Task cannot be completed due to irreparable

PSHS-00-F-GSM-09-Ver02-Rev1-02/07/22

## PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM Campus/Office: CALABARZON

#### PRE-REPAIR INSPECTION REPORT

. Reported/Verified by: Equip	ment Ownership/Supplier G	Officer/PPF F	lead Referen	ice:					
BUILDING /	EQI	UIPMENT / N	MACHINERY						
FACILITIES	Property No.: PPE-2019-07-0109 Location: KHJ- CHAIMICZON								
uilding/ Facility Description:	Description: MINI								
vector priorit	Serial No.	erial No.							
cation of Defect:	Date of Purchase: 07	7/20/2019	Purchase C	ost: <u>P4,202,800.00</u>					
	With Warranty Without Warranty								
Property Officer/PPF Head									
4	II. Inspector's Findings ar	nd Recomm	endations						
Nature of Defect: PREV	ENTINE MAINTENA	NCE (30	(dokun)						
Cause of Defect: PKE V	VEHINE WATHLE	MANCE (	30, 000 kms)						
Recommendations: bl	EVENTIVE MAINTE	MANCE	(30,000KMS)						
	•		,						
. Estimated Cost of Repair	r Materials:								
	scription/Material	Qty	Unit Cost	Total					
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8. Estimated Labor Cost :									
	ion / Scope of Work	No. of Man-	days Labor Rate	Total					
To	otal Estimated Cost - LABC	OR .	PI	np					
C. Estimated Indirect Cos	st (Profit, Taxes, etc.)		PI	np					
TOTAL FORWATED DED	AID COST		Di	1p===========					
TOTAL ESTIMATED REP	AIR COS I								
Inspected By: 1150		Noted	bv: / /	. )					
DAN THE KNAME	E2	MA.	TO	QULAYAN					
	el / Inspector		PF Mea	26/24					
Date: 01/27/23		Date:	<del>/-/</del>	11110					
				*					
PSHS-00-F-GSM-14-Ver02-Rev1	1-12/31/21								

#### PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

Campus/Office: CALAKAR20H

#### PRE-REPAIR INSPECTION REPORT

Repor	rted/Verified by: Equipmen	it Ownership/Supplier O	ffice	r/PPF He	ed	Referenc	e:		
	BUILDING /	EQU	JIPM	ENT/M	ACH	HINERY			
uildine	FACILITIES n/ Facility	Property No. : PPE - 2	114-	67 - 601	1	Location: Krl	1- CALAKANZOH		
Descri		Description: 10/0170							
		Serial No.	NONESCENINO DE LA COMPANIO DEL COMPANIO DE LA COMPANIO DEL COMPANIO DE LA COMPANIO DEL COMPANIO DE LA COMPANIO DE LA COMPANIO DE LA COMPANIO DEL COMPANIO DE LA COMPANIO DEL COMPANIO DEL COMPANIO DE LA COMPANIO DE LA COMPANIO DEL COMPANION DEL COMPANION DEL COMPANIO DEL COMPANIO DEL COMPANIO DEL COMPANION DEL COMPANIO						
ocatio	n of Defect:	Date of Purchase: 0	7/ 28	12016	—	Purchase Cos	it: \$1,4871,540.40		
		With Warranty				Without	Warranty		
		4.60		nh	5.,	<i>(</i> b			
		Proper	ty Of	ficer/PP	PIA FH				
	II. Ir	nspector's Findings an	nd Ro	ecomme	nda	tions	7/		
				_					
	e of Defect: PNEVEN e of Defect: PNEVENT	THE MAINTENA	ME	Y 12	0, (	on Kina)			
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rieco	THE VI	SM I NE IIM WITH	-1114	<i>u</i> ( )	-07	WKII(1)			
Estir	nated Cost of Repair Ma	aterials:							
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	TOYOTA PO	NTUNER		1	3	13, 883, 01	P33,883.01		
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		( KMS)							
	Total Fa	timated Cost - MATERIA	ALS		_	Php	33 ,873.01		
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No.	mated Labor Cost :  Work Description /	Scope of Work	No. o	of Man-d	ays	Labor Rate	Total		
7.0.									
		8-1							
	Total	Estimated Cost - LABO	R			Php			
C. Es	timated Indirect Cost (P	rofit, Taxes, etc.)				Php	0		
TOTA	L ESTIMATED REPAIR	cost				Php			
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	/ / / / / / / / / / / / / / / / / / / /	Inspector		11/19: 1	ILI	APF Read			
Date :_	01/27/23			Date:		13413	<i>P</i>		
						I			
HS-DO	LE-GSM-14-Ver02-Rev1-12	/31/21							

**CS** CamScanner