











## **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.



**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 Delard A. Hernandez  
 Resident Architect / GSU

  
 Engr. Mhelvin E. Magdalena  
 Resident Engineer / GSU

Certificate of Availability of Fund:

  
 Arnel E. Aguila  
 Administrative Officer IV

  
 Crispina Rowena 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**



Approved by:

  
\_\_\_\_\_  
**Jose M. Andaya, D.T.**  
Campus Director





Certificate No: SCP0004200



**SAA6537**

**Bryan D. Rey**

**TOYOTA BATANGAS CITY, INC.**  
 Sitio 6, Diversion Road, Brgy. Balangas, Batangas City  
 Batangas, 4200  
 Tel: (043) 723-7385  
 Fax: (043) 723-7385  
 Website: www.toyotabatangas.com  
 VAT Reg. TIN: 005-264-056-00000  
 Business Style: Toyota Batangas City Inc.

- Repeat Repair
- Appointment
- Walk-In
- Waiting
- Non Waiting

**SERVICE QUOTATION**

**C7DA027982**

Page 1 of 1	Business Style: PHILIPPINE SCIENCE HIGH SCHOOL CALA		Appointment		2700 Service Quotation	
Customer No 1001115506	Customer Name & Address <b>PHILIPPINE SCIENCE HIGH SCHOOL CALA N REGION CAMPUS</b>		Home Phone No.	Cust. Appt. Time (Rec. Time) Date: / / Time: : : am/pm	Year/Make/Model 2016/Fortuner 4x2 2.7L G Gas A/T - B1 -	Chassis No./VIN/Serial No MHFJX8GSK00600285
Date Received 8/7/2023	Email Address marksanchez@gmail.com		Business Phone No.	Production Time Date: / / Time: : : am/pm	Colour FREEDOM WHITE	CS No VD9538
Time Received 03:16:31PM	Assignee's Name Mr. MARK V. SANJO		Mobile No. +639213895142	Appointment Reconfirmation Date Made: / / Time Made: : : am/pm	Kilometers KM 110,119	Selling Dealer TSP
Purchase Order No.	Driver's Name		TIN 000-001-000-04753	Warr Exp KM 100,000	Warr Exp Date 87/30/2016	Warr Exp Date
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account			Assignee's Contact No. +639217562035	Engine No. 2TRA111681		

JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1		120 000 KM CHECK-UP	3 900	500 00	1 950 00
1		OIL FILTER MV	1	500 22	500 22
1		GASKET	1	51 12	51 12
1		TGFS SMCF 5W-30 1L	8	709 15	4 254 90
1		FILTER ASSY. FUEL	1	3 705 80	3 705 80
1		ELEMENT, AIR REFINER	1	1 063 84	1 063 84
1		ELEMENT SUB-ASSY. AI	1	1 363 84	1 363 84
1		TGDG GL-5 85W-90 1L	3	315 40	946 20
1		BRAKE FLUID	2	240 85	481 70
1		TSLC (2 LITERS)	4	429 24	1 716 96
1		PLUG, SPARK	4	955 80	3 823 20
1		Stops Brake Noise and Brake Lube	2	625 00	1 250 00
1		ENGINE TREATMENT	2	982 14	1 964 28
1		TOYOTA GENUINE GASOLINE ENGINE FLUSH	1	635 27	635 27
1		GAS INJECTOR CLEANER	2	812 72	1 625 44
1		TOYOTA AUXILIARY KIT	1	446 43	446 43
2		TOYOTA GENUINE BACTAVLENZ (7ML)	1	848 21	848 21
3		DIAGNOSING	40	553 57	2 214 28
4		TOYOTA GENUINE ENGINE ROOM COAT	1	295 09	295 09
4		Toyota Car Care	10	553 57	5 535 70
4		TOYOTA GENUINE ENGINE ROOM CLEANER	1	285 04	285 04
4		ENGINE KIT LARGE	1	277 30	277 30
				Total Labor	4 717 85
				Total Part	24 811 11
				Total Sublet	723 73
				Total Oil/Lubricant	0 00
				Total MISC/Material	0 00
				Subtotal	30 282 69
				Less Discount	0 00
				VAT	3 630 32
				<b>GRAND TOTAL</b>	<b>33 913 01</b>

Software Provider: Toyota Motor Philippines Corporation  
 Address: Toyota Special Economic Zone, Santa Rosa - Tagaytay Highway, Santa Rosa City, Laguna, 4026  
 Tax Identification No.: 000-415-713-00000

Software Issues  
 Software Version  
 Permit-to-Use (PTU) No.  
 Date Issued  
 Series Range

SAP ECC-Dealer Business Management  
 Version 6EHP 7.0/SP08  
 18Q\_0124\_P1U\_CAS\_000284  
 08/01/2023  
 C7DA000001 - C7DZ999999

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Certificate No.: SCP0004200



**POL585**

**Bryan D. Rey**

**TOYOTA BATANGAS CITY, INC.**  
 Sitio 8, Diversion Road, Brgy. Balagtas, Batangas City,  
 Batangas, 4200  
 Tel (043) 723-7396  
 Fax (043) 723-7385  
 Website: www.toyotabatangas.com  
 VAT Reg. TIN: 005-264-096-00000  
 Business Style: Toyota Batangas City, Inc.

- Repeat Repair
- Appointment
- Walk-in
- Waiting
- Non Waiting

**SERVICE QUOTATION**

**C7DA027983**

Page 1 of 1	Business Style: PHILIPPINE SCIENCE HIGH SCHOOL		Appointment		Z700 Service Quotation	
Customer No 3000219399	Customer Name & Address <b>PHILIPPINE SCIENCE HIGH SCHOOL</b>		Home Phone No.	Cust. Appt. Time (Rec. Time)	Year/Make/Model 2019/COASTER 29-SEATER DSL MT -	
Date Received 01/26/2023	Sampaga		Business Phone No.	Date: / /	Chassis No./VIN/Serial No.	
Time Received 03:40:14PM	Email Address rochelledoce26@yahoo.com		Mobile No. +639285767657	Time: : am/pm	JTGF7185K6200545	
Purchase Order No.	Assignee's Name Ms. ROCHELLE DOCE		TIN 000-000-000-00000	Production Time	Colour WHITE	CS No. POL585
Payment Method	Driver's Name		Assignee's Contact No. +639173000219	Date: / /	Kilometers KM 25,303	Selling Dealer
<input type="checkbox"/> Cash			Driver's Contact No.	Time: : am/pm	Warr Exp KM 100,000	Delivery Date 02/28/2019
<input type="checkbox"/> Credit Card				Appointment Reconfirmation	Engine No. N04CVQ10774	Warr Exp Date
<input type="checkbox"/> Cheque				Date Made: / /		
<input type="checkbox"/> Charge Account				Time Made: : am/pm		

JOB INSTRUCTION	OPERATION CODE	PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
			REMARKS	0.000	0.00	0.00
			30,000 KM CHECK-UP	5.500	500.00	2,750.00
			WASHER, SOFT	1	48.88	48.88
			TGFS SNCF 8W-30 1L	9	709.15	6,382.35
			ELEMENT, OIL FILTER	1	3,172.32	3,172.32
			TOYOTA GENUINE DIESEL ENGINE FLUSH	1	725.45	725.45
			DSL INJECTOR CLEANER	2	814.51	1,629.02
			BG ETHANOL FUEL DRIER	2	714.29	1,428.58
			COOLANT CONDITION	2	883.93	1,767.86
			Stop Brake Noise and Brake Lube	2	625.00	1,250.00
			ENGINE TREATMENT	2	982.14	1,964.28
			TWWF W765	3	107.81	323.43
			TOYOTA AUXILIARY KIT	1	892.86	892.86
			ELEMENT, OIL FILTER	1	569.87	569.87
			TOYOTA GENUINE BACTAKLENZ (7ML)	1	848.21	848.21
			DIAGNOSING	6.0	553.57	3,321.42
				Total Labor	6,071.42	
				Total Part	20,108.25	
				Total Sublet	892.86	
				Total Oil/Lubricant	0.00	
				Total MISC/Material	0.00	
				Subtotal	27,072.83	
				Less Discount	0.00	
				VAT	3,248.70	
				<b>GRAND TOTAL</b>		<b>30,321.21</b>

Software Provider: Toyota Motor Philippines Corporation  
 Address: Toyota Special Economic Zone, Santa Rosa - Tagaytay Highway, Santa Rosa City, Laguna, 4026  
 Tax Identification No.: 000-415-713-00000

Software Name: SAP ECC-Dealer Business Management  
 Software Version: Version SEHP 7.0/SP09  
 Permit-to-Use (PTU) No.: 19C2\_0124\_PTU\_CAS\_000254  
 Date Issued: 28/01/2023  
 Series Range: C7DA020001 - C7DA299999

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PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM  
CAMPUS: CALABARZON  
WORK REQUEST FORM

No.: WRF-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 & COASTER)

Where: PSHS- CALABARZON REGION CAMPUS

Purpose: FOR THE PREVENTIVE MAINTENANCE OF THE VEHICLES.  
- FORTUNER (120,000 KMS)  
- COASTER (30,000 KMS)

Requested by: [Signature]  
ANGIE LONTOK-NTANA GANCITO  
Signature Over Printed Name  
Date: 01/27/23

B. To be filled-up by Supplier Officer/designated Custodian of EHCs or PPF Head.

Date of Last Maintenance AUGUST 01, 2022 - FORTUNER  
APRIL 27, 2022 - COASTER

Details of Last Maintenance 20,000 KMS - COASTER  
110,000 KMS - FORTUNER

Expected Completion Date: \_\_\_\_\_

Received by: [Signature]  
DAN A. HERMANDEZ  
FAD Representative  
Date: 01/27/23

Approved by: [Signature]  
MA. THERESA P. PACALAYAN  
FAD CHIEF  
Date: 1/27/23

C. To be filled-up and signed by FAD/PPF Representative/Inspector:

Acted by: \_\_\_\_\_  
FAD/PPF Representative / Date

Inspected by: \_\_\_\_\_  
End User / Date

Remarks:  Tasks successfully completed and functional/working

Task cannot be completed due to irreparable

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM  
Campus/Office: CALABARZON

PRE-REPAIR INSPECTION REPORT

I. Reported/Verified by: Equipment Ownership/Supplier Officer/PPF Head Reference: \_\_\_\_\_

<input type="checkbox"/> BUILDING / FACILITIES	<input checked="" type="checkbox"/> EQUIPMENT / MACHINERY
Building/ Facility Description:	Property No.: <u>PPE-2019-07-0109</u> Location: <u>PHS-CALABARZON</u>
Location of Defect:	Description: <u>MINI BUS COASTER</u>
	Serial No. _____
	Date of Purchase: <u>07/20/2019</u> Purchase Cost: <u>P 4,202,800.00</u>
	<input type="checkbox"/> With Warranty <input checked="" type="checkbox"/> Without Warranty

EUSEBIO VESPIDO  
Property Officer/PPF Head

II. Inspector's Findings and Recommendations

Nature of Defect: PREVENTIVE MAINTENANCE (30,000KMS)  
Cause of Defect: PREVENTIVE MAINTENANCE (30,000KMS)  
Recommendations: PREVENTIVE MAINTENANCE (30,000KMS)

A. Estimated Cost of Repair Materials:

No.	Item Description/Material	Qty	Unit Cost	Total
	<u>TOYOTA COASTER BUS PREVENTIVE MAINTENANCE (30,000KMS)</u>	<u>1</u>	<u>30,321.23</u>	<u>P30,321.23</u>
Total Estimated Cost - MATERIALS			Php	<u>30,321.23</u>

B. Estimated Labor Cost :

No.	Work Description / Scope of Work	No. of Man-days	Labor Rate	Total
Total Estimated Cost - LABOR			Php	

C. Estimated Indirect Cost (Profit, Taxes, etc.)

Php

TOTAL ESTIMATED REPAIR COST

Php

Inspected By: DAN A. HERNANDEZ  
PPF Maintenance Personnel / Inspector  
Date: 01/27/23

Noted by: MA. THELMA P. PAQUAYAN  
PPF Head  
Date: 1/27/23

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

Campus/Office: CALARANZOH

PRE-REPAIR INSPECTION REPORT

I. Reported/Verified by: Equipment Ownership/Supplier Officer/PPF Head Reference: \_\_\_\_\_

<input type="checkbox"/> BUILDING / FACILITIES	<input checked="" type="checkbox"/> EQUIPMENT / MACHINERY
Building/ Facility Description:	Property No. : <u>PPE-2016-07-0011</u> Location: <u>PSHS- CALARANZOH</u>
Location of Defect:	Description: <u>TOYOTA FORTUNER</u>
	Serial No. _____
	Date of Purchase: <u>07/28/2016</u> Purchase Cost: <u>₱1,480,500.40</u>
	<input type="checkbox"/> With Warranty <input checked="" type="checkbox"/> Without Warranty

EDUARDO ESPINO  
Property Officer/PPF Head

II. Inspector's Findings and Recommendations

Nature of Defect: PREVENTIVE MAINTENANCE (120,000KMS)  
Cause of Defect: PREVENTIVE MAINTENANCE (120,000KMS)  
Recommendations: PREVENTIVE MAINTENANCE (120,000KMS)

A. Estimated Cost of Repair Materials:

No.	Item Description/Material	Qty	Unit Cost	Total
	<u>TOYOTA FORTUNER</u> <u>PREVENTIVE MAINTENANCE</u> <u>(120,000 KMS)</u>	<u>1</u>	<u>33,883.01</u>	<u>₱33,883.01</u>
<u>Total Estimated Cost - MATERIALS</u>			<u>Php</u>	<u>33,883.01</u>

B. Estimated Labor Cost :

No.	Work Description / Scope of Work	No. of Man-days	Labor Rate	Total
<u>Total Estimated Cost - LABOR</u>			<u>Php</u>	

C. Estimated Indirect Cost (Profit, Taxes, etc.)

Php

TOTAL ESTIMATED REPAIR COST Php

Inspected by: DAN A. HERNANDEZ  
PPF Maintenance Personnel / Inspector  
Date: 01/27/23

Noted by: MA. THERESA P. PACHAYAN  
PPF Head  
Date: 1/27/23