



REVISED 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 rendering the needed service due to simultaneous activities being conducted 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).

After two failed biddings due to no bids received, the terms and specifications were reviewed, considering the comments and suggestions from prospective bidders, notwithstanding the most beneficial terms and conditions on the part of the Procuring Entity.

III. Technical Specifications

The requested motor vehicle to be procured should be in accordance with the updated technical specifications indicated in Annex A of this Revised 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 may be Competitive Bidding or Negotiated Procurement after Two Failed Biddings pursuant to Sections 10 and 53, respectively, as stipulated in the RIRR of RA No. 9184, and as may be deemed most appropriate by the PSHS-CALABARZONRC Bids and Awards Committee.

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 successful delivery, completion and acceptance of the motor vehicle in accordance with the terms indicated in the contract and the bidding documents, subject to applicable budgeting, accounting, and auditing rules, regulations and other applicable laws.

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

Annex to Revised 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 or 100,000 kms., whichever comes first for the vehicle and at least one year or as stated herein for the accessories
Other Requirements	standard headlights
	tinted windows
	at least 4 doors
	at least with stereo
	with casa/service center within Batangas City
	tubeless tires and alloy rims
	3 years LTO registration and 1 year comprehensive insurance covering third party liability with the Government Service Insurance System
	basic tools and jack
	basic floor mats
	10 liters fuel (diesel)
	early warning device
	side stepboards
	front and rear dash camera with at least 6 months warranty
	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) with at least 1 year warranty	
reverse sensor with at least 6 months warranty	

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