PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

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Approval Comment	N/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
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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 filing.

PURCHASE REQUEST

intity Name: PSH	IS-CALABARZO)N Region Campus	Fund Cluster: 01101			
Office/Section : Finance and		PR No.: 2023-02-017			Date: February 1, 2023	
Administrat	ive Division	Responsibility Center Co.	de : 19-416-49-00614			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost	
1	1	multi-purpose vehicle	1	1,500,000.00	1,500,000.00	
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Purpose: to be us personnel and ma indicated in the a	us transportation	of personnel and studen	Campus Executive, on-call as during off-campus activit	service for officia ies. Technical spo	I travels of ecifications are	
	Requested by:	44	Approved by			
Signature :	-x	YX	JÓSE MLANDAYA	DT		
Printed Name:	MA THERES	PAGULAYAN		, D. 1.		
Designation:	Chief, Funnce	or Admin. Division	Oumpus, Director			





Certificate No.: SCP000420Q

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.

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Tel. No.: (043) 724-6199

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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 Refence.

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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Prepared by:

MA. THERESA P. PAGULAYAN
Chief, Finance and Administrative Division

Certification of availability of funds:

ARNEL E. AGUILA

EDSEL E! ESPINO Alternate Budget Officer

Approved by:

JOSE M. ANDAYA, D.T.

Campus Director/Head of Procuring Entity

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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		
Constant of the Constant of th	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		
Other Requirements	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		

Prepared by:

MA. THERESA P. PASULAYAN

Chief, Finande and Administrative Division

Approved by:

DR. JOSE M. ANDAYA
Campus Director/HOPE