

October 25, 2022

DR. JOSE M. ANDAYA  
Campus Director  
PSHS – CALABARZON Region Campus

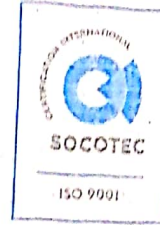
Attention: MS. MARY ANGEL L. GAVINA  
Chair, Bids and Awards Committee

Dear Sir and Maam:

This refers to your requirement to provide justification for the procurement request for preventive maintenance and repair of the official vehicles of the Campus, such as, but not limited to the coaster bus (POL 585), passenger van (AS K266) and the official service vehicle of the Campus Director (SAA S537). Again, we would like to point out our previous justifications in recommending Negotiated Procurement-Direct Contracting as the mode of procurement to be implemented in similar requests involving parts and services for our official vehicles:

1. Toyota is the company/dealership which designed, manufactured and assembled the official vehicles acquired by the Campus, and it has the same people who are best-equipped with the knowledge and skill to maintain, diagnose, repair and deal with whatever our vehicles need. Their mechanics are trained to work on the vehicles that they manufacture;
2. Dealerships have the proper technology and specialized tools to diagnose and repair the vehicle properly. They have the proper standards for good customer service;
3. Dealerships guarantee their repairs. If a repair somehow fails, the same will be corrected at no cost, and shall again be warranted;
4. Dealerships do not use counterfeit parts, instead, they use original manufacturer parts, which tend to last longer and make the vehicle render better performance;
5. The maintenance and repair history of the vehicle has been properly recorded in the dealership. This is very useful when trying to diagnose a problem on the vehicle, as this helps the technician to have a clearer picture of the vehicle history and records of service performed previously;
6. Preventive maintenance service is done as scheduled due to consistent availability of space, manpower and other implements that are needed for the service. The office cannot fall short of this timeliness requirement, as there are regular official trip schedules for official engagements outside the locality being requested by employees and staff on a daily basis; and
7. The official vehicles of the Campus transport not just our employees, but more so, the scholars who are entrusted to us by parents. We are bound to ensure their safety and protection inside and outside of the Campus, hence, our school vehicles should be maintained and repaired by reputable and trustworthy entity carrying legitimate service.

Page 1 of 2



Certificate No.: SCP0004200

The aforementioned justifications are given by the End Users within the purview of the guidelines for Negotiated Procurement -Direct Contracting under Annex H of the Revised Implementing Rules and Regulations of the Republic Act No. 9184.

This document, upon approval, shall serve as the justification document that the BAC may require in future procurements involving goods/parts and services for the official vehicles of the Campus, unless otherwise stated in the terms of reference for procurement requests if this Office deems a more practical option that will be more beneficial to the government. However, if the Committee believes that a better mode of procurement is more applicable and will be the most advantageous to the Campus and the government, the undersigned End Users will not interpose any objection, as long none in any of the seven (7) items mentioned above will be sacrificed.

Thank you.

Respectfully yours,

AR. DAN JELARD A. HERNANDEZ  
Resident Architect

Recommending Approval:

MA. THERESA R. PAGULAYAN  
Supervising Administrative Officer

Approved:

DR. JOSE M. ANDAYA, D.T.  
Campus Director

Received by:  
John Vincent K. Fabela  
BAC Secretariat Chair









## TERMS OF REFERENCE FOR THE PERIODIC MAINTENANCE AND DIAGNOSTIC CHECK-UP OF CAMPUS VEHICLE (VAN-A8 K266)

### 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 vehicle 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 provision 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 Commuter van has reached its 120,000-km odometer reading. The previous periodic maintenance of the aforesaid vehicles was on November 03,2022 at 110,000 km reading.

### 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 vehicle is Thirty-Three Thousand Forty-Two Pesos and 89/100 (**Php 33,042.89**) Detailed costing is in the attached service quotation dated May 04, 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

Certification of Availability of Funds:

  
**Edsel E. Espino**  
Alternative/Budget Officer

  
**Arnel E. Aguila**  
Accountant II

Recommending Approval:

  
**Ma. Theresa P. Pagulayan**  
Chief, Finance and Administrative Division

Approved by:

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



**A8K266**

**Bryan D. Rey**

**TOYOTA BATANGAS CITY, INC.**  
Sitio 6, Diversion Road, Brgy. Balagtas, Batangas City,  
Batangas, 4200  
Tel.(043) 723-7386  
Fax.(043) 723-7385  
Website: www.toyotabatangas.com  
VAT Reg. TIN: 005-264-066-00000  
Business Style: Toyota Batangas City, Inc

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

# SERVICE QUOTATION

## C7DA029644

Page 1 of 2		<b>Business Style: PHILIPPINE SCIENCE HIGH SCHOOL</b>		<b>2700 Service Quotation</b>	
Customer No. 3000219399	Customer Name & Address <b>PHILIPPINE SCIENCE HIGH SCHOOL</b>	Home Phone No.	Appointment Cust. Appt. Time (Rec. Time) Date: / / Time: : am/pm	Year/Make/Model <b>2019/Hiace Commuter 3.0L Dsl M/T -</b>	
Date Received 05/09/2023	Sampaga	Business Phone No.	Production Time Date: / / Time: : am/pm	Chassis No./VIN/Serial No <b>JTFJT02P7J5018741</b>	
Time Received 01:34:33PM		Mobile No. <b>+639285767657</b>		Colour <b>WHITE</b>	CS No. <b>A8K266</b>
Purchase Order No.	Email Address <b>rochelledoce26@yahoo.com</b>	TIN <b>000-000-000-00000</b>	Appointment Reconfirmation Date Made: / / Time Made: : am/pm	Kilometers KM <b>108,448</b>	Selling Dealer
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Assignee's Name <b>Mr. ARGIE LONTOK</b>	Assignee's Contact No. <b>+639774816671</b>	Warr Exp KM <b>100,000</b>	Delivery Date <b>10/15/2018</b>	
	Driver's Name	Driver's Contact No.	Engine No. <b>1KD2825244</b>	Warr Exp Date	

JOB INSTRUCTION					
JOB NO.	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1		120,000 KM CHECK-UP	4.700	500.00	2,350.00
1		GASKET	1	51.12	51.12
1		TGFS SN/CF 5W-30 1L	7	709.15	4,964.05
1		OIL FILTER IMV	1	500.22	500.22
1		ELEMENT ASSY,FUEL FILTER	1	2,055.36	2,055.36
1		ELEMENT SUB-ASSY, AIR CLEANER FILTER	1	1,334.38	1,334.38
1		ELEMENT, AIR REFINER	1	1,063.84	1,063.84
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		TGMG GL-4 75W-90 1L	4	352.46	1,409.84
1		TOYOTA GENUINE DIESEL ENGINE FLUSH	1	725.45	725.45
1		DSL INJECTOR CLEANER	2	814.51	1,629.02
1		X1R DIESEL DECARBONISER 200ML	1	1,875.00	1,875.00
1		ENGINE TREATMENT	1	982.14	982.14
1		Stops Brake Noise and Brake Lube	1	714.29	714.29
1		TOYOTA AUXILIARY KIT	1	446.43	446.43
2		TOYOTA GENUINE BACTAKLENZ (7ML)	1	848.21	848.21
3		Toyota Car Care	0.840	553.57	465.00
3		TOYOTA GENUINE ENGINE ROOM CLEANER	1	285.04	285.04
3		TOYOTA GENUINE ENGINE ROOM COAT	1	295.09	295.09
3		ENGINE KIT LARGE	1	277.30	277.30
4		TOYOTA AIR CARE SERVICE FRONT A/C	1	500.00	500.00
4		AIRCON CLEANER	1	3,535.94	3,535.94
4		AIR CARE MISC	1	50.00	50.00

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 6/EHP 7.0/SP09  
 Permit-to-Use (PTU) No. : 1802\_0124\_PTU\_CAS\_000284  
 Date Issued : 08/01/2020  
 Series Range : C7DA000001 - C7DZ999999

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**Bryan D. Rey**  
**TOYOTA BATANGAS CITY, INC.**  
 Sitio 6, Diversion Road, Brgy. Balagtas, Batangas City,  
 Batangas, 4200  
 Tel: (043) 723-7386  
 Fax: (043) 723-7385  
 Website: www.toyotabatangas.com  
 VAT Reg. TIN: 005-284-066-00000  
 Business Style: Toyota Batangas City, Inc.

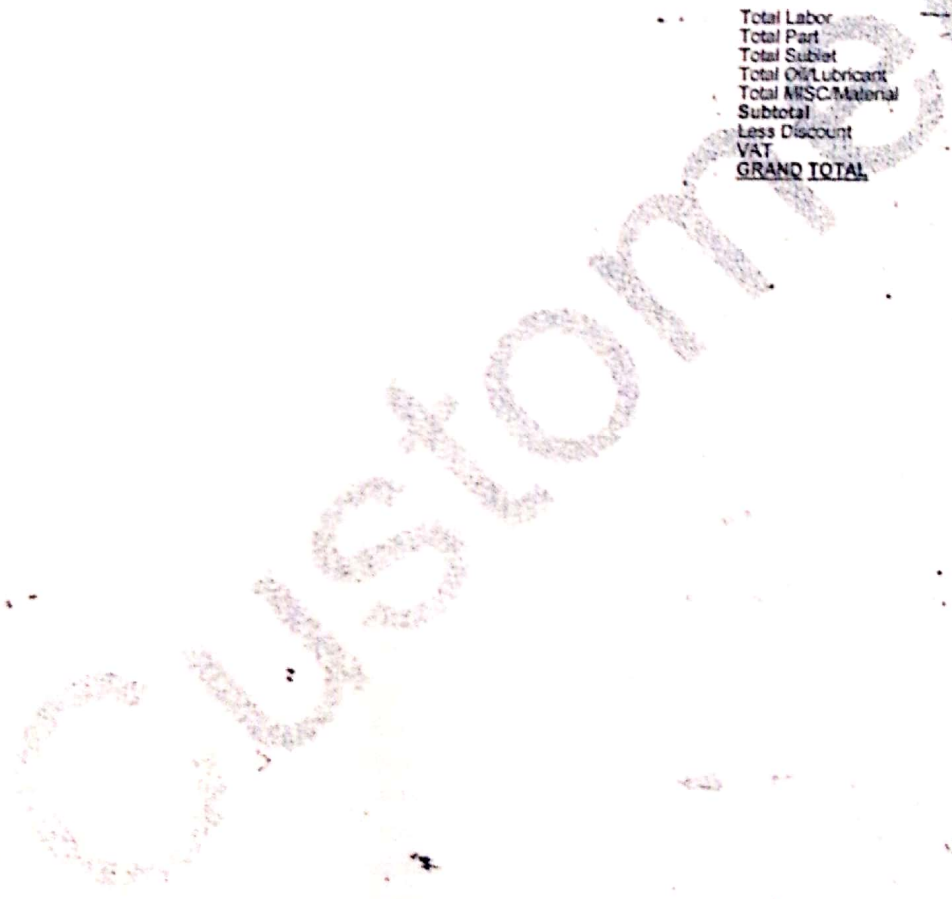
- Repeat Repair
- Appointment
- Walk-in
- Waiting
- Non Waiting

## SERVICE QUOTATION

### C7DA029644

Page 2 of 2		Business Style: PHILIPPINE SCIENCE HIGH SCHOOL		
Customer No. 3000219399	Customer Name & Address <b>PHILIPPINE SCIENCE HIGH SCHOOL</b> Sampaga Email Address rochelledoce26@yahoo.com	Home Phone No.	Appointment	
Date Received 05/09/2023		Business Phone No.	Cust Appt Time (Rec. Time) Date: / / Time: : am/pm	
Time Received 01:34:33PM		Mobile No. +639285767657	Production Time Date: / / Time: : am/pm	7700 Service Quotation Year/Make/Model 2019/Hiace Commuter 3.0L Dsl M/T - Chassis No./VIN/Serial No. JTFJT02P7J5018741
Purchase Order No.		TIN 000-000-000-00000	Appointment Reconfirmation Date Made: / / Time Made: : am/pm	Colour WHITE Kilometers KM 108,448 Warr Exp KM 100,000 Engine No. 1KD2826244
Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Charge Account	Assignee's Name Mr. ARGIE LONTOK	Assignee's Contact No. +63974816671	CS No. A8K266 Selling Dealer Delivery Date 10/15/2018 Warr Exp Date	
	Driver's Name	Driver's Contact No.		

Total Labor	3,315.00
Total Part	25,413.85
Total Sublet	773.73
Total Oil/Lubricant	0.00
Total MISC Material	0.00
Subtotal	29,502.58
Less Discount	0.00
VAT	3,540.31
<b>GRAND TOTAL</b>	<b>33,042.89</b>



Software Provider : Toyota Motor Philippines Corporation	Software Name : SAP ECC Dealer Business Management
Address : Toyota Special Economic Zone, Santa Rosa - Tagaytay Highway, Santa Rosa City, Laguna, 4026	Version & EHP : 7.0/SP09
Tax Identification No. : 000-415-713-00000	Permit-to-Use (PTU) No. : 1802_0124_PTU_CAS_000264
	Date Issued : 08/01/2020
	Series Range : C7DA009001 - C7DA299999

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PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

CAMPUS: CALAKAK20N

WORK REQUEST FORM

No.:

WRF-2023-05-149

A. To be filled up by Equipment end-user/Observer/PPF Representative. Attach copy of email if received by PPF Committee.

What: TOYOTA COMMUTER VAN (AR-K200)

Where: PSHS-CALAKAK20N

Purpose: 120,000KMS  
TO PERFORM "PREVENTIVE MAINTENANCE & DIAGNOSTIC  
CHECK-UP OF THE CAMPUS VEHICLE (VAN-AR-K200)

Requested by:

ANGIE A. LONTOK

Signature Over Printed Name

Date: \_\_\_\_\_

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

Date of Last Maintenance

NOVEMBER 11, 2023

Details of Last Maintenance

110,000 KMS PREVENTIVE MAINTENANCE & DIAGNOSTIC  
CHECK-UP OF THE CAMPUS VEHICLE (VAN-AR-K200)

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

Received by:

DR. A. HERNANDEZ

FAD Representative

Date: 05/10/23

Approved by:

MA. THERESA P. PAGULAYAN

FAD CHIEF

Date: 5/10/23

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

**PRE-REPAIR INSPECTION REPORT**

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

<input type="checkbox"/> <b>BUILDING / FACILITIES</b> Building/ Facility Description: _____ Location of Defect: _____	<input checked="" type="checkbox"/> <b>EQUIPMENT / MACHINERY</b> Property No.: <u>PPE-2018-10-0088</u> Location: <u>PSHS-CALABARZON</u> Description: <u>TOYOTA COMMUTER VAN (A8-K266)</u> Serial No. _____ Date of Purchase: <u>10/30/2018</u> Purchase Cost: <u>P1,585,500.00</u> <input type="checkbox"/> With Warranty <input checked="" type="checkbox"/> Without Warranty
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EDSEL E. ESPINO  
Property Officer/PPF Head

**II. Inspector's Findings and Recommendations**

Nature of Defect: \_\_\_\_\_  
 Cause of Defect: PREVENTIVE MAINTENANCE AND DIAGNOSTIC  
 Recommendations: CHECK-UP OF CAMPUS VEHICLE (VAN-A8-K266)

**A. Estimated Cost of Repair Materials:**

No.	Item Description/Material	Qty	Unit Cost	Total
1.	PREVENTIVE MAINTENANCE AND DIAGNOSTIC CHECK-UP OF CAMPUS VEHICLE (VAN-A8-K266) (PLEASE SEE SERVICE QUOTATION FROM THE SERVICE PROVIDER)	1	LOT	P 39,042.89
<b>Total Estimated Cost - MATERIALS</b>				<b>Php</b>

**B. Estimated Labor Cost :**

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

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

Php

**TOTAL ESTIMATED REPAIR COST**

Php

Inspected by: DMN A. HERNANDEZ  
 PPF Maintenance Personnel / Inspector  
 Date: 05/10/23

Noted by: MA. THENESA A. PAGALAYAN  
 PPF Head  
 Date: 5/10/23