

DOCUMENT TRACKING FORM

DIVISION			
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REFERENCE NO.: CSH-2023-039  
 DATE: 05/11/23

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
DAH	TRK FOR THE REPAIR WORK OF AIR-CONDITIONING UNITS IN ACTIVITY CENTER & ADMIN BUILDING OF PSHS-CALABARZON	PREPARATION OF DOCUMENTS & FORWARDED TO ACH	[Signature]	05/11/23
AEB	-do-	SIGNED	[Signature]	5/11/2023
ETB	-do-	signed	[Signature]	May 12 2023
MPP	-do-	signed for R and RR; forwarded to SDU	[Signature]	5/16/23
JMA	-do-		[Signature]	5/18/2023
LFR	RFO, PR & TOR	prepared & fwd to BAC	[Signature]	5/18/2023
JKF	-do-	Forwarded to ICE for processing	[Signature]	5/18/2023

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

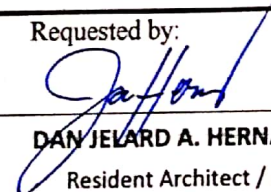
**Entity Name:** PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

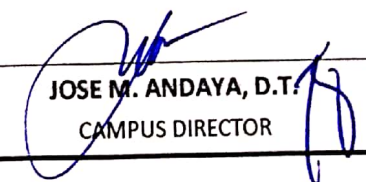
**Fund Cluster:** 1101101

<b>Office/Section :</b> <b>FAD</b>	<b>PR No.:</b> 2023-05-086	<b>Date:</b> May 17, 2023
	<b>Responsibility Center Code :</b> 19-016-09-00014-04	

Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Unit	Repair of Floor Mounted ACU, Model: BFM-03-230-REMS Recharging of Refrigerants Location: Activity Center (2nd floor of Canteen) Scope of works: Repair & Troubleshooting, Testing & Commissioning	8	P 3,200.00	P 25,600.00
2	Unit	Repair of Ceiling Mounted ACU, Model: 42FLC036308 Replacement of Capacitor (65uf) - Single Location: Admin Building, Conference Room Scope of works: Repair & Troubleshooting, Testing & Commissioning	1	P 10,000.00	P 10,000.00
				<b>TOTAL</b>	<b>P35,600.00</b>

**Purpose:** TERMS OF REFERENCE FOR THE REPAIR WORKS OF AIR-CONDITIONING UNITS IN ACTIVITY CENTER AND ADMIN BUILDING OF PSHS-CALABARZON REGION CAMPUS

**Requested by:**  
 Signature :   
 Printed Name : **DAN JELARD A. HERNANDEZ**  
 Designation : Resident Architect / GSU

**Approved by:**  
  
**JOSE M. ANDAYA, D.T.**  
 CAMPUS DIRECTOR



## TERMS OF REFERENCE FOR THE REPAIR WORKS OF AIR-CONDITIONING UNITS IN ACTIVITY CENTER AND ADMIN BUILDING OF PSHS-CALABARZON REGION CAMPUS

### 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 Services Unit (GSU) is tasked to preserve the Campus facilities, equipment and buildings to maintain their excellent condition at any given time to secure the personnel and scholars and avoid any incident that may arise due to malfunctions and defects and provide workplace comfort. The Unit is also in charge of rectification of any inspected and reported damage or defects of the facilities in the Campus.

### II. Rationale

Last March 16-31, 2023 the semi-annual preventive maintenance of all existing Air-Conditioning indoor and outdoor units was successfully completed. The service provider also performs the diagnosing check-ups as part of the scope of works to prevent major problem in the unit. Upon inspection they found out that the refrigerants of all air-conditioning units at Activity Center are insufficient, that affect the performance of the units so they recommend for the recharging of refrigerants for the equipment's. Also, defective air-conditioning unit found in the conference room of admin building, upon checking by the service provider replacement of single capacitor is needed to make the unit be functional again.

As one of the responsibilities of the General Service Units repairs works of the campus facilities and equipment is the essential priority to ensure convenient service of students and employees.

### III. Scope of Work and Job Specifications

The qualified service provider must be able to perform repairs works on various Air-Conditioning Units as follows.

ITEM #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
			<b>PRICE MUST BE Tax (VAT) INCLUSIVE</b>		
1	8	UNITS	Repair of Floor Mounted ACU, Model: BFM-03-230-REMS Recharging of Refrigerants	3,200.00	25,600.00



Certificate No.: SCP0004200

			<b>Location: Activity Center (2<sup>nd</sup> floor of Canteen)</b>		
			Scope of works: Repair & Troubleshooting, Testing & Commissioning		
2	1	UNIT	<b>Repair of Ceiling Mounted ACU, Model: 42FLC036308</b> <b>Replacement of Capacitor (65uf) - Single</b> <b>Location: Admin Building, Conference Room</b>	10,000.00	10,000.00
			Scope of works: Repair & Troubleshooting, Testing & Commissioning		
				<b>TOTAL</b>	<b>35,600.00</b>

#### IV. Estimated Cost

The approved budget for the repair works on various Air-conditioning units in the PSHS-CALABARZON Region Campus is Thirty-Five Thousand Six Hundred Pesos **Php 35,600.00**.

#### V. Mode of Procurement

The appropriate mode of procurement is Negotiated Procurement - Small Value Procurement pursuant to republic Act No. 9184 and its Revised Implementing Rules and Regulations.

#### VI. Payment Scheme

No advance payment shall be made for this requested procurement. Full payment shall be made within thirty (30) to forty-five (45) calendar days upon the completion of the repair works on various Air-conditioning units in the PSHS-CALABARZONRC.

#### VII. Delivery Term


All the material requirements and service must be supplied, and delivered, with accompanying installation service needed **on or before May 29, 2023**.




Certificate No.: SCP0004200

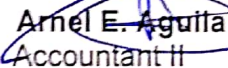
Prepared by:

  
**Arch. Dan Jelard A. Hernandez**  
Resident Architect / GSU


  
**Engr. Mhelvin E. Magdalena**  
Resident Engineer / GSU

Certification of Availability of Funds:

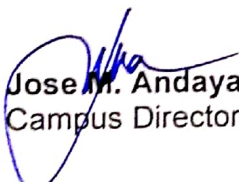
  
**Edsel E. Espino**  
Alternative Budget Officer

  
**Arnel E. Aguilfa**  
Accountant II

Recommending Approval:

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

Approved by:

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