DOCUMENT TRACKING FORM

FAD SSD CID OCD QMSC	o	REFERENCE NO.: DATE:	1/23 GSU-2022	3-039
FROM/TO OAH TO JMA LFR	PARTICULARS TON FOR THE REPAIR WOLK OF AIR - CONDITION AIRLY VINIX IN ACTIVITY CONTROL & ROMIN DUTCOTAL, OP	ACTION/S TAKEN APPLEMENTION OF ACY ACY SIGNED FOR ACY SIGNED SIGNED SIGNED SIGNED SIGNED SIGNED SIGNED FINANCES FREEDORCOL FINANCES FINANCES	SIGNATURE Paris Control of the Cont	DATE (mm/dd/yy) DY/11/23 May 43 40 Ellio 85 T/18/2023
JUF	- do -	Forwarded to ICLE for processing	J #/	5/18/2013

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.



PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

PSHS-00-F-PRU-06-Ver02-Rev2-11/04/22

REQUEST FOR QUOTATION FORM & NOTICE (GOODS)

(GOODS)								
HILIPPINE SCIENCE HIGH SCHOOL CALABAI Address/ Contact Details: Barangay Sampaga West Batangay City					RZON REGION CAMPUS			
dress/ Cont	tact Details:	Barar	ngay Sampaga West	t, Batangas City				
SIR/MADAM				Quotation No.: Date :		2023-05-086 May 17, 2023		
urnish th Deliv In co Contract	e same, we very within ase of failur or shall be l	e shall be gla 	d to have your best pr calendar ie full delivery/comple iidated damages/pend	ices. days upon receipt of the second secon	you are interested and in a posit of approved Purchase Order pecified as offered/required, the of one percent (1%) of the Con portion(s) of the approved P.O./0	(PO). Supplier/		
Item#	YTD	UNIT		Hadistingon.	ITEM/DESCRIPTION		UNIT COST	TOTAL COST
					CES MUST BE Tax (VAT) INC			
1	8	UNIT	MODEL: BFM-03-2 LOCATION: ACTIVIT	30-REMS TY CENTER (2ND FLOO				
2	1	UNIT	REPAIR AND REP MODEL: 42FLC036 LOCATION: ADMIN	LACEMENT OF CAPAC 308 IISTRATIVE BUILDING,		G-MOUNTED AIR CONDITIONING UNIT		
-								
	/Term :	ON	OR BEFORE MAY 2	29, 2023	300			
	Time :	WIT	HIN 30-45 CALENDA	AR DAYS AFTER THE	COMPLETE DELIVERY OF ITI	EMS		
ery truly	yours,	. 1 /	2/			PRICES IN THE ABOVE OF CERTIFIED TRUE AND CO		
	E CONTRACTOR OF THE CONTRACTOR	PURCHASE	R F724-6199	Authorized Col Representativ		(Signature Over Printed	l Name)	
Teleph IMPORTA	ANT			Company Nam Address	ne :			
2. If offeri		ewritten in i tute/equival ike.		Telephone nos	s. :			

PURCHASE REQUEST

Entity Name:	PHILIPPINE SCIE	NCE HIGH SCHOOL - CALABARZON REGION CAMPUS		Fund Cluste	er:	110	1101
Office/Section:		PR No.: 2023 - 05 - 086		Date:	/		
F	AD	Responsibility Center Code: 19 - 011 - 09 - 000	14-04	Ma	iy /t,	2023	
Stock / Property No.	Unit	Item Description	Quantity	Unit Co	ost	Tota	l 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	₱ 10	0,000.00	P	10,000.00
				то	TAL		₱35,600.
Purpose:	TERMS OF REFER OF PSHS-CALABA	RENCE FOR THE REPAIR WORKS OF AIR-CONDITIONING ARZON REGION CAMPUS	3 UNITS IN AC	CTIVITY CENT	TER AND	ADMIN	I BUILDING
Signature :	Reques	ted by:	Appr	roved by:	y fr	_	
Printed Name :	//	dent Architect / GSU		1	ANDA PUS DIR	YA, D.T.	





Certificate No.: SCP000420Q

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.

			The second second		
ITEM#	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
1121111		10	PRICE MUST BE Tax (VAT) INCLUSIVE		
1	8	UNITS	Repair of Floor Mounted ACU, Model: BFM-03-	3,200.00	25,600.00
7-5-			230-REMS		
100			Recharging of Refrigerants		

Page 1 of 3

Tel. No.: (043) 724-6199 Fax No.: (043) 724-6199



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS





				-	
			Location: Activity Center (2 nd floor of Canteen)	Ce	rtificate No : SCP0004
			Scope of works:		
			Repair & Troubleshooting, Testing & Commissioning		
2	1	UNIT	Repair of Ceiling Mounted ACU, Model:	10,000.00	10,000.00
			42FLC036308		
			Replacement of Capacitor (65uf) - Single		
			Location: Admin Building, Conference Room		
			Scope of works:		
			Repair & Troubleshooting, Testing & Commissioning		
			1,	TOTAL	35,600.00

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

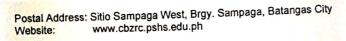
No advance payment shall be made for this requested procurement. Full payment shall be made within thirty (30) to forty-five (45) calendar days upon the completion of the repair works on various Air-conditioning units in the PSHS-CALABARZONRC.

VII. Delivery Term

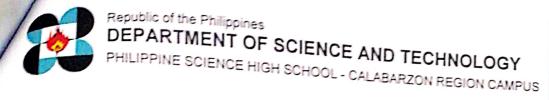
All the material requirements and service must be supplied, and delivered, with accompanying installation service needed on or before May 29, 2023.

Page 2 of 3

Tel. No.: (043) 724-6199 Fax No.: (043) 724-6199











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

Allernative 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

Page 3 of 3

Tel. No.: (043) 724-6199 Fax No.: (043) 724-6199

Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City Website: www.cbzrc.pshs.edu.ph

