

ROUTING SLIP

Date: 11/22/23

For/ To: DCC, AEA, MAPP, RSE

Subject: TA FOR THE PERIODIC MAINTENANCE OF CAMPUS VEHICLES

Other instructions (please specify)

Action

Approval

Comment

Discuss with me

Endorsement

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Give Status

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Initial / Clearance

Note & File

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Prepare Draft / Reply

Review

HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

REFERENCE NO.: GSU-2023-074

DATE: 11/22/23

Due Date:

From: DAH / GSU-2023-074

PSHS-00-F-RMU-01-Ver02-Rev1-10/18/20

	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
MOBILE	PREPARATION OF DOCUMENTS	[Signature]	11/22/23
EX-UP	FORWARDED TO BIDD		

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


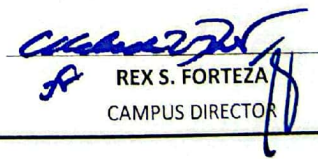
Entity Name: **PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**

Fund Cluster: **1101101**

Office/Section: **FAD** PR No.: **2023-11-201** Date: **November 28, 2023**
 Responsibility Center Code: **19-016-09-00014-04**

Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	LOT	Periodic Maintenance and Diagnostic Check-up of Campus Vehicle 135,000 KMS (Van-A8K266 & Fortuner-SAA6537) and 5,000 KMS (Innova-SBD1090)	1	₱49,734.30	₱49,734.30
				TOTAL	₱49,734.30

Purpose: TERMS OF REFERENCE FOR THE PERIODIC MAINTENANCE AND DIAGNOSTIC CHECK-UP OF CAMPUS VEHICLES

Requested by:  Signature: _____ Approved by:  Signature: _____
 Printed Name: **DAN JELARD A. HERNANDEZ** Printed Name: **REX S. FORTEZA**
 Designation: Resident Architect Designation: **CAMPUS DIRECTOR**





TERMS OF REFERENCE FOR THE PERIODIC MAINTENANCE AND DIAGNOSTIC CHECK-UP OF CAMPUS VEHICLES

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 vehicles 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 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, both the school van and SUV have reached their 135,000-km odometer reading, while the MPV has its reached 5,000 kms in its odometer. The previous periodic maintenance of the aforesaid vehicles were on March 16, 2023 and June 27, 2023 for the first 2 vehicles, both at 120,000 kms reading.

III. Scope of Work and Job Specifications

The service provider must perform 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 vehicles is Forty-Nine Thousand Seven Hundred Thirty-Four Pesos and 30/100 (**Php 49,734.30**), which consists of **P27,202.30** for the school van (A8-K266), **P21,572.00** for the SUV (SAA-6537) and **P960.00** for the first preventive maintenance of MPV (SBD-1090). Detailed costings are in the attached service quotations, all dated October 25, 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

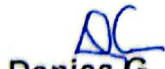
Payment shall be made upon completion and acceptance of the successful supply, delivery and installation of the required materials and goods, and performance of the required works as stated in the Purchase Order.

Prepared by:


Arch. Dan Jelard A. Hernandez
Resident Architect / GSU


Engr. Mhelvin E. Magdalena
Resident Engineer / GSU

Certification of Availability of Funds:


Danica G. Cacao
Budget Officer


Arnel E. Aguila
Accountant II

Recommending Approval:


Ma. Theresa P. Pagulayan
Supervising Administrative Officer



Certificate No.: SCP000420Q

Approved by:


Rex S. Forteza
Campus Director



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 (A8 K266) and the official service vehicle of the Campus Director (SAA 8537). 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.

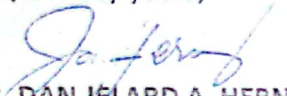
Page 1 of 2

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.

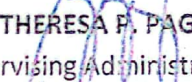
This document, upon approval, shall serve as the justification document that the BAC may require in future procurements involving goods/parts and services for the official vehicles of the Campus, unless otherwise stated in the terms of reference for procurement requests if this Office deems a more practical 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 as none in any of the seven (7) items mentioned above will be sacrificed.

Thank you.

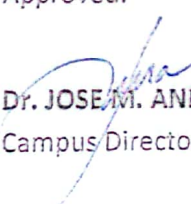
Respectfully yours,


AR. DAN JELARD A. HERNANDEZ
Resident Architect

Recommending Approval:


MA. THERESA F. PAGULAYAN
Supervising Administrative Officer

Approved:


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

Received by
John Vincent K. Fabela
BAC secretariat chair