

**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM**

**REQUEST FOR QUOTATION FORM &  
NOTICE  
(GOODS)**

Office/ Campus: PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS  
Address/ Contact Details: Sitio Sampaga West, Barangay Sampaga, Batangas City

Quotation No.: 2024-04-078  
Date : April 22, 2024

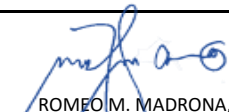
Project:

**FOR THE PROCUREMENT OF PREVENTIVE AND CORRECTIVE MAINTENANCE SERVICE FOR AIR-CONDITIONING UNITS AND REFRIGERATORS OF PHILIPPINE SCIENCE HIGH SCHOOL-CALABARZON REGION CAMPUS**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **ONE HUNDRED FIFTY THOUSAND ONE HUNDRED PESOS ONLY (Php150,100.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **FOR THE PROCUREMENT OF PREVENTIVE AND CORRECTIVE MAINTENANCE SERVICE FOR AIR-CONDITIONING UNITS AND REFRIGERATORS OF PHILIPPINE SCIENCE HIGH SCHOOL-CALABARZON REGION CAMPUS.**

**TERMS OF REFERENCE:**

1. The Philippine Science High School - CALABARZON Region Campus (PSHS-CALABARZONRC) now invites qualified suppliers/dealers/manufactures to submit price quotations for the above-mentioned project with the following deliverables / scopes / specifications:
  - 1.1 For the complete details of this project, please "ORDER" RFQ Form No. 2024-04-078 on the "ASSOCIATED COMPONENTS" link found on this posting;
  - 1.2 Delivery and (whenever required) will be at PSHS CALABARZON Region Campus in Sitio Sampaga West, Brgy. Sampaga, Batangas City
2. Procurement will be conducted through one of the Alternative Modes of Procurement under the "Government Procurement Reform Act".
3. Interested suppliers may obtain the Request for Quotation (RFQ) Form from the Finance and Administrative Division (FAD), PSHS-CALABARZONRC c/o Mr. Edsel E. Espino (043) 724-6199; on May 7-May 10, 2024 from 9:00am – 3:00pm without cost and from [https:// www.philgeps.net](https://www.philgeps.net).
4. Upon submission of the RFQ, please attach the following documentary requirements:
  - a. Mayor's Permit
  - b. PhilGEPs Registration Number
  - c. DTI or SEC Registration
  - d. Notarized Revised Omnibus Sworn Statement (An unnotarized Omnibus Sworn Statement may be submitted provided you will submit the notarized one after the award of contract.)
  - e. BIR 2303/OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on May 10, 2024, 8:00am. Suppliers are not required to attend the Opening of Quotations.
6. Send your RFQ with complete documentary requirements to [bac@cbzrc.pshs.edu.ph](mailto:bac@cbzrc.pshs.edu.ph) and address it to Kendra L. Inumberable, BAC Secretariat.
7. The winning supplier will be notified in writing or by phone or otherwise by the Head of the Procuring Entity (HOPE) subject to the provisions of RA 9184 and its Revised IRR.
8. The PSHS-CALABARZONRC reserves the right to accept or reject any price offer, and to annul the procurement process and reject all offers at any time prior to contract award, without thereby incurring any liability to the affected supplier or suppliers.

  
ROMEO M. MADRONA, JR.  
BAC Chairperson

Office/ Campus: PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS  
 Address/ Contact Details: Barangay Sampaga West, Batangas City

SIR/MADAM

Quotation No.: 2024-04-078  
 Date: April 22, 2024

May we request for quotation on materials enumerated hereunder. If you are interested and in a position to furnish the same, we shall be glad to have your best prices.

Delivery within 30 calendar days upon receipt of approved Purchase Order (PO).

In case of failure to make the full delivery/completion within the time specified as offered/required, the Supplier/ Contractor shall be liable for liquidated damages/penalty of one-tenth (1/10) of one percent (1%) of the Contract Price per calendar day of delay minus the value of the delivered/completed portion(s) of the approved P.O./Contract.

Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
<u>PRICES MUST BE Tax (VAT) INCLUSIVE</u>					
1	1	LOT	<b>AIR CONDITIONING UNIT AND REFRIGERATOR SYTEM REPAIR AND MAINTENANCE SERVICE PROVIDER WHO WILL PERFORM THE CORRESPONDING PROCEDURES TO EACH AIR CONDITIONING UNIT LISTED HEREAFTER:</b>		
			<b>LOCATION: ACTIVITY CENTER</b>		
		✓ 1 UNIT	2F-Event Center ACU No.1 Carrier brand, floor mounted 1.1 Cleaning		
		✓ 1 UNIT	2F-Event Center ACU No.2 Carrier brand, floor mounted 2.1 Cleaning		
		✓ 1 UNIT	2F-Event Center ACU No.3 Carrier brand, floor mounted 3.1 Cleaning		
		✓ 1 UNIT	2F-Event Center ACU No.4 Carrier brand, floor mounted 4.1 Replacement of Capacitor 4.2 Cleaning		
		✓ 1 UNIT	2F-Event Center ACU No.5 Carrier brand, floor mounted 5.1 Cleaning		
		✓ 1 UNIT	2F-Event Center ACU No.6 Carrier brand, floor mounted 6.1 Cleaning		
			<b>LOCATION: E-LEARNING HUB AND MULTIMEDIA CENTER</b>		
		✓ 1 UNIT	GF-Auditorium ACU No.1 Koppel brand, floor mounted 7.1 Cleaning		
		✓ 1 UNIT	GF-Auditorium ACU No.2 Koppel brand, floor mounted 8.1 Cleaning		
		✓ 1 UNIT	GF-Auditorium ACU No.3 Koppel brand, floor mounted 9.1 Cleaning		
		✓ 1 UNIT	GF-Auditorium ACU No.4 Koppel brand, floor mounted 10.1 Cleaning		
		✓ 1 UNIT	LGF-Auditorium ACU No.5, Daikin brand, floor mounted 11.1 Cleaning 11.2 Replacement of Contactor		
		✓ 1 UNIT	LGF-Auditorium ACU No.6, Daikin brand, floor mounted 12.1 Cleaning 12.2 Replacement of Contactor		
		✓ 1 UNIT	LGF-Auditorium ACU No.7, Daikin brand, floor mounted 13.1 Cleaning 13.2 Replacement of Contactor 13.3 Replacement of Capacitor		
		✓ 1 UNIT	LGF-Auditorium ACU No.8, Koppel brand, floor mounted 14.1 Cleaning 14.2 Reprocess		

Delivery Term : WITHIN 30 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASE ORDER  
 Delivery Time :  
 Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

Very truly yours,

  
 EDSEL EVANGELISTA ESPINO  
 PURCHASER

Authorized Company Representative :

(Signature Over Printed Name)

Telephone: 043-779-8320 local 803

Company Name :  
 Address :

Telephone nos. :  
 T.I.N. :

**IMPORTANT**

- Prices must be typewritten in ink clearly.
- If offering a substitute/equivalent, specify the brand and make.

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Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
<i>PRICES MUST BE Tax (VAT) INCLUSIVE</i>					
		✓ 1 UNIT	LGF-Auditorium ACU No.9, Daikin brand, floor mounted 15.1 Cleaning		
		✓ 1 UNIT	LGF-Auditorium ACU No.10, Daikin brand, floor mounted 16.1 Cleaning 16.2 Replacement of Contactor		
		✓ 1 UNIT	2F-Reading Area ACU No.1, Koppel brand, floor mounted 17.1 Cleaning 17.2 Reprocess		
		✓ 1 UNIT	2F-Reading Area ACU No.2, Koppel brand, floor mounted 18.1 Cleaning 18.2 Replacement of Capacitor		
		✓ 1 UNIT	2F-Reading Area ACU No.3, Koppel brand, floor mounted 19.1 Cleaning 19.2 Reprocess		
		✓ 1 UNIT	2F-Reading Area ACU No.4, Koppel brand, floor mounted 20.1 Cleaning 20.2 Reprocess		
		✓ 1 UNIT	2F-Library-Staff Lounge, Koppel brand, wall mounted 21.1 Cleaning 21.2 Fan Blade Repair		
		✓ 1 UNIT	2F-Library-Computer Room, Koppel brand, wall mounted 22.1 Cleaning		
		✓ 1 UNIT	2F-Library-Conference Room ACU No. 1, Koppel brand, wall mounted 23.1 Cleaning		
		✓ 1 UNIT	2F-Library-Conference Room ACU No. 2, Koppel brand, wall mounted 24.1 Cleaning		
<b>LOCATION: ACADEMIC BUILDING I</b>					
		✓ 1 UNIT	GF-Room 101 ACU, split type, wall mounted 25.1 Cleaning		
		✓ 1 UNIT	GF-Room 102 ACU, split type, wall mounted 26.1 Cleaning		
		✓ 1 UNIT	GF-Room 103 ACU, split type, wall mounted 27.1 Cleaning 27.2 Replacement of Capacitor and Female Terminal Wires		
		✓ 1 UNIT	GF-Faculty Room 105 ACU No.1, split type, wall mounted 28.1 Cleaning		
		✓ 1 UNIT	GF-Faculty Room 105 ACU No.2, split type, wall mounted 29.1 Cleaning		
		✓ 1 UNIT	GF-Faculty Room 106 ACU No.1, split type, wall mounted 30.1 Cleaning		

Delivery Term : WITHIN 30 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASE ORDER  
Delivery Time : \_\_\_\_\_  
Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,

  
EDSEL EVANGELISTA ESPINO  
PURCHASER

Authorized Company  
Representative : \_\_\_\_\_

PRICES IN THE ABOVE OFFER ARE  
CERTIFIED TRUE AND CORRECT:

(Signature Over Printed Name)

Telephone: 043-779-8320

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone nos. : \_\_\_\_\_  
T I N : \_\_\_\_\_

IMPORTANT

- Prices must be typewritten in ink clearly.
- If offering a substitute/equivalent, specify

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Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
<b>PRICES MUST BE Tax (VAT) INCLUSIVE</b>					
		✓ 1 UNIT	GF-Faculty Room 106 ACU No.2, split type, wall mounted 31.1 Cleaning 31.1 Replacement of Capacitor <b>LOCATION: ACADEMIC BUILDING II</b>		
		✓ 1 UNIT	GF-CID Office, split type, wall mounted 32.1 Cleaning		
		✓ 1 UNIT	GF-Conference Room, split type, wall mounted 33.1 Cleaning		
		✓ 1 UNIT	GF-SSD Office, split type, wall mounted 34.1 Cleaning		
		✓ 1 UNIT	GF-Registrar's Office, split type, wall mounted 35.1 Cleaning		
		✓ 1 UNIT	GF-Clinic, split type, wall mounted 36.1 Cleaning		
		✓ 1 UNIT	3F-Room 301 ACU No.1, split type, wall mounted 37.1 Cleaning		
		✓ 1 UNIT	3F-Room 301 ACU No.2, split type, wall mounted 38.1 Cleaning <b>LOCATION: ACADEMIC BUILDING III</b>		
		✓ 1 UNIT	GF-Room 103, split type, wall mounted 39.1 Cleaning 39.2 Relocation of ACU from Boys Residence Hall Room 101 39.3 Reprocess		
		✓ 1 UNIT	<b>LOCATION: ADVANCE SCIENCE &amp; TECHNOLOGY BUILDING</b> GF-Faculty Room ACU No.1, Carrier brand, window type 40.1 Cleaning		
		✓ 1 UNIT	GF-Faculty Room ACU No.2, Carrier brand, window type 41.1 Cleaning 41.2 Reprocess		
		✓ 1 UNIT	GF-Faculty Room ACU No.3, Carrier brand, window type 42.1 Cleaning 42.2 Reprocess		
		✓ 1 UNIT	<b>LOCATION: ADMINISTRATION BUILDING</b> GF-Cashier, Panasonic brand, split type, wall mounted 43.1 Cleaning 43.1 Replacement of Outdoor Fan Motor		
		✓ 1 UNIT	<b>OTHER EQUIPMENT FOR REPAIR: REFRIGERATOR</b> Samsung (Inverter) at Administration Building pantry 44.1 Replacement of Mother Board		
		✓ 1 UNIT	Eurotek brand (personal refrigerator) at the Breastfeeding Area 45.1 Replacement of Thermostat		
		✓ 1 UNIT	Condura brand (ASTB old refrigerator) at the Warehouse Area 46.1 Replacement of Thermostat		

Delivery Term : WITHIN 30 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASE ORDER

Delivery Time :  
Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,

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Telephone: 043-779-8320 local 803

Authorized Company  
Representative :

PRICES IN THE ABOVE OFFER ARE  
CERTIFIED TRUE AND CORRECT:

(Signature Over Printed Name)

Company Name :  
Address :

IMPORTANT

1. Prices must be typewritten in ink clearly.



## **Terms of Reference for the Procurement of Preventive and Corrective Maintenance Service for Air-Conditioning Units and Refrigerators of Philippine Science High School-CALABARZON Region Campus**

### **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 Campus aims to provide quality service in terms of facilities and equipment maintenance to ensure an environment that is safe and conducive to optimum learning of students and 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 a conducive workplace and learning environment. Preventive maintenance is an essential part of such preservation to do away with corrective maintenance and break down of equipment and facilities.

In cases of facility defects and malfunction, the GSU also spearheads in the repair and restoration for their functionality. If the required service/work is beyond the capability and skills of Campus maintenance personnel, qualified external service providers shall be tapped to implement the applicable corrective maintenance.

### **II. Rationale**

The last preventive maintenance of the air conditioning units (ACUs) was conducted prior to opening of classes for school year 2023 to 2024. Since then, several ACUs have malfunctioned or are beyond the ideal functional state, which is attributable to the present El Nino phenomenon, resulting to extremely hot weather, while other instances of malfunction or non-optimal condition are basically due to normal wear and tear. An annual preventive maintenance is prescribed so as to preserve these office facilities and delay deterioration and damage. Repair and restoration of reported defective units are also vital to provide proper ventilation to students and employees especially in the summer months.

ACUs and refrigerators are specialized equipment and maintenance of such would require expertise of refrigeration and air-conditioning repair service provider with specialized tools and testers. Procurement of external service provider for both preventive and corrective maintenance of these equipment is the most practical option. With the assistance of a concerned parent, the faulty ACUs, along with the defective refrigerators were inspected, and the appropriate maintenance and repair processes and procedures were identified



### III. Scope of Work and Job Specifications

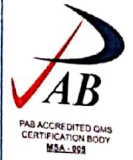
The qualified supplier/service must be able to provide the preventive and corrective maintenance service requirements as enumerated below:

#### A. Air-conditioning units:

No.	Unit	Location/Particulars	Unit Cost	Total Cost
<b>ACTIVITY CENTER</b>				
1	unit	2F-Event Center ACU No.1 Carrier brand, floor mounted 1.1 Cleaning	1,500.00	1,500.00
2	unit	2F-Event Center ACU No.2 Carrier brand, floor mounted 2.1 Cleaning	1,500.00	1,500.00
3	unit	2F-Event Center ACU No.3 Carrier brand, floor mounted 3.1 Cleaning	1,500.00	1,500.00
4	unit	2F-Event Center ACU No.4 Carrier brand, floor mounted 4.1 Replacement of Capacitor 4.2 Cleaning	4,000.00	4,000.00
5	unit	2F-Event Center ACU No.5 Carrier brand, floor mounted 5.1 Cleaning	1,500.00	1,500.00
6	unit	2F-Event Center ACU No.6 Carrier brand, floor mounted 6.1 Cleaning	1,500.00	1,500.00
<b>E-LEARNING HUB AND MULTIMEDIA CENTER</b>				
7	unit	GF-Auditorium ACU No.1 Koppel brand, floor mounted 7.1 Cleaning	1,500.00	1,500.00
8	unit	GF-Auditorium ACU No.2 Koppel brand, floor mounted 8.1 Cleaning	1,500.00	1,500.00
9	unit	GF-Auditorium ACU No.3 Koppel brand, floor mounted 9.1 Cleaning	1,500.00	1,500.00
10	unit	GF-Auditorium ACU No.4 Koppel brand, floor mounted 10.1 Cleaning	1,500.00	1,500.00
11	unit	LGF-Auditorium ACU No.5, Daikin brand, floor mounted 11.1 Cleaning 11.2 Replacement of Contactor	5,000.00	5,000.00
12	unit	LGF-Auditorium ACU No.6, Daikin brand, floor mounted 12.1 Cleaning 12.2 Replacement of Contactor	5,000.00	5,000.00
13	unit	LGF-Auditorium ACU No.7, Daikin brand, floor mounted 13.1 Cleaning 13.2 Replacement of Contactor 13.3 Replacement of Capacitor	6,000.00	6,000.00
14	unit	LGF-Auditorium ACU No.8, Koppel brand, floor mounted 14.1 Cleaning 14.2 Reprocess	6,500.00	6,500.00
15	unit	LGF-Auditorium ACU No.9, Daikin brand, floor mounted	1,500.00	1,500.00



		15.1 Cleaning		
16	unit	LGF-Auditorium ACU No.10, Daikin brand, floor mounted 16.1 Cleaning 16.2 Replacement of Contactor	5,000.00	5,000.00
17	unit	2F-Reading Area ACU No.1, Koppel brand, floor mounted 17.1 Cleaning 17.2 Reprocess	6,500.00	6,500.00
18	unit	2F-Reading Area ACU No.2, Koppel brand, floor mounted 18.1 Cleaning 18.2 Replacement of Capacitor	4,000.00	4,000.00
19	unit	2F-Reading Area ACU No.3, Koppel brand, floor mounted 19.1 Cleaning 19.2 Reprocess	6,500.00	6,500.00
20	unit	2F-Reading Area ACU No.4, Koppel brand, floor mounted 20.1 Cleaning 20.2 Reprocess	6,500.00	6,500.00
21	unit	2F-Library-Staff Lounge, Koppel brand, wall mounted 21.1 Cleaning 21.2 Fan Blade Repair	1,800.00	1,800.00
22	unit	2F-Library-Computer Room, Koppel brand, wall mounted 22.1 Cleaning	1,300.00	1,300.00
23	unit	2F-Library-Conference Room ACU No. 1, Koppel brand, wall mounted 23.1 Cleaning	1,300.00	1,300.00
24	unit	2F-Library-Conference Room ACU No. 2, Koppel brand, wall mounted 24.1 Cleaning	1,300.00	1,300.00
<b>ACADEMIC BUILDING I</b>				
25	unit	GF-Room 101 ACU, split type, wall mounted 25.1 Cleaning	1,300.00	1,300.00
26	unit	GF-Room 102 ACU, split type, wall mounted 26.1 Cleaning	1,300.00	1,300.00
27	unit	GF-Room 103 ACU, split type, wall mounted 27.1 Cleaning 27.2 Replacement of Capacitor and Female Terminal Wires	6,000.00	6,000.00
28	unit	GF-Faculty Room 105 ACU No.1, split type, wall mounted 28.1 Cleaning	1,300.00	1,300.00
29	unit	GF-Faculty Room 105 ACU No.2, split type, wall mounted 29.1 Cleaning	1,300.00	1,300.00
30	unit	GF-Faculty Room 106 ACU No.1, split type, wall mounted 30.1 Cleaning	1,300.00	1,300.00
31	unit	GF-Faculty Room 106 ACU No.2, split type, wall mounted 31.1 Cleaning 31.1 Replacement of Capacitor	6,000.00	6,000.00
<b>ACADEMIC BUILDING II</b>				
32	unit	GF-CID Office, split type, wall mounted 32.1 Cleaning	1,300.00	1,300.00



Certificate No.: SCP0034200

33	unit	GF-Conference Room, split type, wall mounted 33.1 Cleaning		
34	unit	GF-SSD Office. split type, wall mounted 34.1 Cleaning	1,300.00	1,300.00
35	unit	GF-Registrar's Office, split type, wall mounted 35.1 Cleaning	1,300.00	1,300.00
36	unit	GF-Clinic, split type, wall mounted 36.1 Cleaning	1,300.00	1,300.00
37	unit	3F-Room 301 ACU No.1, split type, wall mounted 37.1 Cleaning	1,300.00	1,300.00
38	unit	3F-Room 301 ACU No.2, split type, wall mounted 38.1 Cleaning	1,300.00	1,300.00
<b>ACADEMIC BUILDING III</b>				
39	unit	GF-Room 103, split type, wall mounted 39.1 Cleaning 39.2 Relocation of ACU from Boys Residence Hall Room 101 39.3 Reprocess	13,000.00	13,000.00
<b>ADVANCED SCIENCE AND TECHNOLOGY BUILDING</b>				
40	unit	GF-Faculty Room ACU No.1, Carrier brand, window type 40.1 Cleaning	800.00	800.00
41	unit	GF-Faculty Room ACU No.2, Carrier brand, window type 41.1 Cleaning 41.2 Reprocess	3,000.00	3,000.00
42	unit	GF-Faculty Room ACU No.3, Carrier brand, window type 42.1 Cleaning 42.2 Reprocess	3,000.00	3,000.00
<b>ADMINISTRATION BUILDING</b>				
43	unit	GF-Cashier, Panasonic brand, split type, wall mounted 43.1 Cleaning 43.1 Replacement of Outdoor Fan Motor	14,000.00	14,000.00
<b>Total</b>				<b>137,100.00</b>

#### B. Refrigerator

44	unit	Samsung (Inverter) at Administration Building pantry 44.1 Replacement of Mother Board	5,000.00	5,000.00
45	unit	Eurotek brand (personal refrigerator) at the Breastfeeding Area 45.1 Replacement of Thermostat	3,000.00	3,000.00
46	unit	Condura brand (ASTB old refrigerator) at the Warehouse Area 46.1 Repair including copper piping	5,000.00	5,000.00
<b>Total</b>				<b>13,000.00</b>

#### IV. Cost Estimate

The estimated total requirement for the aforesaid procurement request is One Hundred Fifty Thousand One Hundred Pesos Only Php 150,100.00.





V. Mode of Procurement

The applicable mode of procurement is "Negotiated Procurement - Small Value Procurement" as authorized under the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

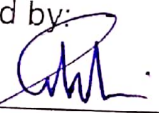
VI. Payment Scheme

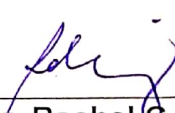
PSHS-CALABARZONRC will not provide advance payment for the purpose. Full payment shall be made within 30 working days after completion of the required services and completion thereof by the Procuring Entity.

VII. Delivery Term

All the material requirements and accompanying repair services needed must be supplied, installed and completed by the service provider and accepted by the procuring entity, within thirty (30) calendar days from receipt of the contract/purchase order by the qualified supplier.

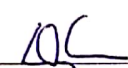
Prepared by:

  
Engr. Mhelvin E. Magdalena  
Resident Engineer


  
Engr. Rachel C. Faral  
Assistant Resident Engineer

Certificate of Availability of Funds:

  
Arnel E. Aguila  
Accountant

  
Danica G. Cacao  
Budget Officer

Recommending Approval:

  
Ma. Theresa P. Pagulayan  
Supervising Administrative Officer

Approved by:

  
Rex S. Forteza  
Campus Director



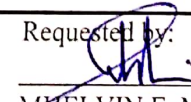
PURCHASE REQUEST

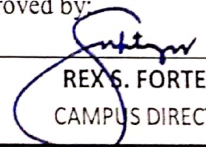
Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section :		PR No.:	Date:			
FAD / GSU		2024-04-078	April 22, 2024			
Stock / Property No.	Unit	Responsibility Center Code : 19-016-09-00014- 04	Item Description	Quantity	Unit Cost	Total Cost
	Unit		2F-Event Center ACU No.1 Carrier brand, floor mounted 1.1 Cleaning	1.00	₱ 1,500.00	₱ 1,500.00
	Unit		2F-Event Center ACU No.2 Carrier brand, floor mounted 2.1 Cleaning	1.00	₱ 1,500.00	₱ 1,500.00
	Unit		2F-Event Center ACU No.3 Carrier brand, floor mounted 3.1 Cleaning	1.00	₱ 1,500.00	₱ 1,500.00
	Unit		2F-Event Center ACU No.4 Carrier brand, floor mounted 4.1 Replacement of Capacitor 4.2 Cleaning	1.00	₱ 4,000.00	₱ 4,000.00
	Unit		2F-Event Center ACU No.5 Carrier brand, floor mounted 5.1 Cleaning	1.00	₱ 1,500.00	₱ 1,500.00
	Unit		2F-Event Center ACU No.6 Carrier brand, floor mounted 6.1 Cleaning	1.00	₱ 1,500.00	₱ 1,500.00
	Unit		GF-Auditorium ACU No.1 Koppel brand, floor mounted 7.1 Cleaning	1.00	₱ 1,500.00	₱ 1,500.00
	Unit		GF-Auditorium ACU No.2 Koppel brand, floor mounted 8.1 Cleaning	1.00	₱ 1,500.00	₱ 1,500.00
	Unit		GF-Auditorium ACU No.3 Koppel brand, floor mounted 9.1 Cleaning	1.00	₱ 1,500.00	₱ 1,500.00
	Unit		GF-Auditorium ACU No.4 Koppel brand, floor mounted 10.1 Cleaning	1.00	₱ 1,500.00	₱ 1,500.00
						₱ 17,500.00

Terms of Reference for the Procurement of Preventive and Corrective Maintenance Service for Air-Conditioning Units and Refrigerators of Philippine Science High School-CALABARZON Region Campus

Requested by:  
  
MHELVIN E. MAGDALENA  
 RESIDENT ENGR -GSU

Approved by:  
  
REX S. FORTEZA  
 CAMPUS DIRECTOR

PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : FAD / GSU		PR No.: 2024-04-078	Date: April 22, 2024		
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Unit	LGF-Auditorium ACU No.5, Daikin brand, floor mounted 11.1 Cleaning 11.2 Replacement of Contactor	1.00	P 5,000.00	P 5,000.00
	Unit	LGF-Auditorium ACU No.6, Daikin brand, floor mounted 12.1 Cleaning 12.2 Replacement of Contactor	1.00	P 5,000.00	P 5,000.00
	Unit	LGF-Auditorium ACU No.7, Daikin brand, floor mounted 13.1 Cleaning 13.2 Replacement of Contactor 13.3 Replacement of Capacitor	1.00	P 6,000.00	P 6,000.00
	Unit	LGF-Auditorium ACU No.8, Koppel brand, floor mounted 14.1 Cleaning 14.2 Reprocess	1.00	P 6,500.00	P 6,500.00
	Unit	LGF-Auditorium ACU No.9, Daikin brand, floor mounted 15.1 Cleaning	1.00	P 1,500.00	P 1,500.00
	Unit	LGF-Auditorium ACU No.10, Daikin brand, floor mounted 16.1 Cleaning 16.2 Replacement of Contactor	1.00	P 5,000.00	P 5,000.00
	Unit	2F-Reading Area ACU No.1, Koppel brand, floor mounted 17.1 Cleaning 17.2 Reprocess	1.00	P 6,500.00	P 6,500.00
	Unit	2F-Reading Area ACU No.2, Koppel brand, floor mounted 18.1 Cleaning 18.2 Replacement of Capacitor	1.00	P 4,000.00	P 4,000.00
	Unit	2F-Reading Area ACU No.3, Koppel brand, floor mounted 19.1 Cleaning 19.2 Reprocess	1.00	P 6,500.00	P 6,500.00
	Unit	2F-Reading Area ACU No.4, Koppel brand, floor mounted 20.1 Cleaning 20.2 Reprocess	1.00	P 6,500.00	P 6,500.00
					<b>P 52,500.00</b>

Purpose: Terms of Reference for the Procurement of Preventive and Corrective Maintenance Service for Air-Conditioning Units and Refrigerators of Philippine Science High School-CALABARZON Region Campus

Requested by:  
 Signature : MHELVIN E. MAGDALENA  
 Designation : RESIDENT ENGR -GSU

Approved by:  
REX S. FORTEZA  
 CAMPUS DIRECTOR

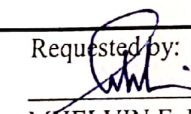
PURCHASE REQUEST

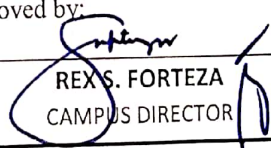
Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : FAD / GSU		PR No.: 2024-04-078	Date: April 22, 2024			
Stock / Property No.	Unit	Responsibility Center Code : 19-016-09-00014- 04	Item Description	Quantity	Unit Cost	Total Cost
	Unit		2F-Library-Staff Lounge, Koppel brand, wall mounted 21.1 Cleaning 21.2 Fan Blade Repair	1.00	₱ 1,800.00	₱ 1,800.00
	Unit		2F-Library-Computer Room, Koppel brand, wall mounted 22.1 Cleaning	1.00	₱ 1,300.00	₱ 1,300.00
	Unit		2F-Library-Conference Room ACU No. 1, Koppel brand, wall mounted 23.1 Cleaning	1.00	₱ 1,300.00	₱ 1,300.00
	Unit		2F-Library-Conference Room ACU No. 2, Koppel brand, wall mounted 24.1 Cleaning	1.00	₱ 1,300.00	₱ 1,300.00
	Unit		GF-Room 101 ACU - ACAD BLDG I, split type, wall mounted 25.1 Cleaning	1.00	₱ 1,300.00	₱ 1,300.00
	Unit		GF-Room 102 ACU - ACAD BLDG I, split type, wall mounted 26.1 Cleaning	1.00	₱ 1,300.00	₱ 1,300.00
	Unit		GF-Room 103 ACU, split type, ACAD BLDG I 27.1 Cleaning 27.2 Replacement of Capacitor and Female Terminal Wires	1.00	₱ 6,000.00	₱ 6,000.00
	Unit		GF-Faculty Room 105 ACU No.1, split type, wall mounted - ACAD BLDG I 28.1 Cleaning	1.00	₱ 1,300.00	₱ 1,300.00
	Unit		GF-Faculty Room 105 ACU No.2, split type, wall mounted - ACAD BLDG I 29.1 Cleaning	1.00	₱ 1,300.00	₱ 1,300.00
	Unit		GF-Faculty Room 106 ACU No.1, split type, wall mounted - ACAD BLDG I 30.1 Cleaning	1.00	₱ 1,300.00	₱ 1,300.00
						₱ 18,200.00

Purpose: Terms of Reference for the Procurement of Preventive and Corrective Maintenance Service for Air-Conditioning Units and Refrigerators of Philippine Science High School-CALABARZON Region Campus

Requested by:  
  
 Signature : \_\_\_\_\_  
 MHELVIN E. MAGDALENA  
 Designation : RESIDENT ENGR -GSU

Approved by:  
  
 Signature : \_\_\_\_\_  
 REX S. FORTEZA  
 CAMPUS DIRECTOR

## PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : FAD / GSU		PR No.: 2024 - 04 - 078	Date: April 22, 2024			
Stock / Property No.	Unit	Responsibility Center Code : 19-016-09-00014- 04	Item Description	Quantity	Unit Cost	Total Cost
	Unit		GF-Faculty Room 106 ACU No.2, split type, wall mounted - ACAD BLDG I 31.1 Cleaning 31.1 Replacement of Capacitor	1.00	P 6,000.00	P 6,000.00
	Unit		GF-CID Office, split type, wall mounted - ACAD BLDG II 32.1 Cleaning	1.00	P 1,300.00	P 1,300.00
	Unit		GF-Conference Room, split type, wall mounted - ACAD BLDG II 33.1 Cleaning	1.00	P 1,300.00	P 1,300.00
	Unit		GF-SSD Office, split type, wall mounted - ACAD BLDG II 34.1 Cleaning	1.00	P 1,300.00	P 1,300.00
	Unit		GF-Registrar's Office, split type, wall mounted - ACAD BLDG II 35.1 Cleaning	1.00	P 1,300.00	P 1,300.00
	Unit		GF-Clinic, split type, wall mounted - ACAD BLDG II 36.1 Cleaning	1.00	P 1,300.00	P 1,300.00
	Unit		3F-Room 301 ACU No.1, split type, wall mounted - ACAD BLDG II 37.1 Cleaning	1.00	P 1,300.00	P 1,300.00
	Unit		3F-Room 301 ACU No.2, split type, wall mounted - ACAD BLDG II 38.1 Cleaning	1.00	P 1,300.00	P 1,300.00
	Unit		GF-Room 103, split type, wall mounted, ACAD III 39.1 Cleaning 39.2 Relocation of ACU from Boys Residence Hall Room 101 39.3 Reprocess	1.00	P 13,000.00	P 13,000.00
	Unit		GF-Faculty Room ACU No.1, Carrier brand, window type - ASTB 40.1 Cleaning	1.00	P 800.00	P 800.00
						P 28,900.00
Purpose: Terms of Reference for the Procurement of Preventive and Corrective Maintenance Service for Air-Conditioning Units and Refrigerators of Philippine Science High School-CALABARZON Region Campus						
Requested by: Signature : MHELVIN E. MAGDALENA Designation : RESIDENT ENGR -GSU		Approved by: Signature: REX S. FORTEZA CAMPUS DIRECTOR				

## PURCHASE REQUEST

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

Office/Section : **FAD / GSU**

PR No.: **2024-04-078**

Fund Cluster: **1101101**

Responsibility Center Code : **19-016-09-00014- 04**

Date: **April 22, 2024**

Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Unit	GF-Faculty Room ACU No.2, Carrier brand, window type - ASTB 41.1 Cleaning 41.2 Reprocess	1.00	P 3,000.00	P 3,000.00
	Unit	GF-Faculty Room ACU No.3, Carrier brand, window type - ASTB 42.1 Cleaning 42.2 Reprocess	1.00	P 3,000.00	P 3,000.00
	Unit	GF-Cashier, Panasonic brand, split type, wall mounted - Admin BLDG 43.1 Cleaning 43.1 Replacement of Outdoor Fan Motor	1.00	P 14,000.00	P 14,000.00
	Unit	Samsung (Inverter) at Administration Building pantry (refrigerator) 44.1 Replacement of Mother Board	1.00	P 5,000.00	P 5,000.00
	Unit	Eurotek brand (personal refrigerator) at the Breastfeeding Area 45.1 Replacement of Thermostat	1.00	P 3,000.00	P 3,000.00
	Unit	Condura brand (ASTB old refrigerator) at the Warehouse Area 46.1 Repair including copper piping	1.00	P 5,000.00	P 5,000.00
					<b>P 33,000.00</b>

Purpose: Terms of Reference for the Procurement of Preventive and Corrective Maintenance Service for Air-Conditioning Units and Refrigerators of Philippine Science High School-CALABARZON Region Campus

Requested by:

MHELVIN E. MAGDALENA  
RESIDENT ENGR -GSU

Approved by:

REX S. FORTEZA  
CAMPUS DIRECTOR

Signature :

Designation :