



**REQUEST FOR QUOTATION**

04/11/2023

**PURCHASE REQUEST NO.: ADMIN (GH) FUND 2023-03-73**

CANVASS NO. 53

Gentlemen:

Please quote your lowest price, taxes included, and subject to the terms and conditions that you may encounter purposely for article (s) and/or service(s) enumerated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached here with.

Very truly yours:

  
**EDITHA S. VINUYA**  
BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
			Cleaning and preventive maintenance of 88 air conditioning unit at RDEC, Mess Hall, Guest House, Director's Quarter and Apartment Building. Annually on June 2023. See attached aircon types at the back		
	58	unit	Window Type Air-conditioner		
	8	unit	Wall Mounted Air-conditioner		
	16	unit	Ceiling Mounted Air-conditioner		
	5	unit	Floor Mounted Air-conditioner		
	1	unit	Cassette Type Air-conditioner		
			Scope of Works: General Cleaning and Preventive Maintenance of Air-conditioning Units a. Install ladders and platforms where necessary b. Dismantle removal of face cover c. Remove air filters and cleaning d. Cleaning of evaporator coils and condenser coils by using pressure washer e. Apply detergent or disinfectant to the evaporator and condensing coils f. Cover and protect control boards from getting wet or damaged g. Flushing of drain line h. Assemble and return dismantled parts i. Start up and check for proper operation of the unit j. Check refrigerant pressure k. Check ampere reading l. Turn over to owner m. Submit report for defective units and make recommendation		

**PURPOSE:**

Cleaning and preventive maintenance of air conditioning unit at RDEC, Mess Hall, Guest House and Apartment

Pls. submit the following eligibility documents:

- Mayor's/Business Permit
- Income Tax Return
- Notarized Omnibus Sworn Statement
- PhilGEPS Registration Number/Red Membership
- Certificate of Sole Distributorship

Note: Pls. provide also the following: contact information such as email address and mobile/landline numbers; Tax Identification Number and Bank Details

I hereby certify that I am in the position to furnish the above article(s), service(s) at the prices and in quantities as called for except as I have indicated. The articles are available in our stock for immediate delivery to the Agricultural Training Institute, Elliptical Road, Diliman, Quezon City

MODEL: \_\_\_\_\_  
DELIVERY PERIOD: \_\_\_\_\_  
WARRANTY PERIOD: \_\_\_\_\_  
PRICE VALIDITY: \_\_\_\_\_

\_\_\_\_\_  
Signature Over printed name of proprietor/Manager  
or Authorized Representative

CANVASS BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

AGRICULTURAL TRAINING INSTITUTE DORMITORY LIST OF AIRCONDITON UNITS

No.	OFFICE/ DEPARTMENT RURAL DEVELOPMENT EDUCATION CENTER	BRAND/MODEL
	FUNCTION HALL	CARRIER 3.0 TR CEILING MOUNTED
		KOPPEL 3.0 TR CEILING MOUNTED
		KOPPEL 3.0 TR CEILING MOUNTED
		KOPPEL 3.0 TR CEILING MOUNTED
	TRAINING HALL	KOPPEL 3.0 TR CEILING MOUNTED
		KOPPEL 3.0 TR CEILING MOUNTED
		KOPPEL 3.0 TR CEILING MOUNTED
	LOUNGE INSIDE TRAINING HALL	KOPPEL 3.0 TR CEILING MOUNTED
	HALLWAY RDEC GROUND FLOOR	KOPPEL 1.5 HP WALL MOUNTED
	OFFICE ROOM	CARRIER 3.0 HP INVERTER CASSETTE TYPE
	ROOM 1	KOLIN 1.0 HP WALL MOUNTED
	ROOM 2	KOPPEL 2.0 HP WINDOW TYPE
	ROOM 3	KOPPEL 2.0 HP WINDOW TYPE
	ROOM 4	KOPPEL 2.0 HP WINDOW TYPE
	ROOM 5	KOPPEL 2.0 HP WINDOW TYPE
	ROOM 7	KOPPEL 2.0 HP WINDOW TYPE
	ROOM 8	KOPPEL 2.0 HP WINDOW TYPE
	ROOM 9	KOLIN 2.0 HP WINDOW TYPE
	ROOM 10	KOPPEL 2.0 HP WINDOW TYPE
	ROOM 11	KOPPEL 2.0 HP WINDOW TYPE
	ROOM 12	KOPPEL 2.0 HP WINDOW TYPE
	ROOM 13	KOPPEL 2.0 HP WINDOW TYPE
	ROOM 14	KOPPEL 2.0 HP WINDOW TYPE
	ROOM 15	KOPPEL 2.0 HP WINDOW TYPE
	ROOM 16	KOPPEL 2.0 HP WINDOW TYPE
	ROOM 17	KOPPEL 2.0 HP WINDOW TYPE
	ROOM 18	KOPPEL 2.0 HP WINDOW TYPE
	ROOM 19	KOPPEL 2.0 HP WINDOW TYPE
	ROOM 20	KOPPEL 2.5 HP CEILING MOUNTED
	LOUNGE 2ND FLOOR	CARRIER 2.0 HP WALL MOUNTED

**AGRICULTURAL TRAINING INSTITUTE LIST OF AIRCONDITION UNITS**

No.	OFFICE/ DEPARTMENT RURAL DEVELOPMENT EDUCATION CENTER	BRAND/MODEL
	<b>3RD FLOOR</b>	
	ROOM 31	CONDURA 2.0 HP WINDOW TYPE
	ROOM 32	CONDURA 2.0 HP WINDOW TYPE
	ROOM 33	CONDURA 2.0 HP WINDOW TYPE
	ROOM 34	CONDURA 2.0 HP WINDOW TYPE
	ROOM 35	CONDURA 2.0 HP WINDOW TYPE
	ROOM 36	CONDURA 2.0 HP WINDOW TYPE
	ROOM 37	CONDURA 2.0 HP WINDOW TYPE
	ROOM 38	CONDURA 2.0 HP WINDOW TYPE
	ROOM 39	CONDURA 2.0 HP WINDOW TYPE
	ROOM 40	CONDURA 2.0 HP WINDOW TYPE
	ROOM 41	CONDURA 2.0 HP WINDOW TYPE
	ROOM 42	CONDURA 2.0 HP WINDOW TYPE
	ROOM 43	CONDURA 2.0 HP WINDOW TYPE
	ROOM 44	CONDURA 2.0 HP WINDOW TYPE
	ROOM 45	CONDURA 2.0 HP WINDOW TYPE
	OFFICE	LG 1.5 HP WALL MOUNTED
	CONCESSIONAIRE ROOM	CARRIER 1.5 HP WINDOW TYPE
	MINI HALL	LG 1.5 HP WALL MOUNTED
	MAIN HALL	LG 3.0 HP CEILING MOUNTED
		LG 3.0 HP CEILING MOUNTED
		LG 3.0 HP CEILING MOUNTED
		LG 3.0 HP CEILING MOUNTED
		LG 3.0 HP CEILING MOUNTED
		LG 3.0 HP CEILING MOUNTED
		LG 3.0 HP CEILING MOUNTED
		LG 3.0 HP CEILING MOUNTED
	ROOM 01	LG 1.5 HP WALL MOUNTED
	ROOM 02	KOLIN 2.0 HP WALL MOUNTED
	ROOM 03	LG 1.5 HP WALL MOUNTED
	ROOM 04	LG 1.5 HP WALL MOUNTED
	<b>MESSHALL 2ND FLOOR</b>	
	<b>TRAINING HALL</b>	
		3TR Floor mounted Inverter
		3TR Floor mounted Inverter
		3TR Floor mounted Inverter
		3TR Floor mounted Inverter
	<b>VIP ROOM</b>	
		2HP INVERTER WINDOW TYPE

