



**REQUEST FOR QUOTATION**

DATE: 04/13/2023


**PURCHASE REQUEST NO.: ADMIN FUND 2023-04-78**

CANVASS NO. 50

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
			<b>1 Year Provision of General Cleaning and Preventive Maintenance of Air conditioning Units at the ATI Main Building for 2023</b>		
	15	unit	<b>ATI Main Building</b>		
	23	unit	Window Type Air conditioning Unit		
	13	unit	Wall Mounted Air conditioning Unit (Indoor & Outdoor Unit)		
	23	unit	Ceiling Mounted Air conditioning Unit (Indoor & Outdoor Unit)		
			Floor Mounted Air conditioning Unit (Indoor & Outdoor Unit)		
			<b>Scope of Work:</b>		
			a. Provision ladders and platform for maintenance purposes if necessary		
			b. Dismantle removal of face cover		
			c. Remove air filter and cleaning		
			d. Cleaning of evaporator coils and condenser coils by using pressure washer		
			e. Apply detergent or disinfectant to the evaporator and coils		
			f. Cover and protect control boards from getting wet or damaged		
			g. Flushing of drain		
			h. Assemble and return dismantled parts		
			i. Startup and check for proper operation of the unit		
			j. Check refrigerant pressure		
			k. Check ampere reading		
			l. Turn over of the owner		
			m. Submit report for defective units and make recommendation to GSS-Infra/Maintenance Team		
			n. General cleaning and preventive maintenance shall be done twice (2x) a year		

**PURPOSE:**

For the provision of 1 year Preventive Maintenance of air conditioning unit at the ATI Main Building for 2023

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: \_\_\_\_\_