



**PURCHASE ORDER**

SUPPLIER: **TOP PREMIERE ENTERPRISE**  
ADDRESS: 1918 PIY MARGAL, SAMPALOC, MANILA

P.O. No.: 2023-05-142  
DATE: May 31, 2023  
MODE OF PROCUREMENT: NP-SMALL VALUE  
PROCUREMENT

TIN: 439-401-859-000

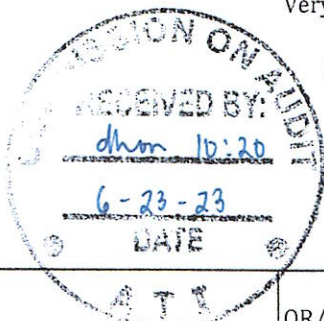
Gentlemen:

Please furnish this Office the following article(s) subject to the terms and conditions contained herein.

Place of Delivery: <u>ATI, Diliman, Quezon City</u>		Delivery Terms: <u>1 YEAR</u>			
Date of Delivery:		Payment Term: <u>LDDAP</u>			
STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
		<b>1 Year Provision of General Cleaning and Preventive Maintenance of Air conditioning Units at the ATI Main Building for 2023</b>			
		<b>ATI Main Building</b>			
	unit	Window Type Air conditioning Unit	15	₱ 500.00	₱ 7,500.00
	unit	Wall Mounted Air conditioning Unit (Indoor & Outdoor Unit)	23	600.00	13,800.00
	unit	Ceiling Mounted Air conditioning Unit (Indoor & Outdoor Unit)	13	1,000.00	13,000.00
	unit	Floor Mounted Air conditioning Unit (Indoor & Outdoor Unit)	23	900.00	20,700.00
		<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		Semi Annual	55,000.00
		<b>Purpose:</b>			
		For the provision of 1 year preventive maintenance of air conditioning units at the ATI Main Building for 2023			
<b>TOTAL AMOUNT IN WORDS:</b>					<b>₱ 110,000.00</b>
<b>ONE HUNDRED TEN THOUSAND PESOS ONLY</b>					

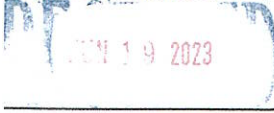
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

CONFORME:  
RICHARD RODAS  
Signature Over Printed Name of Supplier  
JUNE-20-23  
Date



Very truly yours,  
REMELYN R. RECOVER, MNSA, CESO III  
DIRECTOR IV

FUNDS AVAILABLE:  
BAC Secretariat Office



GILLIAN ROSE C. LARGO 6/14  
OIC-CHIEF ACCOUNTANT

OR/BUR No.: 2023-05-847  
06-02-23  
Amount: Php. 110,000