



**REQUEST FOR QUOTATION**

DATE: 10/10/2023

**PURCHASE REQUEST NO.: ADMIN FUND 2023-10-188**

CANVASS NO. 43

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
	1	unit	<b>Repair of COA Airconditioning Unit</b> 1.5 TR Wall Mounted Type ACU		
	1	unit	<b>Repair of ISD Chief Airconditioning Unit</b> 3.0 TR Ceiling Mounted Type ACU		
	1	unit	<b>Repair of ISD Airconditioning Unit</b> 3.0 TR Floor Mounted Type ACU		
	1	unit	<b>Repair of ISD Airconditioning Unit</b> 2.0 TR Wall Mounted Type ACU		
	1	unit	<b>Repair of Assistant Director's Office Airconditioning Unit</b> 3.0 TR Ceiling Mounted Type ACU		
	1	unit	<b>Repair of ISO Airconditioning Unit</b> 3.0 TR Ceiling Mounted Type ACU		
	1	unit	<b>Repair of Printing Airconditioning Unit</b> 5.0 TR Floor Mounted Type ACU		
	1	unit	<b>Repair of LED Airconditioning Unit</b> 3.0 TR Floor Mounted Type ACU		
	1	unit	<b>Repair of Training Room Airconditioning Unit</b> 3.0 TR Floor Mounted Type ACU		
	1	unit	<b>Repair of Serrano Airconditioning Unit</b> 3.0 TR Ceiling Mounted Type ACU (Attach T.O.R. for standard requirements)		

**PURPOSE:**

For the repair of various aircon at the different offices of ATI-CO.

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

CANVASED BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_



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**TERMS OF REFERENCE**

**PROJECT** : Repair for **VARIOUS AIRCONDITIONING UNITS**  
 Installed in the Agricultural Training Institute -  
 Central Office

**APPROVED BUDGET FOR THE CONTRACT (ABC)** : PhP 387,000.00

**LOCATION OF PROJECT:** Agricultural Training Institute, ATI Compound, Elliptical Road, Diliman, Quezon City

**I. INTRODUCTION:**

The ATI-CO has a various Airconditioning Unit installed in the ATI compound. These Airconditioning Units provides a sustainable, economical, and convenient investment to the public. To maintain its operation, annual preventive maintenance is required. However, when said units were maintained for preventive maintenance, Top Premiere (with approved Purchase Order) recommended said repairs be made, hence this request was made.

**II. EQUIPMENT ENROLLED:**

Airconditioning Units located in various offices in ATI-CO specifically stated in the purchase requests. (hereto attached)

**III. SCOPE OF WORK:**

SERVICES PROVIDER shall perform Corrective Services such as repair of Airconditioning Units to ensure the operation and increase production life of the Airconditioning Units installed in the various offices of Agricultural Training Institute-Central Office.

NO	SCOPE OF WORK	CHECKLIST/DUTIES
1	Repair of COA 1.5TR Wall Mounted (A.C.U)	<b>1. Trouble shooting</b> 1.1 Repair/replacement of FCCU PCB Main Board assembly 1.2 Repair and reconditioning of PCB assembly 1.3 Supply and installation of diode 1.4 Supply and installation of ICS <b>2. Leak Test</b> 2.1 Leak test and leak brazing <b>3. Evacuation Process</b> 3.1 Vacuuming and recharging of Nitrogen gas 3.2 Release all gas until the pressure gauge reads zero <b>4. Charging Refrigerants</b> 4.1 Charge the system with the required refrigerant



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		<p>4.2 Charge the system with refrigerant as per weight required</p> <p>4.3 Monitor the pressure readings as required by the manufacturer</p> <p>4.4 Set ammeter to x15 range to get accurate current reading</p> <p><b>5. Monitoring and Observation</b></p> <p>5.1 Monitoring and Observation</p>
2	<p><b>Repair of Assistant Director 3.0TR Ceiling Mounted (A.C.U)</b></p>	<p><b>1. Indoor Unit Installation</b></p> <p>1.1 Reinstallation of indoor unit</p> <p>1.2 Realignment of indoor unit to prevent leakage</p> <p><b>2. Leak Test</b></p> <p>2.1 Leak test</p> <p>2.2 Leak brazing</p> <p><b>3. Evacuation Process</b></p> <p>3.1 Vacuuming and recharging of Nitrogen gas</p> <p>3.2 Release all gas until the pressure gauge reads zero</p> <p><b>4. Charging Refrigerants</b></p> <p>4.1 Charge the system with the required refrigerant</p> <p>4.2 Charge the system with refrigerant as per weight required</p> <p>4.3 Monitor the pressure readings as required by the manufacturer</p> <p>4.4 Set ammeter to x15 range to get accurate current reading</p> <p><b>5. Monitoring and Observation</b></p> <p>5.1 Monitoring and Observation</p>
3	<p><b>Repair of LEAD 5.0T.R Floor Mounted (A.C.U)</b></p>	<p><b>1. Trouble shooting</b></p> <p>1.1 Repair/replacement of ACCU Fan motor</p> <p>1.2 Supply and mechanical installation of ACCU bearing</p> <p>1.3 Re-oiling and re-shafting of Fan Motor</p> <p>1.4 Supply and installation of capacitor</p> <p><b>2. Leak Test</b></p> <p>2.1 Leak test and leak brazing</p> <p><b>3. Evacuation Process</b></p> <p>3.1 Vacuuming and recharging of Nitrogen gas</p> <p>3.2 Release all gas until the pressure gauge reads zero</p> <p><b>4. Charging Refrigerants</b></p> <p>4.1 Charge the system with the required refrigerant</p> <p>4.2 Charge the system with refrigerant as per weight required</p> <p>4.3 Monitor the pressure readings as required by the manufacturer</p> <p>4.4 Set ammeter to x15 range to get accurate current reading</p> <p><b>5. Monitoring and Observation</b></p>



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		5.1 Monitoring and Observation
4	<b>Repair of ISO 3.0T.R Ceiling Mounted (A.C.U)</b>	<b>1. Indoor Unit Installation</b> 1.1 Reinstallation of indoor unit 1.2 Realignment of indoor unit to prevent leakage <b>2. Leak Test</b> 2.1 Leak test 2.2 Leak brazing <b>3. Evacuation Process</b> 3.1 Vacuuming and recharging of Nitrogen gas 3.2 Release all gas until the pressure gauge reads zero <b>4. Charging Refrigerants</b> 4.1 Charge the system with the required refrigerant 4.2 Charge the system with refrigerant as per weight required 4.3 Monitor the pressure readings as required by the manufacturer 4.4 Set ammeter to x15 range to get accurate current reading <b>5. Monitoring and Observation</b> 5.1 Monitoring and Observation
5	<b>Repair of Training Room (A.C.U)</b>	<b>1. Trouble shooting</b> 1.1 Repair/replacement of FCCU PCB Main Board assembly 1.2 Repair and reconditioning of PCB assembly 1.3 Supply and installation of diode 1.4 Supply and installation of ICS <b>2. Leak Test</b> 2.1 Leak test and leak brazing <b>3. Evacuation Process</b> 3.1 Vacuuming and recharging of Nitrogen gas 3.2 Release all gas until the pressure gauge reads zero <b>4. Charging Refrigerants</b> 4.1 Charge the system with the required refrigerant 4.2 Charge the system with refrigerant as per weight required 4.3 Monitor the pressure readings as required by the manufacturer 4.4 Set ammeter to x15 range to get accurate current reading <b>5. Monitoring and Observation</b> 5.1 Monitoring and Observation
6	<b>Repair of Printing 3T.R. Floor Mounted (A.C.U)</b>	<b>1. Trouble shooting</b> 1.1 Repair/replacement of FCCU PCB Main Board assembly 1.2 Repair and reconditioning of PCB assembly 1.3 Supply and installation of diode



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		<p>1.4 Supply and installation of ICS</p> <p><b>2. Leak Test</b></p> <p>2.1 Leak test and leak brazing</p> <p><b>3. Evacuation Process</b></p> <p>3.1 Vacuuming and recharging of Nitrogen gas</p> <p>3.2 Release all gas until the pressure gauge reads zero</p> <p><b>4. Charging Refrigerants</b></p> <p>4.1 Charge the system with the required refrigerant</p> <p>4.2 Charge the system with refrigerant as per weight required</p> <p>4.3 Monitor the pressure readings as required by the manufacturer</p> <p>4.4 Set ammeter to x15 range to get accurate current reading</p> <p><b>5. Monitoring and Observation</b></p> <p>5.1 Monitoring and Observation</p>
7	<b>Repair of ISD Chief 3.0T.R. Ceiling Mounted (A.C.U)</b>	<p>1. Indoor Unit Installation</p> <p>1.1 Reinstallation of indoor unit</p> <p>1.2 Realignment of indoor unit to prevent leakage</p> <p>2. Leak Test</p> <p>2.1 Leak test</p> <p>2.2 Leak brazing</p> <p>3. Evacuation Process</p> <p>3.1 Vacuuming and recharging of Nitrogen gas</p> <p>3.2 Release all gas until the pressure gauge reads zero</p> <p>4. Charging Refrigerants</p> <p>4.1 Charge the system with the required refrigerant</p> <p>4.2 Charge the system with refrigerant as per weight required</p> <p>4.3 Monitor the pressure readings as required by the manufacturer</p> <p>4.4 Set ammeter to x15 range to get accurate current reading</p> <p>5. Monitoring and Observation</p> <p>5.1 Monitoring and Observation</p>
8	<b>Repair of ISD 3.0T.R. Floor mounted (A.C.U)</b>	<p>1. Indoor Unit Installation</p> <p>1.1 Reinstallation of indoor unit</p> <p>1.2 Realignment of indoor unit to prevent leakage</p> <p>2. Leak Test</p> <p>2.1 Leak test</p> <p>2.2 Leak brazing</p> <p>3. Evacuation Process</p> <p>3.1 Vacuuming and recharging of Nitrogen gas</p> <p>3.2 Release all gas until the pressure gauge reads zero</p> <p>4. Charging Refrigerants</p> <p>4.1 Charge the system with the required refrigerant</p>




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## VI. WARRANTY

1. Warranty is meant to express the integrity of the labor and material supplied under normal use of the equipment to be free from defects. Damage due to normal wear and tear is not covered by warranty.
2. Moreover, consequent damages due to operational cause or natural events beyond control of man are not warrantable.
3. The Supplier/Contractor will give **3 months warranty** on labor performed.
4. Spare parts supplied by the Contractor shall carry a **6 months limited warranty** from the time of installation.
5. Warranty repairs do not extend any further life to the supplier's basic warranty terms and conditions for the equipment.
6. Warranty repair cost is limited only to the cost of supplied items to bring the equipment in operation prior to the warranty repair.

Prepared By:

  
**ARLENE GEMINIANA S. NILO, CPA**  
OIC Head, General Services

Approved:

  
**REMELYN D. RECOTER, MNSA, CESO III**  
Director IV 