



**REQUEST FOR QUOTATION**

DATE: 12/29/2023

PURCHASE REQUEST NO.: ADMIN (GH) FUND 2024-01-05

CANVASS NO. 01

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 87 air conditioning units at RDEC, Mess Hall, Guest House, Director's Quarter and Apartment Building.</b><br>Semi annual on January to December 2024. See attached aircon types at the back<br>Window type air-conditioner unit<br>Wall mounted air-conditioner unit<br>Ceiling mounted air-conditioner unit<br>Floor mounted air-conditioner unit<br>Cassette type air-conditioner unit   |            |       |
|          | 59  | unit | <b>Scope of works:</b><br>a. Provision of ladders and platforms for maintenance purposes if necessary.<br>b. Dismantle removal of face over.<br>c. Remove air filters and cleaning<br>d. Cleaning of evaporator coils and condenser coils by using pressure washer.<br>e. Apply detergent or disinfectant to the evaporator and condensing coils.<br>f. Cover and protect control boards from getting wet or damaged.<br>g. Flushing of drain line<br>h. Assemble and return dismantled parts.<br>i. Start up and check for proper operation of the unit.<br>j. Check refrigerant pressure.<br>k. Check ampere reading.<br>l. Turn over to owner<br>m. Submit report for defective units and make recommendation.<br>n. General cleaning and preventive maintenance shall be don twice (2x) a year |            |       |
|          | 8   | unit |  |            |       |
|          | 14  | unit |  |            |       |
|          | 5   | unit |  |            |       |
|          | 1   | unit |  |            |       |

**PURPOSE:**

General cleaning and preventive maintenance of air-conditioning units at RDEC, Mess Hall, Guest House and Apartment Building.

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: \_\_\_\_\_  
 CANVASSED BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 Signature Over printed name of proprietor/Manager  
 or Authorized Representative

**AGRICULTURAL TRAINING INSTITUTE DORMITORY LIST OF AIRCONDITON UNITS**

| No. | OFFICE/ DEPARTMENT                        | BRAND/MODEL                            |
|-----|---|--|
|     | <b>RURAL DEVELOPMENT EDUCATION CENTER</b> |  |
|     | <b>FUNCTION HALL</b>                      |  |
|     |   | CARRIER 3.0 TR CEILING MOUNTED ✓       |
|     |   | CARRIER 3.0 TR CEILING MOUNTED ✓       |
|     |   | KOPPEL 3.0 TR CEILING MOUNTED ✓        |
|     |   | KOPPEL 3.0 TR CEILING MOUNTED ✓        |
|     |   |  |
|     | <b>TRAINING HALL</b>                      |  |
|     |   | Midea 3.0 TR Ceiling Mounted ✓         |
|     |   | Midea 3.0 TR Ceiling Mounted ✓         |
|     |   | Midea 3.0 TR Ceiling Mounted ✓         |
|     |   | Midea 3.0 TR Ceiling Mounted ✓         |
|     |   | ✓Midea 2.0 HP WALL Mounted             |
|     | <b>LOUNGE INSIDE TRAINING HALL</b>        | ✓CARRIER 3.0 HP INVERTER CASSETTE TYPE |
|     | <b>HALLWAY RDEC GROUND FLOOR</b>          |  |
|     | <b>OFFICE ROOM</b>                        |  |
|     | 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 6                                    | KOPPEL 2.0 HP SPLIT TYPE               |
|     | ROOM 7                                    | ✓KOPPEL 2.0 HP WINDOW TYPE             |
|     | ROOM 8                                    | ✓KOLIN 2.0 HP WINDOW TYPE              |
|     | ROOM 9                                    | ✓KOPPEL 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 (BROKEN) |
|     | ROOM 20                                   | FUJIDENZO 1.0 HP WINDOW TYPE           |

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**AGRICULTURAL TRAINING INSTITUTE LIST OF AIRCONDITON UNITS**

| No. | OFFICE/ DEPARTMENT                        | BRAND/MODEL                       |
|-----|---|-----------------------------------|
|     | <b>RURAL DEVELOPMENT EDUCATION CENTER</b> |                                   |
|     | <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       |
|     | <b>MESSHALL</b>                           |                                   |
|     | <b>OFFICE</b>                             | ✓LG 1.5 HP WALL MOUNTED           |
|     | <b>CONCESSIONAIRE ROOM</b>                | ✓CARRIER 1.5 HP WINDOW TYPE       |
|     | <b>MINI HALL</b>                          | ✓LG 1.5 HP WALL MOUNTED           |
|     | <b>CANTEEN</b>                            | MATRIX 5.0 T.R. CEILING MOUNTED ✓ |
|     |   | MATRIX 5.0 T.R. CEILING MOUNTED ✓ |

