



PURCHASE ORDER

SUPPLIER: **EXPANDED-AIRE ENTERPRISE**
 ADDRESS: Saint Michael, Quezon City

P.O. No.: 2024-03-66
 DATE: Mar. 25, 2024

TIN: _____
 Gentlemen: _____
 MODE OF PROCUREMENT: NP-SMALL VALUE
 PROCUREMENT

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

Place of Delivery:		Delivery Terms:	9 MONTHS
Date of Delivery:		Payment Term:	LDDAP
STOCK NO.	UNIT	DESCRIPTION	TOTAL COST
		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. Semi annual on January to December 2024. See attached aircon types at the back	
	unit	Window type air-conditioner	59 ₱ 500.00 ₱ 59,000.00
	unit	Wall mounted air-conditioner	8 1,200.00 9,600.00
	unit	Ceiling mounted air-conditioner	14 1,400.00 19,600.00
	unit	Floor mounted air-conditioner	5 1,400.00 7,000.00
	unit	Cassette type air-conditioner	1 3,500.00 3,500.00
		Scope of works:	
		a. Provision of ladders and platforms for maintenance purposes if necessary.	
		b. Dismantle removal of face over.	
		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.	
		n. General cleaning and preventive maintenance shall be done twice (2x) a year	
		Purpose:	
		General cleaning and preventive maintenance of air-conditioning units at RDEC, Mess Hall, Guest House and Apartment Building.	



TOTAL AMOUNT IN WORDS:

ONE HUNDRED THIRTY-EIGHT THOUSAND FOUR HUNDRED PESOS ONLY

₱ **138,400.00**

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.

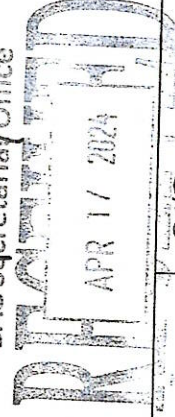
CONFORME:

Very truly yours,

[Signature]
 Signature Over Printed Name of Supplier

[Signature]
 BAC SECRETARIAL OFFICE
 DIRECTOR IV
 MARYELYN R. RECOTER, MNSA, CESO III

4/18/24
 Date



FUNDS AVAILABLE:

OR/BUR No.: 7450 2024-03-06
 03-27-24

GILLIAN ROSE L. SALUIB
 OIC-CHIEF ACCOUNTANT

Amount: Php. 138,400