



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
Tel. Nos. (63-2) 8929-8541 to 49 & 8928-7397 | Fax No. (63-2) 8920-9792
Email: director@ati.da.gov.ph
URL: <http://www.ati.da.gov.ph> | www.e-extension.gov.ph

REQUEST FOR QUOTATION

DATE: 06/20/2024

PURCHASE REQUEST NO.: ADMIN FUND 2024-06-106

CANVASS NO. 87

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:


MILAGROS C. URBANO
BAC Chairman *6/20*

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
13 14 31 24	unit unit unit unit		1 year provision of general cleaning and preventive maintenance of 82 air conditioning unit at ATI-CO Main Building FY 2024 Window type air-conditioner Wall mounted air-conditioner Ceiling mounted air-conditioner Floor mounted air-conditioner Scope of Works: A. Provision of ladders and platforms for maintenance purposes if necessary B. Dismantle removal of face cover 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		

PURPOSE:

General cleaning and preventive maintenance of the air conditioning units at the ATI-CO Main 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