



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: 02/17/2025

PURCHASE REQUEST NO.: ADMIN FUND 2025-01-31D

CANVASS NO. 31

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

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
			General cleaning and preventive maintenance of the air-conditioning units for 2025		
			ATI-CO Main Building		
	13	unit	Window type air-conditioner		
	14	unit	Wall mounted air-conditioner		
	31	unit	Ceiling mounted air-conditioner		
	24	unit	Floor mounted air-conditioner		
			RDEC Building		
	59	unit	Window type air-conditioner		
	8	unit	Wall mounted air-conditioner		
	14	unit	Ceiling mounted air-conditioner		
	5	unit	Floor mounted air-conditioner		
	1	unit	Cassette type air-conditioner		
			Scope of work:		
			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		
			Repair of few various air-conditioning unit for some offices at ATI-CO Main Building		
			ISD		
	1	unit	Gree Split Type Wall Mounted (ACU)		
			Scope of work:		
			a. Replace drain hose and rubber tape		

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	1	unit	BAC Carrier Split Type Wall Mounted (ACU) Scope of work: a. Assembly of backplate b. System Reprocess c. ACU relocation Serrano Hall		
	1	unit	Koppel Ceiling Suspended (ACU) Scope of work: a. System Reprocess b. Locate leak HR Department		
	1	unit	Kolin Floor Mounted (ACU) Scope of work: a. Repiping b. System Reprocess c. Conduct commissioning and testing d. Restoration of affected areas		

PURPOSE:

For the preventive maintenance and some repair of the air-conditioning units at the ATI-CO Main and RDEC 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: _____

Signature Over printed name of proprietor/Manager
or Authorized Representative

CANVASSED BY: _____

DATE: _____



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TERMS OF REFERENCE

PROJECT	:	General cleaning & preventive maintenance of the Air-Conditioning Units at ATI-CO Main Building for 2025
APPROVED BUDGET FOR THE CONTRACT (ABC)	:	Php 300,000
PERIOD COVERED	:	Twice a year
LOCATION OF PROJECT	:	Agricultural Training Institute, ATI Compound, Elliptical Road, Diliman, Quezon City

I. INTRODUCTION:

The ATI has various types of installed **Air-Conditioning Unit** in the ATI Main Building. Its purpose is to provide a convenient temperature to the employees during office hours. To maintain the convenience of every office, then preventive maintenance is required.

II. EQUIPMENT ENROLLED:

82 Air-Conditioning Unit installed in the Agricultural Training Institute Main Building excluding the 3rd floor.

III. 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.



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IV. CONTRACT AMOUNT:

No of units	Specification	Amount/Month (Parts & Labor)
82 Air-Conditioning Unit	Ceiling Suspended, Floor Standing, Split Type, and Window Type	Php300,000 (Vat inclusive)

V. CONTRACT DURATION:

Twice a year, Preventive Maintenance shall commence upon the approval of the proposal and shall be mutually considered terminated if the preventive maintenance will not commence after 15 calendar days. A corresponding notice of termination will be sent.

VI. WARRANTY:

1- year Warranty on labor upon completion of preventive maintenance.

Prepared By:

Approved By:


ARLENE GEMINIANA S. NILO, CPA
Head, General Services Office


REMELYN R. RECOTER, MNSA, CESO III
Director IV



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TERMS OF REFERENCE

PROJECT	:	General cleaning & preventive maintenance of the Air-Conditioning Units at ATI-CO RDEC Building for 2025
APPROVED BUDGET FOR THE CONTRACT (ABC)	:	Php 200,000
PERIOD COVERED	:	Twice a year
LOCATION OF PROJECT	:	Agricultural Training Institute, ATI Compound, Elliptical Road, Diliman, Quezon City

I. INTRODUCTION:

The ATI has various types of installed **Air-Conditioning Unit** in the ATI RDEC Building. Its purpose is to provide a convenient temperature to the employees and visitors. To maintain the convenience of every office, then preventive maintenance is required.

II. EQUIPMENT ENROLLED:

87 Air-Conditioning Unit installed in the Agricultural Training Institute RDEC Building including Messhall, Apartment, Guest House, Director's Quarter and VIP Room.

III. 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.



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IV. CONTRACT AMOUNT:

No of units	Specification	Amount/Month (Parts & Labor)
87 Air-Conditioning Unit	Ceiling Suspended, Floor Standing, Split inverter, Window, and Cassette Type	Php200,000 (Vat inclusive)

V. CONTRACT DURATION:

Twice a year, Preventive Maintenance shall commence upon the approval of the proposal and shall be mutually considered terminated if the preventive maintenance will not commence after 15 calendar days. A corresponding notice of termination will be sent.

VI. WARRANTY:

1- year Warranty on labor upon completion of preventive maintenance.

Prepared By:


ARLENE GEMINIANA S. NILO, CPA
Head, General Services Office

Approved By:


REMELYN R. RECOTER, MNSA, CESO III
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TERMS OF REFERENCE

PROJECT : **Repair of few various Air-Conditioning Unit for some offices at ATI-CO Main Building**

APPROVED BUDGET FOR THE CONTRACT (ABC) : **Php 135,600**
PERIOD COVERED : **Once per year**
LOCATION OF PROJECT : **Agricultural Training Institute, ATI Compound, Elliptical Road, Diliman, Quezon City**

I. INTRODUCTION:

The ATI has various types of installed **Air-Conditioning Unit** in the ATI Main Building. Some of them in various offices such as ISD, BAC, SERRANO HALL, and HR DEPARTMENT are in need to repair the Air-Conditioning Unit. To maintain the convenience of every office, then preventive maintenance is required.

II. EQUIPMENT ENROLLED:

4 pcs. of Air-Conditioning Unit: Gree Split Type Wall Mounted, Carrier Split Type Wall Mounted, Koppel Ceiling Suspended, Kolin Floor Mounted ACU.

III. SCOPE OF WORKS:

- A. Replace drain hose and rubber tape
- B. Assembling a backplate
- C. System Reprocess
- D. ACU relocation
- E. Locate leak
- F. Repiping
- G. Conduct Commissioning and Testing
- H. Restoration of affected areas

IV. CONTRACT AMOUNT:

No of units	Specification	Amount/Month (Parts & Labor)
4 Air-Conditioning Unit	Ceiling Suspended, Floor Standing, and Wall Mounted	Php135,600 (Vat inclusive)



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V. CONTRACT DURATION:

Once per year, Preventive Maintenance shall commence upon the approval of the proposal and shall be mutually considered terminated if the preventive maintenance will not commence after 15 calendar days. A corresponding notice of termination will be sent.

VI. WARRANTY:

1- year Warranty on labor upon completion of preventive maintenance.

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Head, General Services Office *lp*

Approved By:


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