



Commission on Filipinos Overseas

Document Code **CFO-AFD-FR-PRO-002**

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PURCHASE ORDER

Revision No. **0**

Effective Date **15 March 2017**

Supplier : **RBIEL AIR (HVAC REFRIGERATION AND ELECTRICAL SERVICES)**

Address : **295-B Visayas Avenue, Bahay Toro, Quezon City**

TIN : **121-107-866-000**

P.O. No. : **2018-05-046**

Date : **30-May-18**

Mode of Procurement : **RFQ-SHOPING**

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : **CFO- Citigold Center 1345 Pres. Quirino Ave. cor., SSH, Paco Manila**

Date of Delivery : **30 calendar days upon received the Purchase Order.**

Delivery Term : **FULL SERVICES**

Payment Term : **LDDAP-ADA**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	year	<p>Supply of labor, tools and technical supervision for the general cleaning and preventive maintenance and checking of various air-conditioning unit of CFO for FY 2018</p> <p>Items:</p> <ul style="list-style-type: none"> > Twelve (12) units Window type air-conditioning > Eighteen (18) units Floor mounted type air-conditioning > Ten (10) units Ceiling mounted type air-conditioning > Twenty four (24) units Wall/split type air-conditioning > Two (2) units Cassette type air-conditioning <p>Contract Duration: June 2018 to July 2019 on a Quarter basis</p> <ul style="list-style-type: none"> > Amount per Quarter: Php 36,800.00 <p>Quarterly Maintenance Activities:</p> <ul style="list-style-type: none"> > Mobilization and preparation of equipment/tools intended for completion of work. General cleaning of external surface of evaporator coil and condensing unit. General cleaning of air filters, condensing fan and motor blade, evaporator blower. Cleaning of drainage system (De-clogging). Checking of fan motor bushing and bearing, shafting for alignment. Re-tightening of mounting brackets bolts and screw if needed. Checking and perform minor adjustment of minor parts and accessories, if necessary. Checking of any refrigerant leaks, oil leaks and amperes reading. Energizes the unit, check parameters and observation. Site clean-up and De-mobilization of tools and equipment. Submit quarterly report before leaving the area. <p>* Attached conditions/specifications set in the quotation are part of this Order. (Per Purchase Request No.: 2018-02-018 dated 14 February 2018 x-x-x-x-x-x-x-x-x-x-Nothing Follows-x-x-x-x-x-x-x-x</p>	1	147,200.00	147,200.00

(Total Amount in Words) One Hundred Forty Seven Thousand Two Hundred pesos only

147,200.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,

Signature over Printed Name of Supplier

USEC. ASTRVEL PIMENTEL-NAIK

Executive Director

Date

Fund Cluster : _____

Funds Available : _____

CANDELARIO R. GARCIA

Signature over Printed Name of Chief Accountant/

Head of Accounting Division/Unit

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____