



OFFICE OF THE BIDS AND AWARDS COMMITTEE

Name of Project : **Contract of Service for the Preventive Maintenance of Airconditioning Units for 2nd Semester of 2018 at the City Hall, City of San Fernando, Pampanga**

Location of the Project : **Utility, Maintenance and Service Division**

REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No. 01;06/23/14)

Date : **October 18, 2018**

Quotation No. : **A5-18-2626**

Company Name

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **October 24, 2018 at 10:00 A.M.** at **CGSO Building, New Public Market, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

JOAN D. GUTIERREZ
Administrative Aide I

ENGR. MICHAEL N. QUIZON, JR.
BAC Chairman

- NOTE:
1. ALL ENTRIES MUST BE READABLE
 2. DELIVERY PERIOD WITHIN ____ CALENDAR DAYS
 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF SIXTY (60) CALENDAR DAYS

| ITEM NO. | QTY | UNIT | ITEM DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-----|---------|---|------------|----------|
| 1 | 42 | unit(s) | Floor Mounted | | |
| 2 | 45 | unit(s) | Wall Mounted | | |
| 3 | 8 | unit(s) | Ceiling Mounted | | |
| 4 | 15 | unit(s) | Window Type | | |
| | | | Scope of Works: | | |
| | | | 1. General Check-up of unit performance | | |
| | | | 2. General inspection of leak | | |
| | | | 3. Check-up of damper, knobs, thermostat and selection switch | | |
| | | | 4. Check of water drain | | |
| | | | 5. Lubricate fan motor | | |
| | | | 6. Cleaning of air filter and front cover | | |
| | | | 7. Brushing of evaporator fins and condense fins | | |
| | | | 8. Provide practical tips on proper use of the units | | |
| | | | 9. Check the amount of refrigerant in the system | | |
| | | | TERMS OF REFERENCE: | | |
| | | | 1. Sub-contracting is not allowed | | |
| | | | 2. Outsource provider must have service center. | | |
| | | | xxxxxx Nothing follows xxxxxx | | |
| | | | TOTAL AMOUNT | | P |

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

Printed Name / Signature

Tel No. / Cellphone No.

Date