



ASTI – FM 03-17
REV 2 / 31 January 2020

PURCHASE ORDER

Supplier:	CoolEnergy Refrigeration & Airconditioning Services	PO No.:	21-03-048
Address:	95-C General Luna St., Sta. Ana, San Mateo, Rizal	PO Date:	March 9, 2021
TIN:	289-694-239-000	Mode of Procurement:	NP: Small Value Procurement

Gentleman:

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

Place of Delivery:	ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101	Delivery Term:	Provided for under Description
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	Quarterly Preventive Maintenance for Air-Conditioning Units 1.0 QUARTERLY PREVENTIVE MAINTENANCE OF DOST-ASTI AIRCONDITIONING UNITS A. Quarterly Preventive Maintenance must include, but not limited to: 1. General cleaning of all air-conditioning units including all internal components; 2. Shutting off the unit; 3. Removal of air filters for cleaning and recommendation for replacement, if necessary; 4. Inspection and cleaning of the following parts: - Coiling coils (using power spray) - Fan Blades - Condenser coil (with pressure washer) - Drain line (by flushing) - Blower assembly - All other internal components of the units 5. Greasing of motor bearing and other moving parts requiring lubrication; 6. Technical audit of equipment condition including freon charging and actual electrical reading operation of the units; 7. Drying of internal components using compressed air; 8. General service and inspection of all the components of the air-conditioning system; 9. Assembly and start-up;	1	₱171,600.00	₱171,600.00

10. Check-up and repair of undesirable noise and vibration of the unit;
11. Observation of the compressor performance and recommendation of repair/replacement, if necessary;
12. Check-up of all moving parts such as fan motor bearing/bushing and shafting evaporator blowers and blade, and recommendation of repair/replacement of parts, if necessary;
13. Inspection of all components of the system including electrical control and implementation of required adjustment/s, recommendation of repair/replacement of parts as may be necessary;
14. Check-up of all refrigerant line in the air-conditioning system and replenishment of the same, if necessary;
15. Check-up and repair of equipment corrosion, derust, which include preparation with primer and repainting of affected parts;
16. Recommendation on the repair and replacement of unit and parts that should be undertaken and submission of complete item specifications and price quotation that may be used as reference (cost of labor and materials) within two (2) days upon the detection of defects for the internal parts; and
17. Cleaning of working area and cleaning of site.
18. The Preventive Maintenance Service Provider must at least have a Mechanical Engineer in the roster of personnel.
19. Submission of Quarterly Report to Property & Supply Section. Detailed report may be requested for further explanation of any findings during preventive maintenance.

B. OTHER SERVICES

1. Emergency "Call-in" Provisions;
2. Free Check-up, troubleshooting and ,minor repair;
3. Should respond within 24 hours upon receipt of call;
4. Cost of replacement of parts is excluded;
5. Prepare and submit clear and detailed service report including the findings and recommendations for evaluation.
6. In case of delivery of new air conditioning units, DOST-ASTI shall formally notify the supplier of the new units to be included in the preventive maintenance activity in exchange for the replaced units.

C. NOTES

1. Inclusive of taxes and other charges.
2. Number of Air-conditioning units per division/room:
TOTAL NUMBER OF AIR-CONDITIONING UNITS : 50
(See Attached list of aircons)
3. Schedule of PM is on:
 - a. 1st Quarter – Within 10 calendar days after issuance of NTP
 - b. 2nd Quarter – May 31, 2021
 - c. 3rd Quarter – August 31, 2021
 - d. 4th Quarter – November 8, 2021

(Pls see attached quotation.)

TOTAL:

₱171,600.00

(Total Amount in Words)

One Hundred Seventy One Thousand Six Hundred Pesos Only

The contract price is inclusive of taxes and other fees or charges. 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. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, DOST-ASTI may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances and in accordance with the provisions of the latest implementing rules and regulations of RA 9184.

Conforme:

Very Truly Yours,

ALVIN E. RETAMAR

Officer-in-Charge, DOST-ASTI

Digitally signed by Callao
Reynaldo Joseph Aldecoa
Jr.
Date: 2021.03.10 12:35:39
+08'00

(Signature over Printed Name of Supplier)

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011012021-03-000122</u>
		ORS / BURS Date:	<u>March 11, 2021</u>
Funds Available:	<u>Php 171,600.00</u>	Amount:	<u>₱171,600.00</u>
GAY CONCEPCION S. BUGAGAO _____ Accountant III			



09 March 2021

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Mr. MARVIN A. CERICON
 Operation Manager
CoolEnergy Refrigeration & Airconditioning Services
 95-C General Luna St.,
 Sta. Ana, San Mateo, Rizal
 Tel. No. 0919 490 6151

Dear Mr. Cericon,

This Notice to Proceed is hereby issued for the following contract details:

Contract Name	: Quarterly Preventive Maintenance for Air-Conditioning Units
Purchase Request No.	: GAA-21-02-10854
Purchase / Work Order No.	: 21-03-048
Total Contract Price	: Php 171,600.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: One Hundred Seventy One Thousand Six Hundred Pesos

Upon issuance of this Notice, your company, **CoolEnergy Refrigeration & Airconditioning Services** is hereby directed to commence the delivery of items and/or performance of services stipulated in the said Purchase Order which shall become due and demandable in accordance with the delivery schedule stipulated therein.

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below. There are two (2) copies of this document; you may keep one copy and return the other to the Bids and Awards Committee (BAC) Secretariat of the Advanced Science and Technology Institute. Should you have any questions or clarifications, you may reach us at bac-sec@asti.dost.gov.ph.

Respectfully,

ALVIN E. RETAMAR
 Officer-in-Charge, DOST-ASTI

Digitally signed by
 Callio Reynaldo
 Joseph Aldesca Jr.
 Date: 2021.03.10
 12:38:39 +0800

DATE OF ISSUANCE:

RECEIVED BY:

 Signature over Printed Name

 Date and Time

Postal Address : ASTI Bldg., U.P. Technology Park Complex,
 CP Garcia Ave., Diliman, Quezon City 1101
 Website : www.asti.dost.gov.ph
 Email : info@asti.dost.gov.ph

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 Fax No. : +632 8426-9764

ASTI-FM 03-19
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