



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



PURCHASE ORDER

ASTI - FM 03-17
REV 3 / 10 October 2023

Supplier:	ACMI OFFICE SYSTEMS PHILIPPINES, INC.	PO No.:	24-05-094
Address:	268A N. Domingo St., San Juan City, Metro Manila	PO Date:	May 14, 2024
TIN:	005-175-282-000	Mode of Procurement:	Competitive Bidding

Gentleman:

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

Place of Delivery:	1) ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Dilliman, Quezon City 1101 2) EPDC Bldg., MIRDC compound, General Santos Ave, Taguig, 1631	Delivery Term:	Thirty (30) calendar days upon issuance of NTP
Date of Delivery:	_____	Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Airconditioning Units</p> <p>1. BACKGROUND and OBJECTIVES</p> <p>1.1. Advanced Science and Technology Institute (ASTI) is seeking qualified and competent bidders for the supply, delivery, installation, testing, and commissioning of various Air-Conditioning Units (ACUs).</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3. These brand-new ACUs will be installed at the premises of ASTI and Electronics Product Development Center (EPDC) replacing existing ACUs, which have either reached the end of their useful life or in a state of disrepair; thus, the bid should include any construction, electrical, and restoration works necessary to complete their installation such as dismantling/removal of all decommissioned units, removal/replacement of old copper piping, and removal/replacement of circuit breakers for the power supply.</p> <p>2. SCOPE OF WORK</p> <p>2.1. Supply, delivery and installation, testing, and commissioning of air-conditioning units.</p> <p>2.1.1. One (1) unit of 1.5 HP Wall Mounted Split Type Inverter ACU on EPDC (GTI Room)</p> <p>2.1.2. One (1) unit of 2TR or 3HP Ceiling Suspended Inverter ACU on ASTI. (SSED- Stock Room)</p> <p>2.1.3. Three (3) unit of 3TR or 4HP Floor Mounted Inverter ACU on ASTI (2- CSD Staff Room, 1-RDD Staff Room)</p> <p>2.2. Dismantling and removal of all identified existing ACUs (indoor and outdoor units), roughing-ins and other materials to be replaced.</p> <p>2.3. Chipping and boring of holes through walls,</p>	1	P756,000.00	P756,000.00

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

Tel No. : +632 8249-8500
 +632 8426-9755

ceiling, and floor (if applicable) for the passage of the refrigerant and condensate piping system and electrical wirings.

2.4. Restoration works on affected areas caused by installation works to its original condition, if any.

2.5. Leak test, test run and observation of each set of ACUs.

2.6. Supply, delivery, installation, and complete layout of copper (refrigerant) piping and condensate drain system, with corresponding fittings and accessories, for each set of ACUs.

2.7. Supply, delivery, installation, and complete layout of required electrical wiring system (feeder line) and control devices (circuit breaker with NEMA 3R box) per set of ACUs connected to the main power supply line.

2.8. Supply, delivery, and installation of fabricated steel support frames made of angular bar, pre-painted with metal primer and enamel paint for the condensing (outdoor) unit, to be installed on the concrete wall of the building (outside) with a clearance of at least 0.30 meters. Indoor units (evaporator) shall be properly mounted on the wall or on steel frames (for floor standing units).

2.9. Supply of other equipment, including all necessary accessories and appurtenances not specifically mentioned herein but are considered standard issue and necessary for the safe, reliable, and proper operation of the air conditioning system.

3. TECHNICAL SPECIFICATIONS

3.1. ACUs

3.1.1. One (1) Unit of 1.5 HP Wall Mounted Split Type Inverter Airconditioning Unit

3.1.1.1. ACU must provide a cooling capacity of at least 12,000 BTU/hr or better.

3.1.1.2. ACU must be rated with an Energy Efficiency Ratio (EER) of 11.0 or higher, or a Cooling Seasonal Performance Factor (CSPF) of 3.4 or higher.

3.1.2. One (1) Unit of 2.0 TR or 3.0 HP Ceiling Suspended Inverter Airconditioning Unit

3.1.2.1. ACU must provide a cooling capacity of at least 24,000 BTU/hr or better.

3.1.2.2. ACU must be rated with an EER of 13.2 or higher, or a CSPF of 5.5 or higher.

3.1.3. Three (3) Unit of 3.0 TR or 4.0 HP Floor Mounted Inverter Airconditioning Unit

3.1.3.1. ACU must provide a cooling capacity of at least 34,000 BTU/hr or better.

3.1.3.2. ACU must be rated with an EER of 10.2 or higher, or a CSPF of 4.2 or higher.

3.2 ACU must operate with 230-volts, 60Hz, 1-phase or 3-phase power supply

3.3. ACU must use a R410A or R32 cooling agent (refrigerant)

3.4. ACU must use refrigerant (copper) piping and communication wires not exceeding 6-meters (~20-feet).

3.5. ACU must use condensate drain (PVC) pipes not exceeding 9-meters (~30-feet).

3.6. ACU must be equipped with an inverter compressor motor.

3.7. ACU's outdoor unit must possess a resistance

class of at least IP24.

3.8. ACU must possess the following functional features:

3.8.1. Remote control operations

3.8.2. Auto-swing function for even airflow distribution

3.8.3. Indicator LED displays to show current temperature setting

3.8.4. Self-diagnosis mode for providing error codes to assist in troubleshooting

3.8.5. Auto-restart function for automatically restoring previous function setting after a power interruption

4. TERMS AND CONDITIONS

4.1. The bidder must perform Site Visit before submission of bids.

4.2. ACUs, copper pipes, drainpipes, and fittings must be brand new and unused.

4.3. The manufacturer of the ACUs must be ISO certified or any equivalent certification that guarantees that they have a quality management system in place. The bidder must submit documentary proof of ISO certification of the offered brands issued by accredited registrars or any equivalent certification body.

4.4. The bidder must have at least one (1) authorized service centers in the National Capital Region of the brand/model of the product being offered for, but not limited to, regular preventive maintenance and general cleaning services.

4.5. The bidder must perform quarterly general cleaning service for one (1) year covering all

ACUs:

4.5.1. Perform general cleaning of condenser and evaporator.

4.5.2. Cleaning of blower wheel and fan blade.

4.5.3. Cleaning of cabinet and face cover.

4.5.4. Conduct thorough inspection of electrical wiring/connections and mechanical controls.

4.5.5. Check cabinet for corrosion and repair

4.5.6. Conduct flushing of drainpipe.

4.5.7. Freon charging (if necessary)

4.5.8. Submit status report of all the activities performed.

4.6. The bidder must submit an "as-built" plan indicating the exact locations of the circuit breakers, indoor and outdoor units of each ACUs on each floor, and corresponding routes of the condensate drain and refrigerant piping system upon completion of the installation and commissioning activities.

4.7. The bidder must submit a brochure indicating the specification of each ACU to be installed. It must be submitted together with the quotation.

5. WARRANTY and AFTER-SALES SUPPORT

5.1. All ACUs must carry a five (5) years warranty for compressor and one (1) year for other parts and services that cover defects in materials and workmanship. Warranty service shall commence from the date of end-user acceptance.


5.2. Onsite technical support may be requested for special cases including, but not limited to, the following issues within its warranty period:

	<p>5.2.1. Not activating 5.2.2. Not blowing cold air 5.2.3. ACU freezing up 5.2.4. Refrigerant leak 5.2.5. Leaking ducts and clogged drains 5.2.6. Frozen evaporator coils 5.2.7. Electric control failure 5.2.8. Drainage problems 5.2.9. Thermostat sensor problems</p> <p>6. DELIVERY, INSTALLATION, AND PAYMENT TERMS</p> <p>6.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier within thirty (30) calendar days upon issuance of Notice to Proceed.</p> <p>6.2. Delivery Site: 6.2.1. 1.5 HP ACU shall be delivered on EPDC Bldg., MIRDC compound, General Santos Ave, Taguig, 1631 Metro Manila; and 6.2.2. Other ACU shall be delivered on ASTI Entrance Rd, Diliman, Quezon City, 1800 Metro Manila.</p> <p>6.3. Payment shall be made only upon certification/acceptance by the End-user that the Goods/Services are delivered in accordance with the terms of this Contract and are duly inspected and accepted. No payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract.</p> <p>(Please see attached offer.)</p>			
			TOTAL:	₱756,000.00
(Total Amount in Words)			Seven Hundred Fifty-Six Thousand Pesos Only	

Conforme:

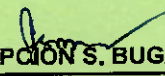
Very Truly Yours,

(Signature over Printed Name of Supplier)


FRANZ A. DE LEON, Ph.D.
Director, DOST-ASTI

Digitally signed by Franz A. De Leon

(Date)

Fund Cluster:	DI	ORS / BURS No.: <u>DIC11012024 - OS- 000346</u>
Funds Available:	₱ 756,000.00	ORS / BURS Date: <u>MAR 15, 2024</u>
<p style="text-align: center;"> GAY CONCEPCION S. BUGAGAO Accountant III</p>		Amount: <u>₱ 756,000.00</u>



14 May 2024

NOTICE TO PROCEED
PUBLIC BIDDING

Ms. ROSEMARIE P. DELA CRUZ
 Account Manager
ACMI OFFICE SYSTEMS PHILIPPINES, INC.
 268A N. Domingo St.
 San Juan City, Metro Manila

Dear Ms. Dela Cruz,

Notice is hereby given to **ACMI OFFICE SYSTEMS PHILIPPINES, INC.** that work/delivery may proceed for the following procurement details:

Contract Name	: Supply, Delivery, and Installation of One (1) Lot Airconditioning Units for DOST-ASTI and EPDC
Purchase Request No.	: GAA-24-02-18720
Purchase / Work Order No.	: 24-05-094
Total Contract Price	: ₱756,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Seven Hundred Fifty-Six Thousand Pesos

Upon signing receipt of this Notice, you are responsible for performing the services under the terms and conditions of the Agreement/Purchase Order/Work Order and in accordance with the schedule of requirements/delivery schedule.

You are also hereby required to file a Warranty Security for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies. It shall be covered by either retention money in an amount equivalent to at least five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least five percent (5%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

Note that failure to comply with the above requirements and failure to perform the services under the terms and conditions of the Agreement/Purchase Order/Work Order may constitute grounds for its forfeiture.

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,

FRANZ A. DE LEON, Ph.D.
 Director

Digitally signed
 by Bayani Benjamin R. Lara

DATE OF ISSUANCE:

RECEIVED BY:

WARRANTY SECURITY

May 20, 2024

 Signature over Printed Name

Type of Warranty Security: _____

Amount of Warranty Security: ₱ _____

O.R. No.: _____

 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

Tel No. : +632 8249-8500

+632 8426-9755;

Fax No. : +632 8426-9764

ASTI-FM 03-18
 REV 3 / 05 October 2023