



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**

**JOB ORDER CONTRACT**

**Job Order No.: 2021-11-18**

**Date: November 12, 2021**

**MS. RICHEL LUKBAN-GINES**

Proprietress

**RDLG & SON ELECTRICAL SERVICES**

23C Mapagkawangawa St., Sikatuna Village, Quezon City

Contact No. 0949 1293 882 / 0920 983 2237

Email address: rdlgson20@yahoo.com

**Dear Ms. Gines:**


This is to inform you that your total offer of **Forty Eight Thousand Five Hundred Pesos (P48,500.00)** for the **Procurement of parts and labors for the repair of the defective Air Conditioning units in the HEDC Building Offices** in accordance with the attached **quotation** is hereby accepted. This acceptance, however, is subject to the following:



1. That all work shall be in the best workmanship possible;
2. That the work shall be done according to the requirements/specifications stated in the scope of works as follows:
  - a. Repair of 3TR Ceiling mounted Air Conditioning Unit at G/F HRDD Office. Supply, delivery and installation of compressor motor, flushing, leak testing using nitrogen, vacuuming, charging of freon, testing & commissioning;
  - b. Repair of 3TR wall mounted Air Conditioning Unit at G/F K-12 office VIP room. Re-bearing of condenser fan motor;
  - c. Repair of 3TR ceiling mounted Air Conditioning Unit at 2/F HEDF Office. Replacement of defective evaporator, flushing, leak test using nitrogen, vacuuming, charging of freon, Testing and commissioning;
  - d. Repair of 5TR Floor mounted Air Conditioning Unit at 3/F Office of Program and Standard Development (OPSD). Replacement of defective magnetic contactor 3 phase, pcv board with receiver, rewiring of condenser system, installation of new pressure switch and testing and commissioning;
  - e. Repair of 5TR Floor mounted Carrier Air Conditioning Unit at 4/F Office of the Chairman. Replacement of filter drier, charging of freon, testing and commissioning;
3. That the work shall be finished in not more than thirty (30) calendar days;
4. That the prices should be inclusive of VAT and other government charges.
5. That in case the calendar days per quarter are exceeded, a penalty of one tent (1/10) of one percent (1%) of the total amount of the contract shall be imposed for everyday of delay;
6. In case of failure to finish the work as stipulated in the Job Order, a liquidated damage of one tenth of one percent (.001) of the total amount shall be charged on the unfinished portion of work, reckoned from the contractor's receipt of the Job Order up to that day/date of the contractor's receipt of the Owner's Notice of Termination. The Owner reserves the right to enter into another contract to finish the work charging to delinquent contractor the difference in cost, if any;
7. That this contract is subject to warranty against mechanical defects and workmanship for sixty (60) calendar days from the date of final acceptance.
8. That this transaction is subject to government accounting and auditing rules and regulations.

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If the terms and conditions stipulated above are amenable to you, kindly signify your acceptance by signing on the space provided below.

Very truly yours,

  
**J. PROSPERO E. DE VERA III, DPA**  
Chairman

Accepted by:	<b>Funds Available:</b>	<b>P48,500.00</b>
 <b>DEXTER G. ESCALANTE</b> PRINTED NAME OVER SIGNATURE / DATE	 <b>MIRRIAM V. MIRANDA</b> Chief Accountant Accounting Division	
12-02-2021		

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