



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

JOB ORDER CONTRACT

Job Order No.: 2022-01-04

Date: January 6, 2022

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 **One Hundred Nineteen Thousand Pesos (P119,000.00)** for the **Procurement of service provider for the monthly preventive maintenance of 313 KVA Caterpillar Generator Set in HEDC Building FY 2022** 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. Preventive maintenance of 313 KVA Caterpillar Generator Set in HEDC Building for 12 months;
 - b. Change oil and replacement of parts for the 313 KVA Caterpillar Generator Set Model: 3306 of HEDC Building;
 - c. Monthly Preventive Maintenance Activity:
 1. Perform preventive maintenance system on monthly basis;
 2. The preventative maintenance service shall include:
 - a. Visual inspection of the entire generator including all equipment supports and mountings, and notify AFMS-GSD personnel if evidence of damage, leakage, improper ventilation and excessive heat;
 - b. Inspection of battery – Maintain proper electrolyte levels; Ensure battery is performing at manufacturer specifications; or Replace battery as necessary;
 - c. Inspection of belts and/or hoses - Inspect for wear, damage, or looseness; Adjust as necessary; or Replace as necessary;
 - d. Inspection of oil filters, air filters/cleaners, and fuel filters - Clean or replace as necessary; and Oil filters, air cleaners, and fuel filters/separators shall be changed a minimum of once per year;
 - e. Inspection of fuel system - Inspect all supply lines and connections; and Check fuel pressure;
 - f. Inspection of oil system – Check pumps; Inspect for proper oil pressure; Inspect and adjust proper oil levels; Drain and replace oil and oil pan gasket as necessary; and Oil shall be changed a minimum of once per year;

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- g. Inspection of cooling system – Check pumps and fans; Maintain proper coolant level; or Drain and replace coolant as necessary;
 - h. Inspection of voltage - Check for correct voltage; and Adjust as necessary;
 - i. Inspection of frequency - Inspect for correct RPM and Hz; and Adjust as necessary;
 - j. Inspection of electronics - Inspect control panel and display; Run appropriate diagnostics/self-tests; and Replace/reset electronic components as necessary;
 - k. Clean and lubricate - Clean dust from power house and equipment;
3. That the work shall be finished in not more than twelve (12) months;
 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.

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:  Mark M. MUPANDILLA PRINTED NAME OVER SIGNATURE / DATE JAN. 29. 2022	Funds Available:	P119,000.00
	NS 2022-01-0024  CHERRY D. AQUINO OIC, Office of the Chief Accountant Accounting Division	

