



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

JOB ORDER CONTRACT

Job Order No.: 2022-01-05

Date: January 7, 2022

MS. RICHEL LUKBAN-GINES

Proprietress

RDLG & SON ELECTRICAL SERVICES

23C Mapagkawanggawa 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 **Three Hundred Twenty Five Thousand Pesos (P325,000.00)** for the **Procurement of service provider for the Quarterly Preventive Maintenance and Cleaning of All Air Conditioning Units installed in HEDC Building for One (1) Year** 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. Shutting off the Unit;
 - b. Removal of Air Filters for cleaning;
 - c. Pulldown and cleaning of the following parts:
 1. Coiling coils (using power spray);
 2. Filter cleaning;
 3. Fan blades of wall mounted for indoor A/C unit;
 4. Fan motor and fan blades of ceiling and floor mounted for indoor A/C Unit;
 5. All other internal components inside the unit;
 - d. Greasing of motor bearing and other moving parts required lubrication;
 - e. Technical audit of equipment condition including freon charging and actual electrical reading operation of the units;
 - f. Drying of internal components using compressed air;
 - g. General service and inspection of all the components or air conditioning system;
 - h. Assembly and start-up;
 - i. Cleaning of working area and cleaning of site;
 - j. Checking of condensing unit;
 - k. Check and repair of undesirable noise and vibration of the unit;
 - l. Check-up all moving parts such as fan motor bearing/bushing and shafting evaporator blowers and blade;
 - m. Inspection of all components of the system including electrical control and make necessary adjustment;
 - n. Inspection check-up of all refrigerant line in the air conditioning system, replenish as may be necessary;
 - o. Inspection check-up and repair of equipment corrosion, de-rust, prepare with primer and repaint affected parts;

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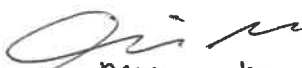

- p. Recommend repair and replacement of unit and parts that should be undertaken and provide price quotation for the following:
 - 1. Replacement of filters;
 - 2. Replacement of fan motors (indoor and outdoor unit);
 - 3. Replacement of fan blades;
 - 4. Replacement of thermostat;
 - 5. Replacement of capacitor;
 - 6. Replacement of relay and timers;
 - 7. Replacement of switches;
 - 8. Replacement of compressor;
 - 9. Replacement of PCV board;
 - 10. Installation of Owner supplied A/C units;
- q. Aircon Technicians must have national Certificate 2 issued by TESDA;
- r. Units for preventive maintenance and cleaning:
 - 1. 39 Units of 3TR Ceiling Mounted;
 - 2. 107 Units of 3HP Wall Mounted;
 - 3. 62 Units of 3 TR Floor Mounted;
 - 4. 1 Unit of 2HP Window Type;
- 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:  Mueambilla Mark M	Funds Available:	P325,000.00
	NK 2022-01-005  CHERRY D. AQUINO OIC, Office of the Chief Accountant Accounting Division	
PRINTED NAME OVER SIGNATURE / DATE Jan 27, 2022		

