



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: NCRO - 45813

Date: 02/10/2022

R.F.Q. No.: 202202-10889

Delivery February to December 2022

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Row 1: Preventive Maintenance Services for the Aircon units of DTI-NCRO from February - December 2022. The supplier/ contractor shall have the obligation to perform the Check-up, Cleaning, and Maintenance in every quarter. Their scope of work includes, but is not limited to: Check operating pressure, Check and record room temperature, Check evaporator and condensing coils for any dirt or debris, Check system for refrigerant leak, Check and lubricate bearing if necessary, Check for any water leak, Check for any unusual noise, Check all panels and insure they are properly.

Remarks All items should be treated as one lot. ABC is Php 110,000.

Prepared by:

ILEEN P. VISTA

ADMIN OFFICER IV

Very truly yours,

MARY ANN D. YULAS

SUPERVISING ADMIN. OFFICER

DTI SHOPPING COMMITTEE

Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION:

COMPANY:



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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Row 1: secured, Clean air filters, Tighten all bolts and screws, Check all refrigerant pipes insulations, Recharging of freon. Notes: 1. All necessary documents, permits and license should be provided by the supplier. Bidders to check on the site requirements of the project. 2. Observe and maintain safety provisions, cleaning, housekeeping of working areas and hauling of debris. **Kindly see attached TOR for reference**

Remarks All items should be treated as one lot. ABC is Php 110,000.

Prepared by:

ILEEN P. VISTA
ADMIN OFFICER IV

Very truly yours,

MARY ANN D. YULAS
SUPERVISING ADMIN. OFFICER

DTI SHOPPING COMMITTEE
Department of Trade and Industry

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Table with 6 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE

*****NOTHING FOLLOWS*****

Remarks All items should be treated as one lot. ABC is Php 110,000.

Prepared by: ILEEN P. VISTA ADMIN OFFICER IV

Very truly yours, MARY ANN D. YULAS SUPERVISING ADMIN. OFFICER

DTI SHOPPING COMMITTEE Department of Trade and Industry

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