



Republic of the Philippines

**DEPARTMENT OF BUDGET AND MANAGEMENT**

GENERAL SOLANO STREET, SAN MIGUEL, MANILA

TeleFax No. 7354979

**PURCHASE ORDER NO. 2019-013**

Supplier: <b>Jemar Airconditioning and Refrigeration Services</b>	Date: February 12, 2019
Address: <u>12 Kabulusan Street, Barangay 023,</u> <u>District 2, Caloocan City</u>	Mode of Procurement: Small Value Procurement
TIN: 902-858-729	

Gentlemen:  
Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation, subject to the Terms and Conditions enumerated at the back hereof:

Place of Delivery: DBM Building III	Delivery Term: Seven (7) calendar days from the receipt of Notice to Proceed (NTP)
Date of Delivery: Seven (7) calendar days from the receipt of Notice to Proceed (NTP)	Payment Term: Upon completion of delivery and acceptance


Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Leak Repair for the Variable Refrigeration Flow (VRF) Multi-split Air Conditioning System at BMB-A and IAS  <i>Please see attached: Technical Specification and Schedule of Requirements</i>	1	₱ 129,000.00	₱ 129,000.00


(Total Amount In Words)  
**One Hundred Twenty Nine Thousand Pesos** ₱ 129,000.00

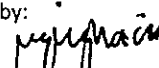
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Very truly yours,

Conforme:

  
C. CAMPANG KINBERT  
Signature over Printed Name of Supplier  
**FEB 14 2019**  
Date

  
**THEA MARIE CORINNE F. PALARCA**  
Director IV, Administrative Service  
Authorized Official  
(Representing End User)

Funds Availability Certified by:  <b>ESPERANZA Q. IGNACIO</b> Chief Accountant	OS No : <u>021011012019-02-173</u> Amount : <u>₱ 129,000.00</u> Date : <u>2/17/2019</u>
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- Distribution of Copies:
- / / Original copy for the Supplier's Conforme
  - / / Agency's Central Supply and Property Section for file
  - / / COA Auditor

**TERMS AND CONDITIONS  
(PURCHASE ORDER)**

1. **ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.**
2. AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order (PO). Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the Next Lowest Responsive Proposal, as determined by the DBM Bids and Awards Committee and approved by the Secretary of Budget and Management or his duly authorized representative.
3. The Goods shall only be delivered by the Supplier at the Property Section, General Services Division of the Procuring entity's Administrative Service located at Ground Floor, DBM Bldg. III , Gen. Solano St., San Miguel, Manila , not later than 10:00 am up to 3:00 pm on the date of delivery as indicated in PO.

Moreover, the delivery schedule as indicated in the PO may be modified at the option of the Procuring Entity, with prior due notice, written or verbal, to the Supplier.

4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum period of fifteen (15) calendar days to make good his delivery. Thereafter if AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE, without prejudice to the imposition of liquidated damages. The DBM shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under R.A. 9184 and its IRR.
5. The Goods delivered are accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity within three (3) working days from the date of delivery upon prior due notice, written or verbal, to the authorize representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the results of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.
6. Rejected deliveries shall be construed as non-delivery of product(s) /item(s) so ordered and shall be, if applicable, subject to liquidated damages and to the terms and conditions prescribed under item 4 hereof.
7. Supplier shall guarantee the deliveries to be free from defects. Any defective item(s)/product(s) that may be discovered by the DBM within seven (7) working days after acceptance of the same shall be replaced by the supplier within seven (7) working days or until stocks are available upon receipt of a written notice. Beyond the said time frame, defective units will be picked up by the supplier for assessment.
8. A penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay.

The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it. The Procuring Entity may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Supplier of any of its obligations under the contract

The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the Procuring Entity before the scheduled delivery date. Any request for extension not acted upon before delivery date shall be considered denied.

9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. The technical specifications, bid proposal and other documents required from the AWARDEE shall form part of this Purchase Order.

Accepted By:

CAGAMPANG KINBELT  
AWARDEE

**FEB 14 2019**

REPUBLIC OF THE PHILIPPINES)  
CITY OF MANILA ) S.S.

BEFORE ME, a Notary Public for and in the City of Manila, Philippines on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, personally appeared \_\_\_\_\_ known to me to be the same person who accepted the foregoing Terms and Conditions of a Purchase Order and who acknowledged to me that the same is his free and voluntary act and deed and of the entity that he represents.

This Instrument refers to a \_\_\_\_\_ consisting of \_\_\_\_\_ (\_\_\_\_) pages including this page and its Annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of \_\_\_\_\_, 2019

Doc No \_\_\_\_\_;  
Page No \_\_\_\_\_;  
Book No \_\_\_\_\_;  
Series of 2019.



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**NOTICE TO PROCEED**

February 12, 2019

**Mr. Deodoro V. Ido**

Jemar Airconditioning and Refrigeration Services  
12 Kabulusan Street, Barangay 023,  
District 2, Caloocan City

Dear **Mr. Ido**:

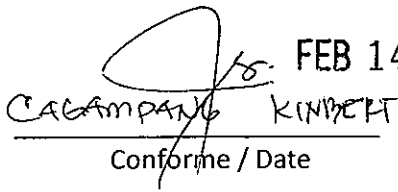
Per attached Purchase Order No. **2019-013**, we hereby notify you that your Office may proceed with the delivery of the project "*Leak Repair for the Variable Refrigeration Flow (VRF) Multi-split Air Conditioning System at BMB-A and IAS*", upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our Procurement Management Division to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,

  
THEA MARIE CORINNE F. PALARCA  
Director IV, Administrative Service

  
CAGAMPANG KIMBERT  
Conforme / Date  
FEB 14 2019



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**NOTICE OF AWARD**

February 12, 2019

**Mr. Deodoro V. Ido**

Jemar Airconditioning and Refrigeration Services  
12 Kabulusan Street, Barangay 023,  
District 2, Caloocan City

Dear Mr. Ido:

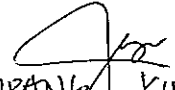
We are pleased to inform you that the project "*Leak Repair for the Variable Refrigeration Flow (VRF) Multi-split Air Conditioning System at BMB-A and IAS*" is hereby awarded to your company in the amount of One Hundred Twenty Nine Thousand Pesos (Php129,000.00)

Based on evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,

  
THEA MARIE CORINNE F. PALARCA  
Director IV, Administrative Service 

 FEB 14 2019  
CABAMPANG KINBELA  
Conforme/ Date





**ABSTRACT OF QUOTATIONS**

Project Title: "Leak Repair for the Variable Refrigeration Flow (VRF) Multi-split Air-conditioning System at BMB-A and IAS"  
 ABC: One Hundred Sixty Six Thousand Pesos (Php166,000.00)  
 Date: February 12, 2019


Item/Description		Jemar Airconditioning and Refrigeration Services		Aqualdaireforce Corporation	
Qty	Unit	Particulars	Unit Cost	Total Price	Total Price
1	lot	Leak Repair for the Variable Refrigeration Flow (VRF) Multi-split Air-conditioning System at BMB-A and IAS Please see attached: Technical Specifications & Schedule of Requirements	₱ 129,000.00	₱ 129,000.00	₱ 160,000.00
		<b>Total Price</b>	₱	129,000.00	₱ 160,000.00
		Mayor's / Business Permit Validity Date		10-M0914-01061 December 31, 2019	20180802 December 31, 2018
		Philgeps Reg. No.		2012-83166	247465
		Omnibus Sworn Statement Signatory		Deodoro V. Ido	Ruel L. Aquino
		Notarized by:		Atty. Ernesto G. Del Rosario	Atty. Homobono S. De Guzman
		Date:		February 12, 2019	February 12, 2019
		Technical Specifications:		✓ (All Complying)	✓ (All Complying)
		Schedule of Requirements:		✓ (All Complying)	✓ (All Complying)
		Remarks		Jemar Airconditioning and Refrigeration Services, being the lowest calculated responsive quotation, considered as the awardee for the project "Leak Repair for the Variable Refrigeration Flow (VRF) Multi-split Air-conditioning System at BMB-A and IAS".	

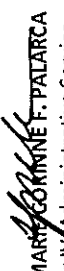
Prepared by:

Reviewed by:

Approved by:

MARCO A. DAVID  
 Administrative Officer II

  
 JOYCE D. LABAO  
 OIC/Chief Administrative Officer, PMD

  
 THEA MARIE SORIANO F. PALARCA  
 Director IV / Administrative Service



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
Malacañang, Manila

February 12, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Jemar Airconditioning and  
Refrigeration Services

Tel. No. 401-9739

Fax No. 288-1549

Email: jerryido@yahoo.com

Please quote us your lowest price on the item/s listed below.

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	Leak Repair for the Variable Refrigeration Flow (VRF) Multi-split Air Conditioning System at BMB-A and IAS	₱ <u>129,000.00</u>	₱ <u>129,000.00</u>
			Total	₱ <u>129,000.00</u>

Very truly yours,

  
JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:


Deodoro V. Ido

Printed name & Signature

General Manager

Position/Title

Canvassed by:

  
MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

657-3300 Loc. 3115 Fax: 735-4979



## PRICE QUOTATION FORM

Date: Feb. 12, 2019

The Administrative Service  
 Department of Budget and Management  
 Ground Floor, DBM Bldg. III, Gen. Solano Street,  
 San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Leak Repair for the Variable Refrigeration Flow (VRF) Multi-Split Air-conditioning System at BMB-A and IAS	<b>Scope of Work for Two (2) units of VRF:</b> <ul style="list-style-type: none"> <li>➢ Evacuation of Refrigerant</li> <li>➢ Leak Repair, Welding, Etc.</li> <li>➢ Flushing of System using high pressure nitrogen</li> <li>➢ Leak Testing</li> <li>➢ Vacuuming of System</li> <li>➢ Charging of R410A</li> <li>➢ Testing and Commissioning</li> </ul>	1 lot		179,000.00
Total (inclusive of VAT)				179,000.00

(Amount in Words) One Hundred Twenty Nine Thousand Pesos.

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

*Dennis V. Ido*  
 Dennis V. Ido

Name/Signature of Representative

Jemat Airconditioning And Refrigeration Services  
 Name of Company

TEL. 461-97-39 / 284-15-49  
 Contact No.

Contact No.

# TECHNICAL SPECIFICATIONS

Bidders/Suppliers must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification" Please do not just place check in the bidder's "Statement of Compliance"

Item	Technical Specifications	STATEMENT OF COMPLIANCE
	<b>Leak Repair for the Variable Refrigeration Flow (VRF) Multi-Split Air-conditioning System at BMB-A and IAS</b>	
I.	<b>Scope of Work for Two (2) units of VRF:</b> <ul style="list-style-type: none"> <li>➤ Evacuation of Refrigerant</li> <li>➤ Leak Repair, Welding, Etc.</li> <li>➤ Flushing of System using high pressure nitrogen</li> <li>➤ Leak Testing</li> <li>➤ Vacuuming of System</li> <li>➤ Charging of R410A</li> <li>➤ Testing and Commissioning</li> </ul>	
II.	<b>Warranty:</b> <ul style="list-style-type: none"> <li>➤ Six (6) months warranty against workmanship</li> </ul>	

I hereby certify to comply with all the above Technical Specifications.

*Pras Jeyachandran*  
*Reg. Registration Number*

Name of Company/Bidder

*[Signature]*  
*Deven V. Ili*

Signature over Printed Name of Representative

*Feb. 12, 2019*

Date

## SCHEDULE OF REQUIREMENTS

Item	SCHEDULE OF REQUIREMENTS	Quantity	Contract Duration
	The Bidder/Supplier shall provide the following needed for the project:		
	Leak Repair for the Variable Refrigeration Flow (VRF) Multi-Split Air-conditioning System at BMB-A and IAS	1 lot	Seven (7) calendar days from the receipt of Notice to Proceed (NTP)
I	Scope of Work for Two (2) units of VRF		
II	Warranty		

I hereby certify to comply and deliver all the above requirements.

*Somar International Inc*  
*Refrigeration services*  
 Name of Company/Bidder
 

  
 Dedeo V. Idi  
 Signature over Printed Name of Representative
 

 Feb 11, 2011  
 Date



Republic of the Philippines  
CITY OF CALOOCAN  
Office of the City Mayor  
**BUSINESS PERMITS AND LICENSING OFFICE**



Plate No.

# MAYOR'S PERMIT

TAX YEAR 2019

BIN : 10-M0914-01061  
DATE ISSUED : January 20, 2019

This certifies that IDO, DEODORO VIRTUDAZO  
with registered trade name as JEMAR AIRCONDITIONING & REFRIGERATION SERVICES  
with business address at 12 KABULUSAN ST. Brgy. 023, Dist. 2 .Caloocan City

has been granted a BUSINESS PERMIT to operate the following business/es under city Ordinance No. 0386 S.2004, otherwise known as the Revised Revenue Code of Caloocan City, subject to the provisions of other pertinent laws, ordinances and related administrative regulations.

**KIND/S OF BUSINESS/ES**

**REMARKS**

**SERVICE**

INDUCTION MOTOR REWINDING, COMPRESSOR  
OVERHAULING & ASSEMBLY SERVICES

**Renewal**

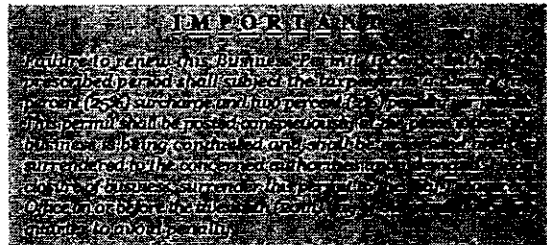
NOTE: WITH DTI CERTIFICATE OF ACCREDITATION  
NCR=A4-00119-10EE  
SIGNED ON: 04/02/2014  
VALID UNTIL: 12/31/2014

NOTE: TO SUBMIT SANITARY PERMIT  
WITHIN 15 DAYS FROM DATE OF  
ISSUE OF THIS PERMIT. OTHERWISE,  
THIS MAYOR'S PERMIT (MP) IS  
DEEMED "REVOKED".

NOTE: TO SUBMIT FIRE SAFETY  
INSPECTION CERTIFICATE  
(FSIC) WITHIN 30 DAYS FROM  
DATE OF ISSUE OF THIS PERMIT.  
OTHERWISE, THIS MAYOR'S  
PERMIT (MP) IS DEEMED  
"REVOKED".

Subject to inspection and reassessment. Any violation of laws,  
rules and regulations will result to the revocation of the permit.

AREA OF ESTABLISHMENT: 12.00 SSS:  
TOTAL NO. OF EMPLOYEES: 3 TIN: 902-858-729



**PARTICULARS OF PAYMENT**

Tax Year : 2019 Quarter : 1 - 1  
O.R. No. : 10353920 O.R. Date : 01/19/2019

BUSINESS TAX	12,250.00
MAYORS PERMIT FEE	2,045.00
BUSINESS PLATE/STICKER	50.00
REFUSE FEE	545.00
SANITARY PERMIT FEE	2,030.00
HEALTH CERT. FEE	300.00
PERMIT ON OCCUPATION	300.00
DELIVERY VAN/TRUCK	375.00
STORAGE/SALE OF EXPLO. FEE	500.00
BUILDING INSPECTION FEE	150.00
ELECTRICAL INSP. FEE	220.00
MECHANICAL INSP. FEE	200.00
PLUMBING INSP. FEE	90.00
BILLBOARD/SIGNBOARD INSP. FEE	120.00
FIRE SAFETY INSPECTION FEES	48.00
FILING FEE	100.00
ZONING AND LAND USE VERIFICATION FEES	400.00
ENVIRONMENTAL FEE	500.00
PROPERTY TAX	0.00
PROPERTY TAX	0.00

Grand Total 20,223.00

**OSCAR \*OCA\* MALAPITAN**  
CITY MAYOR

For and by authority of the City Mayor:

**Atty. EMMANUEL EMILIO P. VERGARA**

Chief  
Business Permits and Licensing Office

THIS PERMIT IS VALID UNTIL DECEMBER 31, 2019  
ONLY WITH CORRESPONDING OFFICIAL RECEIPTS  
SHOWING PAYMENTS OF PERMIT FEES AND CITY TAXES,  
UNLESS REVOKED BY THIS OFFICE FOR FAILURE TO  
COMPLY WITH PERTINENT RULES AND REGULATIONS. ANY  
ERASURE/ALTERATIONS WILL INVALIDATE THIS PERMIT.

**Omnibus Sworn Statement**

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REPUBLIC OF THE PHILIPPINES  
CALOOCAN CITY

**AFFIDAVIT**

I, **Deodoro V. Ido**, of legal age, married, Filipino, and residing at **No. 107 Kabulusan 1 St., Brgy. 23 Zone 2 District II Caloocan City**, after having been duly sworn in accordance with law, do hereby depose and state that:

I am the sole proprietor of **Jemar Airconditioning and Refrigeration Services** with office address at **No. 12 Kabulusan 1 St., Brgy. 23 Zone 2 District II Caloocan City**;

As the owner and sole proprietor of **Jemar Airconditioning and Refrigeration Services**, I have the full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for two (2) units **Leak repair for the Variable Refrigeration Flow (VRF) Multi-split Air Conditioning System at BMB-A and IAS, Reference Number (6005181)**

**Jemar Airconditioning and Refrigeration Services** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

**Jemar Airconditioning and Refrigeration Services** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;





## JEMAR AIRCONDITIONING & REFRIGERATION SERVICES

Specialized in: Commercial Air-conditioning and Industrial Refrigeration Including General Repair and Services

12 Kabulusan 1 St., Brgy. 23, Caloocan City, Metro Manila

Telefax: 288-15-49 Tel. No.: 401-97-39 Cel. No.: 0921-5092645 • jerryido@yahoo.com

Deodoro "Jerry" V. Ido - Proprietor • TIN 902-858-729

February 12, 2019

### DEPARTMENT OF BUDGET AND MANAGEMENT

Malacañang Manila, Philippines 1005

(632)6573300 Ext.3115

Attention: Mr. Marco David  
Administrative Officer II

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**Subject** : Leak repair for the Variable Refrigeration Flow (VRF) Multi-split Air Conditioning System  
At BMB-A and IAS, Reference Number (6005181)

#### Scope of works for two (2) unit of VRF:

- 1) Evacuation of refrigerant
- 2) Leak Repair, Welding, Etc.
- 3) Flushing of System using high-pressure nitrogen
- 4) Leak testing
- 5) Vacuuming of System
- 6) Charging of R410A
- 7) Testing and Commissioning


**One Lot Cost (Vat Inclusive)**

**P129, 000.00**

**Terms of Payment** : **Government Terms**  
**Delivery Period** : **Seven (7) days**  
**Warranty** : **Six (6) months warranty from the date of leak repair.**

*Respectfully submitted by,*

*Confrome:*

  
\_\_\_\_\_  
General Manager

  
\_\_\_\_\_  
MARCO DAVID

Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**

**CERTIFICATE OF PHILGEPS REGISTRATION  
(Blue Membership)**

*THIS IS TO CERTIFY THAT*

**JEMAR AIRCONDITIONING AND REFRIGERATION SERVICES**  
#12 Kabulusan 1 Brgy. 23, Zono 2, District II Caloocan City  
Caloocan City Metro Manila

*is registered in the Philippine Government Electronic Procurement System (PhilGEPS)  
on 15-Feb-2012 pursuant to Section 8.5 of the Revised Implementing Rules and  
Regulations of Republic Act No. 9184, otherwise known as the Government Procurement  
Reform Act.*

*This Certificate is valid until 11-Jul-2017.*

Issued this 11th day of July, 2016.

  
**ROSA MARIA M. CLEMENTE**  
Executive Director III

Document Stamp Tax Paid Php 15.00

Certificate No: PHILGEPS-2012-83165  
Certificate Reference No: 2016020021230





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
Malacañang, Manila

February 12, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Aqualeadairforce Corporation

Tel. No. 9171556658

Fax No.

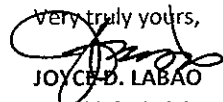
Email: aqualeadcorp.alaf@gmail.com

Please quote us your lowest price on the item/s listed below.

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	Leak Repair for the Variable Refrigeration Flow (VRF) Multi-split Air Conditioning System at BMB-A and IAS	₱ 160,000.00	₱ 160,000.00

Total ₱ 160,000.00

Very truly yours,

  
JOYCE B. LABAO

OIC-Chief Administrative Officer, PMD


Quoted by:

Ruel L. Aquino

Printed name & Signature

Representative

Position/Title

Canvassed by: 

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

657-3300 Loc. 3115 Fax: 735-4979



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**REQUEST FOR QUOTATION**

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "Leak Repair for the Variable Refrigeration Flow (VRF) Multi-Split Air-conditioning System at BMB-A and IAS", in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

**Name of Project** : "Leak Repair for the Variable Refrigeration Flow (VRF) Multi-Split Air-conditioning System at BMB-A and IAS"

**Approved Budget for the Contract** : "One Hundred Sixty Six Thousand Pesos (Php166,000.00)"

**Specifications** : See the attached Annex "A" for specifications

**Location** : Department of Budget and Management, General Solano Street, San Miguel Manila

**Delivery Term** : Seven (7) calendar days from the receipt of Notice to Proceed (NTP)

Interested suppliers are required to submit their valid and current Mayor's Permit, Latest Income/Business Tax Return, PhilGEPS Registration Number, Omnibus Sworn Statement, and price quotation form (Annex "A") during submission of offer/quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 10:00 a.m. of February 12, 2019 at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiry, you may contact us at tel. no. 657-3300 local 3115, fax no. 735-4979 and email [mdavid@dbm.gov.ph](mailto:mdavid@dbm.gov.ph).

Very truly yours,

**THEA MARIE CORINNE F. PALARCA**  
*Director IV, Administrative Service*

## PRICE QUOTATION FORM

Date: Feb - 12, 2019

The Administrative Service  
 Department of Budget and Management  
 Ground Floor, DBM Bldg. III, Gen. Solano Street,  
 San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Leak Repair for the Variable Refrigeration Flow (VRF) Multi-Split Air-conditioning System at BMB-A and IAS	<b>Scope of Work for Two (2) units of VRF:</b> ➤ Evacuation of Refrigerant ➤ Leak Repair, Welding, Etc. ➤ Flushing of System using high pressure nitrogen ➤ Leak Testing ➤ Vacuuming of System ➤ Charging of R410A ➤ Testing and Commissioning	1 lot		
Total (inclusive of VAT)				<u>₱160,000.00</u>

(Amount in Words) ONE HUNDRED SIXTY THOUSAND PESOS ONLY

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

RUEL A. AQUINO  
 Name/Signature of Representative

AQUALEADAIREFORCE CORPORATION  
 Name of Company

09171516658  
 Contact No.

**TECHNICAL SPECIFICATIONS**

Item	SCHEDULE OF REQUIREMENTS	Quantity	Contract Duration
	The Bidder/Supplier shall provide the following needed for the project:		
	Leak Repair for the Variable Refrigeration Flow (VRF) Multi-Split Air-conditioning System at BMB-A and IAS	1 lot	Seven (7) calendar days from the receipt of Notice to Proceed (NTP)
I	Scope of Work for Two (2) units of VRF		
II	Warranty		

I hereby certify to comply and deliver all the above requirements.

AQUALEADAMINEFORCE CORP      PHILIP S. MOLINO      Feb. 12, 2019  
 Name of Company/Bidder      Signature over Printed Name of Representative      Date

Bidders/Suppliers must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check in the bidder's "Statement of Compliance."

Item	Technical Specifications	STATEMENT OF COMPLIANCE
Leak Repair for the Variable Refrigeration Flow (VRF) Multi-Split Air-conditioning System at BMB-A and IAS		
I.	<u>Scope of Work for Two (2) units of VRF:</u> <ul style="list-style-type: none"> <li>➤ Evacuation of Refrigerant</li> <li>➤ Leak Repair, Welding, Etc.</li> <li>➤ Flushing of System using high pressure nitrogen</li> <li>➤ Leak Testing</li> <li>➤ Vacuuming of System</li> <li>➤ Charging of R410A</li> <li>➤ Testing and Commissioning</li> </ul>	
II.	<u>Warranty:</u> <ul style="list-style-type: none"> <li>➤ Six (6) months warranty against workmanship</li> </ul>	

I hereby certify to comply with all the above Technical Specifications.

AQUALEAD AIR FORCE CORP.  
Name of Company/Bidder

JUEL P. AQUINO  
Signature over Printed Name of Representative

FEB. 12. 2019  
Date

## SCHEDULE OF REQUIREMENTS

**AQUALEADAIREFORCE CORPORATION**  
 No. 17B 7<sup>th</sup> and Street Better Living Subdiv. on Barangay Don Bosco Paranaque City  
 Paranaque City  
 Metro Manila  
 PHILIPPINES

<b>Organization Member Type:</b>	Supplier
<b>Organization Number:</b>	247465
<b>Registration Date:</b>	21-Sep-2018
<b>Registration Type:</b>	Red
<b>Form of Organization:</b>	Corporation
<b>Organization Type:</b>	Services
<b>Business Category:</b>	Airconditioning Maintenance Services
<b>Business Tax Identification Number:</b>	010-077-483-000
<b>SEC Certificate Number:</b>	C5201814341
<b>SEC Registration Date:</b>	19-Jul-2018
<b>Capitalization:</b>	PHP 500,000.00
<b>Agency Registration:</b>	No
<b>Blacklisted:</b>	No

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF PARAÑAQUE) S.S.

### AFFIDAVIT

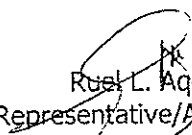
I, *Ruel L. Aquino*, of legal age, *Married, Filipino*, and residing at *Blk 6 Lot 21 PH2 DAU St. Sain Joseph Village 10, Brgy Langgam, San Pedro Laguna*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of *Aqualeadaireforce Corporation* with office address at *17 B Finland St. Better Living Subd. Brgy. Don Bosco Parañaque City*.
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;
3. *Aqualeadaireforce Corporation* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *Aqualeadaireforce Corporation* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *If a corporation or joint venture*: None of the officers, directors, and controlling stockholders of *Aqualeadaireforce* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *Aqualeadaireforce Corporation* complies with existing labor laws and standards; and
8. *Aqualeadaireforce Corporation* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;

- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the Leak Repair for the Variable Refrigeration Flow (VRF) Multi-split Air Conditioning System at BMB-A and IAS

9. *Aqualeadairforce Corporation* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this 12 FEB 2019 day of    , 20    at Parañaque City, Philippines.

  
 Ruel L. Aquino  
 Bidder's Representative/Authorized Signatory

12 FEB 2019

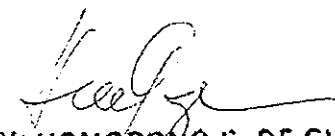
**SUBSCRIBED AND SWORN** to before me this     day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no.     and his/her     No.     issued on     at    .

Witness my hand and seal this     day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission      
 Notary Public for     until      
 Roll of Attorneys No.      
 PTR No.    , *[date issued]*, *[place issued]*  
 IBP No.    , *[date issued]*, *[place issued]*

Doc. No. 001  
 Page No. 1/1  
 Book No. XV  
 Series of XV

  
**ATTY. HOMOBONO S. DE GUZMAN**  
 Notary Public-Parañaque  
 until December 31, 2019  
 64 Doña Soledad Ave., BLS Pace, City  
 PTR No. 1239026 1-5-18  
 IBP No. 0060 1/31/2018  
 MCLE No. V-0026517 2-12-18  
 Roll No. 24192  
 Tel. No. 799-69-38





REPUBLIC OF THE PHILIPPINES  
Unified Multi-Purpose ID



CRN - 0033-3040907-?

SURNAME AGUIÑO

GIVEN NAME RUEL

MIDDLE NAME LEONERO

SEX MALE

DATE OF BIRTH 1974/03/26

ADDRESS  
BLK 6 LOT 21 PH 2 DAU ST. ST.  
JOSEPH 10 VILL. LANGGAM SAN  
PEDRO LAGUNA PHL 4023





REPUBLIC OF THE PHILIPPINES  
**CITY OF PARAÑAQUE**  
 BUSINESS PERMITS & LICENSING OFFICE



# MAYOR'S PERMIT

DATE ISSUED 2018-08-02

TAX YEAR 2018

This certifies that

**AQUALEADAIREFORCE CORPORATION**

with registered trade name as

**AQUALEADAIREFORCE CORPORATION**

with business address at

**17B FINLAND STREET, BETTER LIVING SUBDIVISION, DON BOSCO, PARAÑAQUE CITY**

has been granted a BUSINESS PERMIT to operate the following businesses under City Ordinance No. 04-221661 otherwise known as the Revenue Code of the City of Parañaque, subject to the provisions of other pertinent laws, ordinances and related administrative regulations.

KIND/S OF BUSINESS/ES	REMARKS
CONTRACTOR - SERVICES - AIRCONDITIONING SERVICES (OFFICE ONLY) RETAILER - AIRCONDITIONING (OFFICE ONLY)	<b>NEW</b> TO SUBMIT: 1. FIRE SAFETY INSPECTION CERTIFICATE ON OR BEFORE OCTOBER, 2018. NON-SUBMISSION OF THE REQUIREMENT WILL AUTOMATICALLY REVOKE THIS PERMIT. 2. TO COMPLY WITH CITY ORD. NO. 07-014 S. 2007 OCTOBER, 2018. (PESO). 3. TO SUBMIT DTI ACCREDITATION ON OR BEFORE OCTOBER, 2018. NON-SUBMISSION OF THE REQUIREMENT WILL AUTOMATICALLY REVOKE THIS PERMIT.

Locational Clearance No.: 18-03716

SUBJECT TO INSPECTION AND REASSESSMENT. ANY VIOLATION OF LAWS, RULES AND REGULATIONS WILL RESULT TO THE REVOCATION OF THIS PERMIT.

Area of Establishment: **10.00** TIN: **010077483**

Total No. of Employees: **4** SSS:

SCHEDULE OF RENEWAL			
1st Quarter Payment	2nd Quarter Payment	3rd Quarter Payment	4th Quarter Payment
January 1, 20	April 1, 20	July 1, 20	October 1, 20

**THIS PERMIT IS VALID UNTIL  
 DECEMBER 31, 2018 ONLY.**

BUSINESS TAX	1,000.00
MAYOR'S PERMIT FEE	650.00
WASTE GENERATION FEE	250.00
SANITARY PERMIT FEE	50.00
ANNUAL BUILDING FEES	120.00
ANNUAL ELECTRICAL FEES	356.00
ZONING FEE	125.00
INDIVIDUAL PERMIT FEE	300.00
PLATE AND STICKER	150.00
FIRE INSPECTION FEE	263.10
SANITARY INSPECTION FEE	280.00
FILING FEE	100.00
PROCESSING FEE	10.00

OR Number: 1537519 Total Amount: 3,654.10  
 Quarter: 3-3 Total Penalty: 0.00  
 OR Date: 2018-08-02 **Grand Total: 3,654.10**

**IMPORTANT**

Failure to renew this Business Permit/License within the prescribed period shall subject the taxpayer to a twenty five (25%) surcharge and two percent (2%) penalty per month. This permit shall be posted conspicuously at the place where the business is being conducted and shall be presented and/or surrendered to the concerned authorities upon demand. Upon closure of business, surrender this permit to the Business Permits & Licensing Office on or before the last day of the month following quarter to avoid penalty.

**HON. EDWIN L. OLIVAREZ**  
 City Mayor



For and by authority of the City Mayor:

**ATTY. MELANIE SORIANO-MALAYA**  
 Chief, BPLO



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
Malacañang, Manila

June 20, 2018

Date

REQUEST FOR PRICE QUOTATION

Company

Rose Aire Enterprise  
RAE Bldg. # 13 F. Manalo St.  
Ligid Tipas, Taguig City  
Tel. No. (02) 533-0786 / 899-4337  
Fax No. (02) 532-9878

Please quote us your lowest price on the item/s listed below.

Quantity	Unit	Item/s	Unit Price	Total Price
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1	lot	Leak Repair of Hitachi VRF Outdoor Unit	P <u>60,000.00</u>	P <u>60,000.00</u>
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Scope of Work:

- Evacuation of Refrigerant
- Leak repairs, welding, etc.
- Flushing of system using high pressure nitrogen
- Leak Testing
- Vacuuming of system
- Charging of R410a
- Installation of used PCB Board
- Testing and Commissioning

TOTAL: P 60,000.00

Quoted by:

Christian F. Quidilig  
Print Name & Sign

Authorized Managing Officer  
Position/Title

Canvassed by:

Donna G de Ocampo  
Print Name & Sign

Position/Title

6573300 Loc. 3107 Fax: 7354979

*For market research  
purposes only.  
Signed by EUR.*



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**REQUEST FOR QUOTATION**

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "Leak Repair for the Variable Refrigeration Flow (VRF) Multi-Split Air-conditioning System at BMB-A and IAS", in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

**Name of Project** : "Leak Repair for the Variable Refrigeration Flow (VRF) Multi-Split Air-conditioning System at BMB-A and IAS"

**Approved Budget for the Contract** : "One Hundred Sixty Six Thousand Pesos (Php166,000.00)"

**Specifications** : See the attached Annex "A" for specifications

**Location** : Department of Budget and Management, General Solano Street, San Miguel Manila

**Delivery Term** : Seven (7) calendar days from the receipt of Notice to Proceed (NTP)

Interested suppliers are required to submit their valid and current Mayor's Permit, Latest Income/Business Tax Return, PhilGEPS Registration Number, Omnibus Sworn Statement, and price quotation form (Annex "A") during submission of offer/quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 10:00 a.m. of **February 12, 2019** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiry, you may contact us at tel. no. 657-3300 local 3115, fax no. 735-4979 and email [mdavid@dbm.gov.ph](mailto:mdavid@dbm.gov.ph).

Very truly yours,

  
**THEA MARIE CORINNE F. PALARCA**  
Director IV, Administrative Service



## PRICE QUOTATION FORM

Date: \_\_\_\_\_

The Administrative Service  
 Department of Budget and Management  
 Ground Floor, DBM Bldg. III, Gen. Solano Street,  
 San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Leak Repair for the Variable Refrigeration Flow (VRF) Multi-Split Air-conditioning System at BMB-A and IAS	<u>Scope of Work for Two (2) units of VRF:</u> <ul style="list-style-type: none"> <li>➤ Evacuation of Refrigerant</li> <li>➤ Leak Repair, Welding, Etc.</li> <li>➤ Flushing of System using high pressure nitrogen</li> <li>➤ Leak Testing</li> <li>➤ Vacuuming of System</li> <li>➤ Charging of R410A</li> <li>➤ Testing and Commissioning</li> </ul>	1 lot		
Total (inclusive of VAT)				

(Amount in Words) \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative\_\_\_\_\_  
Name of Company\_\_\_\_\_  
Contact No.

8

# TECHNICAL SPECIFICATIONS

Bidders/Suppliers must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check in the bidder's "Statement of Compliance."

Item	Technical Specifications	STATEMENT OF COMPLIANCE
	<b>Leak Repair for the Variable Refrigeration Flow (VRF) Multi-Split Air-conditioning System at BMB-A and IAS</b>	
I.	<b><u>Scope of Work for Two (2) units of VRF:</u></b> > Evacuation of Refrigerant > Leak Repair, Welding, Etc. > Flushing of System using high pressure nitrogen > Leak Testing > Vacuuming of System > Charging of R410A > Testing and Commissioning	
II.	<b><u>Warranty:</u></b> > Six (6) months warranty against workmanship	

I hereby certify to comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Date

8

## **SCHEDULE OF REQUIREMENTS**

Item	SCHEDULE OF REQUIREMENTS	Quantity	Contract Duration
	The Bidder/Supplier shall provide the following needed for the project:		
	Leak Repair for the Variable Refrigeration Flow (VRF) Multi-Split Air-conditioning System at BMB-A and IAS	1 lot	Seven (7) calendar days from the receipt of Notice to Proceed (NTP)
I	Scope of Work for Two (2) units of VRF		
II	Warranty		

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Date

*f*







**DEPARTMENT OF BUDGET AND MANAGEMENT  
ADMINISTRATIVE SERVICE  
JOB REQUEST FORM**

JRF No:

Date: Jan. 28, 2019

REQUESTING OFFICE: BMB-A

**NATURE OF REQUEST:**

- |   |  |
|---|--|
| <input type="checkbox"/> Carpentry/ Masonry/ Painting | <input checked="" type="checkbox"/> Airconditioning Unit |
| <input type="checkbox"/> Plumbing                     | <input type="checkbox"/> Electrical                      |
| <input type="checkbox"/> Telephone                    | <input type="checkbox"/> Others                          |

**PARTICULARS** (attach additional sheet/s and/or drawing/s if necessary):

REPAIR AIRCON FOR HTT COOLING

Requested by:

*[Signature]*  
Administrative Officer

**PROCESSING DETAILS:** (for GSD use only)

To be filled by Bldg and Grounds Supervisor/GSD Division Chief

To be filled by the lead maintenance personnel:

- Pending     Served     Denied

Attending GSD Personnel:

Lead:

Assisted by:

Implemented

On hold

Unavailability of mats

**TOTAL PROCESSING DAYS:**

IN		OUT	
Date	Time	Date	Time

REMARKS:

**ACCEPTED/ACKNOWLEDGED BY:**

The requested job was accomplished on \_\_\_\_\_ (mm/dd/yy)

*Administrative Officer*  
(Signature Over Printed Name and Date)

Republic of the Philippines  
Department of Budget and Management  
Administrative Service  
Malacanang, Manila

REQUEST FOR PRE-INSPECTION

Date: Jan 28, 2019

May I request for the pre-inspection of VRF AIRCON

HITACHI

Model No.                     

Serial No.                     , and with Prop. No.                     

to determine defects/extent of damage and which needs  
immediate repair/replacement of spare parts.

\_\_\_\_\_  
(Print Name and Sign)

\_\_\_\_\_  
DBM Requesting Unit

C E R T I F I C A T I O N

This is to certify that I have checked/verified the  
defect/s of the above-mentioned equipment and therefore,  
recommend the following:

1. For pull-out due to major repair required.
2.  For replacement of defective pull-out spare part as  
indicated in the RIV.
3. For minor repair/cleaning only.
4.  For extensive check-up/verification by accredited  
Technician/Repairman.
5. For further testing/trial-run.
6.  Others (specify) FOR REPLACEMENT OF CAPILLARY  
TUBE & UTMIC REPAIR

Ref:

Approved R. I. V.

ALBERTO Y. MAMANGUM

Technician/Repairman

JAN. 28, 2019

Date and Time

# ROSE AIRE ENTERPRISE

Unit 201 RAE Bldg. #13F Manalo St., Taguig City  
 Tel. No.: 899-4337 / Mobile No.: 09300101915 / Fax No.: 532-9878

Control No. 0132
<b>SERVICE REPORT FORM</b>

CUSTOMER NAME: DBM	DATE: Jan 28, 2018
ADDRESS/LOCATION: Malacañang Manila	J.O. NO.:
CONTACT PERSON: Albert Mamangun	SERIAL NO.: U47R8130
EQUIPMENT/MODEL NO.: RAS-24FSN1	COMPL. FLA.:
EQUIPMENT TYPE: VRF / Hitachi / BMB-A	TOTAL CHARGE:
REFRIGERANT: 410A	

**REPORTED FAULT:**

\* Not cooling

**FINDINGS:**

\* Refrigerant Leak

MATERIALS USED		
ITEM #	QTY.	DESCRIPTION

**WORK DONE:**

- \* Coordinate to Maintenance.
- \* Check Outdoor Unit.
- \* Found out Refrigerant Leak at Capillary Tube.

**EVALUATIONS AND RECOMMENDATIONS:**

\* For replacement of Capillary Tube and Leak Repair.

HOURS WORK: From: _____ To: _____	JOB COMPLETED: <input type="checkbox"/> YES <input type="checkbox"/> NO
Name of Technician/Sign: J. Balana, H. Diaz, E. Acibar	REMARKS: (Please check)
Customer Name/Sign: _____ Date: Jan 28, 2018	<input type="checkbox"/> Charged to J.O. No. _____
Date: _____	<input type="checkbox"/> For S.I. / Billing
	Acknowledged by: <u>Albert Y. Mamangun</u>
	Customer Name/Sign

Form Code	Retention Period as a Record	File Location	Filing Responsibility	Method of Disposal when after the Retention Period	Rev. / Effective Date
F-SVC-019	Three (3) Years	Service Cabinet	Service Coordinator	Shredding	0 / May 26, 2008





**ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)**

Name of Payee: JEMAR AIRCONDITIONING AND REFRIGERATION SERVICES

Title of Project: LEAK REPAIR FOR THE VARIABLE REFRIGERATION FLOW (VRF) MULTISPLIT AIR CONDITIONING

Contract Cost: 129,000 SYSTEM AT DMB A & 105

**CHECKLIST OF DOCUMENTS**

**REMARKS**

Checklist of documents forwarded to Finance Service for:

**A. FUNDING (OBLIGATION AND CAF)**

- 1.  Purchase Request/ APP
- 2.  Pre-Inspection Report
- 3.  Obligation Request and Status
- 4.  Eligibility Documents of Suppliers
- 5.  Purchase Order/Contract
- 6.  Request for Price Quotation
- 7.  Abstract of Quotation
- 8.  Notice of Award
- 9.  Notice to Proceed
- 10.  Distribution List
- 11.  Other Documents, if any.

19-043

19-013

Received checked items:

*[Signature]*  
Print Name & Signature

2/13/19  
Date and Time

**B. PROCESSING OF PAYMENT (DV)**

- 1.  Obligation Request and Status
- 3.  Pre-Inspection Report
- 4.  Inspection and Acceptance Report
- 5.  Delivery Receipt
- 6.  Sales Invoice/Statement of Account *BS 2/10*
- 7.  Warranty/Guaranty Certificate
- 8.  Purchase Request / APP
- 9.  Purchase Order/Contract
- 10.  Request for Price Quotation
- 11.  Abstract of Quotation
- 12.  Notice of Award
- 13.  Notice to Proceed
- 14.  Distribution List
- 15.  Certificate of Acceptance from End-user
- 16.  FSMI (Report of Supplies and Materials Issued)
- 17.  RIS (Requisition and Issue Slip)
- 18.  ICS (Inventory Custodian Slip)
- 19.  PAR (Property Acknowledgement Receipt)
- 20.  WMR (Waste Material Report)
- 21.  Other Documents, if any.

3/5/19

Received checked items:

*[Signature]*  
Print Name & Signature

2/16/19  
Date and Time

**C. ADDITIONAL DOCUMENTS, if any**