



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
 TeleFax No. 7354979

**PURCHASE ORDER NO. 2019-040**

Supplier: <b>RBIEL Air</b>	Date: <b>April 01, 2019</b>
Address: <b>295-B Visayas Avenue, Bahay Toro, Quezon City</b>	Mode of Procurement: <b>Small Value Procurement</b>
TIN: <b>121-107-866-000</b>	

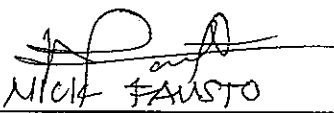
Gentlemen:  
 Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation, subject to the Terms and Conditions enumerated at the back hereof:


Place of Delivery: <b>DBM Building III</b>	Delivery Term: <b>Five (5) calendar days from the issuance of Notice to Proceed (NTP)</b>
Date of Delivery: <b>Five (5) calendar days from the issuance of Notice to Proceed (NTP)</b>	Payment Term: <b>Upon completion of delivery and acceptance</b>

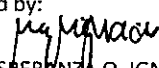
Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua  <i>Please see attached: Technical Specification and Schedule of Requirements</i>	1	₱ 85,000.00	₱ 85,000.00

**(Total Amount In Words)**  
**Eighty Five Thousand Pesos** ₱ **85,000.00**

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.

Conforme:   
 \_\_\_\_\_  
 Signature over Printed Name of Supplier  
**APR 05 2019**  
 \_\_\_\_\_  
 Date

Very truly yours,  
  
**THEA MARIE CORINNE F. PALARCA**  
 Director IV, Administrative Service, <sup>INAD</sup>  
 Authorized Official  
 (Representing End User)

Funds Availability Certified by:  <b>ESPERANZA Q. IGNACIO</b> Chief Accountant	OS No : <u>021011012019-04-165</u> Amount : <u>₱ 85,000.00</u> Date : <u>4/3/2019</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



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
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**PURCHASE ORDER NO. 2019-040**

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TIN: <b>121-107-866-000</b>	

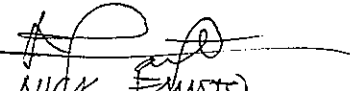
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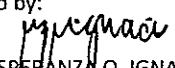
Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua  <i>Please see attached: Technical Specification and Schedule of Requirements</i>	1	₱ 85,000.00	₱ 85,000.00

(Total Amount In Words)  
**Eighty Five Thousand Pesos** ₱ 85,000.00

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.

Conforme:   
 \_\_\_\_\_  
 Signature of **NICK FAUSTO** in the Name of Supplier  
 \_\_\_\_\_  
 Date **APR 05 2019**

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

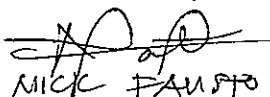
Funds Availability Certified by:  <b>ESPERANZA Q. IGNACIO</b> Chief Accountant	OS No : <u>0210110/2019-04-166</u> Amount : <u>₱ 85,000.00</u> Date : <u>4/3/2019</u>
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Distribution of Copies:  
 / / Original copy for the Supplier's Conforme  
 / / Agency's 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: \_\_\_\_\_

  
\_\_\_\_\_  
NICK FAUSTRO  
AWARDEE

**APR 05 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**

April 01, 2019

**Mr. Nick R. Fausto**  
RBIEL Air  
295-B Visayas Avenue  
Bahay Toro, Quezon City

Dear **Mr. Fausto**:


Per attached Purchase Order No. **2019-040**, we hereby notify you that your Office may proceed with the delivery of the project *"Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua,"*, 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 MAD

  
NICK FAUSTO **APR 05 2019**  
Conforme / Date



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

**NOTICE OF AWARD**

April 01, 2019

**Mr. Nick R. Fausto**  
RBIEL Air  
295-B Visayas Avenue  
Bahay Toro, Quezon City

Dear **Mr. Fausto:**

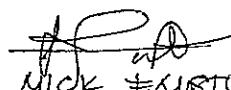
We are pleased to inform you that the Project "*Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua,*" is hereby awarded to your company in the amount of Eighty Five Thousand Pesos (Php85,000.00)

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

Thank you very much.

Very truly yours,

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

  
**NICK FAUSTO** **APR 05 2019**  
\_\_\_\_\_  
Conforme / Date



**Republic of the Philippines**  
**Department of Budget and Management (DBM)**  
**Office of the Secretary, Central Office**  
**PURCHASE ORDER**

**Supplier:** RBIEL AIR **PO No.:** 01-06001-PO-2019-04-00005  
**Address:** 295-B VISAYAS AVENUE, BAHAY TORO, 0 **PO Date:** April 03, 2019  
**TIN:** 121107866000 **Bank Name:**  
**Tel.No.:** 02-4547924 **Bank/Branch:**  
**Fax No.:** **Bank A/C No.:**  
**Mode of Procurement:** Small Value Procurement **Account Type:**  
**Month:** April **PR No.:** 01-06001-PR-2019-03-00014  
**Fund Cluster:** 01 - Regular Agency Fund  
**Funding Source:** 01101101 - Specific Budgets of National Government Agencies

Sir/Madam:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

**Delivery Terms:** 10 working days upon receipt of the PO

**Payment Terms:** 30 days upon receipt / acceptance of Invoice

No	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	1 lot leak repair for system reprocessing and bypass of 4-way valve for VRF aircon	1.00	85,000.00	85,000.00
<b>Total</b>				<b>₱</b>	<b>85,000.00</b>

**(Total Amount in Words) \*\*EIGHTY FIVE THOUSAND PESOS AND 00/100\*\***

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

Conforme:

Very truly yours,

Marco David

\_\_\_\_\_  
Signature over Printed Name of Supplier

\_\_\_\_\_  
Signature over Printed Name of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designation

**Delivery Schedule**

No	Description	Delivery Date From	Delivery Date To	Place of Delivery	Quantity
1	1 lot leak repair for system reprocessing and bypass of 4-way valve for VRF aircon	04/01/2019	04/30/2019		1.00



**Republic of the Philippines**  
**Department of Budget and Management (DBM)**  
**Office of the Secretary, Central Office**  
**PURCHASE REQUEST**

**Fund Cluster:** 01 - Regular Agency Fund

**Funding Source:** 01101101 - Specific Budgets of National Government Agencies

**PR No.:** 01-06001-PR-2019-03-00014

**Date:** March 11, 2019

**Month:** March

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Lot	021	DBM-Office Usec- Budget Policy & Strategy Group	1 lot leak repair for system reprocessing and bypass of 4-way valve for VRF aircon	1.00	85,000.00	85,000.00
<p>BTMS PR (FOR APPROVAL)            01-06001-PR-2019-03-00014</p> <p>✓ GSD - ENGR.</p> <p>✓ PMD - MS. LABAG 3 April 2019</p> <p>from, Marco</p>							
<b>Total</b>						<b>P</b>	<b>85,000.00</b>

**Amount In Words**    \*\*EIGHTY FIVE THOUSAND PESOS AND 00/100\*\*

**Description**    1 lot leak repair for system reprocessing and bypass of 4-way valve for VRF aircon

<p><b>Requested By:</b></p> <p>Signature : _____</p> <p>Printed Name :                      LAURA PASCUA</p> <p>Designation :                      Undersecretary</p>	<p><b>Approved By:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
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**ABSTRACT OF QUOTATIONS**

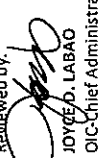
Project Title: "Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua"  
 ABC: Ninety One Thousand Pesos (Php91,000.00)  
 Date: April 01, 2019

Item/Description		RBIEL Air 9054805879		Various Suppliers	
Qty	Unit	Unit Cost	Total Price	Unit Cost	Total Price
1	Lot	85,000.00 ₱	85,000.00		
Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua Please see attached: Technical Specifications & Schedule of Requirements					
Jemar Airconditioning - jerrydb@yahoo.com ME Konstrak Inc. - mki_sales@outlook.com 3JDE Enterprises - jeyson.abelo@gmail.com 3JDE Enterprises - 3jde.enterprises@gmail.com Aqualeadairforce Corporation - nlorica-afae@gmail.com Aqualeadairforce Corporation - aqualeadcorp.alaf@gmail.com 3G Air Conditioning - 3gairconditioning@gmail.com EM Racs - em_racs@yahoo.com Winter Crib - wintercrib@gmail.com Acre Tech - acrotech2004@yahoo.com AJ Refrigeration - aj.refrigeration@yahoo.com Airco Saver - airsaver@yahoo.com Aire More - airemore@yahoo.com Caremaster Inc. - caremaster.inc@yahoo.com ACR Airconditioning - acr.airconditioning@yahoo.com First Quad - firstquad_FQ@yahoo.com Gomez Aire - gomez_aure@yahoo.com Aqua Force - aquaforce.ae@gmail.com 4HM Aire Tech - 4hmairetech@gmail.com Jholan Aire - jholan_aire@yahoo.com Aequus - marlym@aequus.ph Rose Aire Enterprises - roseaireenterprise@gmail.com					
invited suppliers through email but no submission					
<b>Total Price</b>			85,000.00 ₱		
Business Permit			16-002446		
Validity Date			December 31, 2019		
Philgeps Reg. No.			2016-162923		
Omnibus Sworn Statement					
Signatory		Nick R. Fausto			
Notarized by:		Artemio F. Vendivil			
Date:		February 12, 2019			
Technical Specifications:		✓ (All Complying)			
Schedule of Requirements:		✓ (All Complying)			
<b>Remarks</b> RBIEL Air, being the lowest calculated responsive quotation, considered as the awardee for the project "Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua".					

Prepared by:

  
**MARCO A. DAWD**  
 Administrative Officer II

Reviewed by:

  
**JOYCED. LABAO**  
 OIC-Chief Administrative Officer, PMD

Approved by:

  
**THEA MARIE COMINFE-PALARCA**  
 Director IV, Administrative Service



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

March 27, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

RBIEL Air

295-B Visayas Avenue, Bahay Toro

Quezon City

Tel. No. 9054805879

Fax No. \_\_\_\_\_

Email: nick.fausto1@rbielair.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, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua	₱ <u>85,000.00</u>	₱ <u>85,000.00</u>
			Total	₱ <u>85,000.00</u>

Very truly yours,

  
JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Nick R. Fausto

Printed name & Signature

Representative

Position/Title

Remarks:

quotation obtained through

email. March 27, 2019

Canvassed by:

  
MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

657-3300 Loc. 3115 Fax: 735-4979

## PRICE QUOTATION FORM

Date: Mar. 27, 2019

The Administrative Service  
 Department of Budget and Management  
 Ground Floor, DBM Building III, General Solano Street  
 San Miguel, Manila

Sir/Madam:

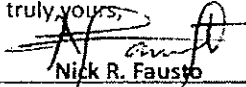
After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua	<b>Scope of Work:</b> <ul style="list-style-type: none"> <li>➤ Mobilization</li> <li>➤ Coordinate work with Client Representative</li> <li>➤ Preparation of the work area</li> <li>➤ Shut down of System</li> <li>➤ Evacuation of Refrigerant</li> <li>➤ Removal of 4-way valves</li> <li>➤ Installation of bypass pipes, same size as existing</li> <li>➤ Repair of Leaks</li> <li>➤ Leak Test</li> <li>➤ Flushing of System</li> <li>➤ Recharging of System</li> <li>➤ Testing and Commissioning</li> <li>➤ Supply, delivery, installation, of all necessary parts / materials to finalize the repair</li> </ul>	1 lot	85,000	85,000
Total (inclusive of VAT)				85,000

(Amount in Words) Eighty five thousand pesos only

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

Very truly yours,



Name/Signature of Representative

RBIEL AIR

Name of Company

09054805879

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, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua</b>	
I.	<u>Scope of Work:</u> <ul style="list-style-type: none"> <li>➤ Mobilization</li> <li>➤ Coordinate work with Client Representative</li> <li>➤ Preparation of the work area</li> <li>➤ Shut down of System</li> <li>➤ Evacuation of Refrigerant</li> <li>➤ Removal of 4-way valves</li> <li>➤ Installation of bypass pipes, same size as existing</li> <li>➤ Repair of Leaks</li> <li>➤ Leak Test</li> <li>➤ Flushing of System</li> <li>➤ Recharging of System</li> <li>➤ Testing and Commissioning</li> <li>➤ Supply, delivery, installation, of all necessary parts / materials to finalize the repair</li> </ul>	Comply
II.	<u>Warranty:</u> <ul style="list-style-type: none"> <li>➤ Six (6) months warranty against workmanship</li> </ul>	Comply

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

RBIEL AIR  
Name of Company/Bidder


  
NICK R. FAUSTO  
 Signature over Printed Name of Representative

3/27/19  
 Date

## SCHEDULE OF REQUIREMENTS

Item	SCHEDULE OF REQUIREMENTS	Quantity	Contract Duration
	The Bidder/Supplier shall provide the following needed for the project:		
	Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua	1 lot	Five (5) calendar days from the receipt of Notice to Proceed (NTP)
I	Scope of Work		
II	Warranty		

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

RBIEL AIR	 NICK R. FAUSTO	3/27/19
Name of Company/Bidder	Signature over Printed Name of Representative	Date

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

## **CERTIFICATE OF PHILGEPS REGISTRATION (Platinum Membership)**

*THIS IS TO CERTIFY THAT*

**RBIEL AIR**  
295-B VISAYAS AVENUE, BAHAY TORO  
Quezon City Metro Manila

*is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on 21-Apr-2016 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 further certifies that **RBIEL AIR** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof. The Procuring Entity reserves the right to verify, validate and ascertain the authenticity, completeness and truthfulness of all the submitted documents during the post-qualification process.*

*This Certificate is valid until 25-Apr-2019.*

Issued this 25th day of April, 2018.

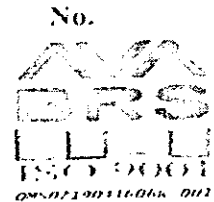
  
**ROSA MARIA M. CLEMENTE**  
OIC, Deputy Executive Director V

Documentary Stamp Tax Paid Php 30.00

PhilGEPS Registration No: 2016-162923  
Certificate Reference No: 2018023607



**REPUBLIC OF THE PHILIPPINES**  
**QUEZON CITY, METROPOLITAN MANILA**  
**BUSINESS PERMITS & LICENSING DEPARTMENT**  
 Telephone No.: 988-4242 Loc. 8173



**BUSINESS PERMIT NO.** 18-002440  
**DATE ISSUED** January 16, 2019

RENEWAL

This certifies that  
 with registered trade name as  
 as represented by  
 with business address at

VILLARUEL DOMINGO A  
 RBIEL AIR  
 \*295-B VISAYAS AVE TANDANG SORA 6

Nationality 100% FILIPINO



2019-005707

has been granted a **BUSINESS PERMIT** to operate the following businesses under ordinance No. SP-91, S-93, otherwise known as the 1993 Quezon City Revenue Code, and the ordinance's indicated at the back hereof, subject to such other pertinent ordinances, laws and related administrative implementary regulations.

<b>VALID UNTIL</b> DECEMBER 31, 2019			
<b>KIND OF BUSINESS</b>		<b>REMARKS</b>	
RETAILER AIRCONDITION PARTS AND SUPPLIES AIRCONDITIONING UNITS CONTRACTOR REPAIR/ MAINTENANCE OF AIRCONDITIONING UNITS ELECTRICAL SYSTEM DESIGN AND CONSULTANCY SERVICE ***NOTHING FOLLOWS***		"COND # 1 & 16 AS CITED AT THE BACK" SUBMIT CERT. ACCFE WITH 30 DAYS FROM THE DATE OF ISSUANCE NON-COMPLIANCE REVOKES THIS PERMIT	
<b>TOTAL NO. OF EMPLOYEES</b>	1	<b>AREA OF ESTABLISHMENT</b>	35
<b>SSS No.</b>		<b>TIN</b>	121-107-866
<b>SUBJECT TO THE CONDITIONS AT THE BACK HEREOF:</b>			
<b>PERMIT FEE &amp; CITY TAX TO BE PAID ON OR BEFORE:</b>			

For and by the Authority of the City Mayor:  
**HERBERT M. BAUTISTA**

GARRY C. DOMINGO  
 City Government Department Head III

**PARTICULARS OF PAYMENT**

Official Receipt No.	B-2019-090-039-0000507
Date of Payment	01/14/2019
Period Covered	1-1 2019
Permit Fee	25,056.00
City Tax	
Garbage Fee	
Sanitary Fee	
Building Insp. Fee	
Electrical Insp. Fee	
Plumbing Insp. Fee	
Signboard Fee	
Fire Insp. Fee	
Penalty & Interest	
Plate / Slicker	
<b>Total Amount Paid</b>	<b>25,056.00</b>

**IMPORTANT**

Failure to renew this Business Permit/License within the prescribed period shall subject the taxpayer to a twenty-five percent (25%) surcharge of the permit fee.  
 This permit shall be posted conspicuously at the place where the business is being conducted and shall be presented and/or surrendered to concerned authorities upon demand. Upon closure of business, surrender this permit within 20 days to avoid penalty.

THIS PERMIT IS NON-TRANSFERABLE AND VALID ONLY WITH CORRESPONDING OFFICIAL RECEIPTS SHOWING PAYMENT OF PERMIT FEES AND CITY TAXES. ANY ERASURE/ALTERATIONS WILL INVALIDATE THIS PERMIT.

No. 2019-021566

## Omnibus Sworn Statement

---

REPUBLIC OF THE PHILIPPINES     )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, **Nick R. Fausto**, of legal age, Married, Filipino, and residing at 295-B Visayas Avenue, Tandang Sora, Quezon City, 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 **Rbiel Air** with office address at 295-B Visayas Avenue, Tandang Sora, Quezon City;
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the **Rbiel Air** in the bidding;
3. **Rbiel Air** 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. **Rbiel Air** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. **Rbiel Air** is 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;
7. **Rbiel Air** complies with existing labor laws and standards; and
8. **Rbiel Air** 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, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua".



9. **Rbiel Air** 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 27 day of March, 2019 at Manila, Philippines.



Nick R. Fausto  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this MAR 27 2019 day of [month] [year] at [place of execution] QUEZON CITY 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 MAR 27 2019 day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_ Adm. Matter No. NP-007 RTC-QC  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_ Until December 31, 2019  
Roll of Attorneys No. \_\_\_\_\_ SC ROLL 10989- NICLE V.0010384  
PTR No. \_\_\_\_\_, [date issued], [place issued] PTR NO. 7321714 (QC) 1.4.2019  
IBP No. \_\_\_\_\_, [date issued], [place issued] IBP 02:042-1.7.2019

G/F 220 N.S. AMORANTO,  
LA LOMA, QC.

Doc. No. 477  
Page No. 96  
Book No. 88  
Series of 2019



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

March 26, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Various Supplies

Tel. No.

-

Fax No.

-

Email:

-

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua	₱ -	₱ -
			Total	₱ -

Very truly yours,

JOYCE D. LABAO

OIC Chief Administrative Officer, PMD

Quoted by:

Various Suppliers

Printed name & Signature

Position/Title

Remarks:

Invited suppliers through email but no submission.

Canvassed by:

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

657-3300 Loc. 3115 Fax: 735-4979



## Invitation to Bid - Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua

MARCO A. DAVID <mdavid@dbm.gov.ph>

Tue, Mar 26, 2019 at 3:52 PM

Bcc: Deodoro Ido <jerryido@yahoo.com>, ME Konstrak Inc <mki\_sales@outlook.com>, Jayson Abelo <jayson.abelo@gmail.com>, emmylou bolosada <3jde.enterprises@gmail.com>, Nory Lorica <nlorica.afae@gmail.com>, Aqualeadaireforce Corporation <aqualeadcorp.alaf@gmail.com>, 3gairconditioning@gmail.com, "EM.RACS" <em\_racs@yahoo.com>, Arnold Brun <wintercrib@gmail.com>, acretech2004@yahoo.com, aj.refrigeration@yahoo.com, EDDIE SIMBOL <edbsim@gmail.com>, aircosaver@yahoo.com, airemore@yahoo.com, caremaster.inc@yahoo.com, acr.airconditioning@yahoo.com, firstquad\_FQ@yahoo.com, gomez\_aire@yahoo.com, Sammy Bato <batosammy@gmail.com>, Alice Pedrigal <alicepedrigal@gmail.com>, aquaforce.ae@gmail.com, Hilario Canlas <4hmairetech@gmail.com>, jholan\_aire@yahoo.com, marilyn@aequus.ph, nick.fausto1@rbielair.com, Rose Aire Ent <roseaireenterprise@gmail.com>

Greetings!

We are inviting you to join the bidding for Small Value Procurement on the following project:

**Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua**

ABC: P 91,000

Deadline of submission: **on or before 10:00 AM April 01, 2019**

Delivery Term: **Five (5) calendar days from the issuance of Notice to Proceed (NTP)**

Interested bidders/suppliers are required to submit their:

- Current Mayor's Permit / Business Permit
- Latest Income/Business Tax Return (for ABCs above P 500,000)
- Philgeps Registration Certificate Number,
- Omnibus Sworn Statement (for ABCs above P 50,000) (ATTACHED TO THIS EMAIL)
- Authority of the Signatory (Secretary Certificate)
- Price Quotation Form (Annex "A") (ATTACHED TO THIS EMAIL)

Should you have questions please don't hesitate to call us 657-3300 local 3115 / 3117 or email me mdavid@dbm.gov.ph. If you are unable to access through PHILGEPS you may check our website www.dbm.gov.ph to download documents needed or email me at mdavid@dbm.gov.ph

Thank you,



**Marco A. David**

Public Servant

Procurement Management Division

Department of Budget and Management

General Solano St., San Miguel, Malacañang, Manila


Trunkline: 657-3300 local 3115

Mobile: Smart - 0999-8733-136 || Globe - 0997-5222-524

Website: www.dbm.gov.ph

Email: mdavid@dbm.gov.ph || davidmarcodbm@gmail.com

4 attachments

 03262019154604.pdf  
593K

 RFQ Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon.doc

93K

 **Omnibus Sworn Statement.docx**  
16K

 **Omnibus Sworn Statement.pdf**  
239K



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, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua," in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

**Name of Project** : "Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua"

**Approved Budget for the Contract** : "Ninety One Thousand Pesos (Php 91,000.00)"

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

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

**Delivery Term** : Five (5) 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 (for ABC's above Php500K), PhilGEPs Registration Number, Omnibus Sworn Statement (for ABC's above Php50K), and price quotation form (Annex "A") during submission of offer/quotation.

Award of contract shall be made to the lowest calculated responsive 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 **April 01, 2019** at the Administrative Service, Ground Floor, DBM Building, III, General Solano Street, San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957 and email [mdavid@dbm.gov.ph](mailto:mdavid@dbm.gov.ph).

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 Building III, General 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, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua	<b>Scope of Work:</b> <ul style="list-style-type: none"> <li>➤ Mobilization</li> <li>➤ Coordinate work with Client Representative</li> <li>➤ Preparation of the work area</li> <li>➤ Shut down of System</li> <li>➤ Evacuation of Refrigerant</li> <li>➤ Removal of 4-way valves</li> <li>➤ Installation of bypass pipes, same size as existing</li> <li>➤ Repair of Leaks</li> <li>➤ Leak Test</li> <li>➤ Flushing of System</li> <li>➤ Recharging of System</li> <li>➤ Testing and Commissioning</li> <li>➤ Supply, delivery, installation, of all necessary parts / materials to finalize the repair</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.

# 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, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua</b>	
I.	<b><u>Scope of Work:</u></b> <ul style="list-style-type: none"> <li>➤ Mobilization</li> <li>➤ Coordinate work with Client Representative</li> <li>➤ Preparation of the work area</li> <li>➤ Shut down of System</li> <li>➤ Evacuation of Refrigerant</li> <li>➤ Removal of 4-way valves</li> <li>➤ Installation of bypass pipes, same size as existing</li> <li>➤ Repair of Leaks</li> <li>➤ Leak Test</li> <li>➤ Flushing of System</li> <li>➤ Recharging of System</li> <li>➤ Testing and Commissioning</li> <li>➤ Supply, delivery, installation, of all necessary parts / materials to finalize the repair</li> </ul>	
II.	<b><u>Warranty:</u></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.

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

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

\_\_\_\_\_  
Date



## **SCHEDULE OF REQUIREMENTS**

Item	SCHEDULE OF REQUIREMENTS	Quantity	Contract Duration
	The Bidder/Supplier shall provide the following needed for the project:		
	Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua	1 lot	Five (5) calendar days from the receipt of Notice to Proceed (NTP)
I	Scope of Work		
II	Warranty		

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

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

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

\_\_\_\_\_  
Date







## Request for Quotation RFQ 2019-017

MARCO A. DAVID <mdavid@dbm.gov.ph>

Thu, Mar 14, 2019 at 2:38 PM

Bcc: Deodoro Ido <jerryido@yahoo.com>, ME Konstrak Inc <mki\_sales@outlook.com>, Jayson Abelo <jayson.abelo@gmail.com>, emmylou bolosada <3jde.enterprises@gmail.com>, Nory Lorica <nlorica.afae@gmail.com>, Aqualeadaireforce Corporation <aqualeadcorp.alaf@gmail.com>, 3gairconditioning@gmail.com, "EM.RACS" <em\_racs@yahoo.com>, Arnold Brun <wintercrib@gmail.com>, acretech2004@yahoo.com, aj.refrigeration@yahoo.com, EDDIE SIMBOL <edbsim@gmail.com>, aircosaver@yahoo.com, airemore@yahoo.com, caremaster.inc@yahoo.com, acr.airconditioning@yahoo.com, firstquad\_FQ@yahoo.com, gomez\_aire@yahoo.com, Sammy Bato <batosammy@gmail.com>, Alice Pedrigal <alicepedrigal@gmail.com>, aquaforce.ae@gmail.com, Hilario Canlas <4hmairetech@gmail.com>, jholan\_aire@yahoo.com, marilyn@aequus.ph, nick.fausto1@rbielair.com, Rose Aire Ent <roseaireenterprise@gmail.com>

Greetings!

May we request for quotation on the following:

**1 lot Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon**

**Model:** Hitachi

**The scope of Work:**

1. Mobilization
2. Coordinate work with Client Representative
3. Preparation of the work area
4. Shut down of System
5. Evacuation of refrigerant
6. Removal of 4-way valves
7. Installation of bypass pipes
8. Repair of leaks
9. Leak test
10. Flushing of the system
11. Recharging of system
12. Testing and commissioning
13. Supply, delivery, installation, of all necessary parts/ materials

\*\*\* Ocular inspection is welcome for quotation purposes;

Thank you,



**Marco A. David**

Public Servant

Procurement Management Division

Department of Budget and Management

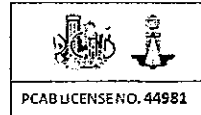
General Solano St., San Miguel, Malacañang, Manila

Trunkline: 657-3300 local 3115

Mobile: Smart - 0999-8733-136 || Globe - 0997-5222-524  
Website: [www.dbm.gov.ph](http://www.dbm.gov.ph)  
Email: [mdavid@dbm.gov.ph](mailto:mdavid@dbm.gov.ph) || [davidmarcodbm@gmail.com](mailto:davidmarcodbm@gmail.com)



# AQUALEAD AIR FORCE CORPORATION



\*SUPPLY\*INSTALL\*ESTIMATES\*PREVENTIVE MAINTENANCE\*START-UP&COMMISSIONING\*OPERATORSHIP\*

## QUOTATION

Quotation No.: Quo-2019-136

DATE : March 25, 2019

ATTENTION : Mr. Marco David  
Procurement Management Division

COMPANY ADDRESS : Department of Budget and Management  
Grnd. Floor, Bldg III, Gen.Solano St. San Miguel Manila

SUBJECT : Proposal for the Leak Repair of VRF Units.

Dear Sir / Madam,

In compliance with your request, we are pleased submit herewith our best offer for the leak repair of air-conditioning equipment, subject for the following terms and conditions:

Item No.	Description	Qty	Unit	Unit Cost	Total Cost
<b>Leak Repair of HITACHI VRF</b>					
1	Refrigerant R-410A	7	cyl	PHP 6,700.00	PHP 46,900.00
2	Nitrogen	5	cyl	PHP 720.00	PHP 3,600.00
3	Consumables	1	lot	PHP 5,000.00	PHP 5,000.00
4	Supply of labor, supervision and expertise	1	lot	PHP 25,000.00	PHP 25,000.00
<b>TOTAL AMOUNT</b>					<b>PHP 80,500.00</b>
<b>VAT AMOUNT (12%)</b>					<b>PHP 9,660.00</b>
<b>TOTAL AMOUNT NET OF VAT</b>					<b>PHP 90,160.00</b>

This is a quotation on the goods/services named, subject to the condition noted below:

- (1) All prices are subject to change without prior notice.
- (2) All orders are subject for confirmation and stock availability.
- (3) Validity: Thirty (30) days from the date of this proposal.
- (4) Terms of Payment:
  - (4.1) 50% down payment upon confirmation
  - (4.2) 50% upon completion.
- (5) Warranty:
  - (5.1) Six Months against workmanship
- (6) Exclusion:
  - (6.1) Work Permits, Government Permits, Bonds and other Legal Documents.
  - (6.2) Civil works, carpentry, masonry works and restoration of affected areas during installation.
  - (6.3) Supply and installation of feeder line from Distribution Panel to ACU Circuit Breaker.

**SCOPE OF WORKS:**

- 1 Mobilization
- 2 Coordinate work with Client Representative.
- 3 Preparation of the work area.
- 4 Shut down of System.
- 5 Evacuation of refrigerant.
- 6 Removal of 4-ways valves.
- 7 Installation of bypass pipes.
- 8 Repair of leaks.
- 9 Leak test.
- 10 Flushing of the system.
- 11 Recharging of system.
- 12 Testing and Commissioning.
- 13 Supply, delivery, installation, of all necessary parts / materials.

MARKET RESEARCH

Thank you for giving us the opportunity to quote on your requirements. Should you find it acceptable, please signify your conformity by signing on the space provided below and return to us by sending an email to (aqualeadcorp.alaf@gmail.com).

Should you have any queries regarding our offer, Please feel free to call us at our office to give you necessary assistance.

Very Truly Yours,  
**AQUALEAD AIR FORCE CORPORATION**

Conforme:

\_\_\_\_\_  
Signature Over Printed Name





**Republic of the Philippines**  
Department of Budget and Management (DBM)  
Office of the Secretary, Central Office  
**PURCHASE REQUEST**

Fund Cluster: 01 - Regular Agency Fund

Funding Source: 01101101 - Specific Budgets of National Government Agencies

PR No.: 01-06001-PR-2019-03-00014

Date: March 11, 2019

Month: March

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1.	Unit	021	DBM-Office Usec- Budget Policy & Strategy Group	Repair 2 units of air condition for leak and by pass of 4 way valve	1.00	15,000.00	15,000.00

**Total P 15,000.00**

**Amount In Words**    \*\*FIFTEEN THOUSAND PESOS AND 00/100\*\*

**Description**    Repair 2 units of air condition for leak and by pass of 4 way valve

Requested By:	Approved By:
Signature : _____	_____
Printed Name :                      LAURA PASCUA	_____
Designation :                      Undersecretary	_____



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

REQUEST FOR PRE-INSPECTION

Date: MAY 04 06, 2019

May I request for the pre-inspection of VRF AIRCON  
(HITACHI), Model No. ARUV 100BTZ  
Serial No. H/A, and with Prop. No. SYSTEM 7  
to determine defects/extent of damage and which needs  
immediate repair/replacement of spare parts.

(Print Name and Sign)

OFFICE OF User. PASCUA  
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 LEAK REPAIR AND BYPASS OF  
4 WAY VALVE. REPROCESS OF THE SYSTEM & RECHARGE  
OF REFRIGERANT.

Ref:

Approved R.I.V.

ALBERT Y. MAMANGUN  
Technician/Repairman

03-06-2019

Date and Time



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

JRF No:

Date: February 11, 2019

REQUESTING OFFICE: Office of Hon. Pasena

**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):

The airconditioning in the office of Hon. Pasena is broken.

Requested by:

Allen Cruz  
Main Region N. Luzon  
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:

	IN		OUT	
	Date	Time	Date	Time
Implemented				
On hold				
Unavailability of matis				
<b>TOTAL PROCESSING DAYS:</b>				

REMARKS: NOTED.

UPON INSPECTION MADE BY THE TECHS, THEY FOUND OUT THAT YOUR A/C IS TO SUBJECT FOR MAJOR REPAIR. KINDLY MAKE PURCHASE REQUEST FOR THIS.

ACCEPTED/ACKNOWLEDGED BY:

[Signature]

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

Administrative Officer  
(Signature Over Printed Name and Date)





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

JRF No: 1902054  
Date: March 5, 2019

REQUESTING OFFICE: Office of Uec. Pasena

**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):**

(3) Three airconditioner in the office of Uec. Pasena is on hold.

Requested by:

*[Signature]*  
for Maria Regina N. Casad  
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:

	IN		OUT	
	Date	Time	Date	Time
Implemented				
On hold				
Unavailability of matis				

TOTAL PROCESSING DAYS:

REMARKS: NOTED.

THE VRF AIRCON (HITACHI) IS SUBJECT FOR MAJOR REPAIR BY LEAK REPAIR & BYPASS OF 4 WAY VALVE.

ACCEPTED/ACKNOWLEDGED BY:

T.Y  
ALBERT 03, 06, 2019

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

Administrative Officer  
(Signature Over Printed Name and Date)

03/05/2019

RJ JRF 19013  
2:46 pm



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6120300  
**Procuring Entity** DEPARTMENT OF BUDGET AND MANAGEMENT  
**Title** Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2019-024	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Airconditioning Maintenance Services	<b>Date Published</b>	27/03/2019
<b>Approved Budget for the Contract:</b>	PHP 91,000.00	<b>Last Updated / Time</b>	26/03/2019 15:59 PM
<b>Delivery Period:</b>	5 Day/s	<b>Closing Date / Time</b>	01/04/2019 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Marco David Administrative Officer II Mabini Hall, Malacañang Manila Metro Manila Philippines 1005 63-2-6573300 Ext.3115 mdavid@dbm.gov.ph		

#### Description

##### TECHNICAL SPECIFICATIONS:

##### Scope of Work:

- Mobilization
- Coordinate work with Client Representative
- Preparation of the work area
- Shut down of System
- Evacuation of Refrigerant
- Removal of 4-way valves
- Installation of bypass pipes, same size as existing
- Repair of Leaks
- Leak Test
- Flushing of System
- Recharging of System
- Testing and Commissioning
- Supply, delivery, installation, of all necessary parts / materials to finalize the repair

##### Warranty:

- Six (6) months warranty against workmanship

##### SCHEDULE OF REQUIREMENTS:

1 lot Leak Repair, System Reprocessing and Bypass of 4-way valve for VRF Aircon for the Office of the Undersecretary Laura B. Pascua

Delivery Term: Five (5) 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 (for ABC's above Php500K), PhilGEPs Registration Number, Omnibus Sworn Statement (for ABC's above Php50K), and price quotation form (Annex "A") during submission of offer/quotation.

Award of contract shall be made to the lowest calculated responsive 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 April 01, 2019 at the Administrative Service, Ground Floor, DBM Building, III, General Solano Street, San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957 and email [mdavid@dbm.gov.ph](mailto:mdavid@dbm.gov.ph).

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).

**Created by** Marco David

**Date Created** 26/03/2019

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Status	New



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

Name of Payee: RBIEL AIR

Title of Project: LEAK REPAIR, SYSTEM REPAIRING AND BYPASS OF 4-WAY VALVE FOR VRF AIRCON FOR THE OFFICE OF

Contract Cost: 86,000

VSCC. 98004

**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.

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7/19

Received checked items:

*J. Nacera*

7/3

*Print Name & Signature*

*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
- 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.  RSMI (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.

Received checked items:

*Print Name & Signature*

*Date and Time*

**C. ADDITIONAL DOCUMENTS, if any**