



PURCHASE ORDER

SUPPLIER: **TOP PREMIERE ENTERPRISE**
ADDRESS: 1918 PIY MARGAL, SAMPALOC, MANILA

P.O. No.: 2021-08-146
DATE: AUG. 5, 2021
MODE OF PROCUREMENT: NP-SMALL VALUE PROCUREMENT

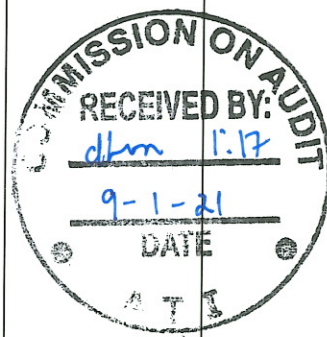
TIN: 439-401-859-000

Gentlemen:

Please furnish this Office the following article(s) subject to the terms and conditions contained herein.

Place of Delivery: ATI, Diliman, Quezon City
Delivery Terms: 5 MONTHS
Date of Delivery: Payment Term: LDDAP

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
		LOT 1			
		General cleaning and preventive maintenance of air-conditioning units at ATI Main Building for the month of August			
	unit	Window Type Airconditioning Unit	13	400.00	5,200.00
	unit	Wall Mounted Airconditioning Unit (indoor & outdoor unit)	20	800.00	16,000.00
	unit	Ceiling Mounted Airconditioning Unit (indoor & outdoor unit)	18	800.00	14,400.00
	unit	Floor Mounted Airconditioning Unit (indoor & outdoor unit)	17	800.00	13,600.00
		Scope:			
		a. Install ladders and platforms where necessary			
		b. Dismantle removal of face over			
		c. Remove air filters and cleaning			
		d. Cleaning of evaporator coils and condenser coils by using pressure washer			
		e. Apply detergent or disinfectant to the evaporator and condensing coils			
		f. Cover and protect control boards from getting wet or damaged			
		g. Flushing of drain line			
		h. Assemble and return dismantled parts			
		i. Start up and check for proper operation of the unit			
		j. Check refrigerant pressure			
		k. Check ampere reading			
		l. Turn over to owner			
		m. Submit report for defective units and make recommendation			
		LOT 2			
		Cleaning and preventive maintenance of 84 air-conditioning unit at RDEC, Messhall, Guesthouse and Apartment Building, every end of the quarter September and December			
		*see attached aircon types at the back			
	unit	Window type air-conditioner	55	400.00	44,000.00
	unit	Wall mounted air-conditioner	11	800.00	17,600.00
	unit	Ceiling mounted air-conditioner	13	800.00	20,800.00
	unit	Floor mounted air-conditioner	4	800.00	6,400.00
	unit	Ceiling cassette type air-conditioner	1	800.00	1,600.00
		Scope:			
		a. Install ladders and platforms where necessary			
		b. Dismantle removal of face over			
		c. Remove air filters and cleaning			
		d. Cleaning of evaporator coils and condenser coils by using pressure washer			
		e. Apply detergent or disinfectant to the evaporator and condensing			
		f. Cover and protect control boards from getting wet or damaged.			
		g. Flushing of drain line			
		h. Assemble and return dismantled parts			
		i. Start up and check for proper operation of the unit			
		j. Check refrigerant pressure			
		k. Check ampere reading			
		l. Turn over to owner			
		m. Submit report for defective units and make recommendation			
		Purpose:			
		For general cleaning and preventive maintenance of air-conditioning units at ATI Main Building, RDEC, Messhall, Guesthouse and Apartment Building			



TOTAL AMOUNT IN WORDS:
ONE HUNDRED THIRTY NINE THOUSAND SIX HUNDRED PESOS ONLY ₱ 139,600.00

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 everyday of delay shall be imposed.

CONFORME: Wilson B. Hernandez
Signature Over Printed Name of Supplier
Date: 08/12/21

Very truly yours,
Alfredo S. Aton
ALFREDO S. ATON, MPS-DM
DIRECTOR IV

FUNDS AVAILABLE: JOAN E. SINGSON
CHIEF ACCOUNTANT

OR/BUR No.: 2021-08-903
Amount: 08-09-21
Php: 49,200

DA-ATI
BAC-Sec.
RECEIVED
8/18/21