

PR No.: NF 2502-0113

End-User: Pantawid Pamilyang Pilipino Program Division

DRN: V-FO-4PS-AS-A PR-25-01-003833

APR 15 2025

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE

Regional Center Site, Rawis, Legazpi City, Albay

## PURCHASE ORDER

Supplier:	<b>VIRAC AIRCON AND REFRIGERATION REPAIR SERVICES</b>	PO. No.:	<b>NF2025-0076</b>	
Address:	Calatagan Proper, Virac, Catanduanes	Date:	March 20, 2025	
Contact No.	09511121373	Mode of Procurement:	Small Value Procurement (53.9)	
Gentlemen:	Please furnish this Office the following articles subject to the terms and conditions contained herein:	Payment Term:	30-60 Calendar Days from Receipt of SOA/Billing	
Place of Delivery:	SWAD Office-CATANDUANES	Delivery Term:		
Date of Delivery:	As specified in the contract.	For Delivery Schedule and Queries	0963-698-4404	
		Please Contact C.M.U:		
Item No.	Unit	Quantity	Unit Cost	Amount
	<b>LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE, CHECK UP AND ASSESSMENT OF AIRCONDITIONING UNIT IN SWADD OFFICE-CATANDUANES FOR CY 2025</b>			
	Unit	8	900.00/unit	28,800.00
	Airconditioning Unit			
	Split type			
	Wall mounted			
	<b>tentative Schedule: QUARTERLY</b>			
	March 1-2, June 7-8, September 13-14 and November 29-30, 2025			
	<b>Scope of Works:</b>			
	General cleaning of the following ACU parts:			
	Air filter			
	Deco panel/ front cover			
	Drain pan			
	Evaporator and condenser coil			
	Fins			
	Blowers			
	Unit check up			
	Monthly assessment/ check up FREE OF CHARGE			
	<b>Terms and Conditions:</b>			
	DSWD will only pay the amount equivalent to the actual number of units maintained during the schedule of PMS			
	This encompasses all requirements conformed in the Request for Quotation (RFQ) and Checklist End-User Requirements for Venues and Accommodation for DSWD Activities.			
	In the event of fortuitous events or other circumstances leading to a reduced number of participants, adjustments will be made either prior to the activity or in the subsequent days, in coordination with the End-User.			
Total Amount in Words:	Twenty Eight Thousand Eight Hundred Pesos and No Centavos	GRAND TOTAL		28,800.00

LIQUIDATED DAMAGES: One-Tenth Of One Percent (0.001) of the cost of the unperformed portion of the contract for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

The Supplier/Contractor acknowledges and agrees to be bound by the Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act), as well as other relevant procurement laws and regulations, shall subject the Supplier/Contractor to blacklisting, administrative, civil, and/or criminal liabilities in accordance with applicable laws and regulations.

Conforme:

**Virac P. Souto**  
**VIRAC AIRCON AND REFRIGERATION REPAIR SERVICES**  
Signature over Printed Name of Supplier  
Date: 4/7/25

**NORMAN S. LAURIO**  
Regional Director

Funds Available:

**WENDY G. RANCES**  
Accountant III

ORS No.: 25-03-03104  
Amount: 28,800.00

## NOTICE OF AWARD

March 12, 2025

**THE MANAGER**

**VIRAC AIRCON AND REFRIGERATION REPAIR SERVICES**

Calatagan Proper, Virac, Catanduanes

Dear Sir/Madame:

This is to notify you that your quotation for LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE, CHECK UP AND ASSESSMENT OF AIRCONDITIONING UNIT IN SWAD OFFICE-CATANDUANES FOR CY 2025 with a Contract Price of TWENTY EIGHT THOUSAND EIGHT HUNDRED PESOS AND NO CENTAVOS (P28,800.00) has been determined to be the SOLE RESPONSIVE BID.

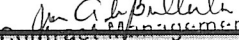
We shall send the approved Purchase Order of the said project at the soonest possible time. We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under the project.

Very truly yours,

  
**NORMAN S. LAURIO**  
Regional Director

Conforme:

Name of Bidder: Reelito Sp. Solito  
Date Received: 4/7/25

  
Contract Management Section

In: 3/18/25 Date/Time: 11:58 DSWD Field Office V, Regional Center Site, Rawis, Legazpi City, Philippines 4500

Website: <http://www.dswd.gov.ph>, <http://fo5.dswd.gov.ph>

Out: \_\_\_\_\_ Date/Time: \_\_\_\_\_