

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V**

Regional Center Site, Rawis, Legazpi City, Albay

**PURCHASE ORDER**

|                    |   |                                   |  |
|--------------------|---|-----------------------------------|--|
| Supplier:          | <b>OLTEK REFRIGERATION AND AIRCONDITIONING</b>  | PO. No.:                          | <b>NF2025-0119</b>                                     |
| Address:           | <b>Tunasan Muntinlupa City, Metro Manila</b>  | Date:                             | <b>April 04, 2025</b>                                  |
| Contact No.:       |   | Mode of Procurement:              | <b>Small Value Procurement (53.9)</b>                  |
| Gentlemen:         | Please furnish this Office the following articles subject to the terms and conditions contained herein: | Payment Term:                     | <b>30-60 Calendar Days from Receipt of SOA/Billing</b> |
|                    |   | Delivery Term:                    | <b>As specified below</b>                              |
| Place of Delivery: | <b>Legazpi City, Albay</b>  | For Delivery Schedule and Queries | <b>0963-698-4404</b>                                   |
| Date of Delivery:  | <b>As specified in the contract.</b>  | Please Contact C.M.U.:            |  |

| Item No.   | Unit |                               | Quantity | Unit Cost | Amount    |
|--|------|-------------------------------|----------|-----------|-----------|
| <b>PREVENTIVE MAINTENANCE, CHECK UP AND ASSESSMENT OF AIR CONDITIONING UNITS IN DSWD FIELD OFFICE V FOR CY 2025</b>  |      |                               |          |           |           |
| Location: DSWD Field Office V (Rawis, Buraquis, AICS Gaisano)  |      |                               |          |           |           |
| A.) Quarterly General Cleaning   |      |                               |          |           |           |
| <b>March 2025</b>  |      |                               |          |           |           |
|  | unit | a.) Window Type               | 17       | 500.00    | 8,500.00  |
|  | unit | b.) Split Type, Wall Mounted  | 48       | 795.00    | 38,160.00 |
|  | unit | c.) Split Type, Floor Mounted | 2        | 1,750.00  | 3,500.00  |
| <b>June 2025</b>   |      |                               |          |           |           |
|  | unit | a.) Window Type               | 17       | 500.00    | 8,500.00  |
|  | unit | b.) Split Type, Wall Mounted  | 48       | 795.00    | 38,160.00 |
|  | unit | c.) Split Type, Floor Mounted | 2        | 1,750.00  | 3,500.00  |
| <b>September 2025</b>  |      |                               |          |           |           |
|  | unit | a.) Window Type               | 17       | 500.00    | 8,500.00  |
|  | unit | b.) Split Type, Wall Mounted  | 48       | 795.00    | 38,160.00 |
|  | unit | c.) Split Type, Floor Mounted | 2        | 1,750.00  | 3,500.00  |
| <b>December 2025</b>   |      |                               |          |           |           |
|  | unit | a.) Window Type               | 17       | 500.00    | 8,500.00  |
|  | unit | b.) Split Type, Wall Mounted  | 48       | 795.00    | 38,160.00 |
|  | unit | c.) Split Type, Floor Mounted | 2        | 1,750.00  | 3,500.00  |
| Scope of Works:  |      |                               |          |           |           |
| A.) Cleaning of Filters, Panels, Front Covers, Blower Assembly, Drain Line, Fins, Evaporator and Condenser Coils   |      |                               |          |           |           |
| B.) Provision of Unit Parameters (Voltage, Current, High Side and Lowside Pressure) before and after maintenance   |      |                               |          |           |           |
| 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: | <b>Two Hundred Thousand Six Hundred Forty Pesos and No Centavos</b> | GRAND TOTAL | <b>200,640.00</b> |
|------------------------|---|-------------|-------------------|

**CONDITIONS:**  
 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 that any acts falling under Section 65 (Offenses and Penalties) and Section 69 (Imposition of Administrative Penalties and Blacklisting) of the Implementing 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:

**OLTEK REFRIGERATION AND AIRCONDITIONING**

Signature over Printed Name of Supplier

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

**NORMAN S. LAURIO**

Regional Director

Funds Available:

**WENDY G. RANCES**

Accountant III

ORS No.: **25-04-07870**

Amount: **200,640.00**