

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Regional Center Site, Rawis, Legazpi City, Albay

PURCHASE ORDER

Supplier:	ZEKVIN REF AND AIRCONDITIONING SERVICE CENTER		PO. No.:	NF 2025-0177	
Address:	#14 Crescine Bldg., CBD II, Triangulo, Naga City		Date:	May 2, 2025	
Contact No.	09286561820		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:	DSWD Complex, Nasisi, Ligao City		Delivery Term:	As specified below	
Date of Delivery:	As specified in the contract.		For Delivery Schedule and Queries Please Contact C.M.U:	0963-698-4404	
Item No.	Unit		Quantity	Unit Cost	Amount
		PREVENTIVE MAINTENANCE, CHECK UP AND ASSESSMENT OF AIR CONDITIONING UNITS AT DSWD COMPLEX, LIGAO (HFWG & RSCC)			
		Location: DSWD Complex, Ligao (HFWG & RSCC)			
		A.) Quarterly General Cleaning			
		- April 2025			
	unit	a.) Window Type	21	550.00	11,550.00
	unit	b.) Split Type, Wall Mounted	5	1,000.00	5,000.00
		July 2025			
	unit	a.) Window Type	21	550.00	11,550.00
	unit	b.) Split Type, Wall Mounted	5	1,000.00	5,000.00
		October 2025			
	unit	a.) Window Type	21	550.00	11,550.00
	unit	b.) Split Type, Wall Mounted	5	1,000.00	5,000.00
		A.) 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			
		B.) System Assessment			
		Provision of technical assessment during the contract period to address unit malfunctions is free of charge and will only be required when a malfunction occurs. Provision of service report will also be given every after scheduled check-up.			
		Terms and Conditions:			
		The office shall only pay an amount equal to the number of units cleaned/maintained at set schedule.			
		The BGMS has the option to exclude units included in the scheduled maintenance due to the following reasons:			
		A.) The unit is defective			
		B.) The office is close.			
		Qualifications:			
		The service and repair provider must be at least a duly accredited Service and Repair Enterprise under the category of 3-Star Type B Refrigeration and Airconditioning Shop by the Department of Trade and Industry (DTI).			
		This encompasses all services performed 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:	Forty Nine Thousand Six Hundred Fifty Pesos and No Centavos			GRAND TOTAL	49,650.00

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:

Xyza Marie B. Obar

ZEKVIN REF AND AIRCONDITIONING SERVICE CENTER

Signature over Printed Name of Supplier

Date:

5/24/25

NORMAN S. LAURIO

Regional Director

Funds Available:

WENDY G. RANCES

Accountant III

ORS No.:

2505-04620

Amount:

49,650.00