



WORK ORDER

Work Order No.: 15-2021
Date : June 11, 2021
PR No. : 2021-03-0094

TOP PREMIERE ENTERPRISE
1918 Piy Margal St., Sampaloc, Manila
Telephone No. (02) 8254-2440

Gentlemen:

In accordance with existing regulations you are hereby authorized to undertake the work indicated below:

Item No.	Qty.	Unit	Description of Work	Unit Price	TOTAL
	1	Lot	<p>Preventive Maintenance of DOST-STII Airconditioning Units</p> <p>Scope of Work:</p> <ol style="list-style-type: none"> 1. General cleaning of units external front cover and panels. 2. General cleaning of FCCU filters. 3. General cleaning of units blower fan blade. 4. General cleaning of FCCU (indoor/evaporator) coils using cleansing solution and pressurize washer. 5. General cleaning of FCCU (outdoor/condenser) coils using cleansing solution and pressurize washer. 6. General cleaning and flushing of drain line and drain pan. 7. Checking of normal operations of motors (fan/compressor). 8. Checking of electrical control. 9. Checking of normal cooling efficiency. 10. Semi-annual <p>Note: The contractor needs to submit a report of the list of Airconditioning units every conduct of preventive maintenance for record purposes and traceability.</p> <p>Payment Term: Within 15 Working Days after receipt of IAR and S.I. divided into the following tranches: -50% 1st Tranche -50% 2nd Tranche</p> <p>Charge to: Regular Fund</p>	96,000.00	96,000.00
					<p>Php 96,000.00</p> <p>vvvvvvvvvvvvvvvvvvvv</p> <p>NINETY-SIX THOUSAND PESOS ONLY</p>

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

Funds Available 02-101-2021-06-0327
Fund #96,000.00 -
Function/Project SAA


MA. AURORA F. L. DAYANGCO
Accountant III

Recommending Approval:


ARLENE E. CENTENO
FAD Chief

APPROVED :


RICHARD P. BURGOS
Director

Work Order Received :

By: _____

Date: _____