



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier: DRTECH OFFICE EQUIPMENT REPAIR AND MAINTENANCE SERVICES P.O. No. 2025-03-0097
 Address: Brgy. Luzviminda, Puerto Princesa City, Palawan Date March 12, 2025
 TIN: 481-655-267-000 Mode of Procurement NP-SVP

Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: SWADT Palawan Office (Rizal Ave. ext. cor. P. Abrea Rd., Brgy. Bancap-Bancao, PPC, Palawan) Delivery Term: Full Term
 Date of Delivery: (Quarterly) upon receipt of approved Purchase Order (PO) Payment Term: 15-30 days upon final inspection

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE OF AIR-CONDITIONING UNITS OF SWADT PALAWAN OFFICE FOR CY-2025 (QUARTERLY)			
	unit	WALL MOUNTED/ SPLIT TYPE AIR-CONDITIONING UNIT	6	875.00	21,000.00
	unit	WINDOW TYPE AIR-CONDITIONING UNIT	16	500.00	32,000.00
<p>SCOPE OF WORK:</p> <ol style="list-style-type: none"> General cleaning of fan coil and condensing unit with the use of pressure washer and cleaning detergent Calibrate all electrical terminals and the like Lubricate all motors, bearing and other moving parts Check operating data such as amprage, voltage temp. Overall check-up of the system for possible system defect Flushing of drain line to prevent clogging of the system Check condition of the thermostat Engineering & technical supervisory correction and preventive measure be provided Free trouble call during preventive period <p>Inclusions:</p> <ul style="list-style-type: none"> > Supply of capacitor & freon > Minor repair <p>Note: Submission of technical report every after cleaning and check-up</p> <p>Period Cover: January - December 2025 Terms of Payment: Government Procedure Billing Period: March, May, August & November >>>> NOTHING FOLLOWS <<<<<</p> <p>Note: This will serve as the Notice to Proceed</p> <p>Approved Budget for the Contract: Php57,600.00 PR No.: 2025-02-0134 Purpose: Service Provider for the Preventive Maintenance of Air-conditioning Units at SWADT Palawan Office for CY-2025 Prepared by: Dave T. Corcoro</p>					
(Total Amount in Words) Fifty-Three Thousand Pesos Only					53,000.00

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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 on the undelivered item/s.

Conforme *[Signature]* Very truly yours *[Signature]*
Bryan H. Bastida **LEONARDO C. REYNOSO, CESO III**
Signature over Printed Name of Supplier Signature over Printed Name of Authorized
March 24, 2025 **Regional Director**
Date

Fund Cluster : 1 *[Signature]* ORS/BURS No. : W25-03-1184
 Funds Available: 53,000 **REYNOLD WILBERT L. TONGDO** Date of the ORS/BURS: MARCH 14, 2025
Signature over Printed Name of Accountant II/ Head, Accounting Section Amount : 53,000.00

NOTICE OF AWARD

Date: 10 MAR 2025

MR. BRYAN H. BASTIDA

Proprietor

DRTECH OFFICE EQUIPMENT REPAIR AND
MAINTENANCE SERVICES

Brgy. Luzviminda, Puerto Princesa City, Palawan

Dear **Mr. Bastida:**

We are pleased to inform you that the **RFQ No. 2025-02-0134** for the "Service Provider for the Preventive Maintenance of Air-conditioning units at SWADT Palawan Office for CY-2025" is hereby awarded to you as the "Lowest Calculated and Responsive Bid" at a Contract Price equivalent to **Fifty-Three Thousand Pesos Only (Php 53,000.00)**.

Please signify your conformity by signing below and transmitting a signed copy to us.

Very truly yours,



LEONARDO C. REYNOSO, CESO III

Regional Director

Head of the Procuring Entity

Conforme:



Bryan H. Bastida

(Signature over Printed Name of Bidder's Authorized Representative)

DRTECH OFFICE EQUIPMENT REPAIR AND MAINTENANCE SERVICES

Date: March 24, 2025