

## PURCHASE ORDER

PHILIPPINE STATISTICS AUTHORITY  
Gaisano Capital South Bldg., Colon St., Cebu City

Supplier: <u>MAXIMAX SYSYTEMS,INC.</u>		P.O. No. : <u>0700-PO2025-02-006</u>			
Address: <u>4000 Wisdom St. Ext. Green Valley Lahug, Cebu City</u>		Date : <u>12 February 2025</u>			
TIN: <u>000-314-678-000</u>		Mode of Procurement : <u>SMALL VALUE PROCUREMENT</u>			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: <u>PSA RSSO 7, Gaisano Capital South Bldg., Colon St., Cebu City</u>		Delivery Term : <u>Monthly and Quarterly</u>			
Date of Delivery: <u>FEBRUARY-DECEMBER 2025, please refer to the description below for the schedules</u>		Payment Term : <u>Within 30 working days after receipt of the billing statement</u>			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	LOT	Air Conditioning Preventive Maintenance of PSA-RSSO 7 for the Year 2025	1	58,840.00	58,840.00
1.1	UNIT	<p>Air Conditioning Preventive Maintenance of PSA-RSSO 7 for the Year 2025 (monthly and quarterly cleaning) for twelve (12) units located at the 2nd and 3rd floor</p> <p>Window Type, 2.0 HP - (1 unit) Split type, wall mounted, 2.5 HP - (1 unit) Split type, Floor mounted, 3T - (10 units)</p> <p>Technical Requirements:</p> <p>1. Semi-Annual inspection of air ducts</p> <p>2. Quarterly Maintenance Activities:</p> <p>a. General cleaning of all aircon units including all internal components inside the unit</p> <p>b. Shutting off the unit</p> <p>c. Removal of air filters for cleaning</p> <p>d. Cleaning of the following parts:</p> <ul style="list-style-type: none"> <li>• Coiling coils (using power spray)</li> <li>• Filter Cleaning</li> <li>• Fan Blades</li> <li>• All other internal components inside the unit</li> </ul> <p>e. Greasing of motor bearing and other moving parts that requires lubrication</p> <p>f. Technical audit of equipment condition including freon charging and actual electrical reading operation of the units</p> <p>g. Drying of internal components using compressed air</p> <p>h. General service and inspection of all the components of air conditioning system</p> <p>i. Assembly and start-up</p> <p>j. Cleaning of working area and cleaning of site</p> <p>k. Check and repair of undesirable noise and vibration of the unit</p> <p>l. Observation of operation of the compressor performance and recommend repair/replacement, if necessary</p> <p>m. Check-up all moving parts such as fan motor bearing and evaporator blowers and blade, recommend repair/replacement of parts as may be necessary</p> <p>n. Inspection of all components of the system including electrical control and make necessary adjustment, recommend repair/replacement of parts as may be necessary</p> <p>o. Inspection/check-up of all refrigerant line in the air conditioning system, replenishment as may be necessary.</p> <p>p. Inspection/check-up and repair of equipment corrosion, de-rust, prepare with primer and repaint affected parts</p> <p>q. Recommend repair and replacement of unit and parts that should be undertaken and provide price quotation.</p> <p>3. Monthly Maintenance</p> <p>a. Removal of air filters for cleaning and recommendation for replacement if possible.</p> <p>b. Technician will inspect the following:</p> <ul style="list-style-type: none"> <li>• Base pan for restricted drain opening-remove obstruction as necessary;</li> <li>• Inspect coil and cabinet as needed, and</li> </ul>	12		

• Inspect fan motor and fan blades for wear and damage – on older models lubricate as needed  
 c. Inspect control box voltage and high voltage contractors, relays switches, starter switch.

**4. Other services**

- a. Provision of at least two (2) on call Resident Technician or more as may be necessary and with immediate response time of not later than the following morning at 11:00 am
- b. Repair and installation of additional ACU and replacement of old ACUs, if necessary.
- c. Such others as may be necessary to maintain the optimum performance of the units.

**TERMS AND CONDITIONS:**

**1. Cleaning Schedule:**

- February 2025– 2nd week (Monthly)
- **March 2025 – 2nd week (Quarterly)**
- April 2025– 2nd week (Monthly)
- May 2025 – 2nd week (Monthly)
- **June 2025 – 2nd week (Quarterly & Semi-Annual)**
- July 2025 – 2nd week (Monthly)
- August 2025 – 2nd week (Monthly)
- **September 2025 – 2nd week (Quarterly)**
- October 2025 – 2nd week (Monthly)
- November 2025 – 2nd week (Monthly)
- **December 2025 – 2nd week (Quarterly & Semi-Annual)**

2. Within the contract period, all materials, consumables and parts shall be provided by the service provider and will be billed separately.

3. Labor and materials for the repair and replacement of old ACU, and installation of additional ACU/s will be billed separately.

4. If the technician recommends for repair and replacement of units or parts, a corresponding price quotation must be submitted to the office. The quoted price will still be subject for review, evaluation, and consideration.

5. In case of transfer of building, the preventive maintenance and repair of air conditioning units shall be undertaken by the service provider but its quotation is still subject for review and approval depending on the number of units of the new building.

6. Service report must be submitted immediately every after actual services rendered.

7. The Service Provider shall conduct all necessary tests to ensure that the air conditioning units are functioning correctly.

**8. Billing statement must be submitted every after the conduct of quarterly maintenance.**

9. Separate billing must be submitted for services rendered other than the monthly and quarterly maintenance.

10. Billing must be based on the actual number of ACU/s cleaned, checked, and repaired.

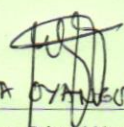
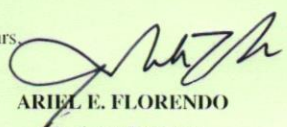
**Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement.**

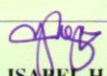
**Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.**

PR # 0700-2025-01-005 (RSSO-CRASD)

Amount in Words:	<b>FIFTY-EIGHT THOUSAND EIGHT HUNDRED FORTY PESOS ONLY</b>	<b>58,840.00</b>
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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:   <u>ELENA OYANGCO</u> Signature over Printed Name of Supplier  <u>2/12/25</u> Date	Very truly yours,   <u>ARIEL E. FLORENDO</u> Regional Director  <u>12 February 2025</u> Date
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Fund Cluster : <input checked="" type="checkbox"/> 01-Regular Fund // 07-Trust Fund  Funds Available : _____   <u>ISABEL H. SATO</u> Accountant	ORS/BURS No. : 02-101101-2025-02-0058 Date of the ORS/BURS: 12 February 2025  Amount : <span style="float: right;"><u>58,840.00</u></span>
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