

Republic of the Philippines  
**EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL**  
 4/F Belvedere Tower, No. 15 San Miguel Avenue, Ortigas Center, Pasig City  
 Tel. No. 571-6833; Fax No.571-4612 Local 829

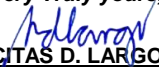
Date: \_\_\_\_\_

**REQUEST FOR QUOTATION**

**Gentlemen:**

Please quote your lowest government price (s), stating the shortest time of delivery on the item(s) listed below and submit your quotation duly signed by your representative through email or sealed envelope directed to the Chairperson, Bids and Award Committee or thru the authorized canvasser of this office not later than February 26, 2025.

If you do not have the exact item on request, please feel free to offer the equivalent or possible substitute.

*Very Truly yours,*  
  
**NECITAS D. LARGO**  
 BAC Chairperson

QTY	UNIT	ARTICLES AND DESCRIPTION	UNIT PRICE	TOTAL
		<b>Provision of monthly Maintenance Services for the Split, (Floor and Wall Mounted) Type Aircons for Early Childhood Care and Development Council (ECCDC) Office from March to December 2025.</b>		
		Existing twenty (14) units Split, (Wall and Floor Mounted) type Aircons from March to December 2025		
		<b>Scope of Services:</b>		
		a. The <b>Contractor</b> shall perform the following monthly services:		
		- Inspect all components of the system, check operation and make all necessary adjustment.		
		- Vacuum/clean: equipment, evaporator, condenser coils, wash air filters, drain lines and drain pans;		
		- Lubricate all moving parts where and when possible;		
		- Check all thermostat and electrical controls;		
		- Test system for refrigerant leaks; and		
		- Inspect belts and adjust if necessary for correct tension and alignment.		
		b. Parts/materials and labor cost on major services rendered has 90 days warranty;		
		c. Labor and supervision in attending to field trouble calls anytime		
		d. Prepare Work Request with complete information needed and other documents;		
		e. Any abnormalities and/or beyond Air conditioning System operating specifications found shall be reported to the ECCDC for recommendation and/or immediate correction. Service Report shall be submitted every maintenance indicating all action done and findings.		
		<b>Other Requirements:</b>		
		PhilGEPS Registration Number		
		Current Mayor's Permit/Business permit		
		BIR Registration Certificate		
		Omnibus Sworn Statement		
		Terms of Payment: Monthly Send Bill		
		Quotations are inclusive of all costs and applicable Taxes		
		For any queries, you may Contact Nos. 571-6833/571-4615 loc. 831		
		Email Add: ndl@eccdcouncil.gov.ph/cora@eccdcouncil.gov.ph/ bac@eccdcouncil@gov.com.ph		

After having carefully read and accept your requirements, I/we quote you on the above items and bind ourselves to deliver the above articles and description within the specified dates. The quotations are good up to 60 calendar days.

SUPPLIER	
Signature	
Name/Designation	
Office/Company Name	
Address	
Telephone Nos./CP No.	
CP Nos.	

# Terms and Conditions

1. The Early Childhood Care and Development Council (ECCDC) is in need of a CONTRACTOR that will undertake the monthly preventive maintenance service for existing fourteen (14) units Aircons: split type aircons (floor & wall mounted) type located at 4/F Belvedere Tower, No. 15 San Miguel Avenue, Ortigas Center Pasig City, on a monthly basis from March to December 2025.

## 2. SCOPE OF SERVICES

- a. The **Contractor** shall perform the following monthly services.
  - i. inspect all components of the system, check operation and make all necessary adjustment: clean equipment, evaporator, condenser coils, wash air filters, drain lines and drain pans;
  - ii. lubricate all moving parts where and when possible;
  - iii. check all thermostat and electrical controls;
  - iv. test system for refrigerant leaks; and
  - v. inspect belts and adjust if necessary for correct tension and alignment.
- b. Parts/materials and labor cost on major services rendered has 90 days warranty;
- c. Labor and supervision in attending to field trouble calls anytime (minor repair only) undertaken during regular business hours;
- d. Prepare Work Request with complete information needed and other documents;
- e. Any abnormalities and/or beyond Air conditioning System operating specifications found shall be reported to the ECCDC for recommendation and/or immediate correction. Service Report shall be submitted every maintenance indicating all action done and findings.

## 3. EXCLUSIONS

- a. Labor and supervision for repainting, reconditioning and overhauling jobs;
- b. Cost of materials and/ or spare parts, used in either field or shop repair;
- c. Cost of expendable items like Freon, oil welding materials, etc.
- d. Labor and supervision for repairs undertaken in the field and shop. (Such as all types of refrigerant leaks, bearing replacement, stuck-up compressor, burn-out compressor).

**4. PAYMENT CHARGES**

- i. Payments shall be made only upon fulfilment of obligations stipulated in the Scope of Services, submission of Service Report and Contractor's request(s) for payment.
- ii. The Contractor's request(s) for payment shall be made to the Early Childhood Care and Development Council (ECCDC) in writing, accompanied by the Service Report performed. Payments shall be made promptly by the ECCDC, but in no case later than fifteen (15) days after submission of service report and claim by the Contractor.

The payment is per quarter for services referred hereto under the SCOPE OF SERVICES.

Below is the breakdown of the payable amount per month:

<b>Monthly</b>	<b>Amount</b>
March to December 2025	Php

**5. SERVICE FEATURES**

- a. That the contractor warrants compliance with all government applicable laws rules and regulations, as well as the Early Childhood Care and Development Council's guidelines, particularly on fire preventive regulations.

**6. EFFECTIVITY**

That this purchase order/contract shall take effect on March up to December 2025 and may be revoked upon written notice by either of the parties within thirty (30) days. However, the ECCDC reserves the right to cancel this PURCHASE ORDER/CONTRACT at anytime during its tenure, should the Contractor/Supplier be found guilty of violation of herein stipulated terms and conditions agreed upon by both parties, or that which the ECCDC may consider what is economical to the government.

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date