

Republic of the Philippines
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY
Regional Office No. IV- A (CALABARZON)
NEDA Region IV-A, Barangay Milagrosa, Calamba City, Laguna
Tel. No.(049) 502-0250

REQUEST FOR QUOTATION

RFQ No. **NEDA2020-02-002**
Date: **Feb. 10, 2020**

Name of Supplier: _____
Address: _____
Contact No. _____

Gentlemen:

Please quote your latest price (s) to the government **inclusive of government tax** on the following item(s). Bidders may use this form or the bidder's company stationery, duly signed by its authorized signatory/ies, and must be submitted personally to the address above or through email at gs.neda4a@gmail.com on or before 12:00 noon of **Feb. 14, 2020**. Bids should not exceed the approved budget for the contract in the amount of **PHP 177,000.00**.

Very truly yours,


LUIS G. BANUA
Regional Director

Quantity	Unit	Description/Specification of Items	Estimated Unit Cost	Bid Offer
4	job	General cleaning of NEDA Region IV-A office equipment for one (1) year contract:		
		-24 wall mounted air-conditioning unit		
		-4 ceiling cassette air-conditioning unit (Gree)		
		-13 floor mounted air-conditioning unit		
		-1 wall mounted split type air-conditioning unit		
		<i>Scope of Work:</i>		
		Cleaning and washing filters		
		Cleaning the evaporator coil		
		Checking and cleaning the condenser unit		
		Cleaning the blower wheel and fan blade		
		Cleaning the drain pan		
		Flushing the drain pipe		
		Checking for noise problems		
		Checking all electrical components		
		Checking the refrigerant system		
		Testing and commissioning		
		<i>Cleaning Schedule:</i>		
		1st Quarter - March 2020		
		2nd Quarter - June 2020		
		3rd Quarter - September 2020		
		4th Quarter - December 2020		
		*****NOTHING FOLLOWS*****		

We are pleased to quote on the foregoing list our lowest price(s) on item(s) indicated, the condition set forth above.

JONALYN SIBUCAO
Canvassed by:

Estimated by:
(Signature over Printed Name)
Position : _____
Tel. No. : _____