

**PURCHASE ORDER**  
**DBM - GPPB-TSO**  
 Entity Name

Supplier : **AGUALUBE AIR-CONDITIONING AND WATER TREATMENT SERVICES**  
 Address : B2L4 Elegant Homes Subdivision, Ofelia Street, Road 20, Project 8, Quezon City  
 Contact Number: 8-470-1064  
 TIN : 754-610-013-000

P.O. No. : PO-AD-2025-049

Date : 26 December 2025

Mode of Procurement : Section 34 Small Value Procurement of the IRR of RA 12009

Valued Provider:

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

Place of Delivery :

Government Procurement Policy Board – Technical Support Office (GPPB-TSO) Building, Commonwealth Avenue, UP Diliman Campus, Quezon City

Date of Delivery: N/A

Delivery Period : N/A

Payment Term : Please refer to payment terms below

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	<p><b>PREVENTIVE MAINTENANCE OF AIR-CONDITIONING UNITS FOR THE GPPB – TSO BUILDING</b></p> <p><b>Indoor Units - 132 Units</b>            Model - Panasonic Ceiling Cassette and Wall-mounted</p> <p><b>Outdoor Units - 46 Units</b>            Model - Panasonic Variable Refrigerant Flow (VRF)</p> <p><b>Scope of Service</b></p> <p>a)The Service Provider (SP) shall conduct preventive maintenance on all indoor air- conditioning units located from the Ground Floor to the Fifth Floor, including the corresponding outdoor units installed on the roof deck of the Government Procurement Policy Board – Technical Support Office (GPPB-TSO) Building.</p> <p>b)Pre- and post-maintenance inspections , along with duly accomplished service reports and inspection findings, shall be submitted to and approved by the Building Administrator (BA)</p> <p>c)Preventive maintenance shall be performed on weekdays after office hours and weekends, unless otherwise directed and approved by the BA.</p> <p>d)The SP shall attend to trouble calls and emergency service requests free of charge, during both regular and off-business hours.</p> <p>e)The SP shall monitor all air-conditioning units to ensure adequate cooling in all office areas and confirm that units are in proper working condition after maintenance.</p> <p>f)The SP shall prevent any damage during maintenance. Any damage caused shall be repaired by the Service Provider at no additional cost to the GPPB-TSO.</p> <p>g)A real time digital monitoring system capable of tracking the maintenance status of all air-conditioning units shall be provided.</p> <p>h)The SP shall maintain cleanliness and orderliness at all maintenance sites and ensure the work area is left clean after each task.</p>	1	P 598,000.00	P 598,000.00

#### Duties and Responsibilities of Service Provider

a)The SP shall provide all necessary labor, related preventive maintenance materials, tools, equipment, supervision, and support required for the preventive maintenance of the air-conditioning system. All tools and equipment must be in good working condition.

b)The service accomplishment reports must align with pre-maintenance inspection reports, which must be signed and approved by the BA.

c)The GPPB-TSO reserves the right to terminate the contract at any time should the service be found ineffective, without obligation to pay for unsatisfactory services rendered. License technician shall be deployed on all preventive maintenance activities.

d)Personnel must wear company uniforms and valid identification at all times.

e) The SP shall exercise diligence to prevent illness, accidents, or injury. Any such incidents shall be the sole responsibility of the Service Provider, including all medical expenses.

f)On-call services shall be provided at no additional cost for any unexpected air- conditioning malfunction from the Ground Floor to the Fifth Floor between the contract duration.

g)The SP shall submit service reports to the BA, with photographs as necessary or upon request.

h)Post-maintenance inspections must be conducted and documented to confirm the completion and quality of all maintenance activities.

i)A designated Quality Control Supervisor shall visit the premises at least once a month or as requested to:

- i.Coordinate with the BA in evaluating maintenance effectiveness.
- ii. Provide Heating, Ventilation, and Air Conditioning (HVAC) recommendations based on unit conditions.

j)The SP shall be responsible for preparing and maintaining the checklist form as outlined in Section 3.0 (Maintenance Plan Overview / Schedule of Requirements).

#### Schedule of Requirements

##### 1st Month - 75 Units

Week 1 - 23 Units to be serviced  
Location : Roofdeck - Outdoor Units

Week 2 - 23 Units to be serviced  
Location : Roofdeck - Outdoor Units

Week 3 - 14 Units to be serviced  
Location : GF - All units

Week 4 - 15 Units to be serviced  
Location : Second Floor

##### 2nd Month - 47 Units

Week 1 - 15 Units to be serviced  
Location : Second Floor

Week 2 - 12 Units to be serviced  
Location : Third Floor

Week 3 - 10 Units to be serviced  
Location : Third Floor

Week 4 - 10 Units to be serviced  
Location : Third Floor

**3rd Month - 56 Units**

Week 1 - 14 Units to be serviced  
Location : Fourth Floor

Week 2 - 14 Units to be serviced  
Location : Fourth Floor

Week 3 - 14 Units to be serviced  
Location : Fifth Floor

Week 4 - 14 Units to be serviced  
Location : Fifth Floor

**Quarterly Maintenance Schedule Breakdown:**

**1st Quarter (3 Months)**

178 Units  
Location: Ground Floor – 5th Floor

**2nd Quarter (3 Months)**

178 Units  
Location: Ground Floor – 5th Floor

**Maintenance Plan Overview**

**Outdoor Units:**

1. Check and clean the evaporator unit, air filter, fan blades, vents, blower, condenser coil; and front grill assembly.
2. Check amperage and operating voltage of the units.
3. Lubricate fan motor bearing and other moving parts of the unit.
4. Check damper, knobs, thermostat, and selector switch.
5. Check and clean all electrical control and components (relay, overload connection, capacitor, etc) for any signs of wear or corrosion.
6. Check noise level and adjust to minimum.
7. Clean metal casing and sump.
8. Check suction and discharge operating pressures.
9. Check electrical for grounding, short and open circuits, rewire if necessary.
10. Remove and clean dust and grime build-up from evaporator and condenser coils.
11. Tighten any loose connections and check the integrity of the wiring and ensure proper insulation.
12. Measure refrigerant pressure and refill it necessary to maintain efficiency.
13. Listen for any unusual sounds from compressor, fan, or motor.
14. Inspect refrigerant levels and check for any visible signs of leakage.
15. Perform a visual inspection of the ducts to ensure there are no blockages, leaks, or damage.
16. Check the condensate drain pan and drain lines for any clogs or build-ups.
17. Run a system performance check to ensure the air conditioner is operating at optimal efficiency.

**Indoor Units:**

1. Check and clean the evaporator unit, air filter, fan blades, vents, and front grill assembly.
2. Calibrate thermostats to ensure correct temperature readings.
3. Check amperage and operating voltage of the units.
4. Lubricate fan motor bearing and other moving parts of the unit.
5. Clean drain pans and eliminate clogging.
6. Inspect and test leaks.

7. Check and clean all electrical control and components (relay, overload connection, capacitor, etc.) for any signs of wear or corrosion.

8. Check noise level and adjust to minimum.

9. Check suction and discharge operating pressures.

10. Check electrical for grounding, short and open circuits, tighten any loose connections and check the integrity of the wiring.

11. Addition of refrigerant to undercharged air conditioning units.

12. Listen for any unusual sounds from fan or motor.

13. Inspect refrigerant levels and check for any visible signs of leakage.

14. Check for unusual noises, odors, or vibrations.

15. Verify that the system is cooling properly and that temperature levels are as per the thermostat setting.

16. Check the condensate drain pan and drain lines for any clogs or build-ups.

17. Clear out any blockages to ensure water can drain properly.

18. Run a system performance check to ensure the air conditioner is operating at optimal efficiency.

#### **Limitations of Responsibility**

The SP will not cover preventive maintenance of the following facilities:

a) Preventive maintenance shall not cover 6th floor and 7th floor indoor units together with its corresponding Variable Refrigerant Flow (VRF) units.

b) Air- units serving the Data Center and Network Operating Server Room are also excluded from the scope.

#### **Other Requirements**

a) The SP shall be liable for any property damage caused by personnel negligence and shall immediately replace or restore damaged items to prevent work disruption.

b) In case of emergencies during preventive maintenance schedule (e.g., water interruption, power failure), the service provider must monitor the situation and report it immediately to BA.

c) A standard checklist approved by the GPPB-TSO, along with monthly preventive maintenance documentation, shall be submitted.

d) A complete record of reports and checklists must be maintained to track the history of each maintenance activity.

e) GPPB-TSO through BA reserves the right to request personnel replacement in cases of unsatisfactory performance or misconduct, to avoid workflow disruption.

f) The SP shall submit a list of at least five (5) similar projects, supported by necessary documentation.

#### **Services standard**

a) The SP must have engaged in air conditioning maintenance for a minimum of Five (5) years, as evidenced by the necessary supporting documents.

b) Personnel shall maintain professional conduct in all interactions with GPPB-TSO staff.

c) Work shall be coordinated with the BA before starting and must not disrupt office operations unless it is an emergency.

d) Cooperation with GPPB-TSO and Security Personnel is required to maintain security during maintenance work.

e) Good housekeeping must be observed at all times; tools, machines, and work areas must be kept clean and orderly.

#### **Contract Duration**

The contract shall be valid for six (6) months starting from the date of issuance of the Purchase Order.

**Payment Terms**

a) Payment shall be based on the actual number of air conditioning units serviced and may be made on a monthly or quarterly basis.

b) Payment shall be made through Landbank's List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) or Bank Transfer Facility, within fifteen (15) calendar days after receipt of the billing statement and issuance of Inspection and Acceptance from the End-User. In case accounts maintained in other banks, bank transfer fees shall be chargeable against the creditor's account.

- i. Banking Institution.
- ii. Account Number
- iii. Account Name (should be the exact account name as registered in the bank).
- iv. Bank Branch.

**Note:** For the detailed locations of the air-conditioning units, please refer to the highlighted units in the attached air-conditioning layout plan, attached as Annex "A."

\*\*\*\*\*nothing follows\*\*\*\*\*

(Amount in words) **Five Hundred Ninety-Eight Thousand Pesos**

**PHP 598,000.00**

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.

Contract may be terminated, in whole or in part, at anytime for the convenience of the Government upon thirty (30) days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law, and national government policies.

Conforme:

  
Signature over Printed Name of Supplier  
January 9, 2026  
Date

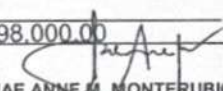
Very truly yours,



Digitally signed by  
Sofia C. Yanto-Abad

**SOFIA C. YANTO-ABAD**  
Signature over Printed Name of Authorized Official  
Officer-in Charge / Head of the Procuring Entity  
Designation

Fund Cluster : 01  
Funds Available : PhP 598,000.00

  
**JAE ANNE M. MONTERUBIO**  
Signature over Printed Name of Accountant III

ORS/BURS No. : \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_

Amount : \_\_\_\_\_