

**JOB ORDER**  
DEPARTMENT OF FOREIGN AFFAIRS  
MANILA

Supplier: **EDROM ENGINEERING DESIGN AND CONSTRUCTION**  
Address: 1069 Arthur/Honduras Sts. San Isidro, Makati City  
Contact nos: T: (02) 8-889-0566

J.O. No. **06-00622**  
Date **23 JUN 2022**  
Mode of Procurement \_\_\_\_\_ Small Value **23 JUN 2022**

Place of Delivery: Department of Foreign Affairs-Main Building, 2330 Roxas Blvd. Pasay City  
Date of Delivery: \_\_\_\_\_

Delivery Term: 90 days  
Payment Term: 30 days

Item No.	Unit	Quantity	Description	Unit Cost	Amount
I	1	LOT	<p><b>Scope of works for the Hiring of Services for the Repair of Cistern Tank</b></p> <p><b>The Contractor shall:</b></p> <ol style="list-style-type: none"> <li>1. Provide initial inspection on site before submission of quotation. OAMSS-Engineering and Maintenance Division (EMD) will issue a Certificate of Inspection and will form part of the requirements for the quotation;</li> <li>2. Submit to OAMSS-EMD the system's initial design and technical specifications for review and approval;</li> <li>3. Provide shop and working drawings; program of works using Gantt chart; and bill of materials for approval of OAMSS-EMD;</li> <li>4. Provide all necessary tools, materials, equipment, manpower, transportation, delivery, and supervision for the project;</li> <li>5. Provide all necessary tools, materials, equipment, labor and supervision for the dismantling of two inoperative booster pumps.</li> <li>6. Conduct the necessary repair of two (2) booster pumps including replacement of necessary parts if needed.</li> <li>7. Replacement of accessories such as screws, bolts, washers, and nuts for all pumps.</li> <li>8. Provide all necessary tools, materials, equipment, labor, transportation, delivery, and supervision for the assembly and installation of repaired booster pumps.</li> <li>9. Provide all necessary tools, materials, equipment, labor, transportation, delivery, and installation for the dismantling and replacement of damaged Gate Valve located at the DFA parking area with a unit having similar specifications.</li> <li>10. Supply of labors, materials, and equipment to complete electrical and plumbing works.</li> <li>11. All works shall be done in accordance with the Philippine Plumbing Code (PPC);</li> <li>12. Provide leak tests;</li> <li>13. Testing and commissioning of the system;</li> <li>14. Submit progress reports with photographs showing the site before and after the accomplishment of particular scopes of work; and</li> <li>15. Turn-over of manuals, as-built plans, bill of quantities and other related documents.</li> </ol>	P 487,900.00	487,900.00
			<b>Project Duration</b>		
			The Project will be implemented in the issuance of the Job Order. The duration of the contract is Ninety days (90) days upon implementation.		
			<b>Delivery</b>		
			1. All items shall be delivered within ten (90) calendar days upon receipt of Notice to Proceed (NTP);		
			2. All deliveries shall be made with one (1) day prior notice to Office of Asset Management and Support Services – Engineering and Maintenance Division (OAMSS-EMD) from Monday – Friday, 8:00 am to 5:00 pm;		
			3. Deliveries shall be subject to the usual inspection procedures by the Office of Financial Management Service – Financial Resources Management Division (OFMS-FRMD).		
			<b>Terms of Payment</b>		
			The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent, certificate of completion/final acceptance, and other supporting documents to be examined by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).		
			All payments shall be inclusive of all applicable taxes and other lawful charges.		
			<b>NOTE: Please refer to the Terms of Reference for more details</b>		
<b>Four Hundred Eighty Seven Thousand and Nine Hundred pesos</b>					<b>P 487,900.00</b>

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.

Conforme:   
**TOMAS B. SANTOL III**  
(Signature over printed name)  
06-23-2022  
(Date)

Very truly yours,  
  
**MEDARDO G. MACARAIG**  
Assistant Secretary, OAMSS

Requisitioning Office/Dept: OAMSS-EMD  
  
**KERWIN ORVILLE C. TATE**  
Executive Director, OAMSS

Funds Available:   
Chief Accountant

Amount: ₱ 487,900.00  
ALOBS No.: 2022-06-004109



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(Date)

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Assistant Secretary, OAMSS

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