



**public works**

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

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**Department of Public Works**

Inspector: Mr Stafford  
Contact: 053 838 5246

Quotation Form

Contractor Reference:

Complaint Code: ID -103583

Name of Business:

Client Details: RICHMOND MAGISTRATE COURT

Contact Person:

Building Details: RICHMOND MAGISTRATE COURT

Telephone:

Address: Building: RICHMOND MAGISTRATE COURT

Cellular:

Description: Service 13x air conditioners

Facsimile:

Client Contact Person: MR SHAVEER SINGH

Business Post Address:

Contact Details : 082 7354 480

**Scope of Work**

Check and repair 13x faulty air conditioners

Please note that if this quotation is not returned on or before 11h00 of closing date, then it will be  
Regarded as late. Thank you.

**Price Schedule**

Price excluding VAT:

VAT :

Tender Price :

Tender Amount in Words:

Notification Date: 01 March 2022

Closing Date: 08 March 2022

Your quotation must reach this office by 11h00 no late quotes will be accepted

Contractor Signature and Stamp

**Please note that invoices must be submitted within 1 month after work has been executed.**

Contractors should refrain from administering  
Changes to Contract Allowances made in this  
Document without official prior approval.  
Failure to sign this document will render this  
quotation non responsive.

Compulsory VAT:  
Registration Number

**CSD SUPPLIER NUMBERS:**

**Scope of work for servicing of 13 air conditioners:**

**Servicing shall be deemed inclusive of the following:**

**ID: 103583**

**INDOOR UNIT:**

1. Loosen and remove covers
2. Brush and clean fan drums and blades.
3. Brush, clean and blow out cooling coil.
4. Blow out and clean the whole unit.
5. Clean out condensate pan and drains
6. Clean filters
7. Check electrical connection
8. Check for gas leaks and repair if any. ( weld or tighten up)
9. Check and clean condensate pump on cassette unit
10. Access oil fan motor where applicable
11. Assemble unit and leave it in working condition

**OUTDOOR UNIT:**

1. Loosen and remove covers on outdoor unit.
2. Brush and clean fan drum and blades.
3. Blow and clean the whole unit.
4. Check electrical connections.
5. Check for gas leaks and repair if any (weld or tighten up)
6. Assemble unit and clean up

**PARTS**

1. Compressor
2. Condensor Fan
3. Condensor motor
4. Capacitor
5. Evaporator Fan
6. PC Board
7. Contactor
8. Air Filter
9. Air Drier
10. Recharge Gas
11. Thermostat
12. Remote control Sensor

**GENERAL:**

1. Check inter-connecting gas lines for gas leaks and repair if any
2. Check gas level and charge if necessary
3. Check amp readings and log
4. Check off coil temperature readings and log.
5. Replace batteries on remote control if applicable

6. Submit service report with the invoice.
7. Check thermostat, Indoor and Outdoor PC boards, capacitor and fuse for any defects and repair if necessary.
8. Inspect the compressor unit and fan motor for any defects and repair if necessary.

***NB!!"All replaced spare parts must be left on site for verification and comparison to invoices.***