Ref No. ${referenceNumber}

${longDate}

**${companyName}**

${addressLine1}

${addressLine2}

Greetings!

FPD Asia Property Services, Inc., would like to offer our Engineering Services for Technical and Safety audit. We specialize in the management of commercial and office buildings, residential condominiums, engineering facilities, manufacturing plants, retail developments (malls), resorts, villages and subdivisions. We also offer engineering and technical services to fit all your properties’ needs and requirements.

FPD Asia will provide a professional maintenance team, tools, materials and equipment necessary to the completion of the proposed service within ten (10) working days after receipt of approved purchase order.

Our fee for the said service is ${paymentTerms} inclusive of VAT. Our offered terms of payment is full payment upon completion of works. The proposal shall be valid for ${proposalValidity}.

Please find the attached specific scope of work to be rendered.

Should you find our proposal acceptable, kindly sign below to signify your conformity to the abovementioned and fax to 815 2915 or email to esdteam@fpdasia.net. If you need clarification of our proposed services, do not hesitate to contact us.

|  |  |
| --- | --- |
| Very truly yours,  **${mainSignatoryName}** ${mainSignatoryPosition}  ${mainSignatoryDepartment} | Noted By:  **ENGR. EMELITO A. ADIA**  Director  Engineering Services Division |
| CONFORME  ${conformeSignatoryName}  ${conformeSignatoryContact} |  |

${longDate}

Ref. No. ${referenceNumber}

Subject: **${letterSubject}**

**Objectives:**

|  |
| --- |
| 1. The purpose of Technical and Safety Audit is to identify potentially hazardous situations and provide corrective actions |
| 2. Determine safety compliance with PEC (Philippine Electrical Code). NEC (National Electrical Code), Plumbing Code, Fire Cord, National Building Code, and Occupational Health and Safety Standards. |
| 3. Review and provide corrective actions for safety work processes. |
| 4. Review and provide corrective actions for maintenance tools. |
| 5. Identify potential cost savings and efficiencies through modifications of electrical system. |
| ${objective} |

**Scope of Work:**

The Technical and Safety Audit Report will focus on the installations and safe work practices at your site(s) based on National Codes and Standards. Thus this inspection report will be focus on the PEC (Philippine Electrical Code). NEC (National Electrical Code) Plumbing Code Fire Code National Building Code and Occupational Health and Safety Standards.

|  |
| --- |
| ${scopeOfWork}  ${tasks} |

|  |  |
| --- | --- |
| Very truly yours,  **${mainSignatoryName}** ${mainSignatoryPosition}  ${mainSignatoryDepartment} | Noted By:  **ENGR. EMELITO A. ADIA**  Director  Engineering Services Division |