



**GENERAL SERVICES DEPARTMENT**

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**TERMS OF REFERENCE (TOR)**  
**ANNUAL PREVENTIVE MAINTENANCE OF ALL TYPES OF AIR**  
**CONDITIONING SYSTEM WITHIN THE QUEZON CITY HALL**  
**COMPOUND**

**I. RATIONALE AND BACKGROUND**

- II. The Quezon City Government, under the present administration, seeks to acquire effective and efficient air conditioning system operations for the convenience of employees and the transacting public within the Quezon City Hall Compound.

**III. PROJECT DESCRIPTION/OBJECTIVE**

The project primary objective is to provide comfort cooling and convenience of both employees and transacting public. Ensure continuous operations of the air conditioning system and prolonging economic life of mechanical equipment.

**IV. PROJECT SCOPE OF WORK**

The Scope of Work under this project aims to ensure attainment of the Project Objectives. The following are the minimum activities to be undertaken to pursue the aim.

The scope of work for the preventive maintenance of air conditioning system at various buildings within the Quezon City Hall Compound shall include, but not limited to, the following:

1. Check and record temperature output of air conditioning indoor unit.
2. Check and clean air filter, front grille, frame assembly and fan orifice.
3. Dismantling the air conditioning unit components for cleaning.
4. Check air temperature of the evaporator.
5. Measure and record insulation resistance of cables and motors.
6. Check compressor and fan motor voltage and current flow.
7. Application of cleaning chemical to evaporator and condenser.
8. Check and clean evaporator and condenser coils.
9. Check and lubricate fan bearing if necessary.
10. Check all panels and ensure that these are properly secured.
11. Check fuses and breaker rating.
12. Tighten all electrical terminal connections.
13. Cleaning of electrical control board.
14. Check wiring harness condition.
15. Inspect contact points of contactor and ensure that these are clean and operational.
16. Check pump and valve operation.
17. Declogging of drain line from unit to the main drain line.

18. Reinstallation of all parts after cleaning.
19. Test run and observe the cleaned unit.
20. Recheck operating pressure of the system and the room temperature.
21. General housekeeping after servicing of units.
22. Checking of system for refrigerant leak and freon levels.
23. Reprocessing of the system.
24. Supply and delivery of refrigerant R410A.
25. Conduct pre-inspection of all air conditioning units, all declared defective units should be validated defective by CGSD authorized representative. Otherwise, all defects of the air conditioning units shall be repaired by the contractor.
26. The contractor shall submit service reports stating the status of all air conditioning units including their recommendations and quotations.
27. Quotations of air conditioning units for repair shall have the corresponding pre-inspection report, otherwise, repair shall be undertaken by the contractor without any additional cost to the City.

## V. AREA OF COVERAGE

Building
1. High Rise Building
2. Civic Center Building A
3. Civic Center Building B
4. Civic Center Building C
5. Civic Center Building D
6. Civic Center Building E
7. Civic Center Building F
8. NGO Building
9. DRRMO Building
10. DPOS Building
11. QC Public Library
12. Annex Building

## VI. PROJECT STANDARDS & REQUIREMENT

The following are the minimum qualifications and requirements for the contractor:

❖ Track record

- The service provider should have at least three (3) years actual experience in preventive maintenance and repair of air conditioning system.

❖ **Organization**

- The Contractor should submit its detailed organization chart which should indicate an established organizational structure of technical personnel to show its capability to undertake the project.

❖ **Manpower**

- The Contractor shall provide at least two (2) groups consisting of at least three (3) personnel using the prescribed mechanical equipment such as damp ammeter, megger tester, temperature scanner, contact cleaner, manifold gauge, vacuum pump, refrigerant recovery machine pressure washer, cleaning cover for the units and furniture's and wearing proper personal protective equipment in conducting the preventive maintenance.
- All services to be rendered must be supervised by an outsource supervisor which will be required to report to in-house air conditioning unit head or immediate supervisor. All service reports shall indicate accomplished air conditioning units per floor or per area in every floor validated and duly signed by Building Facilities Maintenance Section Chief or Building & Grounds Management Division Chief initialed by the in-house Air Conditioning Unit Head.

**VII. PROJECT DURATION**

Ninety (90) calendar days upon issuance of Notice to Proceed.

**VIII. APPROVED BUDGET FOR THE CONTRACT**

The City has set an Approved Budget for the Contract (ABC) of Seven Million Two Hundred Eighteen Thousand Eight Hundred Pesos Only (7,218.800.00 Php)

❖ **No Price Adjustment**

- ❖ The Project cost shall be fixed and there shall be no price adjustments applicable for the duration of the contract except when the operations cost are increased by more than 10% as a result of any extraordinary circumstance as determined by the National Economic Development Authority (NEDA). Pursuant to the provisions of RA 9184 and its IRR on contract price escalation, all contract price escalation shall be approved by the Government Procurement Policy Board (GPPB).

**IX. BASIS OF PAYMENT**

One-time payment upon completion of the scope of work.

## **X. PENALTIES FOR BREACH OF CONTRACT**

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

## **XI. CANCELLATION OR TERMINATION OF CONTRACT**

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into a contract pursuant to RA 9184 and its IRR.

Submitted by:



**F.E.B. BASS**

Officer-In-Charge

City General Services Department

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