



TERMS OF REFERENCE (TOR)

GENERAL CLEANING AND REPAIR OF DEFECTIVE AIR CONDITIONING UNITS WITHIN THE QUEZON CITY HALL COMPOUND BUILDINGS

I. RATIONALE AND BACKGROUND

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.

II. PROJECT OBJECTIVES

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 of all air conditioning units including those found defective after the previous preventive maintenance.

III. PROJECT SCOPE OF WORK FOR GENERAL CLEANING

The scope of work for the general cleaning 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.

PROJECT SCOPE OF WORK FOR REPAIR OF DEFECTIVE AIRCON UNITS

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

- 1. Proper coordination with involved offices, security personnel and the City General Services Department.
- 2. Conduct pre-inspection of the defective units. All defective spare parts should be validated defective by an authorized representative of City General Services Department.
- 3. Repairing of defective units should be managed by CGSD authorized representative.
- 4. Dismantling of the defective spare parts of the specified units.
- 5. Installation of brand-new spare parts for replacement.
- 6. Reinstallation of all spare parts dismantled.
- 7. Test run and observe the repaired unit.
- 8. Recheck operating pressure of the system, check refrigerant charge, recharging of freon if necessary.
- 9. General housekeeping after servicing of units.
- 10. Reprocessing of system if necessary.
- 11. The contractor shall submit service reports stating the status of all air conditioning units.
- 12. All repaired units should be attached a heavy-duty sticker, indicating the serial number, model number, date of repair, contractor, replaced spare parts and troubleshooting activities done.
- 13. All spare parts found to be defective upon the timeline of the repair shall be replaced or repaired by the contractor.
- 14. All units for repair shall be operating in standard conditions.
- 15. Supply and delivery of refrigerant R410A or R22.
- 16. All tools and equipment of the contractor shall be safekeep outside the building premises, specifically the prohibited building facilities room.

IV. AREA OF COVERAGE FOR GENERAL CLEANING

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

AREA OF COVERAGE FOR REPAIR OF DEFECTIVE AIRCON UNITS

HIGH RISE BUILDING

Floor	Findings/ spare parts for replacement	Brand (In/Out)	Type	Model No.	Serial No.
4th	Compressor	Hitachi outdoor		RAM-12MQ	2KB27870-14
	Drain pump	Hitachi indoor	Ceiling cassette	RCI- 2.5FSN1Q	QCB36XBQ002
	Drain pump	Hitachi indoor	Ceiling cassette	RCI- 3.3FSN1Q	QCB38N8R902F
	Drain pump	Hitachi indoor	Ceiling cassette	RCI- 4.0FSN1Q	QCB39XBQ0063
	Drain pump	Hitachi indoor	Ceiling cassette	RCI- 2.5FSN1Q	QCB36XBQ0038
7th	Drain pump	Hitachi indoor	Ceiling cassette	RCI- 4.0FSN1Q	QCB39XBQ0035
9th	PCB	Hitachi indoor	Wall mounted	RPK- 1.0FSNSM3	QK2766T4R1002
10th	Drain pump	Hitachi indoor	Ceiling cassette	RCI- 3.3FSN1Q	QCB38XBQ0030
	Drain pump	Hitachi indoor	Ceiling cassette	RCI- 4.0FSN1Q	QCB39XBQ0032
	Drain pump	Hitachi indoor	Ceiling cassette	RCI- 2.5FSN1Q	QCB36XCQ0017
	Drain pump	Hitachi indoor	Wall mounted	RPK- 1.0FSNSM3	QK274TBQ0011
11th	Drain pump	Hitachi indoor	Ceiling cassette	RCI- 2.5FSN1Q	QCB36XCQ0011
	Drain pump	Hitachi indoor	Ceiling cassette	RCI- 5.0FSN1Q	QCB40XBQ0023
	Drain pump	Hitachi indoor	Ceiling cassette	RCI- 4.0FSN1Q	QCB39XBQ0011
14th	Drain pump	Hitachi indoor	Ceiling cassette	RCI- 5.0FSN1Q	QCB40XBQ0174
15th	Drain pump	Hitachi indoor	Ceiling cassette	RCI- 2.5FSN1Q	QCB36XCQ001
	Drain pump	Hitachi indoor	Ceiling cassette	RCI- 2.5FSN1Q	QCB39XBQ0031

LIBRARY BUILDING

Floor	Findings/ spare parts for replacement	Brand (In/Out)	Type	Model No.	Serial No.
Ground	Drain pump	LG indoor	Ceiling cassette	ARNU4GLTM AZ	607KC0OR24Z
	Main board	LG outdoor		ARU200BTS 4	607KC0OR24Z
	Inverter board	LG outdoor			
2nd	Sensor	LG indoor	Ceiling cassette	ARNU4GLTM AZ	510KCBDO PN1 7

ANNEX BUILDING

Floor	Findings/ spare parts for replacement	Brand (In/Out)	Type	Model No.	Serial No.
3rd	Main board	Mitsubishi outdoor		PLFY- P63VBM-E	9ZA-03033
	Inverter board				
	Circuit breaker				

CIVIC CENTER BUILDING A

Floor	Findings/ spare parts for replacement	Brand (In/Out)	Type	Model No.	Serial No.
Base ment	Indoor board	Mitsubishi indoor	Floor Mounted	PS-5GAKD	92A00115
	Control board	Mitsubishi indoor			
	Indoor board	Carrier indoor	Floor Mounted	42BFECAR0 5TEGS2EN	2520-010060
2nd	Drain pump	Mitsubishi indoor	Ceiling cassette	PL-3BAK	92M00046
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	94M00145
	Sensor	Mitsubishi indoor	Ceiling cassette		
	Drain pump	Mitsubishi indoor	Ceiling cassette	PL-3BAK	92M00036
	Drain pump	Mitsubishi indoor	Ceiling cassette	PL-3BAK	CA-2F-12

	Sensor	Mitsubishi indoor	Ceiling cassette		
	Drain pump	Mitsubishi indoor	Ceiling Cassette		
	Coil sensor	Mitsubishi indoor	Ceiling Cassette	PL-3BAK	92M00035
	Indoor board	Mitsubishi indoor	Ceiling Cassette		
3rd	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	84M01364
	Circuit breaker	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	85M00458
	Circuit breaker	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	85M000306
	Fan motor	Mitsubishi indoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	92M00043
	Circuit breaker	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	84M01311
	Circuit breaker	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	CA-3F-11
	Compressor	Mitsubishi outdoor	Ceiling cassette	PL-3BAK	85M00312
	Compressor	Mitsubishi outdoor	Ceiling cassette	PL-3BAK	92M00043
	Sensor	Mitsubishi indoor		PL-3BAK	CA-3F-16
4th	Compressor	Mitsubishi outdoor	Ceiling cassette	PL-3BAK	92M00031
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	94M00094
	Fan motor	Mitsubishi indoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	84M01313

	Sensor	Mitsubishi indoor			
	Circuit breaker	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	85M00017
	Circuit breaker	Mitsubishi outdoor			
	Sensor	Mitsubishi indoor			
	Drain pump	Mitsubishi indoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	CA-4F-13
	Fan motor	Mitsubishi indoor			
	Outdoor board	Mitsubishi outdoor			
	Capacitor	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	84M01308
	Sensor	Mitsubishi indoor			
5th	Drain pump	Mitsubishi indoor	Ceiling cassette	PL-3BAK	84M01336
	Sensor	Mitsubishi indoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	94M00099
	Circuit breaker	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	92M00079
	Drain pump	Mitsubishi indoor			
	Drain pump	Mitsubishi indoor	Ceiling cassette	PL-3BAK	CA-5F-13
	Sensor	Mitsubishi indoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	92M00074
	Drain pump	Mitsubishi indoor			

6th	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	84M01312
	Drain pump	Mitsubishi indoor			
	Drain rubber hose	Mitsubishi indoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	CA-6F-04
	Sensor	Mitsubishi indoor			
	Leak testing and reprocessing	Mitsubishi outdoor			
	Drain pump	Mitsubishi indoor	Ceiling cassette	PL-3BAK	94M00092
	Drain rubber hose	Mitsubishi outdoor			
	Fan motor	Mitsubishi indoor	Ceiling cassette	PL-3BAK	85M00289
	Indoor board	Mitsubishi indoor			
	Sensor	Mitsubishi indoor			
	Fan motor	Mitsubishi indoor	Ceiling cassette	PL-3BAK	CA-6F-13
	Indoor board	Mitsubishi indoor			
	Sensor	Mitsubishi indoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	84M01305
7th	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	92M00038
	Drain pump	Mitsubishi indoor			
	Drain pump	Mitsubishi indoor	Ceiling cassette	PL-3BAK	92M00035
	Drain rubber hose	Mitsubishi indoor			
	Sensor	Mitsubishi indoor			
	Drain pump	Mitsubishi indoor	Ceiling cassette	PL-3BAK	CA-7F-03
	Drain rubber hose	Mitsubishi indoor			

	Compressor	Mitsubishi outdoor	Ceiling cassette	PL-3BAK	85M0021
	Outdoor board	Mitsubishi outdoor	Ceiling cassette	PL-3BAK	85M00457
	Indoor board	Mitsubishi indoor			
	Sensor	Mitsubishi indoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	85M00455
	Drain pump	Mitsubishi indoor			
	Sensor	Mitsubishi indoor			
	Compressor	Mitsubishi outdoor	Ceiling cassette	PL-3BAK	84M01318
	Fan motor	Mitsubishi indoor	Ceiling cassette	PL-3BAK	CA-7F-13
	Drain pump	Mitsubishi indoor			
	Drain rubber hose	Mitsubishi indoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	85M00508
8th	Sensor	Mitsubishi indoor			
	Circuit breaker	Mitsubishi outdoor			
	Outdoor board	Mitsubishi outdoor	Ceiling cassette	PL-3BAK	82M00077
	Sensor	Mitsubishi indoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	84M01338
	Outdoor board	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	84M0109
	Sensor	Mitsubishi indoor			

CIVIC CENTER BUILDING B

Floor	Findings/ spare parts for replacement	Brand (In/Out)	Type	Model No.	Serial No.
Base ment	Indoor board	Kolin indoor	Floor Mounted		1423131116742
	Outdoor board	Kolin outoor			
	Magnetic contactor	Carrier outdoor	Ceiling Mounted	42FLC03630 8	200580670115C O1160035
	Capacitor				
	Timer				
	Indoor board	Carrier indoor	Ceiling Mounted	42FLC03630 8	20058067011500 1000000
	Outdoor board	Koppel outdoor	Floor Mounted	KV36FM- ARF21C	BK589931
Mezza nine	Indoor board	Mitsubishi indoor	Ceiling Cassette	PL-3BAK	97M00266
	Sensor				
	Drain pump	Mitsubishi indoor	Ceiling Cassette	PL-3BAK	CCB-M22-03
	Coil sensor				
	Indoor board				
2nd	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00512
	Indoor board				CCB-2F-14
	Indoor board				97M00318
	Indoor board				
	Sensor	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00331
	Drain pump	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00294
	Drain pump				97M00279
	Drain pump				8500127
3rd	Capacitor	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00296
	Leak testing and reprocessing				
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00330
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00344
	Sensor				
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00346
	Drain pump				
	Indoor board	Mitsubishi	Ceiling	PL-3BAK	97M00295

	Sensor	indoor	cassette		
4th	Sensor	Mitsubishi	Ceiling	PL-3BAK	97M00300
	Drain pump	indoor	cassette		
	Sensor	Mitsubishi	Ceiling	PL-3BAK	97M00306
	Drain pump	indoor	cassette		
	Indoor board	Mitsubishi	Ceiling	PL-3BAK	97M00352
	Circuit breaker	indoor			
	Leak testing and reprocessing	outdoor			
5th	Indoor board	Mitsubishi	Ceiling	PL-3BAK	97M00336
	Capacitor	indoor			
	Indoor board	Mitsubishi	Ceiling	PL-3BAK	97M00250
	Circuit breaker	indoor			
	Indoor board	Mitsubishi	Ceiling	PL-3BAK	97M00332
	Indoor board	indoor	Ceiling	PL-3BAK	97M00238
	Sensor	Mitsubishi	Ceiling	PL-3BAK	95M00332
	Drain pump	indoor			
	Indoor board	Mitsubishi	Ceiling	PL-3BAK	97M00248
	Indoor board	indoor	Ceiling	PL-3BAK	97M00321
	Indoor board	Mitsubishi	Ceiling	PL-3BAK	97M00245
	Indoor board	indoor	Ceiling	PL-3BAK	97M00285
6th	Indoor board	Mitsubishi	Ceiling	PL-3BAK	97M00357
	Drain pump	indoor			
	Indoor board	Mitsubishi	Ceiling	PL-3BAK	97M00358
	Drain pump	indoor	Ceiling Cassette	PL-3BAK	97M00362

	Sensor	Mitsubishi indoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00263
	Drain pump	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00270
	Leak testing and reprocessing	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00260
7th	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00281
	Sensor	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00332
	Drain pump	Mitsubishi indoor			
	Indoor board	Mitsubishi indoor			
	Capacitor	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00324
	Sensor	Mitsubishi indoor			
	Outdoor board	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	CCB-7F-12
	Sensor	Mitsubishi indoor			
	Outdoor board	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	CCB-7F-13
	Sensor	Mitsubishi indoor		PL-3BAK	
	Outdoor board	Mitsubishi outdoor		PL-3BAK	
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	85M00105
	Sensor	Mitsubishi indoor			
	Outdoor board	Mitsubishi outdoor			

8th	Indoor board	Mitsubishi indoor			
	Sensor	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00291
	Drain pump	Mitsubishi indoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00238
	Sensor	Mitsubishi indoor			
	Fan motor	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00250
	Sensor	Mitsubishi indoor			
	Capacitor	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00283
	Sensor	Mitsubishi indoor			
	Capacitor	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00281
	Drain pump	Mitsubishi indoor			
	Capacitor	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00360
	Sensor	Mitsubishi indoor			
	Drain pump	Mitsubishi indoor			
	Indoor board	Mitsubishi indoor	Ceiling cassette	PL-3BAK	97M00247
	Capacitor	Mitsubishi outdoor			
	Outdoor board	Mitsubishi outdoor			
	Outdoor board	Mitsubishi outdoor	Ceiling cassette	PL-3BAK	85M00105

	Capacitor	Mitsubishi outdoor			
	Outdoor sensor	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor			
	Outdoor board	Mitsubishi outdoor	Ceiling cassette	PL-3BAK	97M00282
	Capacitor	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor			
	Outdoor board	Mitsubishi outdoor	Ceiling cassette	PL-3BAK	97M00353
	Capacitor	Mitsubishi outdoor			
	Indoor board	Mitsubishi indoor			
	Capacitor	Mitsubishi outdoor			

CIVIC CENTER BUILDING C

Floor	Findings/ spare parts for replacement	Brand (In/Out)	Type	Model No.	Serial No.
Ground	Indoor board	Mitsubishi indoor	Ceiling Cassette	PFLY.P63VB M-E	39M02139
	Pump motor				
	Indoor motor	Mitsubishi indoor	Ceiling Cassette	PFLY.P63VB M-E28	33M00590
	Indoor board	Mitsubishi indoor	Ceiling Cassette	PFLY.P63VB M-E30	36M00572
	Capacitor	Mitsubishi indoor	Ceiling Cassette	40GRXX036	140607324
	Indoor board	Mitsubishi indoor	Ceiling Cassette	PFLY.P50VB M-E	CC-GF-09
2nd	Indoor board	Mitsubishi indoor	Ceiling Cassette	PFLY.P63VB M	37M00708
	Control board	Mitsubishi indoor	Ceiling Cassette		
3rd	Indoor board	Mitsubishi indoor	Ceiling Cassette	PFLY- P32VBM	34M00454
	Indoor board	Mitsubishi indoor	Ceiling Cassette	PFLY- P63VBM-E	39M02139

	Wired remote	Mitsubishi indoor	Ceiling Cassette		
	Indoor board	Mitsubishi indoor	Ceiling Cassette	PFLY-P63VBM-E	CC-3F-12
	Wired remote	Mitsubishi indoor	Ceiling Cassette		
	PCB Cover	Mitsubishi indoor	Ceiling Cassette		
	Indoor board	Mitsubishi indoor	Ceiling Cassette	PFLY-P80VBM-E	33M00590
	Wired remote	Mitsubishi indoor	Ceiling Cassette		
	Control board	Mitsubishi indoor	Ceiling Cassette		

CIVIC CENTER BUILDING D

Floor	Findings/ spare parts for replacement	Brand (In/Out)	Type	Model No.	Serial No.
2nd	Inverter board	Hitachi outdoor		M-RAM18MQ	P.NOS.-1700062
6th	Compressor	Hitachi outdoor		M-RAM18MQ	P.NOS.-1700070
	Inverter board	Hitachi outdoor		M-RAM14MQ	P.NOS.-1700046
	Main board	Hitachi outdoor		M-RAM18MQ	P.NOS.-1700050
	Fan motor	Hitachi outdoor			
	Fan motor	Hitachi outdoor		RCI-15FSN1Q	QCB32X6Q0034
	Drain pump	Hitachi indoor	Ceiling Cassette	RCI-15FSN1Q	
	Drain pump	Hitachi indoor	Ceiling Cassette	RCI-15FSN1Q	QCB32X6Q0019

CIVIC CENTER BUILDING F

Floor	Findings/ spare parts for replacement	Brand (In/Out)	Type	Model No.	Serial No.
Ground	Main board	Hitachi indoor	Ceiling Cassette	RCI- 1.5FSN1Q	QCB40N8R9000
	Drain pump	Hitachi indoor	Ceiling Cassette	RCI- 3.3FSN1Q	QCB38N8R9023
5th	Reprocessing	Hitachi outdoor		RCI- 3.3FSN1Q	QCB38N8R9050
6th	Main board	Hitachi indoor	Ceiling Cassette	RCI- 3.3FSN1Q	QCB38N8R903T
	Main board	Hitachi indoor	Ceiling Cassette	RCI- 3.3FSN1Q	QCB38N8R9009
	Drain pump	Hitachi indoor	Ceiling Cassette	RCI- 3.3FSN1Q	QCB38N8R9018
	Fan motor	Hitachi indoor	Ceiling Cassette	RCI- 3.3FSN1Q	QCB38N8904E
	Fan motor	Hitachi indoor	Ceiling Cassette	RCI- 3.3FSN1Q	QCB38N8R9050

NGO BUILDING

Floor	Findings/ spare parts for replacement	Brand (In/Out)	Type	Model No.	Serial No.
2nd	IPM	Hitachi outdoor		RAM-12MQ	1700040
	Diode	Hitachi outdoor		RAM-12MQ	
	Capacitor	Hitachi outdoor		RAM-12MQ	

DPOS BUILDING

Floor	Findings/ spare parts for replacement	Brand (In/Out)	Type	Model No.	Serial No.
Ground	Outdoor inverter compressor	Hitachi outdoor and indoor		RAM-12MQ	1700038
				RAM-12MQ	1700039
				RAM-12MQ	1700036

V. 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 aircon installation, repair and maintenance.

❖ 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 ten (10) technical personnel wearing proper personal protective equipment in conducting maintenance, repair and troubleshooting of the defective units.

All services to be rendered must be supervised by an accredited Safety Officer or duly licensed Mechanical Engineer who are required to provide Certificate of Registration and License.

VI. WARRANTY

The contractor shall provide three (3) months warranty of the workmanship for the maintenance of the air conditioning units or system.

The contractor shall provide six (6) months warranty of the spare parts and the workmanship for the repair of the air conditioning units or system.

VII. APPROVED BUDGET FOR THE CONTRACT

The City has set an Approved Budget for the Contract (ABC) of Ten Million Nine Hundred Ninety Nine Thousand Six Hundred Forty Seven Pesos Only (P 10,999,647.00).

❖ 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).

VIII. BASIS OF PAYMENT

One time payment upon completion of the scope of works.

IX. 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.

X. 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.

XI. DELIVERY PERIOD

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

Submitted by:


F. B. BASS
Officer-in-Charge
City General Services Department

BGMD/cj-TOR repair & prev maint of aircon units within compound 2023 013123