



Republika ng Pilipinas

Lungsod ng Quezon

Ragawaran ng Lingkurang Panlahat

GENERAL SERVICES DEPARTMENT

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TERMS OF REFERENCE (TOR)
REPAIR OF DEFECTIVE AIR CONDITIONING UNITS WITHIN VARIOUS
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

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. All repair activities of defective units should be monitored and assisted 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. Reprogramming of system if necessary.
12. The contractor shall submit service reports stating the status of all air conditioning units.
13. 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.
14. All spare parts found to be defective upon the timeline of the repair shall be replaced or repaired by the contractor.
15. All units for repair shall be operating in standard conditions.
16. Supply and delivery of refrigerant R410A.
17. All tools and equipment of the contractor shall be safekeep outside the building premises, specifically the prohibited building facilities room.



IV. AREA OF COVERAGE

Building
1. Civic Center Building E
2. Community Center
3. NGO Building
4. DPOS Building

CIVIC CENTER BUILDING E

Floor	Findings/ spare parts for replacement	Brand (In/Out)	Type	Model No.	Serial No.
Ground	Main board	Samsung outdoor	Outdoor	AM1205XVAFH AM1405XVAFH	B12P3GMG60014X B12P3GGM6003W
	Inverter board	Samsung outdoor	Outdoor		
	Leak testing	Samsung system	Outdoor		
	Reprocessing	Samsung system	Outdoor		
	Reprogramming	Samsung system	Outdoor		
5th	Main board	Samsung outdoor	Outdoor	AM1205XVAFH	B517P3GM600035F
	Inverter board	Samsung outdoor	Outdoor	AM1205XVAFH	B517P3GM600035F
	Indoor board	Samsung indoor	Ceiling cassette	AMO36FN4DCH/AA	Y7K9PAG400025A
	Leak testing	Samsung system	Outdoor	AM1205XVAFH AM1205XVAFH	B517P3GM600035F B517P3GM600035F
	Reprocessing	Samsung system	Outdoor		
	Reprogramming	Samsung system	Outdoor		

COMMUNITY CENTER BUILDING

Floor	Findings/ spare parts for replacement	Brand (In/Out)	Type	Model No.	Serial No.
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Ground	Drain pump	Samsung indoor	Ceiling cassette	AMO56FN4D CH / MG	B2E1P3HM900 020Z
	Sensor	Samsung indoor	Ceiling cassette	AMO56FN4D CH / MG	B2E1P3HM900 020Z
2nd	Drain pump	Samsung indoor	Ceiling cassette	AMO48NN4D CH / AA	OT7ZPAGMB00 205T
	Sensor	Samsung indoor	Ceiling cassette	AMO48NN4D CH / AA	OT7ZPAGMB00 205T
3rd	Main board	Samsung outdoor	Outdoor	AM200JXVA FH / AZ	B517P36N7000 05P
	Leak testing	Samsung system	System	AM200JXVA FH / AZ	B517P36N7000 05P
	Reprocessing	Samsung system		AM180JXVA FH / AZ	B50YP36N4000 15M
	Reprogramming	Samsung system		AM140JXVA FH / AZ	B513P3GMB00 012B

NGO BUILDING

Floor	Findings/ spare parts for replacement	Brand (In/Out)	Type	Model No.	Serial No.
Ground	Indoor board	Hitachi indoor	Ceiling cassette	RC-3.0FSN1Q	QCB38X2Q0001
	Electronic Expansion Valve				
	Drain pump				
	Leak testing	Hitachi outdoor	System	N/A	N/A
	Reprocessing	Hitachi system		N/A	N/A
	Reprogramming	Hitachi system		N/A	N/A
	Indoor board	Hitachi indoor	Ceiling cassette	RC-3.5FSN1Q	QCB38X2Q0002
	Electronic Expansion Valve				
	Drain pump				
	Leak testing	Hitachi outdoor	Outdoor	N/A	N/A
	Reprocessing	Hitachi system	N/A	N/A	N/A
	Reprogramming	Hitachi system	N/A	N/A	N/A
2nd	Compressor	Hitachi outdoor	Outdoor	RAM-12MQ	1700038
	IPM Module				
	Diode				

	Leak testing	Hitachi outdoor	Outdoor	N/A	N/A
	Reprocessing	Hitachi system	N/A	N/A	N/A
	Reprogramming	Hitachi system	N/A	N/A	N/A
3rd	Indoor board	Hitachi indoor	Ceiling cassette	RC-5.0FSN1Q	QCB40X3P0234
	Fan motor				
	Receiver				
4th	Electronic Expansion Valve	Hitachi indoor	Ceiling cassette	RC-2.0FSN1Q	QCB34X2Q0003
	Drain pump				
	Sensor				
	Electronic Expansion Valve	Hitachi indoor	Ceiling cassette	RC-2.0FSN1Q	QCB34X2Q0005
	Drain pump				
	Sensor				
	Leak testing	Hitachi outdoor	Outdoor	N/A	N/A
	Reprocessing	Hitachi system	N/A	N/A	N/A
	Reprogramming	Hitachi system	N/A	N/A	N/A

DPOS BUILDING

Floor	Findings/ spare parts for replacement	Brand (In/Out)	Type	Model No.	Serial No.
Ground	Indoor board	Hitachi indoor	Ceiling cassette	RC-2.5FSN1Q	QCB36XAN0008
	Electronic Expansion Valve				
	Drain pump				
	Indoor board	Hitachi indoor	Ceiling cassette	RC-2.5FSN1Q	QCB36XAN0008 94M00145
	Electronic Expansion Valve				
	Drain pump				
	Leak testing	Hitachi outdoor	Outdoor	N/A	N/A
	Reprocessing	Hitachi system	N/A	N/A	N/A

	Reprogrammi ng	Hitachi system	N/A	N/A	N/A
2nd	Indoor board	Hitachi indoor	Ceiling cassette	RC- 2.5FSN1Q	QCB36XAN0017
	Fan motor				
	Conventional compressor	Hitachi outdoor	N/A	RAM-10MQ RAM-10MQ	1700040 1700041
	Leak testing	Hitachi system			
	Reprocessing				
	Reprogrammi ng				
3rd	Drain pump	Hitachi indoor	Ceiling cassette	RC- 2.5FSN1Q	QCB28X6N0108

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 three (3) 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 who is required to provide Certificate of Registration or 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 Two Million Four Hundred Forty Seven Thousand Five Hundred Pesos Only (P 2,447,500.00).

❖ 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 is 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.

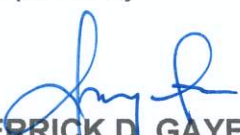
X. CANCELLATION OR TERMINATION OF CONTRACT

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

Upon issuance of Notice to Proceed until December 31, 2023.

Prepared by:


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Noted:


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