



Republika ng Pilipinas

Lungsod ng Quezon

Ragawaran ng Lingkurang Panlahat

**GENERAL SERVICES DEPARTMENT**

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**TERMS OF REFERENCE (TOR)**  
**PREVENTIVE MAINTENANCE OF AIR CONDITIONING UNITS WITHIN**  
**THE QUEZON CITY GOVERNMENT FACILITIES**

**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 Government Facilities.

**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 all air conditioning units.

**III. SCOPE OF WORK**

**3.1. PREVENTIVE MAINTENANCE PROPER (3 TIMES UNTIL DECEMBER 31, 2024)**

The scope of work for the general cleaning of air conditioning system at various Quezon City Government Facilities shall include, but not limited to, the following:

1. Dismantling the air conditioning unit components for cleaning.
2. Check and clean:
  - Air filter, front grille, frame assembly, fan orifice, condensate drain and pump, valve, evaporator, condenser coils, fan motor, outdoor unit casing
  - Electronic components
  - Electrical components
3. Check and assess:
  - Air temperature of the evaporator
  - Insulation resistance of cables and motors
  - Compressor and fan motor voltage and current flow
  - Fuses and breaker rating
  - Wiring harness condition
4. Record temperature output of air conditioning indoor unit.
5. Check and lubricate fan bearing if necessary.
6. Check all panels and ensure that these are properly secured.
7. Tighten all electrical terminal connections.
8. Declogging of drain line from unit to the main drain line.
9. Reinstallation of all parts after cleaning.
10. Test run and observe the cleaned unit.
11. Recheck operating pressure of the system and the room temperature.
12. General housekeeping after servicing of units.

**3.2. RESPONSIBILITIES OF THE SERVICE PROVIDER**

The service provider shall:



**VISION** : *The General Services Department envisions itself to be a Quality Community within the Quezon City Government by delivering responsive and quality general services through committed, service-oriented and technologically advanced personnel.*

**MISSION** : *We provide the delivery of general services to the Quezon City Government and its constituents that are: EFFECTIVE, EFFICIENT and ECONOMICAL.*



1. Coordinate to Offices/Departments concerned, Security Agency and City General Services Department before conducting general cleaning, troubleshooting or repair services, acquire gate pass if possible.
2. Provide four (4) on-site technicians within the regular office hours on weekdays that shall report to the CGSD authorized representative, conduct minor repairs, troubleshoot, reprocess systems and other tasks as requested by the CGSD, without any additional cost to the City.
3. Ensure all technicians are always wearing company uniform with proper identifications and personal protective equipment (PPE).
4. Replace the on-site technicians upon official request of the CGSD.
5. Provide one (1) motorcycle for the transportation of the technicians to various Quezon City Government Facilities.
6. Provide necessary tools and equipment for the check-up, general cleaning or repair of the air conditioning units.
7. Supply and installation of the specified spare parts for various buildings specified in the Area of Coverage of this contract.
8. Submit service and accomplishment reports upon completion of works to be submitted with acknowledgement by CGSD authorized representative.
9. Submit recommendations and quotations for every Quezon City Government Facilities.

#### IV. AREA OF COVERAGE FOR GENERAL CLEANING

<b>HIGH RISE BUILDING</b>		
1. Window Type Aircon	unit	7
2. Floor Mounted Aircon	unit	5
3. Wall Mounted Aircon	unit	35
4. Ceiling Cassette Type	unit	231
5. Ceiling Suspended Type	unit	40
6. Outdoor Unit	unit	71
<b>ANNEX BUILDING</b>		
1. Ceiling Cassette Aircon VRF	unit	93
2. Floor Mounted Aircon	unit	28
3. Wall Mounted Aircon	unit	4
4. Air Cooled Condensing Units VRF	unit	20
5. R410A Freon	tank	3
<b>CIVIC CENTER BUILDING A</b>		
1. Window Type Aircon	unit	1
2. Floor Mounted Aircon	unit	7
3. Ceiling Cassette Aircon	unit	110
4. Wall Mounted Aircon	unit	12
4. R22 Freon	tank	8
<b>CIVIC CENTER BUILDING B</b>		
1. Window Type Aircon	unit	1

2. Floor Mounted Aircon	unit	10
3. Ceiling Cassette Aircon	unit	114
4. Ceiling Mounted Aircon	unit	12
5. R22 Freon	tank	8
<b>CIVIC CENTER BUILDING C</b>		
1. Wall Mounted Aircon	unit	3
2. Ceiling Cassette Aircon	unit	64
3. Window Type Aircon	unit	6
4. Air Cooled Condensing Units	unit	13
5. R410A Freon	tank	3
<b>CIVIC CENTER BUILDING D</b>		
1. Ceiling Cassette VRF Aircon	unit	225
2. Wall Mounted Aircon	unit	5
3. Air Cooled Condensing Units	unit	46
4. R410A Freon	tank	3
<b>CIVIC CENTER BUILDING E</b>		
1. Ceiling Cassette Type	unit	72
2. Air Cooled Condensing Units	unit	16
3. R410A Freon	tank	3
<b>CIVIC CENTER BUILDING F</b>		
1. Ceiling Cassette Type	unit	249
2. Air Cooled Condensing Units	unit	46
3. R410A Freon	tank	3
<b>HEALTH BUILDING</b>		
1. Ceiling Cassette Type VRF Aircon	unit	167
2. Air Cooled Condensing Units	unit	28
3. R410A Freon	tank	3
<b>NGO BUILDING</b>		
1. Ceiling Cassette Type VRF Aircon	unit	52
2. Air Cooled Condensing Units	unit	12
3. R410A Freon	tank	2
<b>DRRMO BUILDING</b>		
1. Ceiling Cassette Type VRF Airconditioning System	unit	35
2. Wall Mounted VRF Type Aircon	unit	6
3. Floor Mounted Type Aircon	unit	4
4. Ceiling Suspended Type Aircon	unit	6
5. Window Type Aircon	unit	1
6. Air Cooled Condensing Units	unit	6
7. R410A Freon	tank	2
<b>DPOS BUILDING</b>		
1. Ceiling Cassette Type VRF Airconditioning System	unit	43
2. Air Cooled Condensing Units	unit	9
3. R410A Freon	tank	2
<b>LIBRARY</b>		
1. Window Type Airconditioning System	unit	2
2. Wall Mounted Type Airconditioning System	unit	1
3. Ceiling Cassette VRF Type Aircon	unit	24
4. Air Cooled Condensing Units	unit	5
5. R410A Freon	tank	2
<b>COMMUNITY CENTER BUILDING</b>		
1. Ceiling Cassette Type VRF Aircon	unit	45

2. Air Cooled Condensing Units	unit	6
3. R410A Freon	tank	2
<b>POLICE DETACHMENT</b>		
1. Wall Mounted Type Airconditioning System	unit	6
2. Ceiling Cassette VRF Type Aircon	unit	2
<b>DISTRICT 1</b>		
1. Floor Mounted Aircon	unit	6
2. Wall Mounted Aircon	unit	7
<b>DISTRICT 2</b>		
1. Ceiling Cassette Type Aircon	unit	45
<b>DISTRICT 3</b>		
1. Ceiling Cassette Type VRF Aircon	unit	1
2. Wall Mounted VRF Type Aircon	unit	18
4. Ceiling Mounted Type Aircon	unit	16
5. Window Type Aircon	unit	6
<b>DISTRICT 4</b>		
1. Ceiling Cassette Type Aircon	unit	43
2. Air Cooled Condensing Units	unit	13
3. Ceiling Mounted Aircon	unit	1
<b>DISTRICT 6</b>		
1. Ceiling Cassette Type VRF Aircon	unit	45
<b>MOLECULAR LABORATORY</b>		
1. Ceiling Cassette Type VRF Aircon	unit	20

**V. PROJECT STANDARDS & REQUIREMENT**

The following are the minimum qualifications and requirements for the service provider:

- ❖ Track record
  - The service provider shall have at least three (3) years actual experience in aircon installation, repair and maintenance.
- ❖ Organization
  - The service provider shall submit its detailed organization chart which shall indicate an established organizational structure of technical personnel to show its capability to undertake the project.
- ❖ Manpower
  - The service provider shall provide at least ten (10) technical personnel wearing proper personal protective equipment and using appropriate equipment in conducting the general cleaning.

General cleaning and repair services to be rendered shall 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 service provider shall provide three (3) months warranty of workmanship for the maintenance of the air conditioning units or system.

**VII. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The City has set an ABC of Fourteen Million Nine Hundred Fifty Eight Thousand Nine Hundred Eighty Pesos and 10/100 Only (P 14,958,980.10).

**VIII. BASIS OF PAYMENT**

Three (3) times 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 Service provider 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**

The three (3) time preventive maintenance has duration until December 31, 2024, upon issuance of the Notice to Proceed.

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