

**PROJECT: 2-Year Preventive Maintenance Service of Air – Conditioning
Units of SSS Luzon South 2 Division (LOT V)**

Terms of Reference

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

| Item no. | Specification | Statement of Compliance | | | | | | | | | |
|--------------------------|--|--------------------------------|-------------|---------|----|-------------------------|---------|----|--------------------------|----------|--|
| I. SCOPE OF WORKS | | | | | | | | | | | |
| 1 | Conduct semestral scheduled cleaning, check-up, and preventive maintenance of the Air-conditioning Units (<i>Annex A – List and Address of Branches</i>) <table border="1" style="margin-left: 20px;"> <tr> <td>a.</td> <td>Window Type</td> <td>2 Units</td> </tr> <tr> <td>b.</td> <td>Wall Mounted Split-Type</td> <td>2 Units</td> </tr> <tr> <td>c.</td> <td>Floor Mounted Split Type</td> <td>12 Units</td> </tr> </table> | a. | Window Type | 2 Units | b. | Wall Mounted Split-Type | 2 Units | c. | Floor Mounted Split Type | 12 Units | |
| a. | Window Type | 2 Units | | | | | | | | | |
| b. | Wall Mounted Split-Type | 2 Units | | | | | | | | | |
| c. | Floor Mounted Split Type | 12 Units | | | | | | | | | |
| 2 | Supply of labor & materials for the general servicing/cleaning with appropriate cleaning agent, W40 or equivalent lubricants, aluminum cleaner, rust converter, cotton rags, degreaser/washing agents and others. Coil Cleaner: Appropriate cleaning agent, water base, anti-microbial and fresh scented, flushing agents Lubricant: W40 or approved equivalent Anti-corrosive agent: Rust converter Refrigerant: base on the unit requirement | | | | | | | | | | |
| 3 | Supply of labor & materials for minor repairs (if necessary). Materials included are the following: Capacitor: base on the unit requirement Filter Drier: base on the unit requirement For leak repair: Oxy – acetylene gas and welding rod (silver) Sealed Bearing: base on the unit requirement | | | | | | | | | | |
| 4 | Provide hand tools, mechanized/or hydraulic lifter, rigid cart and pulleys, testing tools and equipment, safety servicing gadgets, water pressure washers, pumps, rags, containers, and other consumables. | | | | | | | | | | |
| 5 | Inventory and check existing and local conditions and functionality | | | | | | | | | | |
| 6 | Clean housing, the drain pans/pipe drain, frames, supports and rectify as needed | | | | | | | | | | |
| 7 | Clean evaporator and condenser coils, air filters and housing enclosure | | | | | | | | | | |
| 8 | Check of refrigerant level, measure voltage, current and supply air-temperature | | | | | | | | | | |
| 9 | Check and clean compressor/refrigerant tubing, supports, rubber footing/vibration isolator | | | | | | | | | | |
| 10 | Lubricate moving parts (as applicable). Remove dirt, excess oil and rest/corrosion | | | | | | | | | | |
| 11 | Check electrical controls, wirings and connections, rectify as needed | | | | | | | | | | |

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| 12 | Clean grills/louvers/housing, carefully pull-out unit and transport to service bay | |
| 13 | Test run, a general system check, electrical and mechanical parameters, pressure washing. | |
| 14 | Prepare and submit written diagnostic findings and recommendations based on the results of the testing, diagnostic and servicing. Any parts that maybe found defective during preventive maintenance must be identified and complete specifications provided. | |
| 15 | Perform other needed servicing to ensure safe operation of the equipment | |
| II. WORK PROCESS | | |
| 1 | Inspect and test units before pull-out | |
| 2 | Pull-out and transfer of units to the designated servicing bay area/site designated by authorized branch representative. | |
| 3 | Perform the complete servicing of all air – conditioning units. | |
| 4 | Return pull-out units to its designated place/locations. Ensure that the serial/property numbers of the casing and the units are the same. | |
| 5 | Check and de-clog drainage system. Remove slime and any obstructions to ensure free flowing discharge system. Re-align and re-install defective drainage system. Drainage system that may need replacement must be corrected, materials will be provided by SSS. | |
| 6 | Restore any affected area of the building caused by the execution of the servicing project and restore to its functional conditions and aesthetic appearance. | |
| 7 | Turn-over of waste materials to SSS Representative | |
| 8 | All works shall be validated by authorized branch representative present during the servicing activities. | |
| III. WORK SCHEDULE | | |
| 1 | Work should be done after regular Office hours, Saturdays, Sundays or Holidays or as maybe approved by the SSS representative | |
| 2 | The Bidder must submit a Gantt or Bar Chart of the work schedule. Conduct site inspection to make a complete assessment, familiarized the local conditions, determine all necessary considerations in preparation or work schedule. | |
| IV. OTHER REQUIREMENTS | | |
| 1 | Extra precautionary measures shall be observed. Otherwise, any damage incurred due to the fault of the contractor shall be repair/restored to its good and operating functionality all incurred expenses at the sole account of the bidder/supplier/contractor. | |
| 2 | Prior to the implementation of the project, the contractor is required to present the needed materials to SSS authorized representative for the checking of the materials integrity and compliance to the technical specifications and safety requirements. | |
| 3 | Provide unlimited on call services in case of a breakdown or malfunctioning of AC units. Contractor shall send one personnel to inspect and troubleshoot the affected unit/s and make necessary recommendations, if needed. The response time is within forty – eight (48) hours from the receipt of verbal or written notice from the SSS. | |
| 4 | For Major Repairs such as replacement of compressor, fan motor, condenser, evaporator, magnetic starter, sensors and circuit board , SSS will supply the necessary spare parts and the contractor will install the parts free of charge . | |
| 5 | Material Warranty: Parts supplied and installed by the contractor shall have a warranty of one (1) year from the date of acceptance by SSS representative. | |
| 6 | Terms of Payment: 1. Semi-annually, upon completion of each semestral services rendered and upon submission of Service Report, Sales Invoice and other billing requirements. | |

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| | <p>2. The semestral payment shall be equivalent to one-fourth of the amount of contract.</p> <p>3. Payment shall be based on the rendered services and cleaning of air-conditioning unit per semester. Non-serviced air-conditioning due to conditions cited in Item IV.7 of the Terms of Reference shall be deducted from payment. The deduction shall be based on the bid amount per type of air-conditioning unit of the service provider.</p> | |
| 7 | <p>Air – conditioning units will not qualify for servicing, if:</p> <ul style="list-style-type: none"> a. Defective b. Under supplier’s warranty c. Due for replacement (to be determined by EFMD or branch representative) | |

Submitted by:

Name of Bidder : _____

Authorized Representative : _____

Signature and Date : _____