



TERMS OF REFERENCE
AIR-CONDITIONING UNITS (ACUS) GENERAL CLEANING AND PREVENTIVE MAINTENANCE
REQUIREMENT OF THE DEPARTMENT OF TOURISM (DOT) FOR CY 2025

I. Background

The Department of Tourism (DOT) owns a total of Sixty-One (58) Air-Conditioning Units (ACUs) installed at the JB Building in Makati City. The conduct of General Cleaning and Preventive Maintenance to reduce the occurrence of repair/replacement and to ensure that the air circulating the office is clean and free-of dust and dirt.

II. Purpose

The DOT does not have the appropriate manpower to do the general cleaning and preventive maintenance of the 58-ACUs at the department. Thus, the DOT has to procure a service provider that will provide the appropriate manpower, tools, and equipment for the General Cleaning and Preventive Maintenance Services for CY 2025.

III. Basic Documentary Requirements

1. Registration Certificate from SEC or DTI or CDA, (as the case may be);
2. Valid Mayor's/Business permit;
3. Philgeps Registration Number; and
4. Certification of Satisfactory Performance for the General Cleaning and Preventive Maintenance Service Contract from at least three (3) clients other than DOT within the past three (3) years. The Certificate of Satisfactory Performance will be submitted as part of the technical documents/requirements.

IV. Duties and Responsibilities of the Service Provider

The Service Provider shall:

1. In the business of ACU Maintenance Services for at least five (5) years;
2. Responsible for any damage/s of the air-conditioning unit occurred during the performance of the job/service, which is attributable to the fault of the service provider;
3. Provide all the necessary manpower, tools, and equipment (such as but not limited to pressurized water compressor, push cart, natural detergent) to be used/necessary in the fulfillment of the job/service;

4. Available every time the Department needs the necessary service (on-call) on top of its regular Preventive Maintenance Service (PMS) schedule at no additional cost;
5. Responsible for any damage/s of the ACU occurred during the performance of the job/service, which is attributable to the fault rendered by the Service Provider;
6. Ensure that all their personnel must observe the basic health and safety standards, including the use of safety tools, and equipment, including basic Personal Protective Equipment (PPE), such as proper company uniform, ID, face masks and the like during the performance of the job/service;
7. Inform/coordinate with the General Services Division – Maintenance Service (GSD-MS) at least 1-day before the schedule actual conduct of the job/service;
8. Ensure a certification/confirmation from the GSD-MS to check and satisfy the performance right after each job/service undertaken; and
9. Provide at least one (1) certified Air-Condition Technical to supervise the job/service of its personnel and shall report and coordinate with the GSD-MS the status of the job/service undertaken.

V. Scope of Work/Schedule of Requirements:

1. The Preventive Maintenance will be carried every three (3) months to include the following job/services/works:
 - a. Check the quantity of oil, and refrigerant in the system;
 - b. Testing of electrical and safety controls;
 - c. General Cleaning of the following:
 - a.1. Air Filter
 - a.2. Condenser Coils
 - a.3. Condensate pan and drainage lines
 - a.4. Blower wheel and scroll assembly lines
 - d. Conduct of General Cleaning and Preventive Maintenance of ACUs as prescribed by the brand manufacturer:
 - d.1. Inspect and test all safety controls
 - d.2. Inspect and clean condensate drain lines
 - d.3. Calibrate and program thermostat (if necessary);
 - d.4. Check air filters and evaluate air flow
 - d.5. Set dampers (if necessary)
 - d.6. Inspect and clean condensers and evaporator coils
 - d.7. Inspect ventilation system and motor bearings
 - d.8. Inspect and clean starter contacts
 - d.9. Check and re-charge refrigerant (if necessary)
 - d.10. Test run of capacitors and air temperature
 - e. Conduct measurement for the air conditioner supply temperature and room temperature, including the reading of equipment working temperature;
 - f. Conduct necessary greasing/lubrication of bearing or any rotating parts (inside and out of the ACU unit), as needed;
 - g. Conduct general cleaning of the evaporator and condenser coil, blower wheel, propeller blade, drain pan, drain pump, and cabinet assembly;

- h. Conduct check-up of controls, compressor motors, and fan motor including electrical components and tightening of electrical terminals;
 - i. Conduct testing for leaks on pipe assembly including coil assembly of the unit;
 - j. Conduct check-up of the supply voltage, full load/load currents and phase sequence (if necessary) of the electrical power supply, check all electrical terminals and control wiring of the equipment and retighten if needed;
 - k. Conduct check-up for the operating pressure for the compressor and refrigerant on the system, and add refrigerant as needed with no additional cost;
 - l. Conduct inspection for the rain line and de-clogging of the drain line and drain pump and drain pan of the equipment;
 - m. Conduct check-up for the operating pressure for the compressor and refrigerant on the system, and add refrigerant as needed with no additional cost;
 - n. Conduct inspection for the drain line and de-clogging of the drain line and drain pump and drain pan of the equipment;
 - o. Submit test sheets/inspection report including any findings and recommendation. Gather data including voltage, amperes, pressure for the gascoolant, temperature, room temperature, and remarks and necessary data needed (Gathering of data is based before and after the conduct of PMS);
 - p. Should there be a need to replace defective parts, the service provider shall provide the price quotation on parts (i.e., magnetic contactors, capacitors, temperature sensors, etc.) after every conduct of regular check-up/inspections. The procurement of parts shall be subject to the procurement process and installation/replacement/repair shall be made immediately by the Service Provider without additional cost;
 - q. Regular check-up of Input/Output voltages and Calibration;
 - r. Immediate repair and replacement of defective spare parts upon its availability;
 - s. Check/clean and tighten electrical components such as Circuit Breakers, Panel Boards to include re-tightening of Bolt connections, Motor controllers (contractors, pressure switchers, gauges, etc.);
 - t. Check/adust refrigerant charge to standard charge and to standard operating pressure (suction pressure, discharge pressure)
2. The Service Provider shall conduct regular inspection and evaluation of ACUs operation and components (i.e., operating pressure, temperature, etc.) which shall be made every two (2) months; and
 3. The Service Provider shall be on-site upon receipt of the call from the GSD-MS within the day.

Note: Any additional work and provision of any spare parts/items not mentioned in the scope of works/minimum requirements shall be procured by the DOT subject to provisions of RA 9184.

VI. List of DOT-ACUs

ACU Type	Quantity
Split/Wall Mounted	48
Floor Mounted	8
Window Type	2
Total	58

VII. Contract Duration: 10 months from the receipt of the Notice of Award (NOA)

VIII. Approved Budget for the Contract (ABC) and Source of Fund:

Two Hundred Sixty-Three Thousand Four Hundred Pesos and Forty-Two Centavos Only (Php263,400.42), chargeable against FY 2025 General Administration Expenses (GAE) Funds.

IX. Payment Procedure:

- Government Procedure
- Within 30-35 calendar days upon submission of the complete and detailed Statement of Account/Billing including the copy of the Certificate of Satisfactory Services issued by the GSD
- Payment shall be based on the actual job/services rendered

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