



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7742507  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** DOT AIR-CONDITIONING UNITS (ACUs) GENERAL CLEANING AND PREVENTIVE MAINTENANCE SERVICES  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2021-06-0048	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Airconditioning Maintenance Services		
<b>Approved Budget for the Contract:</b>	PHP 244,140.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	6 Month/s		
<b>Client Agency:</b>		<b>Date Published</b>	04/06/2021
<b>Contact Person:</b>	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-8900189 femaximo@tourism.gov.ph	<b>Last Updated / Time</b>	03/06/2021 18:13 PM
		<b>Closing Date / Time</b>	09/06/2021 14:00 PM

#### Description

##### TERMS OF REFERENCE

Air-Conditioning Units (ACUs) General Cleaning and Preventive Maintenance Services

##### BACKGROUND

The Department of Tourism (DOT) owns a total of (60) Air Conditioning Units (ACUs) installed at the JB Building in Makati City. The conduct of regular cleaning and preventive maintenance services will ensure that the ACUs are in good running condition and perform efficiently.

##### PURPOSE

The collected dirt and dust, or regular wear and tear of the ACUs can easily lower the efficiency and at the same time pollute the indoor air quality. Thus, it is important to have the ACUs regularly cleaned and checked by a Professional Service Provider for Air-con General Cleaning and Preventive Maintenance services.

## I. BASIC DOCUMENTARY REQUIREMENTS

1. Registration Certificate from SEC or DTI or CDA, as the case may be;
2. Mayor's/Business permit;
3. PhilGEPS Registration Number; and
4. Certification issued by the Distributor/Original Equipment Manufacturer (OEM) that the bidder is an authorized partner/technical support provider for the maintenance and repair of Panasonic, Daikin, Mitsubishi, Koppel and Kolin of Air-Conditioning Units in the Philippines.

## II. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER:

1. The Service Provider should be authorized service center/provider by Panasonic, Daikin, Mitsubishi, Koppel and Kolin;
2. The Service Provider should be in the business of ACU maintenance services for at least five (5) years;
3. The Service Provider should be available every time the Department needs its services (on-call);
4. The Service Provider shall be 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;
5. The Service Provider shall provide the necessary tools and equipment to be used, such as but not limited to pressurized water compressor, pushcart, a natural detergent, and other necessary equipment to be able to fulfill the services under the TOR/contract, including all the cleaning/maintenance service consumable supplies;
6. All personnel of the service provider 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 uniform, ID, face masks, face shields, and the like;
7. The Service Provider shall provide one (1) certified air-condition technician to supervise the work of its personnel.

## III. CONTRACT DURATION

July to December 2021 (6 months)

## IV. SCOPE OF WORK

1. Conduct a general cleaning and standard preventive maintenance of the air conditioning units (ACUs), as prescribed by the equipment manufacturer for every 2-months for the period July - December 2021:

- Inspect and test all safety controls;
- Inspect and clean condensate drain lines;
- Calibrate thermostats, program thermostat (if needed);
- Check air filters and evaluate air flow (if needed);
- Check and adjust belt tension (if needed);
- Set dampers (if needed);
- Inspect and clean condensers and evaporator coils;
- Inspect ventilation system and motor bearings;
- Inspect and clean starter contacts;
- Check and recharge refrigerant, as needed;
- Test run capacitors, air temperature.

2. Conduct measurement for the air conditioner supply temperature and room temperature, including the reading of equipment working temperature;
3. Conduct necessary greasing/lubrication of bearing or any rotating parts, as needed;
4. Conduct general cleaning of the evaporator and condenser coil, blower wheel, propeller blade, drain pan and drain pump and cabinet assembly;
5. Conduct check-up of controls, compressor motors, and fan motor including electrical components and tightening of electrical terminals;
6. Conduct testing for leaks on pipe assembly including coil assembly of the unit;
7. 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;
8. Conduct check-up for the operating pressure for the compressor and refrigerant on the system, and add refrigerant as needed with no additional cost;
9. Conduct inspection for the drain line and de-clogging of the drain line and drain pump and drain pan of the equipment;
10. Submit test sheets/inspection report including any findings and recommendation. Gather data includes voltage, amperes, pressure for the gas coolant, temperature, room temperature, and remarks and necessary data needed. (Gathering of data is based before and after the PMS);
11. Prior to replacement of parts, the service provider should provide price quotation on parts (like 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 installations/repairs shall be made immediately by the Service Provider without additional charge;
12. On scheduled cleaning, the service provider shall provide a timeline chart on a six (6) month-based schedule on all the air-conditioning units;
13. Service and emergency calls during normal working hours with a maximum of three (3) hours response time.

Excluded in the Contract are the following:

Any additional work and provision of any spare parts/items not mentioned in the scope of maintenance shall be procured subject to the pertinent provisions of R.A 9184.

1. System re-process, overhauling, repainting and rehabilitation jobs undertaken in the shop.
2. Major repairs shall include:
  - Rewinding and repair or replacement of compressor motor, pump motor, and fan motor. condenser and piping system
  - Repair or replacement of, evaporator, condenser, and piping system.
  - Repair or replacement of chassis, panel fan blade etc.
  - System reprocesses and piping system.
3. Cost of spare parts or material used in both file and shop repairs.
4. Cost of expendable items such as nitrogen & oxy-acetylene gases, welding rods, wires, and cables.
5. Re-piping of existing refrigerants line and drain lines.

In case there are parts not need to be replaced or purchased, the service provider must submit a detailed estimate/quotation for reference of the DOT in the preparation of procurement documents.

List of ACUs for PMS/General Cleaning for the Period Covered July – December 2021 (6 months):

Air-con Brand, Type and Number of Units:

- 1) Daikin, Floor Mounted - 14 units
- 2) Kolin, Floor Mounted - 2 units
- 3) Daikin, Wall Mounted - 19 units
- 4) Koppel, Wall Mounted - 1 unit
- 5) Mitsubishi, Wall Mounted - 1 unit
- 6) Panasonic, Wall Mounted - 21 units
- 7) Panasonic, Window Type - 2 units

#### V. APPROVED BUDGET FOR THE CONTRACT

Two Hundred Forty-Four Thousand One Hundred Forty Pesos (Php 244,140.00).

#### VI. TERMS OF PAYMENT

- Within 30-45 days upon submission of complete billing documents and Certificate of Satisfactory Services (Government Procedure)
- Bidder must submit a Summary of Services rendered and Billing Statement
- Payment shall be based on the actual services rendered

#### VII. CONTACT PERSONS:

ROLANDO A. BAUTISTA/RESIL SOLIS

General Services Division

Tel. # 8459-5200 loc. 110

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#### Other Information

The winning bid however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

Required Valid Documents to be submitted:

1. Current Mayor's / Business Permit
2. PhilGEPS Registration Number
4. Duly Notarized Omnibus Sworn Statement

Kindly submit your quotation via email together with the required valid documents not later than than 2:00pm on June 9, 2021 to: femaximo@tourism.gov.ph

**Created by** FELICISIMO EVANGELISTA MAXIMO

**Date Created** 03/06/2021

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