

PREVENTIVE MAINTENANCE OF AIR-CONDITIONING UNITS 2026

**TERM SHEET
QUARTERLY PREVENTIVE MAINTENANCE OF DOST-ASTI
AIR-CONDITIONING UNITS CY 2026
(ASTI, NEC, & EPDC)**

1. OBJECTIVE

The Department of Science and Technology – Advanced Science and Technology Institute (DOST-ASTI) intends to engage the services of a qualified and duly authorized Service Provider with the necessary expertise, experience, manpower, and equipment to conduct preventive maintenance of various brands and types of air-conditioning units, and to recommend repairs or replacement of parts when necessary, to ensure continuous, safe, and efficient operation of all units.

2. PROJECT LOCATION AND DURATION

The scope of services covers comprehensive maintenance services for all the Air-Conditioning Units located at:

- **DOST-ASTI** Bldg., C.P. Garcia Ave., UP Technopark Complex, UP Campus, Diliman, Quezon City 1101;
- **University of the Philippines (UP) - National Engineering Center (NEC)**, Diliman, Quezon City 1101; and
- **Electronics Product Development Center (EPDC)**, MIRDC Comp., Gen. Santos Ave., Bicutan, Taguig City 1631.

The contract shall start upon issuance of Purchase Order and Notice to Proceed (NTP) of the Procuring Entity until **31 December 2026**.

3. SCOPE OF WORK

Preventive Maintenance Services (PMS) shall be conducted **four (4) times within the contract period**. The scope of work shall be **staggered per quarter** to ensure proper maintenance while preventing unnecessary stress or damage to the equipment.

A. STANDARD QUARTERLY PMS (ALL QUARTERS)

The following services shall be performed during every quarterly PMS:

1. Power shutdown and safety inspection of the unit;
2. General cleaning of air-conditioning units, including:
 - a. Air filters (removal, washing, and drying);
 - b. Evaporator casing;
 - c. Drain pan and drain line (flushing);
3. Visual inspection of:
 - a. Evaporator and condenser coils;
 - b. Fan blades and blower assembly;
 - c. Electrical controls, wiring, and terminals;
4. Lubrication of motor bearings and other moving parts, as applicable and in accordance with manufacturer specifications;

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5. Operational testing, including:
 - a. Airflow and temperature performance;
 - b. Noise and vibration checking;
6. Inspection of refrigerant lines for visible leaks or damage;
7. Reassembly, start-up, and functional testing of the unit;
8. Cleaning of work area and proper disposal of debris;
9. Submission of a Quarterly Preventive Maintenance Service Report to the Property and Supply Section.

B. SEMI-ANNUAL PMS ACTIVITIES (2ND AND 4TH QUARTERS)

In addition to the Standard Quarterly PMS, the following shall be conducted twice a year, unless conditions warrant earlier intervention:

1. Controlled pressure washing or chemical cleaning of evaporator coils, if fouling is observed;
2. Condenser coil cleaning using appropriate pressure and cleaning agents;
3. Deep cleaning of blower wheel and housing;
4. Electrical load reading, checking, and tightening of electrical connections;
5. Evaluation of compressor operating condition;
6. Minor derusting, priming, and repainting of affected external components, as necessary.

C. ANNUAL PMS ACTIVITIES (4TH QUARTER)

The following activities shall be conducted once during the contract period, preferably during the 4th Quarter PMS:

1. Measurement of refrigerant level and **free freon charging or replenishment**, if required, provided that **no leak is detected**;
2. Comprehensive technical audit of each unit, including system performance evaluation;
3. Detailed assessment of major components such as compressors, motors, and electrical controls;
4. Recommendation for major repair, replacement of parts, or replacement of units, as applicable;
5. Submission of an Annual Technical Condition and Recommendation Report, including complete item specifications and cost estimates (labor and materials).

D. ON-CALL AND EMERGENCY SERVICES (AS NEEDED)

1. Emergency call-in services for unit malfunction or failure;
2. Free inspection, troubleshooting, and minor repairs;
3. Response time:
 - a. Within **24 hours** for regular service calls;
 - b. Within **4 hours** for urgent or critical cases;
4. Cost of replacement parts and major repairs shall be excluded and shall be subject to separate quotation and approval.

Submission of PMS Report to Property & Supply Section for every conduct of PMS. A detailed report may be requested for further explanation of any findings during preventive maintenance.

PREVENTIVE MAINTENANCE OF AIR-CONDITIONING UNITS 2026

Notes: Price must be inclusive of taxes and other charges.

LIST OF AIRCON PER TYPE

Location / ACU Type	No. Of Units
DOST-ASTI	
Wall Mounted	14
Ceiling Mounted	10
Floor Standing	30
Window	1
UP-NEC	
Window	4
EPDC	
Wall Mounted	29
Ceiling Ducted	9

4. SCHEDULE OF PREVENTIVE MAINTENANCE

DOST-ASTI AND UP-NEC

Quarter	Type of PMS	Completion
1 st Quarter	Standard PMS	On or Before 21 February 2026 (subject to change)
2 nd Quarter	Standard + Semi-Annual PMS	On or Before 16 May 2026
3 rd Quarter	Standard PMS	On or Before 8 August 2026
4 th Quarter	Standard + Semi-Annual + Annual PMS	On or Before 7 November 2026

EPDC

Quarter	Type of PMS	Completion
1 st Quarter	Standard PMS	On or Before 21 March 2026 (subject to change)
2 nd Quarter	Standard + Semi-Annual PMS	On or Before 13 June 2026
3 rd Quarter	Standard PMS	On or Before 5 September 2026
4 th Quarter	Standard + Semi-Annual + Annual PMS	On or Before 28 November 2026

5. OBLIGATIONS OF THE SERVICE PROVIDER

- Conduct the quarterly preventive maintenance, check-up and related minor repairs according to schedule to ensure reliable operation of the air-conditioning units during the period coverage. Quotation must include the supplies/materials needed for replacement (breakdown of materials cost shall also be provided).
- Provide qualified technicians, supervision, tools and equipment necessary to conduct the regular preventive maintenance check-up and related corrective repairs. At no

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- forms shall the supplier permit unqualified technicians to conduct the maintenance.
- Undertakes minor adjustments and repairs as required in the manufacturer's periodic schedule. Labor and supplies, at no cost to DOST-ASTI.
 - Submits Service Report to the customer or site representative upon completion of work, before leaving the site. A detailed Incident Report may also be requested for further information needed.
 - In case of major repair, the supplier will submit a quotation of materials and spare parts needed, including scope of work to be done (applicable only if the unit is no longer under warranty).
 - Dispatch of the technicians for request of service assistance must be done within 48 hours upon receipt of complaint/report.
 - Designate a head office-based personnel who will be responsible for managing and providing administrative support services. 24/7 support through phone and email, including regular holidays, special holidays and government announced holidays. On-call support services must also be provided in situations that require the presence of personnel, as urgently needed to perform critical activities. Response time is within 4 hours from receipt of call.
 - The supplier shall be liable for any damage due to negligence during the maintenance and its after effects.
 - To ensure adequate cooling systems in all offices of DOST-ASTI, the air-conditioning units shall be monitored by the service provider, and see to it that all units are in good running condition.

6. DUTIES AND RESPONSIBILITIES OF DOST-ASTI

- The DOST-ASTI, through Property and Supply Section, shall closely monitor the implementation of the preventive maintenance activity in accordance with the specifications and conditions of the Contract.
- During each scheduled preventive maintenance, an authorized representative of ASTI shall be available to supervise the procedures and ensure that office properties, such as computers and other equipment, are secured.

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(ASTI-RDC)**

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A. STANDARD QUARTERLY PMS (ALL QUARTERS)

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10. Power shutdown and safety inspection of the unit;
11. General cleaning of air-conditioning units, including:
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 - c. Drain pan and drain line (flushing);
12. Visual inspection of:
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13. Lubrication of motor bearings and other moving parts, as applicable and in accordance with manufacturer specifications;
14. Operational testing, including:
 - a. Airflow and temperature performance;
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15. Inspection of refrigerant lines for visible leaks or damage;

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16. Reassembly, start-up, and functional testing of the unit;
17. Cleaning of work area and proper disposal of debris;
18. Submission of a Quarterly Preventive Maintenance Service Report to the Property and Supply Section.

B. SEMI-ANNUAL PMS ACTIVITIES (2ND AND 4TH QUARTERS)

In addition to the Standard Quarterly PMS, the following shall be conducted twice a year, unless conditions warrant earlier intervention:

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LIST OF AIRCON PER TYPE

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Location / ACU Type	No. Of Units
DOST-ASTI (RDC)	
Precision Unit	4

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- Provide qualified technicians, supervision, tools and equipment necessary to conduct the regular preventive maintenance check-up and related corrective repairs. At no forms shall the supplier permit unqualified technicians to conduct the maintenance.
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