

TERMS OF REFERENCE

QUARTERLY PREVENTIVE MAINTENANCE OF ASTI AIR-CONDITIONING UNITS

1. OBJECTIVE

The DOST-Advanced Science and Technology Institute intends to engage the services of Bidder/Contractor duly authorized and with the necessary expertise, experience and capacity to maintain and/or recommend replacement of parts accessories of various brands of Air-Conditioning Units.

2. PROJECT COVERAGE AND LOCATION

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

- a. DOST-ASTI Bldg., C.P. Garcia Ave., UP Technopark Complex, UP Campus, Diliman, Quezon City 1101.
- b. Electronics Product Development Center (EPDC), MIRDC Comp., Gen. Santos Ave., Bicutan, Taguig City 1631.

2.2. The contract coverage shall be until 31 December 2023.

3. QUALIFICATIONS OF SERVICE PROVIDER

The SERVICE PROVIDER must have the required experience and expertise to carry out the preventive maintenance services. The following must be submitted as part of the post-qualification:

- A. Must be in business of air-conditioning preventive maintenance services in three (3) years (DTI Registration, Business Permit).
- B. Certified technicians with at two (2) years working experience in preventive maintenance of air conditioning units to be assigned in ASTI.
- C. Must have attended relevant training within three (3) years, as evidenced by training certificates of technicians who will be assigned to ASTI.
- D. Proven track record in rendering satisfactory provision of air conditioning preventive maintenance services (submit a copy of certificate of satisfactory rating issued by current or previous current including ASTI).

4. SCOPE OF WORK

- A. Quarterly Preventive Maintenance must include, but not limited to:
 1. General cleaning of all air-conditioning units including all internal components;
 2. Shutting off the unit;
 3. Removal of air filters for cleaning and recommendation for replacement, if necessary;
 4. Inspection and cleaning of the following parts:
 - Coiling coils (using power spray)
 - Fan Blades
 - Condenser coil (with pressure washer)
 - Drain line (by flushing)
 - Blower assembly

- All other internal components of the units
- 5. Greasing of motor bearing and other moving parts requiring lubrication;
- 6. Technical audit of equipment condition including freon charging and actual electrical reading operation of the units;
- 7. Drying of internal components using compressed air;
- 8. General service and inspection of all the components of the air-conditioning system;
- 9. Assembly and start-up;
- 10. Check-up and repair of undesirable noise and vibration of the unit;
- 11. Observation of the compressor performance and recommendation of repair/replacement, if necessary;
- 12. Check-up of all moving parts such as fan motor bearing/bushing and shafting evaporator blowers and blade, and recommendation of repair/replacement of parts, if necessary;
- 13. Inspection of all components of the system including electrical control and implementation of required adjustment/s, recommendation of repair/replacement of parts as may be necessary;
- 14. Check-up of all refrigerant line in the air-conditioning system and replenishment of the same, if necessary;
- 15. Check-up and repair of equipment corrosion, derust, which include preparation with primer and repainting of affected parts;
- 16. Recommendation on the repair and replacement of unit and parts that should be undertaken and submission of complete item specifications and price quotation that may be used as reference (cost of labor and materials) within two (2) days upon detection of defects for the internal parts; and
- 17. Cleaning of working area and cleaning of site.
- 18. The Preventive Maintenance Service Provider must at least have a Mechanical Engineer in the roster of personnel.
- 19. Submission of PMS Report to Property & Supply Section for every conduct of PMS. Detailed report may be requested for further explanation of any findings during preventive maintenance.

B. Other Services

- 1. Emergency "Call-in" Provisions;
- 2. Free Check-up, troubleshooting and ,minor repair;
- 3. Should respond within 24 hours upon receipt of call;
- 4. Cost of replacement of parts is excluded;
- 5. Prepare and submit clear and detailed service report including the findings and recommendations for evaluation.

C. Notes

- 1. Inclusive of taxes and other charges.
- 2. Number of Air-conditioning units per division/room:

LIST OF AIRCON FOR DOST-ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE

	<u>AIRCON TYPE/BRAND</u>	<u>CAPACITY</u>
	<u>Finance and Administrative Division</u>	
1	Koppel - Floor Mounted	5.0 TR

	<u>KMD</u>	
2	Koppel - Ceiling Mounted	5.0 TR
3	Hyundai – Ceiling Mounted	3.0 TR
	<u>Training Room</u>	
4	Hyundai – Floor Mounted	5.0 TR
5	Hyundai – Floor Mounted	5.0 TR
	<u>Conference Room</u>	
6	Hyundai – Floor Mounted	5.0 TR
	<u>RDD Conference Room 1</u>	
7	Hyundai – Floor Mounted	3.0TR
	<u>RDD Conference Room 2</u>	
8	Koppel- Ceiling Mounted	2.0 TR
	<u>DATOS (RDD)</u>	
9	Carrier - Window Type	
10	Hyundai – Wall Mounted	2.5 HP
	<u>RDD Division Head Room</u>	
11	Hyundai – Floor Mounted	3.0 TR
	<u>RDD STAFF ROOM</u>	
12	Kolin - Floor Mounted	3.0 TR
13	Hyundai – Floor Mounted	5.0 TR
14	Hyundai – Ceiling Mounted	3.0 TR
	<u>RDD NOC/ Staff Room</u>	
15	Hyundai – Floor Mounted	3.0 TR
16	Hyundai – Floor Mounted	3.0 TR
	<u>JICA</u>	
17	Hyundai – Floor Mounted	3.0 TR
	<u>OD</u>	
18	Koppel - Floor Mounted	5.0 TR
19	Hyundai – Floor Mounted	3.0 TR
20	Hyundai – Ceiling Mounted	2.0 TR
	<u>SSED</u>	
21	Koppel - Ceiling Mounted	2.0 TR

22	Koppel - Floor Mounted	5.0 TR
23	Alenaire - Ceiling Mounted	2.0 TR
24	Hyundai – Floor Mounted	5.0 TR
25	Hyundai – Floor Mounted	5.0 TR
26	Hyundai – Floor Mounted	5.0 TR
27	Hyundai – Ceiling Mounted	3.0 TR
28	Hyundai – Ceiling Mounted	2.0 TR
	<u>GRS</u>	
29	Samsung - Wall Mounted	2.0 HP
30	Samsung - Wall Mounted	2.0 HP
31	Samsung - Wall Mounted	2.5 HP
	<u>PMDC (back of ASTI)</u>	
32	Thermoblast - Floor Mounted	
33	Thermoblast - Floor Mounted	
34	LG - Wall Mounted	
35	LG - Wall Mounted	
36	LG - Wall Mounted	
37	Panasonic - Wall Mounted	4.0 HP
38	Koppel - Floor Mounted	5.0 TR
	<u>CSD</u>	
39	Koppel - Floor Mounted	3.0 TR
40	Carrier - Floor Mounted	3.0 TR
41	Kolin - Floor Mounted (NOC)	5.0 TR
42	Kolin - Floor Mounted (NOC)	5.0 TR
43	Kolin - Floor Mounted (NOC)	5.0 TR
44	Kolin - Floor Mounted (NOC)	5.0 TR
45	Gree - Floor Mounted	5.0 TR
46	Carrier – Floor Mounted	3.0 TR
47	Hyundai – Floor Mounted	3.0 TR
48	Hyundai – Floor Mounted	3.0 TR
49	Hyundai – Floor Mounted	3.0 TR
50	Hyundai – Floor Mounted	5.0 TR
51	Hyundai – Floor Mounted	5.0 TR
52	Hyundai – Ceiling Mounted	3.0 TR
53	Hyundai – Wall Mounted	1.0 HP
	<u>COA</u>	
54	Koppel - Wall Mounted	2.0 TR
	<u>Property and Supply Section</u>	
55	Koppel - Wall Mounted	2.0 TR

LIST OF AIRCON FOR ELECTRONICS PRODUCT DEVELOPMENT CENTER (EPDC)

	<u>AIRCON TYPE/BRAND</u>	<u>CAPACITY</u>
	EMC Chamber	
1	Daikin - Ceiling concealed ducted	6.0 HP
2	Daikin - Ceiling concealed ducted	6.0 HP
3	Daikin - Ceiling concealed ducted	6.0 HP
4	Daikin - Ceiling concealed ducted	6.0 HP
5	Daikin - Ceiling concealed ducted	6.0 HP
6	Daikin - Ceiling concealed ducted	6.0 HP
7	Daikin - Ceiling concealed ducted	6.0 HP
8	Daikin - Ceiling concealed ducted	6.0 HP
9	Daikin - Ceiling concealed ducted	6.0 HP
	OD Room (3/F)	
10	Daikin - Wall-Mounted	4.0 HP
11	Daikin - Wall-Mounted	2.5 HP
12	Daikin - Wall-Mounted	1.0 HP
	Training Room (3/F)	
13	Daikin - Wall-Mounted	4.0 HP
	FMS Staff Room (3/F)	
14	Daikin - Wall-Mounted	4.0 HP
15	Daikin - Wall-Mounted	3.0 HP
16	Daikin - Wall-Mounted	3.0 HP
	Server Room (2/F)	
17	Daikin - Wall-Mounted	3.0 HP
18	Daikin - Wall-Mounted	2.5 HP

	FMS Conference Room (3/F)	
19	Daikin - Wall-Mounted	3.0 HP
	Wet Process Room (2/F)	
20	Daikin - Wall-Mounted	2.5 HP
21	Daikin - Wall-Mounted	2.0 HP
	PCB Lab	
22	Daikin - Wall-Mounted	2.5 HP
23	Daikin - Wall-Mounted	2.0 HP
	OD Room 1/F (Admin)	
24	Daikin - Wall-Mounted	2.0 HP
	Resource Room	
25	Daikin - Wall-Mounted	2.5 HP
	Lobby	
26	Daikin - Wall-Mounted	2.5 HP
	ASec Room (3/F)	
27	Daikin - Wall-Mounted	2.5 HP
	FMS Conference Room (2/F)	
28	Daikin - Wall-Mounted	2.0 HP
	Parametric Room	
29	Daikin - Wall-Mounted	2.0 HP
30	Daikin - Wall-Mounted	1.5 HP

	Sales / DW 4	
31	Daikin - Wall-Mounted	1.5 HP
	Library	
32	Daikin - Wall-Mounted	1.5 HP
	EPP Office (2/F)	
33	Daikin - Wall-Mounted	1.5 HP
34	Daikin - Wall-Mounted	1.5 HP
	PM Room 2 (2/F) - DOST ASTI Office	
35	Daikin - Wall-Mounted	1.0 HP
	PCB Assembly Area	
36	Daikin - Wall-Mounted	1.0 HP
	DW 2	
37	Daikin - Wall-Mounted	1.0 HP
	DW 1	
38	Daikin - Wall-Mounted	1.0 HP
	Hallway (1/F)	
39	Daikin - Wall-Mounted	2.0 HP
	GTI Room	
40	Daikin - Wall-Mounted	1.5 HP
41	Daikin - Wall-Mounted	1.5 HP

V. SCHEDULE OF PREVENTIVE MAINTENANCE

The schedule of preventive maintenance for **DOST-ASTI** must be completed on or before:

- a) 2nd Quarter –13 May 2023 (tentative)
- b) 3rd Quarter – 12 August 2023
- c) 4th Quarter – 14 October 2023

The schedule of preventive maintenance for **EPDC** shall be as follows:

- a) 2nd Quarter –3 June 2023 (tentative)
- b) 3rd Quarter – 2 September 2023
- c) 4th Quarter – 2 December 2023

VI. OBLIGATIONS OF THE SERVICE PROVIDER

1. 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).
2. Provide qualified technicians, supervision, tools and equipment necessary to conduct the regular preventive maintenance check-up and related corrective repairs.
3. Undertakes minor adjustments and repairs as required in the manufacturer's periodic schedule. Labor and supplies, at no cost to ASTI.
4. Submits Service Report to the customer or site representative upon completion of work, before leaving the site. Detailed Incident Report may also be requested for further information needed.
5. In case of major repair, the supplier will submit quotation of materials and spare parts needed, including scope of work to be done (applicable only if the unit is no longer under warranty).
6. Dispatch of the technicians for request of service assistance must be done within 24 hours upon receipt of complaint/report.
7. Designate a head office-based personnel who will be responsible in managing and providing administrative support services. 24/7 support thru 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.

VII. DUTIES AND RESPONSIBILITIES OF ASTI

The 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.

VIII. PAYMENT SCHEDULE

Payment to the Service Provider shall be made on a quarterly basis upon acceptance of ASTI, subject to the submission of billing statement, duly accomplished service report forms and other documentary requirements.

IX. LIQUIDATED DAMAGES

Non-compliance with the Terms and Conditions stated in the Contract will result in the payment of corresponding penalties/liquidated damages of the Contract Price by the winning Service Provider. ASTI reserves the right to rescind the contract after the Service Provider fails to comply for a maximum of three (3) periods, without prejudice to other courses of action and remedies open to it.

X. DISPUTE RESOLUTION

1. In the matter of dispute, should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

2. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.