



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	8681761
Procuring Entity	DEPARTMENT OF TOURISM
Title	Procurement of Air-Conditioning Units (ACUs) General Cleaning and Preventive Maintenance Services
Area of Delivery	Metro Manila

Solicitation Number:	2022-05-0055	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Airconditioning Maintenance Services		
Approved Budget for the Contract:	PHP 276,160.00	Document Request List	0
Delivery Period:	9 Month/s		
Client Agency:		Date Published	20/05/2022
Contact Person:	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	Last Updated / Time	20/05/2022 00:00 AM
		Closing Date / Time	24/05/2022 17:00 PM

Description

TERMS OF REFERENCE

I. 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
4. List of the Bidders' Completed Contract similar to the Contract to be Bid within the last five (5) years.
5. List of all its on-going Government and Private Contracts including Contracts Awarded but not yet started, if any, whether similar or not similar in nature and complexity to the Contract to be Bid within the last five (5) years.

II. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

1. The Service Provider should be knowledgeable and experienced service provider for the Preventive Maintenance of ACUs with any of the brands, such as Panasonic, Daikin, Mitsubishi and Kolin etc.;
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) on top of its regular Preventive Maintenance Service (PMS) schedule.
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 rendered by 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 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 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

Duration of Contract is Nine (9) months

IV. SCOPE OF WORK

1. Preventive Maintenance will be carried every three (3) months.
General Cleaning and Preventive Maintenance works shall be done whether there is trouble or none.
2. Service Provider shall be on site upon receipt of call within the day.
3. Every two (2) months, there shall be an inspection of all the components of the system, evaluation of operating pressure and temperature and making necessary adjustment for maximum efficiency;
4. Lubrication of all external moving parts;
5. Checking the quantity of oil and refrigerant in the system.
6. Testing of electrical and safety controls;
7. General cleaning of the following:
 - a) Air Filter
 - b) Evaporator
 - c) Condenser Coils
 - d) Condensate pan and drainage lines
 - e) Blower wheel and scroll assembly lines
8. Conduct the General Cleaning and standard preventive maintenance of the Air Conditioning Units (ACUs), as prescribed by the brand manufacturer of ACUs:
 - 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 of capacitors, air temperature.
9. Conduct measurement for the air conditioner supply temperature and room temperature, including the reading of equipment working temperature;
10. Conduct necessary greasing/lubrication of bearing or any rotating parts, as needed;
11. Conduct general cleaning of the evaporator and condenser coil, blower wheel, propeller blade, drain pan and drain pump and cabinet assembly;
12. Conduct check-up of controls, compressor motors, and fan motor including electrical components and tightening of electrical terminals;
13. Conduct testing for leaks on pipe assembly including coil assembly of the unit;
14. 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;
15. Conduct check-up for the operating pressure for the compressor and refrigerant on the system, and add refrigerant as needed with no additional cost;
16. Conduct inspection for the drain line and de-clogging of the drain line and drain pump and drain pan of the equipment;
17. 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);
18. Should there be a need to replace defective 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;

19. Regular Check-up of Input/Output voltages and Calibration;
20. Immediate repair and replacement of defective spare parts upon its availability;
21. Regular Check-up of operating pressure and temperature and making necessary adjustment for maximum efficiency;
22. Check/Clean and retighten electrical components such as Circuit breakers, Panel Boards to include retightening of Bolt connections, Motor controllers (contractors, pressure switchers, gauges, etc.).
23. Check/Adjust refrigerant charge to standard charge and to standard operating pressure (suction pressure, discharge pressure).

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 by the DOT subject to the pertinent provisions of R.A 9184 such as:

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.

AIRCON TYPES:

Wall Mounted --- 49 Units
 Ceiling Cassette Type --- 85 Units
 Package Type/Floor Mounted Type --- 12 Units
 Ceiling Suspended Type --- 8 Units
 Window Type --- 1 Unit
 Total Number of Units = 155 Units

V. APPROVED BUDGET FOR THE CONTRACT

Two Hundred Seventy Six Thousand One Hundred Sixty Pesos and Zero Centavos (P 276,160.00) inclusive of all applicable taxes, chargeable against FY 2022 GAE Funds

VI. TERMS OF PAYMENT

- Within 30 to 45 days upon submission of complete billing documents and issuance 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.

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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 Number/Certificate of PhilGEPS Registration
3. Duly Notarized Omnibus Sworn Statement

Kindly submit your quotation via email not later than May 24, 2022.

Date Created 19/05/2022

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