

**Republic of the Philippines  
Philippine Ports Authority  
PMO Negros Oriental/Siquijor**

**TERMS OF REFERENCE**

**SUBJECT: SERVICE CONTRACT FOR PREVENTIVE MAINTENANCE OF TWENTY SIX (26) AIR CONDITIONING UNITS AT PPA, PMO NEGROS ORIENTAL/SIQUIJOR, TMO Tandayag, TMO Larena and Passenger Terminal Building- Port of Siquijor**

**1. Maintenance Service Coverage**

1.1 The maintenance service contract shall cover ceiling mounted air-conditioning units, wall mounted air-conditioning units, cassette type air-conditioning units and window type air-conditioning units (Koppel/Panasonic/Daiken/IDEC/Sanyo brand) of the Port Management Office of Negros Oriental/Siquijor and its Terminal Management Offices.

**2. Contract Period**

2.1 The contract period shall be for twelve (12) months, beginning July 1, 2019 up to June 30, 2020.

**3. Scope of Undertaking**

3.1 The services to be rendered by winning bidder shall be:

3.1.1 Quarterly General Cleaning

1. General Cleaning of evaporator and condenser coils of all air conditioning units which should be done on the last month of each quarter.
2. Check-up and cleaning of all mechanical parts and safety controls, including lubrications of all moving parts and adjustments.
3. Inspection and testing of air-conditioning units for possible leaks.
4. Inspection and testing of all mechanical parts such as blowers, motors and compressor and others.
5. Recharging if necessary
6. Provide copies of quarterly inspection/service reports:  
Operating Data,
  - a) Reading of Suction Pressure,
  - b) Suction Line Temperature,
  - c) Ambient Temperature,
  - d) AHU Air Out Temperature,
  - e) AHU Air In temperature,
  - f) ACCU Air Out Temperature,
  - g) Ampere Reading, and Room Temperature
  - h) Voltage
  - i) Findings and Recommendation

3.2 Special Services

3.2.1 Supply of Labor and Materials for the necessary repair of units in accordance with the quoted Special Services Rates :

1. Testing and Commissioning
2. Disconnect power supply from line
3. Flushing the system using nitrogen

4. Remove presence of air in the system using vacuum pump
5. Repair of leaks
6. Charging of Freon until standard pressure may be attained
7. Provide copies of service reports (same as 3.1.1.6)

3.2.2 Supply of Labor and Materials for installation of aircon units (with Standard 10 linear feet – piping) in accordance with the quoted Special Services Rates

1. Supply of tube rubber installation and polyethylene tape
2. Installation of indoor and outdoor units
3. Installation of copper tube and insulations
4. Testing and commissioning

3.2.3 Supply of Labor for installation of Major Parts

3.3 Chemicals needed for the general cleaning of the air-conditioning units Shall be supplied by the Contractor. Water and power consumption on The general cleaning shall be provided by the Authority.

3.4 Free labor for the replacement of small mechanical parts and capillary Tube and recharging of Freon. Labor for the repair/replacement of major Mechanical parts, such as compressor, blowers and coolers, switches, Filters, is excluded and shall be billed separately.

3.5 Major mechanical parts for shall be procured/provided by the Authority

#### **4. Obligation and Responsibilities**

##### **4.1 Of the Contractor**

1. Undertake the quarterly services as indicated in Section 3.
2. Respond promptly to all emergency service calls made during regular business hours;
3. Perform necessary shop work, free of charge
4. Provide copies of quarterly reports and recommendations
5. Comply with other provision stipulated in the Contract as agreed upon by both parties

##### **4.2 Of the Authority**

1. Award the Preventive Maintenance Contract/Agreement to the winning bidder.
2. Pay the contractor the amount due to them as specified in the Contract Agreement, upon presentation of Statement of Account supported with Service Reports, subject to existing government accounting rules and regulations.

Prepared by:

Submitted by:

**GEORGINA S. JASMIN**  
Acting AO IV

**JANET C. BOHOLANO**  
Admin. Division Manager

APPROVED:

**SARAH R. MIJARES**  
Port Manager