

Republic of the Philippines  
SUBIC BAY METROPOLITAN AUTHORITY

TERMS OF REFERENCE FOR THE  
PREVENTIVE MAINTENANCE OF AC UNITS  
FOR ONE (1) YEAR

FOREWORD

APPROVED BUDGET FOR THE CONTRACT (ABC)

Five Hundred Thirty-Five Thousand Eight Hundred Fifty-Two and Ninety-Six Centavos (Php 535,852.96).

1. OBJECTIVE

The SBMA, thru the MTD, intend to engage the services for the necessary preventive maintenance of 685 AC Units and 11 Evaporative Air Coolers from different SBMA departments to prevent future problems such as leaks, breakage of parts and to avoid any unwanted emergency breakdowns which can save money and time in the long run.

2. PROJECT DESCRIPTION

The list of buildings/facilities to be rendered with the services can be found at Annex A.

3. SCOPE OF WORK

The CONTRACTOR'S services shall perform a semi-annual preventive maintenance of all air conditioning and air cooler units installed in various buildings of Subic Bay Metropolitan Authority. It shall be inclusive of all labor, tools, and necessary equipment to maintain the AC and Air cooler units in serviceable condition throughout the contract period (1 year).

3.1 SPECIFIC TASKS

- 3.1.1 Clean and check contactors for possible defects.
- 3.1.2 Check and tighten terminals.
- 3.1.3 Check suction and discharge pressure reading.
- 3.1.4 Check for any refrigerant leaks.
- 3.1.5 Check for noise and vibration, rectify if found any.
- 3.1.6 Clean condenser coil by using pressure washer.
- 3.1.7 Check for noise and vibration, rectify if found any.
- 3.1.8 Check insulation resistance of motor winding by using multi-meter.
- 3.1.9 Clean evaporator coil by using pressure washer.
- 3.1.10 Check all defective parts such as filter, fan blade, blowers & bushings.
- 3.1.11 Check H.P. cut out switch for proper function.
- 3.1.12 Check L.P. cut out switch for proper function.
- 3.1.13 Check thermostat for proper function.
- 3.1.14 Other activities not stated but necessary in the ACU maintenance/cleaning

#### 4. QUALIFICATIONS

The Bidder must have a minimum of at least five (5) years of experience in doing business of providing preventive maintenance on Air Conditioning units.

#### 5. CONTRACT PERIOD

The preventive maintenance service will be for a period of one (1) year comprising of 2 cycle cleaning within the said period. Each cycle should be completed not later than 36 working days.

#### 6. MANNER OF PAYMENT / BILLING

- 6.1 The Winning Bidder shall submit to SBMA a picture of their work during and after the services, copies of receipted invoices, vouchers and other appropriate supporting materials such as acceptance by the custodian of aircon units being serviced, after ten (10) working days.
- 6.2 SBMA may give written notice to the Winning Bidder within fifteen (15) calendar days specifying in details deficiencies in the services. The Winning Bidder shall thereupon promptly make any necessary corrections within a maximum period of ten (10) days, and upon completion of such corrections, the foregoing process shall be repeated.
- 6.3 The service shall be paid every semester upon completion of the Preventive Maintenance.

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