



**TERMS OF REFERENCE (TOR) FOR THE PROCUREMENT OF
SERVICES FOR THE REPAIR AND REPLACEMENT OF DEFECTIVE
PARTS OF MWSS RO AIR CONDITIONING UNITS**

I. PURPOSE

The MWSS Regulatory Office (MWSS RO) aims to procure the services of a contractor to supply parts including installation, testing, and other services necessary to repair defective air conditioning (AC) units in the MWSS RO Building. The need for these repairs, which include the replacement of specific parts, was identified during the periodic preventive maintenance, inspections, cleaning, and diagnostic testing conducted by the service provider, *Wattsavers Energy Services Company*, under the Preventive Maintenance Services contract for the building's AC units.

The repair services are intended to restore the AC units to optimal operating performance, ensuring a comfortable temperature level within the workplace. This is essential for maintaining a conducive working environment for MWSS RO talents and accommodating stakeholders conducting official transactions with the MWSS RO.

II. SCOPE OF WORK

The scope of work for the AC repair services includes **Supply, Install, Test, and Other Services necessary to repair the AC units, such as:**

- Supply and install manufacturer-approved compressors, drain pumps, swing motors, PCB boards, insulation, and other related components to replace malfunctioning components;
- Recharge refrigerants and reprocess to ensure the proper functioning of the air-conditioning units;
- Conduct testing of all replaced parts to ensure AC units operate at their optimal performance; and
- Provide a report on repairs done, parts replaced, and system performance after servicing.

III. SCHEDULE OF REQUIREMENT

All repair works shall be performed during weekdays after office hours, Saturdays, Sundays and Holidays preferably on the dates to be agreed upon

with the MWSS RO but in no case completion of repair services exceed sixty (60) calendar days from acceptance of Purchase Order.

IV. SPECIFICATIONS

The following AC units shall be repaired with the parts to be supplied presented in the table below:

Location	Description/ Specifications of Parts and Services	Qty.	Bid Price
1. FRA Manager's Office – 2 nd floor	Koppel Floor Mounted 5TR Inverter Outdoor Unit Model No. KV600DU-CRF21C Serial No. BK631556:		
	Outdoor Printed Circuit Board (PCB) unit and Compressor	1 lot	₱
2. CSRA – Ground Floor	Koppel Floor Mounted 5TR Inverter Indoor Unit Model No. KV600ARF21C Serial No. BK591235:		
	Indoor PCB unit	1 lot	₱
3. ALA Admin Manager's Office – 3 rd floor	LG Ceiling Cassette Model No. OWM- 2003C3, Serial No. EAU64563202; AC DRAIN PUMP MOTOR 230V 50HZ/ 60HZ O.095/ O.084A:		
	Drain pump set	1 lot	₱
4. TRA – Second Floor	LG Ceiling Cassette Model No. OWM- 2003C3 Serial No. EAU64563202; AC DRAIN PUMP MOTOR 230V 50HZ/ 60HZ O.095/ O.084A:		
	Re-insulation of copper pipe and Condensate drain pump	1 lot	₱
5. Mess Hall Pantry – Second Floor	LG Ceiling Cassette Model No. ARNU28GTPA4 Serial No. 912KCW12C41:		
	Indoor PCB Unit	1 lot	₱
6. OCR Head of Technical Assistant – 3 rd floor	LG Indoor Unit Wall Mounted Model No. ARNU12GSJN4, Serial No. 911KCAS04E52:		
	Re-insulation of copper pipe and Condensate drain pump	1 lot	₱

Location	Description/ Specifications of Parts and Services	Qty.	Bid Price
7. Telco Room – Ground Floor	LG Indoor Unit Wall Mounted Model No. ARNU12GSJN4 - Serial No. 002KCAS0AN60:		
	Re-insulation of copper pipe and Condensate drain pump	1 lot	₱
8. IT Room MIS – Third Floor	LG Indoor Unit Model No. HS- 091ss/008HAGF7N351:		
	Swing motor	1 lot	₱
9. Outdoor Units – Second Floor ACCU deck	13 Outdoor units: Model No. LG ARNU120LTE5; Serial No. 002KCNL0NN67, 002KCVU0EN43, 002KCCV0CX51, 003KCWC06G25, 002KCYQ0RW78, 002KCRN0RW74, 002KCGW0RW59, 002KCRN0EN42, Model No. KOPPEL KV600DU-CRF21C; Serial No. BK631559, BK631400, BK631556, BK631305, BK631190:		
	13 Outdoor units Re-insulation of copper pipes	1 lot	₱
Total Bide Price for the Contract: <i>(Amount in words)</i>			₱
We hereby offer the above Bid Price for the supply, installation, and testing of Air Conditioning parts:			
Company Name	Signature over Printed Name of Authorized Representative		Date

V. QUALIFICATIONS OF CONTRACTOR

The Bids and Awards Committee (BAC) shall determine the winning Contractor based on the Lowest, complying, and responsive Price Quotation. The Contractor shall submit proof of qualification with the following minimum requirements:

1. Mayor's/Business Permit;
2. Valid PhilGEPS registration certificate/number;

3. DTI Accreditation. The Contractor must be DTI Accredited under the classification of Air-conditioning and Refrigeration Service and Repair Enterprise;
4. TESDA Certification. The Contractor must deploy technically capable personnel with TESDA Certification with at least one (1) year of work experience.
5. Latest Income/ Business Tax Return;
6. Omnibus Sworn Statement. The Contractor shall submit a duly notarized Omnibus Sworn Statement in the prescribed form attached as **Annex "A"** hereof.
7. Minimum of Five (5) years of Experience. The Contractor must submit proof of experience as an AC and Refrigeration Service and Repair Enterprise for at least Five (5) years.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for this Contract (ABC) is **Two Hundred Seventy-Nine Thousand Pesos Only (₱279,000.00)**, inclusive of all related taxes.

VII. TERM OF THE CONTRACT

The Term of the Contract for the Procurement of Services for the Supply and Installation of AC parts shall be for Sixty (60) calendar days to commence upon the acceptance of the Purchase Order by the Contractor.

VIII. TERMS OF PAYMENT

The Terms of Payment for the services rendered by the contractor shall be thirty (30) calendar days from issuance of a Certificate of Acceptance and Inspection for satisfactory services rendered based on the required schedule of requirements signed by the Inspection and Acceptance Committee and the end-user representative of the MWSS RO, subject to the submission of billing statement, duly accomplished Service Reports and other documentary requirements.

IX. WARRANTY

In compliance with Section 62 of Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations (IRR), in order to assure that supplied parts and repair services are free from manufacturing defects shall be

corrected by the contractor, a warranty security shall be required for a period of six (6) months, to start from the issuance of the Certificate of Inspection and Acceptance by the MWSS RO.

The obligation for the warranty shall be covered by retention money or a special bank guarantee in an amount equivalent to five percent (5%) of the awarded contract price. The said amounts shall only be released after the lapse of the warranty period. Provided, that the delivered parts are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

X. DUTIES AND RESPONSIBILITIES OF MWSS RO

The MWSS RO through Admin-Property Unit, shall closely monitor the implementation of this contract in accordance with the specifications and conditions of the contract.

During each scheduled repair work, an authorized representative of MWSS RO shall be available to supervise the procedures and ensure that office properties, including computers, printers and other equipment are secured.

XI. OTHER CONDITIONS OF THE CONTRACT

1. Contractor's technical personnel must be available/reachable all throughout the period of the contract and their official contact numbers i.e. office telephone and mobile phone numbers, to reply to all queries on various issues, requests or inquiries that require urgent over-the-phone support;
2. The Contractor shall be responsible and be liable for any accidental damages to the air-conditioning units during the actual performance of the repair services.
3. The Contractor shall primarily take into consideration the safety of its workers by providing the necessary Personal Protective Equipment while conducting the repair services.
4. The Contractor shall hold MWSS RO free and harmless from and against any claims, liabilities, obligations, costs, and expenses, arising from or in connection with damages or personal injury to third persons, the Contractor's employees, agents, and invitees occasioned by the act,

negligence or fault of or omission of the Contractor, its agents, employees or invitees.

End

09 January 2025

Prepared by:

[Redacted Signature]

Bennielil C. Blones
COS -Bldg. Maintenance Officer

Recommending Approval:

[Redacted Signature]

Ramon A. Javier
DM for Administration

Approved:

[Redacted Signature]

Claudine B. Orocio-Isorena
DA for Administration and Legal Affairs