

**Terms of Reference**  
Repair/ Maintenance of Aircon Units

**1. PROJECT LOCATION/ CONTACT PERSON**

- a. Address: Negosyo Center Marikina, 36 Russet St., SSS Village Concepcion Dos, Marikina City  
Contact No. 09177945805 Thierry Gigantone
- b. Address: Negosyo Center Lucky China Town, 3<sup>rd</sup> Floor Annex B (City Place Square), Lucky China Town Mall, Reina Regente St., Binondo Manila  
Contact No. 09564674486 Avril de Guzman
- c. Address: 3F Lux Center Building, Brgy. Wack-Wack (Across SM Megamall) Mandaluyong City.  
Contact No. 09569647223 Mr. Lord Breznev Levante
- d. Address: Negosyo Center and 2<sup>nd</sup> floor 345 Metrohouse Building Sen Gil. Puyat Ave. Makati City  
Contact No. 09569647223 Mr. Lord Breznev Levante

**2. SCOPE OF WORK**

- a. The supplier/ contractor shall have the obligation to perform the Check-up, Cleaning, and Maintenance in every quarter. Their scope of work includes, but is not limited to:
  - Check operating pressure
  - Check and record room temperature
  - Check evaporator and condensing coils for any dirt or debris
  - Check system for refrigerant leak
  - Check and lubricate bearing if necessary
  - Check for any water leak
  - Check for any unusual noise
  - Check all panels and insure they are properly secured
  - General cleaning
  - Tighten all bolts and screws
  - Check all refrigerant pipes insulations
  - Recharging of freon
- b. The period covered for check-up, cleaning, and maintenance under this Term of Reference is from February to December 2022, just as the effectivity of contract.
- c. This Terms of Reference will cover one general check-up/ cleaning/ maintenance upon the start of this contract, subject to the condition that the contractor shall attend to all trouble calls and requests of DTI-National Capital Regional Office personnel to recommend for repair the subject equipment if necessary, replace and/ or surrender of its parts. Contractor is also duty-bound to attend immediately to any trouble calls made arising from malfunctioning or broken equipment and shall diagnose the same free of charge.

- d. Contractor shall provide a ninety (90) days warranty for parts/materials and or minor or major repair service rendered.
- e. Contractor will supply labor, tools and personnel for the above scope of work.

**3. TERMS/ PERIOD OF THIS CONTRACT**

- a. This Term of Reference is valid and effective for the Month of February to December 2022.

**4. TECHNICAL SPECIFICATION OF EQUIPMENT/ MACHINERIES**

Location	Quantity	Description
NC Lucky China Town	2 units	Ceiling Cassette Type Aircon Carrier 5TR
DTI Marikina/CITE Admin Bldg.	2 units	Split Type Aircon/ Koppel Brand Inverter 1865 watts Model- 27WM-ARF21C
DTI Marikina/CITE Conference Room	1 unit	Split Type Aircon/ Koppel Brand Inverter 1865 watts Model- 27WM-ARF21C
DTI Marikina/CITE Office of the Suptids	1 unit	Split Type Aircon/ Koppel Brand Inverter 1510 watts Model- KV180D-ARF21C
DTI Marikina/CITE PFA training Room mezzanine	1 unit	Split Type Aircon/ Koppel Brand Inverter 1510 watts Model- KV180D-ARF21C
DTI Marikina/CITE PFA training Room	1 unit	Split Type Aircon/ Koppel Brand Inverter 1865 watts Model- 27WM-ARF21C
DTI Marikina/CITE office of the Regional Dir.	1 unit	Window type 2 HP Panasonic CW-SC244EPH 2660watts
DTI Marikina/CITE Negosyo Center	3 units	Split Type Aircon/ Koppel Brand Inverter Kolin brand M-KGS-36C1T 3550 watts/ M-KGS-200B1G 1870 watts
DTI Marikina/CITE Mini function hall	2 units	Split Type Aircon/ Koppel Brand Inverter 1865 watts Model- 27WM-ARF21C
DTI Marikina/CITE Wellness room	1 unit	Window type Aircon 1 HP TLC model TAC-09CW
NC Lux Mandaluyong	6 units	Split Type Aircon Panasonic
NC Lux Mandaluyong	3 unit	Floor mounted Aircon Frost 3TR
NC Lux Mandaluyong	10 units	Window type Aircon 1HP (1 Hitachi, 9 TCL)
Negosyo Center Makati	1 unit	Floor mounted type Carrier brand 3TR
Metrohouse Building/ 2 <sup>nd</sup> floor Training room	1 unit	Split type LG Brand 1.5 HP
Metrohouse Building/ 2 <sup>nd</sup> floor/ RD's office	1 unit	Split type Koppel Brand 2HP
Metrohouse Building/ 2 <sup>nd</sup> floor/ RD's office	1 unit	Split type Carrier Brand 1HP

**5. APPROVED BUDGET**

The office shall be providing a budget amounting to PhP110,000.00 inclusive of taxes which shall be paid after the delivery of expected output in every quarter under the TOR and submission of required documents for processing of payment.

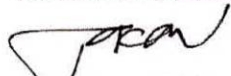
**6. PAYMENT TERM**

The payment shall be made in 4 (four) tranches which shall be paid quarterly after every service has been satisfactorily accomplished.


**Prepared by:**

  
**JOAN D. SANTILLAN**  
SP-TIDA

**Recommending Approval:**

  
**JAY A. ACAR**  
CTIDS-FASD, DTI-NCRO

**Approved by:**

  
**MARCELINA S. ALCANTARA**  
Regional Director, DTI-NCRO

**CONFORME:**

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Contractor