



## TERMS OF REFERENCE

- PROJECT : ANNUAL CLEANING SERVICE AND CHECK UP OF THE CLIMATE CHANGE COMMISSION-CLIMATE CHANGE OFFICE AIR CONDITIONING UNITS**
- OWNER : CLIMATE CHANGE COMMISSION-CLIMATE CHANGE OFFICE**
- LOCATION : NATIONAL CAPITAL REGION**

### I. PURPOSE

To acquire services for the maintenance of air conditioning units of CCC-CCO

### II. MINIMUM QUALIFICATION REQUIRED

The Service Provider should be with at least 2 years' experience, duly license and engaged in trade or business of maintenance and repair services for air conditioning units and other related products.

### III. SCOPE OF WORK

- ✓ Pull out and clean all the air conditioning units using a high-pressure pump with air conditioner cleaner
- ✓ Check and secure wirings & terminal clips
- ✓ Data Gathering
  - checking for leaks and if additional freon is needed
- ✓ Checking of Electrical Wiring Conditions
  - Visual inspection, continuity test (with use of multi-tester), and tightening of loosed screws.
- ✓ Physical Observation of Actual compressor
- ✓ Apply oil treatment of motor parts
- ✓ Brushing of fan motor
- ✓ Re-installation check if noise can be heard coming from it. It should be checked and immediate action if noise can be heard
- ✓ Conduct flushing of drain pipe
- ✓ Labor and testing-run

### IV. SPECIFICATION

#### March 2025 General Cleaning of Air Conditioning Units

Quantity	Description
21	Air conditioning unit, Window Type 2.5HP
4	Air conditioning unit, Window Type 2.0HP
5	Air conditioning unit, Window Type 1.5HP
1	Air conditioning unit, Split type 2.0HP
1	Air conditioning unit, Split type 1.5HP

### July 2025 General Cleaning of Air Conditioning Units

Quantity	Description
21	Air conditioning unit, Window Type 2.5HP
6	Air conditioning unit, Window Type 2.0HP
5	Air conditioning unit, Window Type 1.5HP
1	Air conditioning unit, Split Type 2.0HP
1	Air conditioning unit, Split type 1.5HP

### December 2025 General Cleaning of Air Conditioning Units

Quantity	Description
21	Air conditioning unit, Window Type 2.5HP
6	Air conditioning unit, Window Type 2.0HP
5	Air conditioning unit, Window Type 1.5HP
1	Air conditioning unit, Split Type 2.0HP
1	Air conditioning unit, Split type 1.5HP

#### V. SERVICE REPAIR DURATION

The general cleaning and maintenance of CCC-CCO air conditioning units will be trice a year, scheduled on March, July, and December 2025 and shall not be longer nor less than seven (7) days at the given schedule of general cleaning. If delay occurs the service provider or supplier is required to inform the CCC-CCO representative regarding any delay, liquidated damages may apply. The CCC-CCO has the right to withhold payment and deduct from the Contract Price, as liquidated damages, the applicable rate of one-tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance

#### VI. TERMS OF PAYMENT

Payment shall only be made within thirty (30) working days upon receipt of the company/supplier's billing statement and the Inspection and Acceptance Report/ Certificate of Completion from the end user representative of the job/service completed.

The CCC-CCO shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.

#### VII. TERMINATION

CCC-CCO has the right to terminate the agreement in case that the Service Provider has committed breach of obligation contained in this Terms of Reference, which cannot be remedied within the bounds of the statutory and regulatory requirements within three (3) working days with written notice.

#### VIII. WARRANTY

A thirty (30) days warranty for water drip for each cleaned air conditioning unit of Climate Change Commission.

#### IX. EFFECTIVITY

The agreement between the CCC-CCO and the Service Provider shall be effective upon the approval by the former and the acceptance by the latter, and shall continue, unless terminated sooner or until the completion date to be delivered.

## **X. APPROVED BUDGET OF CONTRACT**

The price quotation should not exceed the Approved Budget for Contract (ABC) of One Hundred Forty Thousand Pesos (Php140,000.00) inclusive of VAT and all other applicable taxes and charges.

Bids received in excess of the ABC shall be automatically disqualified during bid evaluation.

The quoted price shall be valid for thirty (30) days from the date of submission and shall not increase during the term of contract.

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