



TERMS AND CONDITIONS

SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF THE AIR CONDITIONING UNITS FOR THE RESEARCH AND DEVELOPMENT DIVISION AND THE LABANOS ROOM

Air conditioning is a necessity to reduce the humidity and improve the indoor air quality in the office. It creates a much healthier atmosphere, and employees are able to work more comfortably and keep their minds clear to tackle their tasks.

Over the past months, it has been observed that the Air Conditioning Unit (ACU) in the room of the Research and Development Division and in the Labanos Room were operational but failed to adequately cool the said areas. After a thorough inspection, it was determined that the ACUs would require repair works. Since the estimated cost of the repair works would exceed the allowed thirty percent (30%) maximum percentage of their current market values, then they are considered as excessive expenditures. Hence, the units were classified as unserviceable, and will be subject for replacement.

In view of this, PITAHC intends to engage the services of a Service Provider with the necessary expertise, experience, and capacity to supply and install the ACUs in order to properly ventilate and provide conducive work areas for the PITAHC employees and clients.

I. INCLUSIONS

1. Dismantling of the unserviceable units;
2. Supply, delivery, installation, testing, and commissioning of the floor-mounted and wall mounted ACUs; and
3. Provision of equipment, tools, materials, supplies, and consumables needed for the said works such as, but not limited to, copper tubes, communication wires, PVC drain pipes, breakers, and metal brackets.

II. SPECIFICATIONS

1. **One (1) unit, 3 TR Floor-Mounted, Inverter Type Air Conditioning Unit**
(Location: Ground Floor Office Area – Research and Development Division)
 - Minimum EER: 10 BTU/W-hr



- Power Supply: 230 V
- Range of the Indoor Unit Dimension (W x D x H): Minimum 500 x 300 x 1800 mm, Maximum 700 x 500 x 2000 mm
- With Remote Controller
- At least one (1) year warranty on parts and services
- At least five (5) years warranty on compressor

2. One (1) unit, 1.5HP Wall-Mounted, Inverter Type Air Conditioning Unit

(Location: Fourth Floor – Labanos Room)

- Minimum EER: 10 BTU/W-hr
- Power Supply: 230 V
- Range of the Indoor Unit Dimension (W x D x H): Minimum 180 x 200 x 200 mm, Maximum 850 x 300 x 300 mm
- With Remote Controller
- At least one (1) year warranty on parts and services
- At least five (5) years warranty on compressor

III. SCOPE OF WORKS

1. Dismantling the existing unserviceable indoor and outdoor units including the copper tubes;
2. Setting-up and mounting the new indoor and outdoor units;
3. Securing the indoor units with mounting brackets/stands and accessories;
4. Securing the outdoor units with sufficient metal brackets/stands and accessories;
5. Installing and connecting the copper tubes from the indoor units to the outdoor units;
6. Installing the rubber insulation and polyethylene tape on chilled pipes;
7. Connecting the required pipes, tubes, and cables between the indoor and outdoor units and the breaker;
8. Checking the electrical connections of the indoor and outdoor units;
9. Bleeding the air and humidity from the refrigerant circuit;



10. Testing all the valves and joints for leaks;
11. Tapping the feeder lines to the nearest power supply;
12. Connecting the drain pipes into the proper water drainage system;
13. Affixing all the pipes to the walls with the use of clamps;
14. Restoring works for any damage brought about by the installation; and
15. Testing the installed units to ensure their complete and correct installation.

IV. APPROVED BUDGET

The approved budget for this procurement is **Two Hundred Thousand Pesos (PHP 200,000.00)**, inclusive of VAT.

V. SITE INSPECTION

1. As part of the procurement requirement, the prospective Service Provider shall conduct an initial site inspection to secure a **Certificate of Site Inspection**, which shall be issued by PITAHC and shall be submitted as part of the technical proposal.
2. The prospective Service Provider shall inspect the site premises to consider all the conditions that may, directly or indirectly, affect the works, including verification of the scope of works to be done.

VI. PROTECTION OF WORK AND PROPERTY

The Service Provider shall protect the work and property of PITAHC by:

1. Providing site protections and signs relative to the installation;
2. Ensuring that all materials are stacked in a stable and self-supporting manner;
3. Installing sufficient scaffoldings and bracings, whenever necessary;
4. Employing competent professionals and laborers to oversee the dismantling, installation, testing, and commissioning works;



5. Ensuring that the installation conforms to the provisions of the Electrical Engineering Law (Republic Act [RA] 7920), Fire Code (RA 9514), and other applicable laws and regulations;
6. Keeping all access ways, including stairways and passageways, free from obstructions at all times;
7. Taking due care to protect the existing structures which may be affected by the work to be implemented;
8. Repairing all damages that may incur due to failure to provide protection, without any additional cost to PITAHC;
9. Thoroughly cleaning the work areas including all areas affected by the installation, testing, and commissioning activities; and
10. Leaving the premises clean, neat and orderly, and removing stains, spots, blemishes and other dirt from the finished work.

VII. SAFETY REQUIREMENTS

In order to ensure the safety of its workers as well as of the PITAHC personnel, the Service Provider shall:

1. Ensure that the standard safety procedures and related protocols or guidelines issued by the appropriate government agencies shall be applied and complied with;
2. Ensure that its workers wear face masks while inside the PITAHC building; and
3. Ensure that its workers are in proper safety attire/uniform.

VIII. PROHIBITIONS

The following are prohibited acts inside the PITAHC building, premises as well as work and storage areas for the duration of the project:

1. Smoking;
2. Drinking alcoholic beverages;
3. Using illegal drugs and other prohibited substances;



4. Gambling of any type;
5. Carrying items determined by PITAHC as "*deadly instruments*";
6. Sleeping in the work areas;
7. Having meals and/or snacks within the work areas; and
8. Using the elevator unnecessarily except when transporting large equipment, tools, materials, supplies, and consumables to the work areas, or in case of emergency.

IX. DELIVERY TERM

Twenty (20) calendar days from the date of receipt of the Purchase Order.

X. PAYMENT TERM

Full payment shall be made within thirty (30) calendar days from the issuance of the Certificate of Completion and the Inspection and Acceptance Report, and upon submission of the following complete documentary requirements such as, but not limited to, the:

1. Catalogue or manual from the manufacturer and/or dealer indicating the specifications as well as the warranty terms of the installed, tested, and commissioned ACUs;
2. Certificate of Service Warranty for the completed works;
3. Delivery Receipt/s;
4. Statement/s of Account and/or Sales/Billing Invoice/s; and
5. Service Report/s.

XI. QUALIFICATIONS OF THE SERVICE PROVIDER

Aside from the eligibility requirements as provided in the Updated 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184, the Service Provider must possess the following necessary qualifications:



1. At least three (3) years' experience in supplying, delivering, installing, testing, and commissioning of ACUs in the government/public and/or private sectors; and
2. With fully trained technical personnel.

XII. DOCUMENTARY REQUIREMENTS

In addition to the requirements under Appendix A of Annex "H" of the Updated 2016 Revised IRR of RA 9184, the interested Service Provider shall also submit the following documents:

1. Brochure/Catalogue indicating the specifications, and document reflecting the warranty for the proposed ACUs;
2. List of ongoing as well as previously awarded and completed contracts related to ACU projects including the amounts of the contracts; and
3. List of fully trained technical personnel with their Curriculum Vitae and Professional License/Certifications, if applicable.

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