



**REPAIR AND GENERAL CLEANING OF AIR CONDITIONING UNITS
TO THE GSIS – NCR PASIG EXTENSION OFFICE**

TERMS OF REFERENCE

1. COVERAGE

1.1. The procurement shall cover the drain piping for two (2) airconditioning units and general cleaning of TEN (10) air conditioning units for the GSIS NCR Pasig Extension Office located at the UGF, JNCV Building, Rosemary Lane cor. Pasig Blvd, Bgy Kapitolyo, Pasig City.

2. SCOPE OF WORK

2.1. General cleaning of ten (10) assorted airconditioning units

- 2.1.1. Parameter readings before and after cleaning
- 2.1.2. Pressure washer cleaning of airdust filter, evaporator and condenser coil
- 2.1.3. Cleaning of drain pan and declog drain lines
- 2.1.4. Cleaning of blowers/scrolls and panelling
- 2.1.5. Functional testing of controls and quote for found defective parts
- 2.1.6. Testing, start-up and observation

2.2. Repiping of drain line for two (2) airconditioning units

- 2.2.1. Isolation and dismantling of existing leaking pipes
- 2.2.2. Install new drain lines
- 2.2.3. Reinsulation/levelling and test for leak
- 2.2.4. Testing and turn over

3. TERMS AND CONDITIONS

- 3.1. The Supplier must have the necessary permit or license to operate.
- 3.2. The Supplier guarantees to deliver and render efficient and effective service in accordance with GSIS requirement.
- 3.3. The Supplier warrants that it has the experience, manpower, equipment and materials necessary to comply with its obligations.
- 3.4. Payment will be subject to the withholding tax of Five Percent (5%) Creditable VAT and Two Percent (2%) Expanded Tax.
- 3.5. The Penalty for each day of undelivered items will be one-tenth (1/10) of One Percent (1%) of the total contract price.

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