

GSIS Government Service Insurance System
Financial Center, Pasay City, Metro Manila 1308

APPROVAL PAGE

VARIOUS AIR-CONDITIONING UNITS

(2020-GSIS-PB-_____)

TERMS OF REFERENCE

GSIS Tarlac Branch Office

Prepared by:

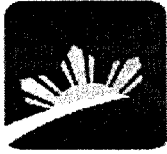
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GSIS Government Service Insurance System
Financial Center, Pasay City, Metro Manila 1308

Project Title : **VARIOUS AIR-CONDITIONING UNITS**

Approved Budget for the Contract : **Php567,835.00**

Purpose : **Procurement of various air conditioning units for the GSIS Tarlac Branch Office as a replacement for the old and defective air-conditioning units.**

I. SCOPE OF THE PROJECT

1. The work of the Supplier shall consist of furnishes, labor, supervision, equipment and materials for the following works:
 - 1.1 Supply, delivery, installation and commissioning of brand new inverter type air conditioning units.
 - 1.2 Brand new and appropriate refrigerant pipes, fittings, clamps, brackets and other mechanical accessories.
2. All equipment shall be installed in the locations that will be designated by the Manager or the authorized representative during site inspection before the procurement.
3. The supplier shall flush the system (new refrigerant pipes and fittings) with Nitrogen; ensure that the refrigerant oil is sufficient considering the refrigerant pipe lengths; vacuum the system; and charge with the appropriate refrigerant and quantity.
4. The supplier shall leak test PVC pipe drainage.
5. The supplier must fill up the attached **Start Up Data Sheet** with the temperature reading at 0.30m from the supply grills shall be taken and recorded on all units after one (1) hour of operation.
6. The supplier shall close / restore all openings to its original condition all affected areas during the installation and commissioning of the air conditioning units.
7. The supplier shall thoroughly clean the project site including all areas disturbed by installation of the air conditioning units for the duration of the project to the full satisfaction of the GSIS.

II. SPECIFICATIONS

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| 1. | 3 TR Floor Mounted | Inverter Type, Cooling capacity should be equal or more than 40,000 kJ/hr or 37,912 BTU/hr; 230 V / Single Phase / 60 Hz; R410A. |
| 2. | Refrigerant Pipe and Rubber Insulation | Refrigerant Pipes shall be Hard Drawn type M copper pipes from the fan coil unit (Indoor Unit) to the AC condensing unit (Outdoor Unit). Fittings, connectors and other accessories suitable for copper pipes are to be used. Rubber insulation with appropriate inner diameter and ½" thickness are to be used to insulate the refrigerant pipes and wrapped with polyethylene tape. |
| 3. | Electrical Feeder and Enclosure | Wires shall be insulated with PVC (polyvinyl chloride), nylon jacket type THHN rated at 90°C (dry) and 75°C (wet), maximum of 600 volts AC application and shall comply with the Philippine Standards. ECB enclosure shall be of NEMA-3R swinging dead-front-type with covers. |
| 4. | Electrical Conduit | Metallic Flexible Conduits are to be used to connect from the AC Condensing Units and should not exceed one (1) meter in length to the IMC conduit. IMC Conduits are to be used from the Metallic Flexible Conduit to the point of entrance to the building. PVC conduits may be used from the point of entrance of the building to the Appropriate Circuit Breaker at the Distribution Panel and Fan Coil Unit. Fittings, Connectors and Accessories suitable for Electrical Conduits specified above are to be used. |

I. MANPOWER REQUIREMENTS

- 1.1. The Supplier shall submit duly signed bio-data of qualified and licensed personnel in its employ who will handle the project from installation to warranty period:
- Resident Engineer – Registered Electrical or Mechanical Engineer with at least two (2) years of experience as Resident Engineer in similar project.
 - Air-conditioning Technician with at least two (2) years of experience in similar project.

- 1.2. The Supplier shall provide tools and equipment which are capable of producing the quality and quantity of work and materials required to complete the project as specified in the approved scope of work and specifications, within time as specified in the approved contract.

II. SUPPORT SERVICE REQUIREMENTS

1. The supplier must turn over the installation and/or owner's manual that is included in the unit.
2. The supplier must submit to the GSIS the signed and seal as-built plans including soft-copy (CAD Format) and photograph of the installed indoor and outdoor units upon completion of installation and commissioning of the air conditioning units.
3. The supplier must submit a certification from ISO 9001 certifying agency stating that the manufacturer of the air conditioning units to be supplied is ISO 9001 certified.
4. The manufacturer should have toll-free lines for service support with 24/7 capability (on stand-by to receive calls for service issues). The supplier must submit a certification from the manufacturer indicating toll-free numbers for service support with 24/7 capability (on stand-by to receive calls for service issues) and response time of 48 Hours after receipt of call.

III. WARRANTY AND AFTER-SALES SERVICE REQUIREMENTS

1. The obligation for the warranty shall be covered by either retention money in an amount equivalent to ten percent (10%) or a special bank guarantee equivalent to ten percent (10%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period: Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
2. The supplier must be an authorized supplier, distributor, reseller or partner of the manufacturer/principal relative to the supply, delivery, installation and/or commissioning of Various Airconditioning Equipment for GSIS Tarlac Branch Office to be procured.

For the whole duration of contract implementation and warranty services, the Supplier must ensure that it remains an authorized supplier, distributor, reseller or partner of the manufacturer/principal. If the Supplier is unable to maintain its supplier, distributor, reseller or partner agreement with the manufacturer/principal, this shall serve as a ground/reason for the termination of its contract with GSIS, in case of contract implementation period, and forfeiture of its warranty security, in case of warranty period.

For this purpose, the supplier must submit a copy of its agreement with the manufacturer/principal relative to the supplier's authority to supply, deliver, install

and/or commission Various Airconditioning Equipment for GSIS Tarlac Branch Office.

3. During warranty period, the supplier must be able to provide Back-to-Back maintenance services for the Various Airconditioning Equipment for GSIS Tarlac Branch Office to be procured by GSIS.

For this purpose, the supplier must submit a copy of its agreement with the manufacturer/principal relative to the provision of Back-to-Back maintenance services for the Various Airconditioning Equipment for GSIS Tarlac Branch Office to be procured by GSIS.

IV. STANDARD OF WORKMANSHIP, MATERIALS AND PERFORMANCE

Equipment and accessories to be supplied must be brand new and free from defects and must be in accordance with the abovementioned specifications and to be delivered in GSIS Tarlac Building, Urquico Oval, San Roque, Tarlac City.

V. SCHEDULE AND PLACE OF DELIVERY:

- 5.1. Submission of product brochure of the air-conditioning units for approval of GSIS prior to delivery.
- 5.2. The Project must be completed within thirty (30) Calendar Days starting on the date indicated in the Notice to Proceed.
- 5.3. The air-conditioning units will be installed at GSIS Tarlac Branch Office Building:

VI. TERMS OF PAYMENT

- 6.1. Full payment upon 100% completion and one (1) week of satisfactory operation of the Air Conditioning Units and GSIS acceptance of all works. Payment can be made after submission of Supplier's Warranty Certificate for One (1) year for all parts and labor of air conditioning units. Payment is subject to applicable taxes.
- 6.2. When the Supplier fails to satisfactorily deliver goods within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery, for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned.

VII. RESPONSIBILITIES OF THE BMD DURING PROJECT IMPLEMENTATION

- 7.1. The GSIS authorized representative shall approve the Contractor's submittals (brochure of the equipment to be supplied including all its accessories, shop drawings for its installation and a list of materials (with description and specifications) to be used in the project to include samples if required, within ten (10) calendar days after issuance of Notice to Proceed. All equipment, materials and other components to be installed without prior approval of GSIS shall be at the risk of rejection.
- 7.2. In the implementation of work, the GSIS or its representative shall not be responsible for any accident such; as death injuries and diseases received by the contractor or any of his employee or laborers. Likewise, the GSIS shall not be responsible for any loss or damage of materials, tools, equipment delivered on the job site. Damages on the GSIS properties and equipment caused by the contractor shall be replaced / repaired at his own expense to the satisfaction of the GSIS. In the event of failure of repair and or replacement of the same, the GSIS shall deduct the cost of such repairs from the payment due to the contractor.
- 7.3. The execution of all works shall be subject to the inspection and acceptance by the GSIS authorized representatives.