



January 31, 2025

REQUEST FOR QUOTATIONS

The Philippine Council for Health Research and Development (PCHR), through its Bids and Awards Committee (BAC), requests PhilGEPS registered suppliers to submit **quotations for the Procurement of one (1) lot Preventive and Corrective Maintenance Services of PCHR Air Conditioning Units for FY2025 with a total approved budget for the contract (ABC) in the amount of Two Hundred Forty-Five Thousand Six Hundred Pesos (P 245,600.00).**

Scope of Works:

- See attached *Terms of Reference (TOR)*

Qualified bidders should submit their quotations to the address below **on or before February 04, 2025 (Tuesday), 10:00 AM**. Failure to strictly comply with the deadline and general conditions shall automatically disqualify the bidder/s from the bidding process. Winning bidder will be required to submit additional requirements as stipulated in the IRR of RA 9184.

PCHR reserves the right to reject any or all quotations, to waive formality therein and to accept offers that may be considered most advantageous to the government.

For further information, please refer to:

Mr. Cirio D. Pangan Jr.

Secretariat, Bids and Awards Committee
Philippine Council for Health Research and Development
PCHR Saliksik Building, Sikap Street,
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City
Email: procurement@pchr.dost.gov.ph
Tel. No.: 8837-2931 loc. 506

(sgd.)

MARIA VIOLETA G. INTIA
Chair, BAC



Terms of Reference

Procurement of Preventive and Corrective Maintenance Services of PCHRD Air Conditioning Units

I. Objective/Rationale

Philippine Council for Health Research and Development (PCHRD) is currently maintaining thirty-five (35) air conditioning units. With this, PCHRD intends to engage with a Service Provider with known expertise, experience and capacity to provide Preventive and Corrective Maintenance Services for the ACUs utilized by the office.

II. General Requirements

For the purpose of ensuring the quality of workmanship, quality of genuine parts to be installed and the accessibility and immediate action required in case of breakdown, the following are the general requirements for the Service Provider:

1. At least three (3) years experience in Air Conditioning Unit installation and maintenance.
2. Authorized dealer and service provider of any Air Conditioning Unit brand.
3. Within 10-kilometer radius from DOST-PCHRD.

III. Scope of Works

1. Preventive Maintenance

To provide a scheduled preventive maintenance services, through the "Annex A: Preventive Maintenance Schedule for Air Conditioning Units." The scheduled preventive maintenance should be performed at a specific interval according to Annex A. The interval between PMS is six (6) months.

B. Preventive Maintenance Services

- Checking of physical condition of units
- Checking of electrical power supply reading and circuit breaker
- Thorough cleaning of indoor and outdoor unit
- Test run and observation

2. Corrective Maintenance

In the event or incident that any of the PCHRD ACU suddenly breakdown or is not functioning properly, PCHRD shall report immediately to the service provider. The service provider shall then immediately conduct diagnosis on the cause of malfunction/s and identify the total cost of corrective maintenance.

This also includes the replacement of major parts or components such as but not limited to compressor capacitor, harness wiring, computer box, motherboard, magnetic contactor switch, etc.

The service provider shall inform or endorse to the Property Officer the diagnosis and total cost of repair or replacement for approval, once approved the repair services/corrective maintenance shall be conducted immediately

IV. Roles and Responsibilities

1. PCHRD

- A. The Property Officer shall provide the service provider with the approved 2024 Preventive Maintenance Schedule for Air Conditioning Units.
- B. The Property Officer shall coordinate with the service provider on the schedule of ACUs to be subjected to Preventive Maintenance Schedule and ensure that the schedule is strictly followed.
- C. In the event that changes of schedule is necessary due to unforeseen circumstances, arrangement with the service provider shall be made prior to the Preventive Maintenance of the ACUs.

2. Service Provider

- A. The service provider shall ensure that the Preventive Maintenance Schedule is conducted within a reasonable period of time.
- B. The service provider shall ensure that all applicable service and parts replacement shall be a type and quality that conform to the maker's specification and standards, genuine or original parts, and that all works shall be subject to the inspection and acceptance of PCHRD's authorized personnel.
- C. In the event that during the conduct of Preventive Maintenance that a major breakdown/trouble/malfunction is discovered and immediate repair is necessary, the service provider shall inform PCHRD through the Property Officer for approval.
- D. The service provider shall submit billing statement and official receipts for every preventive and corrective maintenance service conducted and accomplished.

V. Terms of Payment

- 1. Payment shall be made upon the submission of the Service Provider of its statement of account or billing statement.
- 2. Payment shall be made based on actual preventive and corrective maintenance performed by the service provider.

VI. Process Flow

1. Preventive Maintenance

- A. The Property Officer shall monitor the Preventive Maintenance Schedule of PCHRD Air Conditioning Units. The interval of six (6) months between PMS shall be strictly followed.
- B. Upon identification of the Property Officer on schedule due for Preventive Maintenance, he/she shall coordinate with the Service Provider for at least one (1) month before the schedule.
- C. The Service Provider shall inspect the ACUs upon endorsement and shall inform the Property Officer, through an official quotation, of the total cost to conduct the Preventive Maintenance Services.

- D. The Property Officer may approve or deny the quotation submitted. Upon approval of the Property Officer, the Service Provider shall immediately conduct the Preventive Maintenance Services.
- E. Upon completion, the Service Provider shall inform the Property Officer through a service billing indicating the total cost and the itemized description of the parts replaced and maintenance services conducted.
- F. The Property Officer shall verify the submitted service billing, and shall certify the services rendered by the Service Provider. The Certification of Completion/Services Rendered shall be used for the payment, along with other required supporting documents.
- G. The Property Officer shall endorse the Service Billing, along with its supporting documents, to the Finance Team (Accounting, Budget and Cashier Sections) for the processing and remittance of payment to the Service Provider.

2. Corrective Maintenance

- A. Upon identification of the Property Officer if an ACU is not functioning properly or a sudden breakdown occurred, the Property Officer shall endorse the concerned ACU to the Service Provider.
- B. The Service Provider shall inspect the ACU upon identification and shall inform the Property Officer, through an official quotation, of the total cost to conduct the Corrective Maintenance Services. The quotation must indicate the diagnosis or cause of malfunctions/sudden breakdown, the corrective maintenance or repairs to be conducted, and the parts needed to be replaced.
- C. The Property Officer may approve or deny the quotation submitted. Upon approval of the Property Officer, the Service Provider shall immediately conduct the Corrective Maintenance Services.
- D. Upon completion, the Service Provider shall inform the Property Officer through a service billing indicating the total cost and the itemized description of the parts replaced and maintenance services conducted.
- E. The Property Officer shall verify the submitted service billing, and shall certify the services rendered by the Service Provider. The Certification of Completion/Services Rendered shall be used for the payment, along with other required supporting documents.
- F. The Property Officer shall endorse the Service Billing, along with its supporting documents, to the Finance Team (Accounting, Budget and Cashier Sections) for the processing and remittance of payment to the Service Provider.

VII. Allowable Cost for the Maintenance Services

1. Corrective Maintenance

The Corrective Maintenance shall not cost more than **PhP 50,000.00** for each **Corrective Maintenance Service** for each air conditioning unit.

Description	Maximum Amount of Corrective Maintenance for 2024	Remarks
All ACU utilized in Saliksik Building and Titanium Building	PhP 100,000.00	Payable only upon conduction and completion of a corrective maintenance

Prepared by:


JOHN JAVE D. MARABE
 Administrative Officer V

Recommending Approval:

MICHELLE V. ATIENZA
 Chief Administrative Officer, Finance and Administrative Division

Approved:


JAIME C. MONTOYA, MD, MSc, PhD, CESO II
 Executive Director III

PCHRD T-037	Room Airconditioner 3 Ton Ceiling Mounted "Carrier"	RDMD	Gen. Cleaning																
PCHRD T-039	Room Airconditioner 1Hp Wall Mounted	DOST Drivers' Room	Gen. Cleaning																
PCHRD T-040	Window type Aircon, 2Hp, Manual "Carrier"	Accounting	Gen. Cleaning																
PCHRD T-042	CARRIER, airconditioner, split type, wall mounted 2.5HP	Server Room	Gen. Cleaning																
PCHRD T-043	Carrier Window-type Aircon, 1.5HP, manual	RDMD Extension	Gen. Cleaning																
PCHRD T-045	AUX FLDI SERIES Split type wall mounted Airconditioner 2.0 Hp capacity Inverter	Titanium Building - IDD Chief	Gen. Cleaning																
PCHRD T-046	AUX FLDI SERIES Split type wall mounted Airconditioner 2.0 Hp capacity Inverter	Titanium Building - RICUD Chief	Gen. Cleaning																
N/A	Daikin Wall-Mounted Split-Type Airconditioner 3HP	Saliksik Building - Communications	Gen. Cleaning																

Legend:



Planned



Completed

Supervised and Reported by:

JOHN JAVE D. MARABE
Admin. Officer V

Approved:

MICHELLE V. ATIENZA
Chief Admin. Officer, FAD