



TERMS OF REFERENCE

GENERAL CLEANING AND REPAIR OF TWO (2) UNITS SPLIT TYPE AIR-CONDITIONING UNIT LOCATED AT SERVER ROOM OF PHILGUARANTEE OFFICE BDO VALERO TOWER BUILDING

I. Scope of works

A. Scope of works

1. Reprocess the system;
2. General leak test and repair leaks;
3. Flushing and vacuuming;
4. Recharge with new refrigerant;
5. Replace Filter Drier;
6. Repair Motorized Valve;
7. General Cleaning (including descaling of tube-in-tube condensing unit);
8. Initial start-up and observation;
9. Check pressure/ampere reading;
10. Make adjustment on AC System, if necessary;
11. Mobilization/Demobilization; and
12. Final run and turn-over.

B. Provide the required parts and supplies for the above scope of works

II. Terms of Delivery: 5-10 days upon receipt of Job Order

III. Terms of Payment: 30 days after completion

IV. Approved Budget for the Contract: The Approved Budget for the Contract is **Eighty Five Thousand Seven Hundred Fifty Pesos only (₱ 85,750.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2021.

Prepared by:

ARTURO E. BARRIOS
Administrative Officer III
Facilities and Maintenance Division

Reviewed by:

MARVYN ANTHONY C. GALANG
Administrative Officer V
Facilities and Maintenance Division

Approved by:

ROSEMARIE N. PRINCIPE
Vice President
Facilities and General Services Department