

Terms of Reference (ToR)

Air Conditioning Maintenance and Minor Repair Services - BASEPORT

1. Background

The Philippine Ports Authority – PMO SOCSARGEN operates multiple air conditioning units essential for maintaining a comfortable and productive working environment. To ensure optimal performance and longevity of these units, the office seeks to engage a qualified service provider for routine maintenance and minor repairs.

2. Objective

To procure professional air conditioning maintenance services that include regular servicing, cleaning, and minor repairs, with a clear protocol for repairs exceeding a specified cost threshold.

3. Scope of Work

The selected service provider shall be responsible for the following:

- **Routine Maintenance:**

- Conduct **regular preventive maintenance** (general cleaning, checking refrigerant levels, inspecting electrical components) on all air conditioning units as scheduled.
- Submit a maintenance report after each service visit.

- **Minor Repairs:**

- Perform **minor repairs** as needed during maintenance visits or upon request.
- Minor repairs include, but are not limited to, replacement of capacitors, relays, and refrigerant recharging, and other repairs not exceeding Php3,000.00.

- **Repair Cost Threshold:**

If the **cost of any minor repair exceeds Php3,000.00**, the service provider must:

- **Notify the office immediately.**
- **Submit a detailed quotation** for the repair.

This ensures transparency and allows the office to approve and track higher-cost repairs.

4. Duration of Contract

The contract shall be valid for a period of **one year**.

5. Supplier Qualifications

Interested service providers must meet the following criteria:

- Valid business registration and relevant licenses.
- Proven experience in air conditioning maintenance and repair services.
- Availability of qualified technicians and necessary tools.
- Ability to respond promptly to service calls and repair requests.
- Willingness to comply with the office's documentation and approval procedures.

6. Deliverables

- Scheduled maintenance reports.
- Immediate service response for urgent repairs.
- Detailed quotations for repairs exceeding ₱3,000.00.
- Monthly summary of services rendered and repairs conducted.

7. Evaluation Criteria

Proposals will be evaluated based on:

- Technical capability and experience.
- Responsiveness and service turnaround time.
- Cost-effectiveness of maintenance and repair services.
- Compliance with reporting and approval protocols.