

TERMS OF REFERENCE FOR THE GENERAL CLEANING OF AIRCONDITIONING UNITS DOJ OFFICES

I. LOCATION : DOJ Compound, Padre Faura, Ermita, Manila

II. MODE OF PROCUREMENT: Competitive Public Bidding

III. APPROVED BUDGET FOR THE CONTRACT: P355,116.67

IV. SOURCE OF FUNDS: FY 2021 General Appropriations Act

V. DELIVERY PERIOD: two (2) months

VI. TERMS AND CONDITIONS

1. The Bidder must be in the field or business of cleaning of air-conditioning units and must have an experience or track record in this field for at least two (2) years or more; and
2. The Bidder must have the necessary equipment, tools, qualified personnel, expertise and other means necessary to perform the contract in accordance with the best practice.

VII. SCOPE OF WORKS:

a. The SERVICE AGENCY shall furnish the CLIENT general cleaning of the three hundred sixty-four (364) units window type and split type air-conditioners installed at various offices in the Department of Justice, as follows:

Location/Building	Number of Units	
	Window Type	Split Type
De las Alas Hall DOJ Main Building		
Ground Floor	38	9
2 nd Floor	27	25
3 rd Floor	45	35
Forum Building	8	14
JUCRA/Juror/Executive Lounge/DOJEA/Provident Prosecutors Office/AO 35/Com.Div/DLLO		
DOJ Annex Building Phase 1	6	18
Prosecution Building	5	21
MISD/Maintenance/ASEC PMS		
Program Building Personnel/Leave/Director IV PMD/Security Quarters/Frontline	8	9

Container Van Frontline Generator Set	4	
Docket Building COA/SAMO/Docket Section	1	10
Justice Center Office of the Prosecutor General/SDSP Office/BOC/Prosecutor Office	11	56
Library Building	10	
GSP Building (Rented) Training Section		4
Total	163	201

- b. Pull out of window type air-conditioning units for general cleaning.
- c. General cleaning of evaporator coil and condenser coil for split type air-conditioning units.
- d. Installation of metal scaffolding for general cleaning of condensing units at Justice Center Building.

VIII. Documentary Requirements during the Bid/Submission/Opening


The Contractor must submit its bid proposal in accordance with the procedures and requirements indicated in the RA 9184 and its Revised Implementing Rules and Regulations.

IX. COVID-19 Protocols


For purposes of this project, the following health protocols are required:

1. The SERVICE AGENCY shall present a negative RT-PCR test result taken within forty-eight (48) hours from the actual day of testing, of its personnel prior to entry in the premises of the Department; and
2. Notwithstanding a negative RT-PCR result, the SERVICE AGENCY are still required to observe the minimum health protocols of wearing face mask, face shield, observance of physical distancing at all times and frequent handwashing and/or use of sanitizers or alcohol.

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