



AFP RETIREMENT AND SEPARATION BENEFITS SYSTEM
Camp General Emilio Aguinaldo Quezon City

TERMS OF REFERENCE

PROCUREMENT OF A CONTRACT FOR THE CLEANING SERVICES AND REPAIR OF AIR CONDITIONING UNITS

1.0 Introduction :

- 1.1 The intent of this document is to outline the requirements of this procurement activity and to solicit full-service proposals for the **PROCUREMENT OF A CONTRACT FOR THE CLEANING SERVICES AND REPAIR OF AIR CONDITIONING UNITS OF THE AFPRSBS**, in accordance with Republic Act (R.A.) No. 9184 (The Government Procurement Reform Act) and its Implementing Rules and Regulation.

2.0 Air Conditioning Cleaning Services and Repair Concept:

At present, the AFPRSBS has an inventory of 38 air conditioning units (3TR/2 TR/2.0HP/1.5 HP, ceiling, wall and floor mounted units located at various offices of the AFPRSBS.

The general idea is to maintain the cooling requirements of all offices of the AFPRSBS, to give utmost comfort to Members, Clients and Employees.

3.0 Technical Requirements / Specifications:

Cleaning Services of 38 air conditioning units and Repair of nine (9) units. Substance/chemicals to be used in this particular project must be environmental friendly, certified and approved by Food and Drug Administration under PD. 881.

4.0 Service Execution

4 Saturdays and Sundays (one (1) month)

5.0 Approved Budget for the Contract (ABC)

The procuring entity's Approved Budget for the Contract (ABC) is **Two Hundred Fifteen Thousand Four Hundred Pesos (PHP 215,400.00)**. The ABC is inclusive of service provider's fee; value added tax, withholding tax, and other forms of taxes that may be imposed by the government in relation to the Procurement of a Contract for the Cleaning Services and Repair of Air Conditioning Units for AFPRSBS.

MARIA GRACITA C. GARCIA
Head, General Services Department

ATTY ROLANDO G BORJA
Head, Corporate Services Group