

**Terms of Reference for the Preventive Maintenance of the existing
TOA Public Address System at DFA-OCA Aseana**

1. The Service Provider shall conduct the preventive maintenance on the existing TOA paging system with the following priority inclusions:
 - 1.1 On-site Mobilization
 - 1.2 Cleaning, harnessing and testing of all existing units
(i.e. cable and wires, conduits/trays, ceiling and wall mount speakers)
 - 1.3 Calibration of existing amplifier and management amplifier
 - 1.4 Troubleshooting of faults and bypass
 - 1.5 Repair of defective equipment
 - 1.6 Final testing and commissioning
 - 1.7 Knowledge transfer
 - 1.8 Submission of post-maintenance report
2. The Service Provider shall have complete supply of labor, tools, technical supervision and repairs for the preventive maintenance of the existing TOA Paging System.
3. The Service Provider shall inform the DFA of the scheduled maintenance date and time at least twenty-four (24) hours before the day of the maintenance.
4. The Service Provider shall finish the preventive maintenance for sixty (60) working days.
5. The Service Provider shall provide workmanship warranty
6. The Service Provider shall be paid within thirty (30) working days upon completion of work and submission of the sales invoice and complete supporting documents.
7. All payments shall be inclusive of all applicable taxes and other lawful charges.
8. Payments to be made by SEND BILL arrangement through issuance of statement of account, provisional receipt using the template of DFA and other procurement-related documents, which will only be effected by strict compliance with the usual prescribed account