TERMS OF REFERENCE
LEASE OF 3TR FLOOR MOUNTED, INVERTER TYPE AIR CONDITIONER
Approved Budget for Contract (ABC): Php 400,000.00

I.	**Background** The Office of the Secretary (OSEC) intends to lease ONE (1) unit of 3TR floor mounted, inverter type air conditioner from July to December 2021.
II.	**Objective** To lease one unit of 3TR floor mounted, inverter type air conditioner to be installed at the Conference Room of the Office of the Secretary.

III.	**Technical Specifications**		**STATEMENT OF COMPLIANCE**
	Particulars	**Qty**	
	3TR Floor Mounted, Inverter Type Air Conditioner with the following specifications/inclusions:	1	
	• Supply and installation of copper pipes complete with fittings, accessories, supports and hangers • Supply and installation of rubber insulation complete with accessories • Supply and installation of Nema 3R with CBs electrical wirings for power inc. conduits • Supply and installation of other miscellaneous items as required to complete the system, including but not limited to welding rod, silver rod, paint, poly ethylene tape, bolds and nuts, drain pipe, nitrogen, oxyacetelyne, rugby, freon, aerotape. • Mounting of indoor and outdoor units • Hauling, lifting and transfer of air conditioning unit from warehouse to site • Pre-commissioning and commissioning of new air conditioning unit • Dismantling of old unit • Mechanical equipment and systems testing, adjusting, and balancing – conduct equipment and load testing (the		

	contractor shall supply all necessary testing instrument including consumables, test reports in accordance with testing procedure) • The unit must be brand-new and of a reputable/well-known brand.	
IV.	On- call Service Level Standard • Prompt service response whenever technical assistance is needed.	
V.	Warranty • The Goods must have a minimum one (1) year warranty against inherent defects for the entire duration of the lease and shall bear the cost of repair and maintenance.	
VI.	Delivery • The Contractor shall deliver the Goods within the approved number of days from the receipt of the Purchase Order. • Deliveries shall be subject to usual inspection procedures by the Office of Financial Management Service-Financial Resources Management Division (OFMS-FRMD). • All expenses, costs, fees and charges incurred upon shipping the equipment to the Lessee shall be borne by the Contractor.	
VII.	Payment • Send bill arrangement. • All payments shall be inclusive of all taxes and other government/lawful charges • Quarterly payment	

PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS
Agency

05 - 0362 1

Departm **OFFICE OF THE SECRETARY**

Section **COORDINATION**

PR No.:

SAI No.:

2 5 MAY 2021

Stock No.	Unit	Item Description	QTY	Unit Cost	Total Cost
	unit	Lease for six months (July to December 2021) of 3TR Floor Mounted, Inverter type Air Conditioner	1		
		Specifications and inclusions:			
		3TR floor mounted/package type, inverter type, H-ACCU			
		Supply and installation of copper pipes complete with fittings, acessories, supports and hangers			
		Supply and installation of rubber insulation, complete with accessories			
		Supply and installation of FCU's and ACCU controls, wirings, supports, hangers, and vibration isolators			
		Supply and installation of Nema 3R with CB's electrical wirings for power inc. conduits			
		Other Miscellaneous items as required to complete the system, including but not limited to welding rod, silver rod, paint, poly ethylene tape, bolts and nuts, drain pipe, nitrogen, oxyacetelyne, rugby, freon, aerotape.			
		Dismantling old unit is included			
		Mechanical equipment and systems testing, adjusting,and balancing - conduct equipment and load testing (the contractor shall supply all necessary testing instrument including consumables, test reports in accordance with testing procedure)			
		Warranty: one year on materials and workmanship			
		Must be well-known, reputable brand			
			ABC:		P 400,000.00

Purpose: For the official use of the Office of the Secretary of Foreign Affairs, chargeable against the MOOE Fund of OSEC.

RECEIVED BY:	REQUESTED BY:	APPROVED BY:
	MARI A. SANTERA Property Officer	**JAIME RAMON T. ASCALON, JR.** Chief of Staff
Printed Name		