

Procurement Services Division
 Assets Management Department

NOV 09 2009

BUYER: HSS

SECTION CHIEF: [Signature]

REPUBLIC OF THE PHILIPPINES
 NATIONAL POWER CORPORATION
 Asset Preservation Department
 Navotas Gas Turbine PP

PR NO.
 EO-HPE09-049

Use this Number
 in all communication

11/7/09
 030A-2

PO091207-HS 7001

PURCHASE REQUISITION

Requisitioning Office: NAVOTAS 1 GAS TURBINE POWER PLANT
 Cost Center Number: 5200712 Local: 5614
 GL No.: _____ OE No.: _____
 WO No.: _____ JO No.: _____

Date: 09/25/09
 Date Needed: / /
 Deliver to: NGTPP
 Date PR Rcvd. by Proc Office: _____

ITEM NO.	NSN	COMPLETE DESCRIPTION/SPECIFICATION	QUANTITY	U/M	ESTIMATED COST	ASSIGNED PO/IO NO.
1	NC0000014	Supply of labor, materials and supervision for the maintenance of Air Conditioning Units of all Asset Preservation Department Service Vehicles	1	LOT	800,000.00	
					PHP	800,000.00

2009 5200712

AC02106
 Certification of Funds Availability
 T. C. DAMES
 Manager, DCBM

Certification of Stock Non-Availability
 R. T. REMOLACIO
 Property Officer A, NGTPP

Included in the PPMP
 D.P. ALARILLA
 O&M Tech. A, NGTPP

PURPOSE/REMARKS for maintenance of ACUs of all APD service vehicles

Attachments: Terms of Reference

Requisitioned by: ELEAZAR L. LATOSA
 Print Name & Position Date

Approved for Purchase: MAURO L. MARCELO, JR.
 Print Name & Position Date
 Manager, APD



National Power Corporation

TERMS OF REFERENCE

Supply of labor, material and supervision for the maintenance of Air Conditioning Units of all Asset Preservation Department Service Vehicles

1. The Contractor shall maintain all Service Vehicle's Air Conditioning Units listed below:

	Manufacturer	Model	Type	Plate No.	ACU Type
1.	Mitsubishi	Pajero	SUV	URN-114	Dual
2.	Mitsubishi	Pajero	SUV	SDJ-529	Single
3.	Mitsubishi	Pajero	SUV	SDJ-455	Single
4.	Mitsubishi	Pajero	SUV	SDJ-420	Single
5.	Mitsubishi	L200	Pick-Up	SJN-944	Single
6.	Mitsubishi	L200	Pick-Up	SEA-342	Single
7.	Mitsubishi		Light Truck	SDG-654	Single
8.	Mazda	B2500	Pick-Up	SEU-123	Single
9.	Mazda		Pick-Up	SEW-884	Single
10.	Mazda		Van	SDG-696	Single
11.	Nissan	Pathfinder	Pick-Up	UUK-233	Single
12.	Nissan	Urvan	Van	SHP-676	Dual
13.	Isuzu	Crosswind	AUV	SJA-594	Dual

2. The Contractor shall provide all necessary tools, equipment and consumables needed in the maintenance of ACUs.
3. The Contractor shall provide when needed all replacement parts/services listed below and will be included in the contract price:

Item No.	Quantity	Description
1	10 pcs.	Compressor - Original
2	10 pcs.	Cooling Coil - Laminated
3	10 pcs.	Condenser - Original
4	6 pcs.	Auxiliary Fan; 10 x 10 Blades with relay - Brand New
5	10 pcs.	Filter Drier - Aluminum
6	10 pcs.	Expansion Valve
7	5 sets	Suction Hose 5/8"
8	5 sets	Discharge Hose 1/2"
9	13 pcs.	Fan Belt - Original
10	13 pcs.	Idler Bearing - Original
11	20 sets	Labor for every corrective maintenance
12	26 sets	Preventive Maintenance of Service Vehicle's ACU

- 3.1. The prices in the bid offer shall be the basis of billing for every replacement parts incurred during the maintenance. Increase in prices for every replacement parts due to market price movement shall not be charged to NPC.
- 3.2. All replaced parts shall be turnover to NPC for accounting and disposal requirement.
4. The Contractor shall perform ACU maintenance in two types:
 - 4.1. Preventive Maintenance (ACU Cleaning):**
 - 4.1.1. This type will be done **twice a year** in every service vehicle and shall consist of the following activities:
 - 4.1.1.1. Pull down of evaporator unit/s for cleaning
 - 4.1.1.2. Leakage check using sakura lye
 - 4.1.1.3. Replace O-ring
 - 4.1.1.4. Refill Compressor Oil
 - 4.1.1.5. Apply new insulation tape and Teflon tape
 - 4.1.1.6. Vacuum all lines
 - 4.1.1.7. Freon Charging
 - 4.1.2. While performing preventive maintenance schedule, all defective parts found should be replaced immediately and shall be free of labor charge.
 - 4.1.3. Only genuine parts shall be allowed for use for every defective parts.
 - 4.1.4. Use of replacement parts will forfeit the payment on all the replaced parts.
 - 4.2. Corrective Maintenance**
 - 4.2.1. This type will be done if breakdown of ACU occurred during the period between 1st preventive service and 2nd preventive service maintenance, and after 2nd preventive service maintenance.
 - 4.2.2. This type shall include the following activities if applicable depending on replace parts:
 - 4.2.2.1. Pump all lines using carbon tetra
 - 4.2.2.2. Vacuum all lines
 - 4.2.2.3. Freon Charging
 - 4.2.3. All defective parts found and replace shall be charged to NPC in a separate bill.
 - 4.2.4. Only genuine parts will be allowed for use in every defective parts.
 - 4.2.5. Use of replacement parts will forfeit the payment on all the replaced parts.
5. Bid Financial Offer
 - 5.1. Price offer for every preventive maintenance service charges shall be presented in two forms.

5.1.1. Average unit cost for every preventive maintenance.

5.1.2. Total cost of preventive maintenance service for the thirteen (13) vehicles.

5.2. Prices of labor and replacement parts which shall be delivered/installed only when maintenance/repair is necessary as indicated in the detailed bidder's cost estimate. These prices shall be included in the contract price as reserve fund.

5.3. Bidders must submit/accomplish Bidder's Detailed Cost Estimate as per attached form.

6. Duration

6.1. The duration of the supply of labor, material and supervision for the maintenance of service vehicle's air conditioning units shall be for a period of one (1) year unless otherwise cancelled and/or terminated.

7. Warranty

7.1. The Contractor shall give a three (3) months warranty on labor and replaced parts in every service vehicles that undergo maintenance.

8. Terms of Payment

8.1. Preventive Maintenance will be paid for every maintenance/services provided to each NPC-APD's service vehicles. Billing for services rendered shall be composed of the following:

8.1.1. Service charge for preventive maintenance (air-con cleaning).

8.1.2. List of replacement (original) parts installed with corresponding prices as indicated in the bid offer.

8.2. Corrective Maintenance will be paid for every maintenance service rendered to every NPC-APD's vehicle during the one (1) year duration of the contract that does not fall on the date the preventive maintenance was conducted. Billing for the corrective maintenance service shall compose of the following:

8.2.1. List of services and replacement (original) parts that will be provided with corresponding prices as indicated in the bid offer. Services provided as part of the corrective maintenance but not included in the bid offer shall be free of charge.

8.3. Clearance from OM-APD is a pre-requisite before ACU service maintenance (preventive / corrective) can commence.

9. Contract Award


9.1. The Purchase Order that will be awarded to the winning bidder shall be an OPEN PURCHASE ORDER type, in which payments shall be for every maintenance service rendered.

9.2. Contractor has the option to bill NPC-APD in monthly basis for the accumulated maintenance (preventive and/or corrective) service rendered.

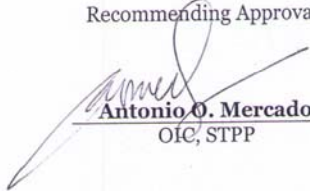
10. Shop Location

10.1. Contractor's ACU shop must be within the vicinity of Quezon City.

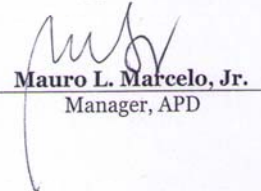
Prepared by:


Dennis P. Alarilla
O/M Tech. A, NGTPP

Recommending Approval:


Antonio O. Mercado
OIC, STPP

Approved by:


Mauro L. Marcelo, Jr.
Manager, APD