



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

**TECHNICAL SPECIFICATIONS**

<b>Project Description</b>	Procurement of a Service Provider for the Comprehensive Repair and Preventive Maintenance of the Precision Air Conditioning Unit (PACU) Installed in the MISS Server Room.
<b>Approved Budget for the Contract</b>	The Approved Budget for the Contract is Php <b>600,000.00</b> inclusive of all applicable taxes, chargeable against Fiscal Year 2026 Regular Agency Budget of MARINA Central Office.
<b>Specifications/Deliverables</b> <i>(Ex. Size, color, materials used and other specs requirements)</i>	<ol style="list-style-type: none"><li>a. The contractor shall be required to submit to MARINA a pre-assessment/inspection of the PACU.</li><li>b. The supply of supervision, labor, and expertise for the preventive maintenance service of PACU for 2026.</li><li>c. Supply and standby technicians, tools, gadgets, and equipment necessary to carry out their duties and responsibilities.</li><li>d. The Contractor is responsible for the following activities:<ol style="list-style-type: none"><li>i. Quarterly Preventive Maintenance Service of PACU for CY 2026;</li><li>ii. Observe and examine the units' operational characteristics, and make the required adjustments.</li><li>iii. Record all relevant unit parameter readings, including but not restricted to: High and low sides of the operating pressure -Current draw from the compressor -Current draw from the fan motor -Return air temperatures and humidity as supplied</li><li>iv. Check all electrical components (breakers, contactors, relays, wires, and terminals) and re-tighten all nuts, screws, and bolts. Check and repair/replace electrical wiring and harnesses for loose connections and cable cuts.</li><li>v. Check mechanical components such as compressor, condenser, evaporator, drier, and expansion valves</li><li>vi. Check refrigerant controls, such as expansion valves, capillary tubes, and solenoids.</li><li>vii. The supply of supervision, labor, equipment, tools, materials, parts, and expertise for the Comprehensive Repair and Preventive Maintenance Service of the PACU including its components and drainage system.</li><li>viii. The Contractor shall not make any changes or alterations to the existing mechanical equipment, circuits, circuit wiring, or sequencing, nor alter the original circuit or wiring design without the prior consent of MARINA.</li></ol></li></ol>
<b>Other End-User Requirements</b> <i>Ex. Warranty, photos of the product and other end-user requirements</i>	<b>OTHER CONDITIONS</b> <ol style="list-style-type: none"><li>a. The Service Provider represents and warrants that it has the capacity to perform its obligations and undertakings according to the terms and conditions of this project, and hereby agrees and warrants that it shall faithfully observe and comply therewith.</li></ol>

- b. The Service Provider shall assign trained and skilled personnel in its employ who are qualified to perform preventive maintenance of the PACU and shall submit the curriculum vitae of the supervisor/s and operators assigned to the MARINA for approval prior to being assigned to the MARINA. The MARINA has the right to request for replacement of the Service Provider's personnel for whatever reason.
- c. The Service provider shall furnish tools, equipment, lubricants, and cleaning supplies to carry out their duties and responsibilities.
- d. All the parts/spare parts, components, and consumables to be supplied by the Service Provider for the proper operation of the PACU have to be approved by the MARINA prior to use/installation at no additional or extra cost to MARINA.
- e. All work and services provided in this project are to be performed during normal working hours on regular working days. The MARINA may request the Service Provider in writing, for work outside such times at no extra cost if it affects the operation at the MARINA Central Office Building. All works and services are not required to be carried out on public holidays except when the MARINA finds it necessary in its operation.
- f. The Supplier(s) shall coordinate with the end-user / MFAS-GSD Building Maintenance authorized person during maintenance activity and shall provide a detailed/accomplishment report and its recommendation.
- g. MARINA shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or, if, in its judgment, the service it has rendered is substandard and/or unsatisfactory;
- h. The Contractor nor the MARINA will not allow any third party to do any repair work or replace any part or component of the subject equipment without written consent/approval of both parties.
- i. The Service Provider shall provide necessary Proper Protective Equipment (PPE) to its employees and ensure proper disposal of gloves, gowns (suits), and other PPE to avoid contamination. All used PPE and cleaning materials shall be disposed of in sealed, plastic disposal.
- j. The Service Provider shall have an office/branch in Metro Manila.

#### **MARINA REQUIREMENTS**

In addition to the provisions of RA 9184, 12009 and its IRR, the following are the MARINA requirements:

- a. Minimum one (1) year in the Precision Air Conditioning Unit (PACU) maintenance and repair industry (Service

	<p>Record/JOB Order/Contract with other entity/ies to be submitted to MARINA).</p> <p>b. Service Provider must submit list of service technician personnel, equipment, and materials to address all MARINA's issues/concerns effectively.</p> <p>c. Service Provider must submit a verifiable Client Satisfaction Rating as proof of satisfactorily providing similar service with another government agency or private entity within one (1) year preceding the submission of the quotation.</p> <p>d. Service Provider must be an authorized installer and distributor of parts of the existing brand. (Authorization or Certificate must be submitted to MARINA)</p>
<p><b>Delivery Terms/ Service Schedule</b> (to be determined by the End-User)</p>	<p>The term of the Service Agreement will be for the period of four (4) consecutive quarters, effective upon receipt of Notice to Proceed or upon signing/approval of the contract.</p> <p>Extension Clause – Except to the extent as otherwise provided in the contract, and subject to the provision of Republic Act (RA) 9184, 12009 and its 2016 Implementing Rules and Regulations (IRR). The parties shall extend the contract on a month-to-month basis under the same applicable terms and conditions up to the scope of services and quality of works, in the event that no new contract is awarded after the expiration of the current contract.</p> <p>All regular services will be conducted during regular working hours, Monday to Friday from 8:00 a.m. to 5:00 p.m., and, whenever necessary, on Saturdays and Holidays, with no extra cost to MARINA.</p>
<p><b>Payment Terms</b> (Government terms 15-30 CD)</p>	<ol style="list-style-type: none"> <li>1. Send bill arrangement;</li> <li>2. Service reports on the Preventive Maintenance of the PACU complete with findings, recommendations, parts, and equipment that needs to be repaired or replaced duly signed by a MARINA authorized representative.</li> <li>3. Within thirty (30) calendar days upon receipt of billing invoice/statement of account;</li> <li>4. Payment shall be made through the list of due and demandable accounts payable with advice to debit account (LDDAP-ADA); and</li> <li>5. The supplier shall provide the bank account wherein payment will be credited preferably LandBank of the Philippines account, otherwise, bank charges shall be borne by the supplier.</li> </ol>
<p><b>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</b></p>	

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