



PROGRAM OF WORK



Project Title : PREVENTIVE MAINTENANCE SERVICES OF VARIOUS AIR-CONDITIONING UNITS OF CIAC FOR CY 2025

Estimated Start Date : January 1, 2025

No. of Working Days : 261

Appropriation : PHP 660,000.00

Item No.	Scope of Work to be Done	% of Total
I	Labor	72.40%
II	Materials	22.37%
III	Tools & Equipment	5.23%
	TOTAL	100.00%

DETAILED SUMMARY OF COST ESTIMATES

Item No.	Description	Quantity	Unit	Unit Cost (PhP)	Amount (PhP)
I	Labor (Preventive Maintenance)				
	Regular preventive maintenance of various split and window ac at COB and other support buildings				
	Skilled Mechanical Technician				
	Salary x 2 technician	261	working days		
	Philhealth x 2 technician	12	months		
	SSS x 2 technician	12	months		
	ECC x 2 technician	12	months		
	Pag-ibig x 2 technician	12	months		
	13th Month	2	personnel		
	Service Incentive Leave	2	personnel		
	Subtotal				
	Administrative Fee: 10%				
	TOTAL LABOR COST				
II	Materials				
	Coil Cleaner	12	gal		
	Refrigerant, R 410A, 22lbs	8	units		
	Refrigerant, R32, 22lbs	8	units		
	Adapter for R410a	3	pc		
	Adapter for R32	3	pc		
	Black Charging hose 1.5 meters (complete set)	3	set		
	Cleaning Bag for Cassette Type AC	2	set		
	TOTAL MATERIAL COST				
III	Tools and Equipment				
	Aluminum Ladder, A-Type, 2-way, 6 steps	1	unit		
	Apirator Vacuum Blower (Heavy Duty)	1	unit		
	Vacuum Cleaner (wet and dry)	1	unit		
	Pressure washer (heavy duty)	1	unit		
	TOTAL TOOLS AND MATERIALS COST				



PROGRAM OF WORK



I. Direct Cost		
Labor (Preventive Maintenance)	PHP	<input type="text"/>
II. Materials	PHP	
III. Tools & Equipment	PHP	
<u>Total Direct Cost</u>	PHP	
<u>Plus 12% VAT</u>	PHP	
<u>Total Project Cost</u>	<i>PHP</i>	
"Say"	<i>PHP</i>	660,000.00

Prepared by:

Noted by:

TERMS AND CONDITIONS

Introduction

This project aims to follow the regular scheduled preventive maintenance services as well as immediate repair of various split and window ac units to maintain its efficient operation, minimize breakdowns, prolong equipment life and predict/prevent future problems.

Description

This work shall consist of the preventive maintenance, including immediate repairs, of various air-conditioning units of CIAC for the calendar year 2025.

The Contractor/Supplier must provide the work that includes the furnishing of all labor, materials, tools and equipment. Perform all operations necessary for the quarterly preventive maintenance services as well as the immediate cleaning and repair of various ac units as needed. Scope of work shall include but not limited to the following:

I. REQUIRED MANPOWER

Required Man-Hours per Week	Description	Minimum Specifications
80	Skilled Electro-Mechanical Technician	With Good Moral Character Industrious

II. SCHEDULE OF MANPOWER

Work Schedule	Mon	Tue	Wed	Thu	Fri	Total
7:00 a.m. to 4:00 p.m.	2 x 8	2 x 8	2 x 8	2 x 8	2 x 8	2 x 40
TOTAL	16	16	16	16	16	80

III. REQUIRED MINIMUM MATERIALS

Materials	Qty	Unit	Delivery
Coil Cleaner	12	Gallon	3 gals at the beginning of each quarter, or as needed
Refrigerant, R 410A, 22lbs	8	Unit	2 units at the beginning of each quarter, or as needed
Refrigerant, R32, 22lbs	8	Unit	2 units at the beginning of each quarter, or as needed
Adapter for R410a	3	Piece	3pcs at the beginning of the contract

Adapter for R32	3	Piece	3pcs at the beginning of the contract
Black Charging hose 1.5 meters (complete set)	3	Set	3pcs at the beginning of the contract
Cleaning Bag for Cassette Type AC	2	Set	2pcs at the beginning of the contract

Tools and Equipment	Qty	Unit	Delivery
Aluminum Ladder, A-Type, 2-way, 6 steps	1	unit	Beginning of the contract
Apirator Vacuum Blower (Heavy Duty)	1	unit	Beginning of the contract
Vacuum Cleaner (wet and dry)	1	unit	Beginning of the contract
Pressure washer (heavy duty)	1	unit	Beginning of the contract

The excess materials, tools and equipment at the end of the contract shall be turned-over to and considered as properties of CIAC.

IV. SCOPE OF WORKS

The Contractor/Supplier should provide preventive maintenance services as well as immediate repair of various split and window ac units to CIAC eight-hour per day. The total number of working days is 261 including Legal and Special Holidays. Holiday pay should be provided to its employee and such payment will be included in the submitted progress billing by the supplier/contractor to CIAC.

The Contractor shall furnish all necessary manpower, equipment, tools, materials, supplies, labor, and other items necessary to perform the work enumerated in the succeeding provisions.

Areas Covered	Work Activity	Timeline (100% accomplishment)
1. CIAC Corporate Offices Building	1. Preventive Maintenance of AC Units (All areas)	Quarterly
2. ASD Building		
3. Motorpool and Carpentry	2. Cleaning of AC air filters (All areas)	Weekly
4. Staffhouses		
5. CIAC Transient Quarters	3. Repair services (All areas)	As needed

V. DAILY ROUTINE SERVICES

- a. Checking of AC units if properly operating.
- b. Housekeeping

VI. MANPOWER QUALIFICATION AND OTHER CONDITIONS

1. Staffing and Employee Recruitment
 - 1.1. The Supplier shall provide a total of eighty (80) Man-Hours per Week of manpower/labor.
 - 1.2. The list of personnel shall be submitted to CIAC for verification, including the required clearances for approval at least seven (7) calendar days prior to start of work. No manpower will be reporting for work without the necessary approval of CIAC and proper orientation with regards to CIAC policies and standards.
 - 1.3. The Supplier warrants that all personnel that it will supply and hire are healthy, reliable, honest, professionally trained, industrious, carefully selected and properly screened, have passed the necessary tests such as but not limited to neuro-psychological and drug tests accredited by DOH and possessed the necessary latest and valid clearances from the National Bureau of Investigation (NBI), Philippine National Police (PNP), Barangay, CIAC Safety Office & Security Department. The said tests and clearances shall be copy furnished to CIAC for verification and documentation prior to the start of work.
 - 1.4. The Supplier shall provide equally qualified relievers for the absentees to ensure a complete manpower at any given time. The said relievers should comply with the required qualification requirements and clearances of CIAC and are subject to approval of CIAC prior to report for work. .
 - 1.5. The Supplier shall provide the timekeeping of each personnel to be verified and signed by CIAC Administrative Department (CIAC-AD) personnel on the 15th and 30th of each month.
 - 1.6. The number of personnel may be increased or decreased whenever the exigency of the service so requires upon written notice to the Supplier, provided that corresponding adjustment in the consideration prescribed shall be affected.
 - 1.7. Personnel with any history of drugs, violence of any type including deadly weapons violation, theft of all types, fraud and/or forgery

shall not be assigned to work at CIAC facility. Violation of this requirement will be a cause for contract termination.

- 1.8. The supplier must demonstrate the ability to provide industrious, trustworthy, reliable employees and shall make in good faith effort to retain the same employees on the same schedule in the same area for as long as possible. If the change of personnel is to occur, the CIAC-AD shall be notified thru written communication before the change of personnel or as quickly as possible thereafter.
- 1.9. All equally qualified relievers shall possess the same document and clearance requirements as that of the regular duty personnel.

2. Uniform and Appearance Standards

- 2.1 The selected Supplier's personnel shall be neat and clean in appearance and shall wear suitably prescribed uniforms with the personnel's name displayed and with appropriate company issued identification cards. The Supplier must request the Access Passes of their personnel at the CIAC-AD and the access passes will be issued by the Pass Control Office. The identification cards shall be provided by the supplier at no cost to the personnel.
- 2.2 All personnel shall wear the prescribed uniform, duly provided by the supplier, while working in CIAC premises from Monday to Friday. No personnel will be allowed to enter and work within CIAC premises without the appropriate uniforms, access passes and identification cards.

3. Assignment/Replacement of Supplier's Personnel

- 3.1. The specific location or assignment of the Supplier's Personnel to be detailed in the premises of CIAC shall be determined by the Supplier. The said location or assignment maybe changed whenever the exigency so requires, and is to be approved by CIAC. The CIAC-AD shall have the right to inspect at all times the personnel detailed or assigned by the Supplier and request for a change, replacement or substitution of the assigned personnel for legitimate reasons upon written notice to the Supplier by CIAC.
- 3.2. The Supplier shall ensure that their Personnel are within their respective work assignments during their working hours.

4. Supplier's Responsibility

- 4.1 Being the employer, the Contractor shall assume full responsibility for the acts of its personnel during the performance of their duties, and the proper maintenance, safekeeping and upkeep of the required tools/materials ensuring that they are properly in good condition during the duration of the contract.
- 4.2 Shall be responsible for the issuance of the uniforms of its personnel including identification card.
- 4.3 Shall at all times be solely liable and/or responsible for the enforcement and compliance with all existing labor laws, including minimum wage, 13th month pay, holiday premium, SSS/ Philhealth /ECC/Pag-ibig premium contributions and other mandatory benefits as prescribed by law for all its employees assigned at CIAC. Non-compliance thereof is a valid ground for cancellation of the service contract. The Supplier shall bind itself to save and hold CIAC free and harmless from any and all liabilities arising thereof.
- 4.4 No other payments will be charged for the personnel such as recruitment fees and others.
- 4.5 Train personnel about CIAC's security protocol and procedures including confrontation avoidance; and ensure that employees abide by the said procedures.
- 4.6 Cooperate with CIAC Security Department official investigation of suspected criminal activity in case of theft.
- 4.7 The Supplier shall establish a routine communication with CIAC to provide a prompt and timely response to any concerns or problems that may arise. Time and frequency of direct meetings may vary as determined by CIAC. The Supplier shall contact CIAC to review or discuss other pertinent items regarding the contract and the Supplier's performance. The winning supplier must provide a satellite office that is near to Clark Freeport Zone.
- 4.8 Furnish all the required materials, tools and equipment necessary for the proper performance of the service.
- 4.9 Shall be responsible for the safety of their employees.
- 4.10 Shall ensure that personnel working beyond the required schedule are duly approved by the CIAC-AD prior to their start of work.
- 4.11 Ensures that all supplied materials, tools and equipment are in good working condition and facilitate the immediate replacement/repair

of such items found to be defective immediately upon written advised by CIAC.

- 4.12 Ensures that all tools/materials are being delivered within the required schedule and in strict compliance with the required technical specifications.

VII. CIAC and other Inter-Agencies Property

1. The Supplier/Contractor shall be responsible for any loss or damage to CIAC property and or other Inter-Agency Offices operating inside the CIAC premises cause by its personnel.

VIII. Pre-Termination of Contract

The Head of the Procuring Entity may terminate a contract for the convenience of the Government if it is determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies. Once there is a change, the CIAC shall issue a pre-termination of contract within thirty (30) days after the receipt of notification

IX. Taxes and Duties

This project is VAT inclusive (12%).

X. Scope and Method of Payment

1. Billing shall be made on a Monthly Basis and shall be based on the actual number of personnel deployed as verified and certified by the CIAC-AD and any excess of number of days rendered by their personnel, CIAC is not liable to pay for the excess days. Billings are subject to Withholding Tax.
2. Failure of the Supplier/Contractor to provide the required number of hours of services to CIAC during the effectivity of the contract shall be deducted from the monthly payment of services rendered pursuant to the provisions of this contract directly in proportion to the agreed contract rate.
3. Payrolls of Personnel shall be based on the following cut-off: 1-15th of the month and 16-30th of the month and shall be payable within five

(5) working days. Delayed payment of payrolls for three (3) times will be a sufficient ground for contract termination.

4. Documentary requirements in the form of affidavits or certification that their personnel received their full salary including remittances to BIR, SSS, PAGIBIG and Philhealth.

Signature over Printed Name of
Authorized Representative

Position/Designation