

IISJ/CONT/RFQ/005/2025-26

Date: 14/03/2026



**Request for Quotation**

**AC – AMC CONTACT FOR AY 2026-27**

TECHNICAL BID FORM

AND

FINANCIAL BID FORM

**Bid Closing Date: 23/03/2026**



## 1. Introduction

The School invites quotations from competent HVAC maintenance contractors for conducting **Preventive Maintenance (PM) and Corrective Maintenance (CM)** of all air-conditioning units installed across the school premises. PM shall be carried out **twice yearly** (March & August) and completed **within 15 days** each cycle.

The objective is to ensure safe, reliable, and optimal performance of all AC units throughout the academic year.

## 2. Scope of Work – Preventive Maintenance (PM)

PM shall include the following activities for **Window, Split, Standing/Package, and Ducted AC units**:

### 2.1 Indoor Unit (IDU)

- Cleaning/washing of filters
- Cleaning of blower fan & housing
- Cleaning of evaporator coil (chemical as needed)
- Cleaning of drain tray
- Flushing of drain line to avoid water dripping
- Checking of:
  - Thermostat operation
  - Swing mechanism
  - Sensors (room/coil temperature)
  - Airflow
  - Delta-T (Supply/Return temperature difference)
  - IDU amperage
- Tightening electrical connections
- General inspection & minor adjustments

### 2.2 Outdoor Unit (ODU)

- Cleaning of condenser coil (air jet / water jet / chemical as needed)
- Cleaning of fan blade & guard
- Removal of external dust, vegetation, obstruction
- Checking:
  - Refrigerant pressure (visual/pressure check where valves exist)
  - Compressor performance
  - ODU amperage
  - Fan motor health
  - Condition of copper pipe insulation
  - Condition of service valves

### 2.3 Electrical Checks

- Terminal tightening
- Inspection of contactors, relays
- Health check of capacitors (run/start)



- Visual check of PCB (no burn marks)
- Check for overheating, discoloration
- Voltage/current measurement

#### 2.4 Refrigerant System

- Visual leak check
- Check suction/discharge pressure (where design permits)
- Check piping insulation
- Minor refrigerant top-up

#### 2.5 General Housekeeping

- Wipe clean indoor/outdoor casing
- Clean area around ODUs
- Remove spider webs, dust buildup
- Secure any loose wires or insulation

#### 2.6 Documentation

Contractor must provide:

- Completed PM checklist for each unit
- Before/after photos
- Recorded parameters (amps, volts,  $\Delta T$ )
- List of observed issues requiring corrective maintenance
- Technician name/signature
- School representative signature

### 3. Schedule

PM shall be performed **twice annually**:

Cycle	Month	Completion Deadline
1	March	15 days from start
2	August	15 days from start

Contractor must deploy adequate manpower to complete PM within the time window.

### 4. Asset Summary (Indicative)

The contractor shall verify the exact quantities during the kickoff.

AC Type	Capacity Range	Approx Qty
Window AC	1-2 TR	551
Split AC	1-2 TR	157
Standing/Package	5-20 TR	4
Centralized AC		10
Total No		722



## 5. Commercial Proposal Format (Annexure 1)

Vendors shall price PM **per unit per cycle** as per the Table given in Annexure 1

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## 6. Deliverables

- PM completion report for all assets
- Signed checklists
- Measurement readings (Voltage, Amps,  $\Delta T$ )
- Recommendation report for repairs/replacements

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## 7. Payment Terms

- Payment after successful completion of each PM cycle
- Submission of all PM checklists & reports
- Payment within 15 days of invoice

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## 8. Terms & Conditions

- PM work must be done without disturbing school operations
- Contractor responsible for safety (PPE, isolation, ladders, tools)
- Damages to school property shall be rectified by contractor
- School reserves right to cancel or modify scope without reason

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## 9. PM CHECKLIST TABLE (For Each Unit)- Annexure-2

The checklist is available in Annexure-2

## 10. SCOPE OF CORRECTIVE MAINTENANCE (NON-OVERLAPPING WITH PM)

- Troubleshooting, fault finding, and root-cause diagnosis
- Repair/replacement of electrical components (capacitors, contactors, relays, sensors, PCB)
- Repair/replacement of mechanical components (motors, blower wheel, bearings)
- Replacement of major components (compressor, coils, condensate pump)
- Refrigerant leak testing, nitrogen pressure test, leak rectification
- Vacuuming and full refrigerant charging (R22/R410A/R32)
- Replacement of copper pipe, service valves, Schrader valves
- Drain pipeline replacement beyond routine PM flushing
- Unit overhaul, reinstallation, alignment correction
- Emergency visits for breakdowns



## 11. RESPONSE TIME & SERVICE LEVELS

### Response Time:

Category	Response Time
Critical Areas	4 hours
Normal Areas	8 hours

### Resolution Time:

Fault Type	Resolution Time
Minor Faults	24 hours
Major Faults	72 hours (subject to parts availability)

## 12. LABOUR CHARGES (TO BE QUOTED BY CONTRACTOR-ANNEXURE -3)

Contractor shall fill the labor charges. Please fill Annexure 3.

## 13. SPARE PARTS PRICING (ANNEXURE 4)

Contractor shall fill unit prices for each spare part. Rates shall be firm for the contract period. Only new OEM/compatible parts allowed. Please fill Annexure 4.

## 14. APPROVAL WORKFLOW

- Contractor inspects and submits diagnosis report
- Contractor submits repair estimate (labour + parts)
- School issues approval before repair work begins
- Contractor performs repair
- Contractor submits job card, photos, faulty parts, invoices
- School verifies and approves for billing

## 15. REQUIRED DOCUMENTATION AFTER EACH REPAIR

- Job card with fault details, actions taken, parts replaced
- Before/after photos
- Supplier invoices for spare parts (if applicable)

## ANNEXURE 1- COMMERCIAL PROPOSAL FOR PREVENTIVE AC MAINTENANCE

AC Type	Rate per Unit per PM (SAR)	Qty	Annual Cost (2 PMs)
Window AC			
Split AC			
Standing / Package			
Ducted			



**ANNEXURE-2-PREVENTIVE MAINTENANCE CHECKLIST – AIR CONDITIONING UNIT**

Item	Description	Status (OK / Not OK)	Reading / Observation	Remarks
1	Clean air filters			
2	Clean blower & housing			
3	Clean evaporator coil			
4	Clean drain tray			
5	Flush drain line			
6	Check thermostat operation			
7	Check remote function			
8	Check swing/louvre			
9	Check airflow			
10	Measure $\Delta T$ (Supply–Return)		___ °C	
11	Check IDU amperage		___ A	
12	Tighten electrical terminals			
13	Inspect sensors			
14	Clean condenser coil			
15	Clean ODU fan & guard			
16	Remove debris around ODU			
17	Check ODU amperage		___ A	
18	Check compressor noise/vibration			
19	Check copper pipe insulation			
20	Check refrigerant pressure (if applicable)		___ psi	
21	Check for visual leaks			

**ANNEXURE 3- LABOUR CHARGES FOR CORRECTIVE MAINTENANCE**

Task Category	Description	Rate (SAR)
Minor Repair Labour	capacitor, sensor, thermostat replacement	
Major Repair Labour	motor, coil, compressor replacement	
Diagnosis Visit	only inspection if no repair done	



Gas Charging Labour	labour for R22/R410A/R32 charging	
Emergency Visit	after-hours breakdown support	

#### ANNEXURE 4- SPARE PARTS PRICING FOR CORRECTIVE MAINTENANCE

Part	Specification	Unit	Rate (SAR)
Capacitors	35/45/55 $\mu$ F	Each	
Contactors	25A-40A	Each	
Thermostat/Remote	OEM/Compatible	Each	
PCB (Indoor/Outdoor)	Model specific	Each	
Fan Motor (IDU/ODU)	230V	Each	
Blower Wheel	Standard	Each	
Copper Pipe	1/4, 3/8, 1/2 inch	Meter	
Insulation	Class O	Meter	
Drain Pipe	PVC	Meter	
Refrigerant R22	Gas	Kg	
Refrigerant R410A	Gas	Kg	
Refrigerant R32	Gas	Kg	
Compressor 1-2 TR	Rotary/Scroll	Each	
Compressor $\geq$ 3 TR	Scroll	Each	
Condenser/Evaporator Coil	Model match	Each	

#### Vendor Technical Submittal / Qualification Requirements to be submitted separately: -

- Valid CR & Zakat Certificate & Latest Company Profile.
- Minimum 3 years' experience in HVAC servicing & Maintenance work.
- List of the Project Executed (Including its Value in SAR) in Last Three years with Supporting Documents.
- Organizational Charts to execute the work with CV of the Key personal including Safety & Quality team.
- Valid GOSI certificate showing numbers of manpower in company payroll.
- Company ISO & other Certifications.
- Technicians CV with diploma/ITI in HVAC.
- All the workers must have valid Iqama and must be on company sponsorship only. Third party worker must have valid documents with chamber.
- Prior experience in schools/hospitals/commercial sites preferred.
- Provide the List of tools and cleaning equipment owned by company.



**Payment Terms & Conditions: -**

- 20% advance Payment against Bank Guarantee valid for six (06) Months or Promissory note with open dated cheque for same value.
- 35% After first AC Service and 35% after the Second Service
- Remaining 10% payment to be paid within 45 days after submission of invoice for the work completed approved by Supervisor.
- All payment will be made through bank transfer only in company account.

**General Terms & Conditions: -**

- **Site Inspection:** A company representative must visit the site prior to bid submission to assess the actual conditions and feasibility of the required work.
- **Personal Protective Equipment (PPE):** All personnel must wear the appropriate and required PPE at all times while performing work. PPE is the responsible .
- **Safe Work Practices:** All activities must be carried out safely, adhering to proper safety procedures at all times.
- **Unsafe Acts & Idle Time:** Any unsafe act will result in an immediate work stoppage. Claims for idle manpower resulting from unsafe working conditions will not be accepted.
- **Property Damage:** The subcontractor shall bear the full cost of repairing any damage to client property caused by their negligence. The client reserves the right to recover these costs should the subcontractor fail to address the issue promptly.
- **Any injury/accident during the repair will be vendor responsibility**

**Work Schedule:** Prior to mobilization, the subcontractor is required to provide the client with a detailed work schedule for approval. No work shall commence at any location until this approval has been granted

**NOTES**

1. *Sealed Quotation should be dropped in the box provided at the designated place in the admin office during office hours (08:00 am to 02:30 pm) on or before 23<sup>rd</sup> March 2026.*

2. *Quotation should be addressed in the name of Principal IIS Jubail.*

3. *For further information and site visit, please feel free to contact, Mob – 0555025435/ 0555021095, Tel – 013 362 4130 Ext-267/242/226.*

**Thanks & regards**

*Redy*  
*14/3/26*

**Admin Officer(I)**  
**IIS JUBAIL, KSA**

