

## **Request for Proposal for Air Conditioning Servicing and Supply of AC Materials**

Power Producers & Distributors [Company Name] is seeking proposals from qualified vendors to provide comprehensive air conditioning (AC) servicing and supply of related materials for our facilities. The selected vendor will be responsible for maintaining optimal performance of our HVAC systems, ensuring energy efficiency, and minimizing downtime.

### **Background Information**

Provide a brief background on your company, including:

- **Company Overview:** Brief description of company location, size, and industry
- **Facilities Overview:** Describe the number and types of facilities where AC units are installed, e.g., office buildings, warehouses, data centers
- **Current AC Inventory (if applicable):** List of AC types, brands, and any other relevant specifications

### **Objective**

The objective of this RFP is to select a reliable and experienced service provider to conduct regular maintenance, repairs, and supplies for air conditioning units at PPDI facilities. This partnership aims to ensure consistent and high-quality indoor air quality, reduced energy costs, and extended lifespan of AC equipment.

### **Scope of Work**

The selected vendor will be responsible for the following:

1. **Routine Maintenance:** Perform regular inspections, cleaning, and servicing of AC units, including filters, coils, fans, and ductwork.
2. **Preventive Maintenance Plan:** Develop and execute a preventive maintenance schedule to reduce the likelihood of breakdowns.
3. **Repairs and Emergency Services:** Provide repair services for any malfunctioning AC units, with a guaranteed response time for emergency repairs.
4. **Supply of AC Materials (if applicable):** Provide and manage supplies such as air filters, refrigerants, lubricants, and other necessary parts.
5. **Compliance and Safety Checks:** Ensure all AC units meet safety standards and regulations for refrigerant handling and disposal.

## **Vendor Requirements**

Qualified vendors should meet the following criteria:

1. **Experience:** Minimum of 5 in HVAC servicing and supply, particularly in facilities similar to ours.
2. **Availability:** Capable of providing emergency services on short notice.
3. **Inventory Management:** Access to a steady supply of AC materials and parts to ensure minimal downtime.
4. **References:** Provide references from at least two clients in similar industries.

## **Proposal Requirements**

Proposals should include the following sections:

1. **Company Profile:** Include background information, relevant experience, team qualifications, and key personnel.
2. **Technical Proposal:** Outline the approach for AC maintenance, preventive care plan, and response procedures for emergency repair.
3. **Materials Supply Proposal:** Provide a detailed plan for the supply of filters, refrigerants, parts, and other consumables.
4. **Project Timeline:** Proposed timeline for routine inspections and maintenance cycles.
5. **Pricing Structure:** Detailed breakdown of costs, including labor rates, call-out charges, material costs, and any service packages offered.
6. **Client References:** Contact information for at least two clients with similar HVAC service needs.

## **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- **Experience and Expertise (30%)**
- **Methodology and Preventive Care Plan (25%)**
- **Cost and Value (20%)**
- **Response Time for Emergency Repairs (15%)**
- **References (10%)**

## **Submission Instructions**

Please submit proposals in PDF format by November 20, 2024 to email: [procurement@ppdinc.co](mailto:procurement@ppdinc.co). For questions or further information, contact [daniel.cummings@ppdinc.co](mailto:daniel.cummings@ppdinc.co) or Procurement Manager on tel#227-0982/3 for instructions relating to site inspections.

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## **Terms and Conditions**

PPDI reserves the right to reject any or all proposals, modify the scope of work, and negotiate with qualified vendors as needed.

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