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## SCOPE OF WORK (SOW)

LOT 1: Inspection and Servicing of Air Conditioners

LOT 2: Replacement of Bulbs not Functioning with energy saving- LED Light Bulbs

### LOT 1: Inspection and Servicing of Air Conditioners

#### 1. Objective:

To assess the working condition and carry out the servicing of all installed air conditioning units.

#### 2. Scope of Services:

- Conduct a comprehensive inspection of approximately 80 air conditioning units.
- Provide a detailed condition assessment report identifying faults and recommendations.
- Carry out standard servicing of all air conditioning units, including:
  - i. Cleaning of filters
  - ii. Checking refrigerant levels and refilling where necessary
  - iii. Checking electrical connections and components
  - iv. Testing functionality after servicing
- Provide a completion report and recommendations for units requiring major repairs or replacement.

#### 3. Duration:

- The work should be completed within 7 to 10 working days from the date of award.
- Working schedule will be discussed with the successful bidder

### LOT 2: Replacement of Bulbs not Functioning with energy saving- LED Light Bulbs

#### 1. Objective:

To improve energy efficiency and office lighting by replacing faulty or inefficient bulbs with energy-saving LED light bulbs.

#### 2. Scope of Services:

- Replace all bulbs not working (including the parking area) with energy-efficient LED light bulbs (standard office specifications).
- Energy-saving bulbs with motion sensors in bathrooms, Kitchen and parking area, ensuring automatic on/off functionality
- Ensure all replaced bulbs are functional and properly installed.

- Provide a completion report detailing the number of bulbs replaced, locations, and recommendations if necessary.

**3. Duration:**

- The work should be completed within 5 working days from the date of award.
- Working schedule will be discussed with the successful bidder

**4. General Requirements for Both Lots:**

- Compulsory site visits
- Relevant experience in the respective field (air conditioning servicing or electrical works).

