



## ACCIDENT COMPENSATION CORPORATION

### GUIDE FOR QUOTES

**Position:** Air Condition Maintenance

**Purpose:** This guide provides information about the process for the recruitment and selection of a Maintenance Company to look after and maintain all Air Condition Units within the Accident Compensation Corporation properties.

### MAKING AN APPLICATION

**GENERAL:** Your Quote should include:

1. A short cover letter expressing interest in the Maintenance of Air Conditions and that you or your company has the expertise, skills, knowledge and ability in maintain any type or brand of air condition.
2. A Curriculum Vitae:
  - The history of you and your Company
  - Experience and Knowledge
  - Certified copies of your qualifications, trainings, professional affiliation and other documents provided in support of your application.
  - Your Contacts: mobile, landline, email and website
  - Include CV of your Employees
3. A copy of your 2024 Business License

**REFEREE DETAILS:** Provide written reference(s) from relevant businesses that you are working with.

**AUTHORIZATION FORM:** In signing the attached Authorization Form you are allowing the Accident Compensation Corporation to undertake the following checks:

- Approach in confidence the referees you have named and other people who have personal knowledge of you, to gather information related to your abilities.
- Security checks from the Ministry of Police and general security clearance with other agencies will also be undertaken.

**TERMS OF CONTRACT:** This is a 2 Year Contract with possibilities of extending for another 2 Years upon performance review.

### **QUOTES TO INCLUDE BUT NOT LIMITED TO THE FOLLOWING**

1. Check and Fix the overall conditions of the air condition systems.
2. Check and Fix dirty or loose electrical connections, refrigerant leaks, malfunctioning safety systems or leaking seals around air handlers.
3. Inspect and Replace Filters.
4. Clean the Condensate Drains.
5. Clean Indoor Units.
6. Clear and Clean Outdoor Units.
7. Fix Insulation.
8. Replace and clean filters, coils, and fins.
9. Check refrigerant levels.
10. Schedule Annual Tune-Ups.
11. Schedule Monthly maintenance.
12. Urgent Calls.

### **SUBMISSION OF QUOTE & CLOSING DATE**

Applications should be labeled:

#### **MAINTENANCE OF AIR CONDITIONS**

And addressed to:

**The General Manager  
Accident Compensation Corporation  
Level 5, ACC House  
APIA**

**Closing date is Friday 8<sup>th</sup> March 2024 at 4:00pm**

**MAINTENANCE AND AIR CONDITIONS  
ACCIDENT COMPENSATION CORPORATION**

**AUTHORIZATION FORM**

I, \_\_\_\_\_ (Applicant's name), authorize the Assessment Trade's Panel to undertake all necessary background and verification checks in relation to my expertise, skills, knowledge and abilities towards the Maintenance of Air Conditions.

I can be contacted for all matters relating to this position on the following:

- Home/Work Address: \_\_\_\_\_
- Telephones: \_\_\_\_\_
- Emails: \_\_\_\_\_

**Signature:**

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**Date**



**ACCIDENT COMPENSATION CORPORATION**  
LEVEL 5, ACC HOUSE, APIA, SAMOA. TELEPHONE:  
+685 23100

**REQUEST FOR QUOTE  
MAINTENANCE AIR CONDITIONS  
IN ALL ACC PROPERTIES**

The Accident Compensation Corporation ("Corporation") Requests Quotes from interested and qualified contractors to conduct Maintenance of Air Conditions within its main buildings.

ACC HOUSE (5 storey building)

ACC COMPLEX (2 storey building)

ACC MARKET at Fugalei

**Forms & Maintenance Job Description:**

Please uplift Forms and Maintenance Job Descriptions from the ACC Office, Level 5, ACC House, or call 23100, or via email: [tony.natanielu@acc.gov.ws](mailto:tony.natanielu@acc.gov.ws) or download via website: [www.acc.gov.ws](http://www.acc.gov.ws).

**Closing date and time for Receiving Quotes:**

**Friday 8<sup>th</sup> March 2024 at 4:00pm.**

Requests must be marked  
**"Maintenance of Air Conditions"**

**Addressed to:**

General Manager

ACC Office, Level 5, ACC House,

APIA.



# ACCIDENT COMPENSATION CORPORATION

## REQUEST FOR QUOTE FORM

Applications are invited from interested, qualified and highly motivated person(s) and companies to handle the **MAINTENANCE OF AIR CONDITIONS** in ALL the Accident Compensation Corporation Properties.

### SECTION 1: PERSONAL DETAILS

<b>Division:</b> Administration Division		<b>Due Date:</b> 8 <sup>th</sup> March 2024 at 4:00pm
<b>Title:</b> Maintenance (Air Conditions)		<b>Office Use:</b>
<b>First Name<sup>1</sup>:</b>	<b>Family Name<sup>1</sup>:</b>	<b>Other Names:</b>
<b>Company Name:</b>	<b>Date of Birth<sup>1</sup>:</b>	<b>NPF No:</b>
<b>Physical Address (1):</b>		<b>Phone No (1):</b>
<b>E-Mail:</b>  <b>Website:</b>		<b>Phone No (2):</b>

<sup>1</sup> - Relates to the business owner

### SECTION 3: Qualifications with Details in CV

Relevant Qualifications	Institution Attended

### SECTION 4: Training with Details in CV

Courses relevant to Maintenance of Air Conditions	Dates

**SECTION 5: QUOTE for Maintenance of Air Conditions**

[Please fill in your duties and responsibilities to be done on a monthly, bi-annual or yearly]

Duties	Timeframe	Cost
Check and Fix the overall conditions of the air condition systems.		

**SECTION 10: Declaration of Referees**

Please provide addresses and contact numbers of Referees

Referee Name:	Designation:	Address/Contact Numbers:

**SECTION 12: Certification and Authorisation**

I hereby certify that the information given in my offer is true and correct. I also give consent to conduct any character checks about me.

<i>Signature:</i>	<i>Date:</i>
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