M/s VENTURE GULF ENGINEERING **Kind Attn: Mr. Salahudhin V P** **Procurement Officer** Email : salahudhin@vengulf.net **Mobile: +974 5012 0709**	**QREF 13/01/2026-2** **SUBJECT: Annual Maintenance Contract Proposal for AC Systems** Location: VGE Facility (Schlumberger)
DATE : 13/01/2026	**Email: mes@mes.qa**

Dear Sir,

With reference to the above and further to your request for the yearly **Annual Maintenance Contract** required for all **Air Conditioning equipment** as per the list of equipment provided to us and attached for below areas, we are pleased to quote as per the Scope of Works **APPENDIX A attached**.

The Covered Areas:

1) Workshop Building 1
2) Workshop Building 2
3) Workshop Building 3
4) Cameron & Workshop Building
5) Admin & Workshop Building

1. **Preventive Maintenance Option**
   Covering standard preventive servicing only. Any findings or required repairs to be quoted separately.
   Total for the above services per year= 120,000 Q.R/year
   (10,000 Q.R. per month)

2. **Comprehensive Maintenance Option**
   Covering preventive, predictive, and corrective maintenance for the AC units.
   Total for the above services per year= 194,100 Q.R/year
   (16,175 Q.R. per month)
3. **Optional : Dedicated 1x Technician + 1x Helper at site for daily operation and follow up (8hrs/day 6 days a week) (4,000 Q.R. per month)**

Payment Terms: Payment shall be made monthly after completion of every 1 (one) month against our invoice.

Validity of offer: 15 days

Metri Engineering Services W.L.L
Fayez Metri (55572793 / 70500311)

APPENDIX A

1. SCOPE OF WORKS/SERVICES:

Part A – General Conditions & Scope Of Work

1. DURATION OF CONTRACT

The operation and maintenance for a period of 2 years from 1/11/2024 to 1/11/2026.

2. SCOPE OF WORKS

We will provide planned maintenance program to maintain the performance of all air conditioning equipment under this contract cover. The plan will cover the Preventive Maintenance, Corrective Maintenance and Predictive Maintenance.

It will include operation AND maintenance of the AC systems including related control panels.

3. CONSUMABLES AND SPAR PARTS (Excluded)

Consumables like minor refrigerant included, **BUT** Spare Parts are EXCLUDED from this contract scope. We will provide necessary Tools / Staff uniforms to complete the job. Any other Consumables or Spares required will be provided at an additional agreed price.

Excluded items:
1) piping work i.e Actuator replacement, Any leakage replacement etc.
2) major Insulation/ cladding work (more then 1 Mtr)
3) Any Duct or Duct insulation work

We will prepare a list of recommended spare parts list for the client to stock sufficient number of spare parts to ensure smooth functioning of all equipments within one month of signing the contract. (Valve, P.C.B, Contactors, Fan Belts, Bearing, Compressor, Condenser Fan, Fan motors actuators, thermometers, gauge, timers,switches, Refrigerant etc as applicable.

4. SCHEDULE OF Dedicated STAFF / SERVICE MAN

We will provide one Technician + one Helper from 7 am to 4 pm for daily operation (6 days a week from Saturday till Thursday) which will be supported by 1 engineer and 4 technicians when needed.

5. PLANNED PREVENTIVE MAINTENANCE (PPM) ROUTINES

We will carry out all PPM routines as per the PPM sheets. No routine works shall be kept pending without a valid reason. Annual Maintenance programs must be submitted and all works must be completed before the start of the following summer season.

6. CORRECTIVE MAINTENANCE

We will dedicate a team of experienced technicians to assist and respond immediately for any breakdown or unplanned service events. Repairs of Condenser Coils, Cooler and Compressors/motors overhauling are not covered in this contract and will be quoted separately.

9. PREDICTIVE MAINTENNCE (INCLUDED)

We advise to carry out on a yearly basis the below analysis for water & oil to avoid unwanted failures & maintain the equipment lifetime & efficacy:

1) Water Analysis
We will ensure that the correct treatment procedure is followed. Testing should be carried out by a recognized laboratory as and when required and chemical analysis report must be submitted after annual service.

10. WORK / MAINTENANCE / EQUIPMENT HISTORY CARDS

Within one month from the date of signing the contract, the contractor shall finalize with the representative the format of PPM schedules, Log sheet, equipment history cards and record of service / Break down calls.

11. EXISINTING EQUIPMENT CONDITION AND WORKMANSHIP

Before the commencement of AMC, we will carry a full technical assessment on all existing equipment, to mark any repairs /replacements and quote it separately to the client if needed. We shall take over all equipment in good technical working condition before the commencement of AMC.

12. TERMS OF PAYMENTS

Payment shall be made monthly in arrears based on yearly rates for operation and maintenance, after completion of every 1 (one) month against our invoice.

13. CONTACT LIST

Immediately on signing the contract, we will submit to the representative the names of responsible people together with Mobile No./E-Mails and office telephone No. & Fax No. on which we shall be available to receive calls.

Part B - PLANNED PREVENTIVE MAINTENANCE SCHEDULES

MONTHLY:

- Check temperature conditions of the A/C areas.
- Check condenser coils and clean if required.
- Check V-belts for proper tension.
- Ensure that fans and motor bearings are not overheating and there's no abnormal noise.
- Check pumps and motor bearings for overheating or abnormal noise.
- Check for refrigerant pipe joints and connections for leaks.
- Check for proper refrigerant charge.
- Check compressor motor amps for any abnormality.
- Check and record refrigerant/oil pressures.
- Check electrical wiring connections and terminals for cleanliness and tightness.
- Check all safety and operational controls for their proper functioning.
- Check thermostat settings.
- Check functioning of flow switches.
- Check leakage from pump glands and tighten if required.
- Check all holding down bolts and vibration isolators.
- Clean all filters and covers.
- Inspect air filter, clean or wash with water if required.
- Check overall cleanliness.
- Check for any clogging of condensate drain pans and drainpipe system.
- Check operation of float valve in water tanks.
- Check heating elements, contactors, solenoid valves, actuators, thermometers, gauges, fans, and circulation pumps for abnormal functions.

QUARTERLY:

- Wash condenser coils with high-pressure water to remove accumulated dirt and debris.
- Clean cooling coils and drain pans to prevent mold growth and ensure efficient operation.
- Clean supply air grilles/diffusers and return air grilles to maintain optimal airflow.
- Inspect refrigerant system for any signs of leakage or damage.
- Check the condition of oil in semi-hermetic compressors.
- Inspect expansion valves for proper operation and signs of wear.
- Examine driers for blockages or contaminants.
- Inspect blower/motor pulleys for signs of wear, ensuring they are secure and properly aligned.
- Check all external duct and pipe insulations for damage or wear.
- Examine all duct works and pipeline works for any signs of leakage or condensation.
- Inspect pump couplings for proper alignment and check for wear or tear of rubber bushes.
- Review the operation of mixing/diverting valves, ensuring they operate smoothly and efficiently.
- Lubricate non-sealed bearings to ensure smooth operation and reduce wear.
- Adjust V-belts for proper tension, replacing if signs of wear are evident.
- Check and tighten all electrical connections, ensuring safe and efficient operation.
- Calibrate thermostats and other control systems to ensure accurate temperature control.
- Test and recalibrate safety and operational controls as necessary.
- Check operation of flow switches, ensuring they respond correctly to changes in flow.
- Monitor and adjust the leakage rate from pump glands, tightening or replacing seals as necessary.
- Check all safety devices for proper operation, ensuring they activate under fault conditions.
- Monitor refrigerant levels, topping up if necessary, and ensuring the system is not overcharged.
- Examine electrical wiring connections and terminals for cleanliness, tightness, and signs of corrosion or damage.
- Review all holding down bolts and vibration isolators for signs of wear or damage, replacing as necessary.