

M/s Investment house	QREF 28-07-2025-10
Kind Attn: Ms. Merilen Alviar.	SUBJECT: Quotation for Annual Maintenance Contract for HVAC System.
Email:marilen@invhouse.com	Project: Investment house.
DATE : 28-07-2025	Email: mes@mes.qa

Dear Sir,

With reference to the above subject, we would like to quote our best offer for below scope of work.

Quarterly Scope of Work:

✓ Preventive maintenance: **4 times visits per year** for 29 no's FCUs including the below maintenance procedures:

1. Inspect and check for the cleanliness of the filters (flat, angle, rigid, bag, HEPA & charcoal) and clean filters that are dirty or inefficient.
2. Thoroughly inspect and clean all condensate drains.
3. Inspect and report on filter condition (Replace as required, filters will be chargeable)
4. Inspect motor bearings, test and lubricate as results warrant.
5. Measure current draw of electric motors, replace prior to failure.
6. Test operation of VAVs & Thermostats.
7. Report any irregular noises, vibrations and abnormal motor temperatures.
8. Identify cause and propose solution.
9. Inspect and tighten all loose electrical connections in mechanical switchboard and control panel.
10. Maintain equipment in a clean condition.
11. Inspect and maintain the condition of extended lubrication lines when present.
12. Clean dampers, test operation of Thermostats, lubricate and adjust controls as necessary to ensure smooth operation.
13. Clean exterior of FCU cabinet.
14. Lubricate fan bearings.
15. Inspect and maintain adjustable fan motor base and mounting hardware for loose parts.
16. Inspect and maintain adjustable fan motor base for damage.

17. Inspect and maintain fan motor for leaky bearing seals.
18. Inspect and maintain fan for motor damage.
19. Clean condensate drain pan, trap, drain line and adjacent wetted surfaces.
20. Inspect and test the operation of safety controls.
21. Report on general condition and operational effectiveness.
22. Attending any call within reasonable time and rectify the problem.

Total PRICE FOR ABOVE SERVICE = 29,500.00 Q.R./YEAR
Per Quarter= 7,375 Q.R.

Exclusion. This offer does NOT include repair of equipment and replacement of parts (such as Fan motor bearings, thermostats, valve actuators, FCU Filters, damper actuators, pistons, piston rings, crankshaft, gears.) Hardware replacements will be separately priced out by the Contractor for the client's approval and acceptance. Such repairs/replacements will be accomplished by a separate purchase order.

Payment Terms: Quarterly Payment in Advance

Validity of offer: 15 Days

METRI ENGINEERING SERVICES

