

TERMS OF REFERENCE

Project Title/Description	One (1) Year Comprehensive Maintenance Services Contract for the Three (3) Units 5TR Precision Air-Conditioning Units, including all installed electronics and electrical parts and accessories
Project Location	IT Data Center 6 th Floor PDIC Ayala Premises SSS Makati Building 6782 Ayala Avenue cor. VA Rufino St. Legaspi Village, Makati City
Contract Duration	One (1) Year
Approved Budget of the Contract (ABC)	PESOS : Five Hundred Forty Thousand (P 540,000.00)

I. OBJECTIVE

The Philippine Deposit Insurance Corporation (PDIC) intends to engage the services of a Bidder/Contractor duly authorized and with the necessary expertise, experience, and capacity to maintain and repair and/or replacement of parts/accessories of Airedale brand Precision Air-Conditioning Units for its IT-Data Center including its all electronics and electrical components.

II. PROJECT COVERAGE

The scope of services covers the supply of all labor, materials, tools, equipment, supervision and all operations necessary for the comprehensive maintenance services for the Precision Air-Conditioning Units at the IT Data Center including related electronics and electrical components.

III. APPLICABLE STANDARDS

All materials, machinery and equipment to be furnished shall be of the required quality used in good commercial and trade practice and shall essentially be the standard products of reputable manufacturers. The accessibility of these items including their workmanship and method of installation as applicable, shall be established by the following:

- a. The Philippine Mechanical Engineering Code
- b. The Philippine Electrical Code
- c. Fire Code of the Philippines
- d. American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
- e. American Society of Mechanical Engineers (ASME)
- f. American Society of Testing and Materials (ASTM)
- g. Air Moving and Conditioning Association (AMCA)
- h. American National Standards Institute (ANSI)

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- i. National Electrical Manufacturers Association (NEMA)
- j. Underwriters Laboratories (UL)
- k. Sheet Metal and Air-Conditioning Contractor's National Association, Inc. (SMACNA)

IV. SCOPE OF WORK

A. General Scope of Services:

1. Visually inspect all internal sub-assemblies and major components.
2. Record indicator readings on temperature and humidity.
3. Clean any foreign material and dust from internal components.
4. Thorough check-up on the accuracy and integrity of electrical connections.
5. Check-up of cables and miscellaneous materials such as nuts, bolts , screw and connectors for connection tightness and inspect for broken damaged or burned components, and replace.
6. Check status of alarm circuits.
7. Vacuum clean or replace air filters, whichever is applicable.
8. Inspect and adjust fan belt tension, when necessary.
9. Check for possible defective or worn out electrical components, replace as deemed necessary.
10. Check for possible defective or worn out mechanical components, replace as deemed necessary.
11. Calibrate sensors, control boards and other computerized components to Manufacturer's specifications.
12. Check the normal operation of the system.
13. Check and record compressor suction and discharge pressure for each compressor.
14. Observe the equipment operation for any sign of abnormality
15. Perform any required Engineering Field changes.
16. Comprehensive check-up of compressor, main fan motor and condenser fan motor units.
17. Clean and pressure wash condenser coils.
18. Return unit to operational service with normal load then verify the output.
19. Replacement of consumable items such as oil, refrigerant, fan belts and air filters at one time as needed within the duration of the maintenance service.
20. All items of work necessary to satisfactorily complete the work .

B. Technical Support Services :

1. 24/7 Phone and Email Support
 - 1.1 Must provide phone and email support for immediate and best effort responses in order to serve PDIC inquiries and support requests/issues.

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- 1.2 Contractor's technical personnel must be available/reachable through their official contact numbers i.e. office telephone and mobile phone numbers, to reply to all queries on various issues, requests or inquiries that require urgent over-the-phone support.
2. AD-HOC Technical Support
 - 2.1 AD-HOC site support must be provided in situations that require the presence of personnel of the contractor at PDIC site as urgently needed to perform critical activities such as fixing or solving problems related to the Precision Air-Conditioning Unit (PACU).
 - 2.2 On-site support shall be provided based on mutual assessment of the criticality of issues being escalated by the PDIC.
 - 2.3 On-site technical support assistance shall be provided within two (2) hours response time for support calls received during office hours and three (3) hours if after office hours or during weekends/holidays.
 - 2.4 Periodically submit a summary of total technical support visits done for review/reference of PDIC.

C. SITE UPKEEP AND CLEANING

The Bidder/Contractor shall at all times prevent the accumulation of waste materials, rubbish, debris and shall have same removed immediately from the premises and disposed of properly.

D. SPECIAL PROVISIONS

The Bidder shall ensure that in the implementation of the contract will not in any way cause any disruption/disturbance in the operations of the Data Center nor cause any form of annoyance/irritation thereof.

It shall ensure that no foul smelling chemicals, e.g. cleaning materials, paints, etc. that will endanger the health and function of the people working within the IT Data Center shall be applied.

V. MINIMUM REQUIREMENTS FOR THE BIDDER

i. Firm/Corporation

1. The bidder must be operating in the Philippines for the past five (5) years, with expertise and/or experience in the fields of Electro-Mechanical Engineering and with experience in the design, installation, maintenance and configuration of Airedale Brand Precision Air-Conditioning Unit for a Data Center.

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2. Bidder must be an active member of the Philippine Constructors Association (PCA) and must have a valid Philippine Contractors Accreditation Board (PCAB) License on Mechanical Work/Air-Conditioning and Refrigeration Work.
3. The Bidder must have a Certification issued by the Distributor/OEM (Original Equipment Manufacturer) that the bidder was appointed partner/reseller/technical support provider for the maintenance and repair of Airedale brand Precision Air-Conditioning Units in the Philippines.
4. The Bidder or its principal (OEM or Manufacturer) must provide at least two (2) certification of completed or on-going maintenance services contracts for Airedale brand Precision Air-Condition Units in the Philippines.

ii. Key Technical Personnel

The Bidder's must have the following personnel as their regular employees for at least two (2) years. Submit proof of employment with bidder/contractor in the form of SSS contribution or ITW :

- i. at least one (1) registered Electrical Engineer and one (1) Mechanical Engineer, who have completed or has a Certification on Technical Training on Airedale brand Precision Air-Conditioning Systems and who are PCAB registered STE (Sustaining Technical Engineer) under the name of the Bidder/Contractor.
- ii. At least one (1) Data Center Design Manager or equivalent, who have completed or has a Certification on Technical Training on Airedale brand Precision Air-conditioning system and certified Network and System Management.

VI. ADDITIONAL RESPONSIBILITIES OF THE BIDDER/CONTRACTOR

1. During the implementation of the contract, the bidder shall provide protective covering (if necessary) for the affected equipment/area/s.
2. Abide by the Rules, Regulations and Requirement of the SSS Makati Building Administration and the MACEA during the progress of the works.
3. Provide Safety Work Programs to include wearing of appropriate company uniforms & ID for all workers.

VII. PROJECT DURATION AND FREQUENCY OF SERVICES:

The service contract shall be for a period of One (1) year and shall be rendered every three (3) months.

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VIII. TERMS OF PAYMENT:

PDIC shall pay the Contractor every quarter upon completion of the services rendered and receipt of the Statement of Account and the other submittals required in the service contract.

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