



TERMS OF REFERENCE

For

ONE (1) YEAR QUARTERLY PREVENTIVE MAINTENANCE OF SEVEN (7) UNITS PRECISION AIR CONDITIONING UNIT (PACU)

A. BACKGROUND

Due to the success of the initial phase, it is recommended the continuance of this program to further optimize and prolong the life of the servers and auxiliary equipment being served by this PACUs to prevent disruptions in our operations. It is also commendable to program scheduled preventive maintenance not only for the PACUs but for all aspects covering the operation of the server rooms including the servers itself in order to lessen if not prevent unlikely incidents in the future. Cleanliness of the room and racks, power continuity/stability, servers' hardware and software soundness are among the factors that should be considered aside from the cooling and humidity maintenance in the programming of preventive maintenance schedule. Our operations high dependency to these servers justify this recommendation but for now we have to resolve only the maintenance of cooling and humidity due to the immediate needs.

The purpose of the project is to conduct quarterly preventive maintenance in the span of one year to the following PACUs:

1. Ten (10) TR GEA-DENCO model no. DMA 030D located at:
 - a. 2nd floor FTP Server Room (WFFC Bldg.) - **1 unit**
 - b. 3rd floor Forecasting Server Room (WFFC Bldg.) - **2 units**
2. Five (5) TR GEA-DENCO model no. 018D PACU located at:
 - a. 4th floor ICT Server Room (Central Office Bldg.) - **1 unit**
 - b. 1st floor ICT Server Room ((WFFC Bldg.) - **2 units**
3. Six-point twenty-five (6.25) TR AIRSYS Model PACU located at 4th floor ICT Server Room (Central Office Bldg.) - **1 unit**

B. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **Nine Hundred Ninety Thousand Pesos (P990,000.00)** inclusive of VAT and all applicable government taxes.

C. DELIVERY PERIOD AND PLACE OF DELIVERY

The winning bidder shall conduct **quarterly** preventive maintenance of PACUs at different sites mentioned in the span of **one (1) year** from receipt of the Notice to Proceed (NTP) at the PAGASA Central Office located at Science Garden Compound, Senator Miriam P. Defensor-Santiago Avenue, Barangay Central, Quezon City, Metro Manila, Philippines 1100.

D. TECHNICAL SPECIFICATIONS

The winning bidder shall conduct quarterly preventive maintenance of:

- a. Ten (10) TR GEA-DENCO PACU model no. DMA 030D located at:
2nd floor FTP Server Room (WFFC Bldg.) - 1 unit
3rd floor Forecasting Server Room (WFFC Bldg.) - 2 units
- b. Five (5) TR GEA-DENCO PACU model no. 018D PACU located at:
4th floor ICT Server Room (Central Office Bldg.) - 1 unit
1st floor ICT Server Room ((WFFC Bldg.) - 2 units
- c. Six-point twenty-five (6.25) TR AIRSYS Model PACU located at 4th floor ICT Server Room (Central Office Bldg.) - 1 unit

A total of seven (7) PACUs to be maintained four (4) scheduled times or every three (3) months.

- Provide maintenance report for every completed maintenance
- Provide propose Service Level Agreement which indicates the scheduled maintenance details to be approved by PAGASA.

E. SCOPE OF WORK

The winning bidder shall conduct quarterly preventive maintenance of PAGASA 5TR and 10TR PACUs at different sites mentioned in the span of one (1) year. The works and services to be performed under this contract shall essentially consist of but not limited to the following:

1. Visual inspection of all internal sub-assemblies and major components.
2. Record indicator readings of temperature and humidity.
3. Clean internal components from any foreign dust and particles.
4. Thorough check on the accuracy and integrity of electrical connections
5. Checkup of cables and miscellaneous materials such as nuts, bolts, screws and other connectors for connection tightness and inspect for broken/damaged or burned components.
6. Delivery, installation, and testing of equipment at various Check status of alarm control circuits
7. Vacuum clean or replace air filters, whichever is applicable.

8. Inspect and adjust fan belt tension if necessary
9. Check for possible defective or worn out electrical components, recommend replacement immediately.
10. Check the normal operation of the system
11. Check and record compressor suction and discharge for each compressor.
12. Check conditions of humidifier boiler electrodes
13. Inspect outside coils for dirt and brush clean condenser coils as required
14. Check condenser fan motors for improper shaft alignment, abnormal end play, vibration and noise.
15. Tighten all starter terminals and check contacts for wear.
16. Test differential pressure switch for proper operation.
17. Check the condition of control contacts for wear.
18. Check fan and motor bearing.
19. Check mounting integrity of all safety and temperature monitoring control.
20. Provide a written report of work completed and indicated deficiencies.
21. Observe the equipment operation for any sign of abnormality.
22. Twenty-four (24) hours, seven (7) days a week on call service in attending field trouble call received and done during business hours

F. WARRANTIES

1. The bidder warrants that it shall strictly conform to all the Terms and Conditions of this Terms of Reference.
2. The Bidder must provide a 24/7 technical support with:

Communication support facility.

- E-mail /Telephone /mobile /SMS
- Online Support / Chat Support

Escalation

- PAGASA NOC
- 24/7/SUPPORT
- Technical group

Scheduled Maintenance

- Quarterly

Rebates

- Rebates will be applied to the maintenance fee until the equipment is repaired or a service unit is provided as a replacement for the damaged PACU.

3. The winning bidder shall neither assign, transfer, pledge, nor subcontract any part or interest therein.