



Department: Information Technology
Services Department

Please quote, at your government prices, TAX included, for the article's and/or services enumerated below in sealed form.

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BAC Chairperson

Deadline for Submission: October 26, 2018

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Guarantee:

TELEPHONE NO./FAX NO.



TERMS OF REFERENCE

	Name of Project : <u>DATA CENTER FACILITIES</u> <u>FULL COMPREHENSIVE MAINTENANCE PROGRAM</u>	
	DESCRIPTION: Full comprehensive service of one year for Data Center Uninterruptible Power Supply (UPS), Precision Air Conditioning Unit (PACU), and Fire Suppression System. The services shall include quarterly preventive maintenance for the aforementioned equipment plus unlimited number of on-call corrective maintenance service on a 24/7 basis, with a maximum guaranteed response time of four (4) hours. Replacement parts and materials are to be supplied and installed by the supplier at no additional cost to PCSO.	
	TECHNICAL SPECIFICATIONS	
	UPS PREVENTIVE MAINTENANCE SCOPE OF WORKS	
1	Replace all the batteries of the UPS unit.	COMPLY/NOT COMPLY Pls. refer to _____
2	Inspect all major components and sub-assemblies of the unit, this includes power module assembly, rectifier/inverter, exhaust fans, input/output filter assembly among others.	COMPLY/NOT COMPLY Pls. refer to _____
3	Thoroughly clean the unit from dust and any foreign materials.	COMPLY/NOT COMPLY Pls. refer to _____
4	Check status of all alarms and notifications stored in the UPS memory.	COMPLY/NOT COMPLY Pls. refer to _____
5	Thoroughly check the accuracy and integrity of electrical connections.	COMPLY/NOT COMPLY Pls. refer to _____
6	Carefully Check all cables and miscellaneous materials such as bolts, screw and connectors for connection tightness. Using thermos-scanner, inspect for broken, damaged or burned components.	COMPLY/NOT COMPLY Pls. refer to _____
7	Measure and record voltage & current readings before turning OFF the unit and	COMPLY/NOT COMPLY Pls. refer to _____

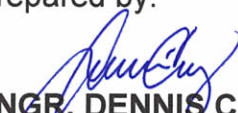
	do the same after turning the unit ON to check on the consistency of the UPS.	
8	Check the normal operation of the UPS system.	COMPLY/NOT COMPLY Pls. refer to _____
9	Calibrate equipment to Manufacturer's specifications, if required.	COMPLY/NOT COMPLY Pls. refer to _____
10	Thoroughly check all batteries of the unit, then measure and record individual float and ripple voltages.	COMPLY/NOT COMPLY Pls. refer to _____
11	Carefully check battery transfer/discharge and perform a short duration battery run.	COMPLY/NOT COMPLY Pls. refer to _____
12	Bring the unit back to its operational service with normal load then verify the output in case the system was set to maintenance bypass.	COMPLY/NOT COMPLY Pls. refer to _____
13	Perform any required Engineering Field changes, if required.	COMPLY/NOT COMPLY Pls. refer to _____
14	Prepare service report for the activities performed.	COMPLY/NOT COMPLY Pls. refer to _____
	PACU PREVENTIVE MAINTENANCE SCOPE OF WORKS	
15	Check status of all alarms and notifications stored in the system.	COMPLY/NOT COMPLY Pls. refer to _____
16	Measure and record temperature & humidity readings before turning off the unit and do the same after turning the unit on to check on the consistency of the equipment.	COMPLY/NOT COMPLY Pls. refer to _____
17	Measure and record suction and discharge pressure of each compressor.	COMPLY/NOT COMPLY Pls. refer to _____
18	Carefully observe the equipment's operation for signs of abnormality.	COMPLY/NOT COMPLY Pls. refer to _____
19	Replace air filters and thoroughly vacuum-clean the other areas of the unit quarterly or earlier when needed.	COMPLY/NOT COMPLY Pls. refer to _____
20	Check or replace busted fuse when necessary.	COMPLY/NOT COMPLY Pls. refer to _____
21	Thoroughly inspect and adjust fan belt tension when necessary.	COMPLY/NOT COMPLY Pls. refer to _____
22	Check for possible worn-out of defective mechanical components.	COMPLY/NOT COMPLY Pls. refer to _____

23	Check for possible worn-out of defective electrical components.	COMPLY/NOT COMPLY Pls. refer to _____
24	Replace all defective and worn-out parts, if any.	COMPLY/NOT COMPLY Pls. refer to _____
25	Perform any major corrective repairs, when necessary.	COMPLY/NOT COMPLY Pls. refer to _____
26	Calibrate control boards, sensors and other computerized/electronic components.	COMPLY/NOT COMPLY Pls. refer to _____
27	Carefully monitor and observe the PACU operation, check all components are functioning accordingly and record for any abnormalities.	COMPLY/NOT COMPLY Pls. refer to _____
28	Prepare service report for the activities performed.	COMPLY/NOT COMPLY Pls. refer to _____
FM200 PREVENTIVE MAINTENANCE SCOPE OF WORKS		
29	Inspect the appearance and check the condition of the Control Panel of the unit, also carefully check all the termination and wirings going to the panel. Clean the panel for accumulated dirt and other foreign materials.	COMPLY/NOT COMPLY Pls. refer to _____
30	Carefully check the voltage and condition of the back-up batteries of the System Control.	COMPLY/NOT COMPLY Pls. refer to _____
31	Carefully check, clean and test the unit's Smoke & Heat detectors if they are functioning properly, for any defective parts, submit report for part replacement.	COMPLY/NOT COMPLY Pls. refer to _____
32	Inspect the appearance of the Alarm Bell, check the audible signal, clean the unit from dust and other foreign materials, if found defective submit report for part replacement.	COMPLY/NOT COMPLY Pls. refer to _____
33	Check the functionality of the Manual Pull Station, make sure its working accordingly. If found defective submit report for part replacement.	COMPLY/NOT COMPLY Pls. refer to _____
34	Thoroughly check the unit's piping condition for corrosion and damage. Check all pipe supports if secured.	COMPLY/NOT COMPLY Pls. refer to _____
35	Carefully check the Discharge Nozzle of the unit, inspect the nozzle condition, clean the unit from dust and other foreign materials.	COMPLY/NOT COMPLY Pls. refer to _____
36	Inspect the appearance of the Agent container/cylinder, check and record the pressure gauge reading.	COMPLY/NOT COMPLY Pls. refer to _____

37	Check if the Solenoids/actuators are functioning properly.	COMPLY/NOT COMPLY Pls. refer to _____
38	Prepare service report for the activities performed.	COMPLY/NOT COMPLY Pls. refer to _____
RESPONSIBILITY OF THE SUPPLIER		
39	QUARTERLY On-Site Preventive Maintenance during business hours. On the 2 nd Quarterly On-Site Preventive Maintenance, the supplier shall replace all the batteries of the UPS unit.	COMPLY/NOT COMPLY Pls. refer to _____
40	Customer Service Hotline on a 24/7 telephone support.	COMPLY/NOT COMPLY Pls. refer to _____
41	UNLIMITED number of corrective maintenance, emergency on-site assistance on 24/7 basis, Monday to Sunday and during holidays; Maximum response time of four (4) hours upon receipt of call.	COMPLY/NOT COMPLY Pls. refer to _____
42	Submission of Comprehensive Report, Equipment Status Report and Recommendations after every preventive and corrective maintenance for all equipment.	COMPLY/NOT COMPLY Pls. refer to _____
43	Maintenance services to be performed by Original Equipment Manufacturer (OEM) trained engineers.	COMPLY/NOT COMPLY Pls. refer to _____
44	Replacement of parts and materials are to be supplied and installed by the supplier at no additional cost to PCSO.	COMPLY/NOT COMPLY Pls. refer to _____
TERMS OF PAYMENT AND START OF SERVICE		
45	Commencement of service shall be 15 days upon receipt of contract/P.O.	COMPLY/NOT COMPLY Pls. refer to _____
46	Payment shall be made every after completing the Quarterly On-Site Preventive Maintenance and acceptance of the Quarterly On-Site Preventive Maintenance Report. As such, payment shall be broken down into the following payment schedule: 1st Quarterly On-Site Preventive Maintenance – 25% of the total contract price 2nd Quarterly On-Site Preventive Maintenance with replacement of UPS batteries – 35% of the total contract price	COMPLY/NOT COMPLY Pls. refer to _____

	3rd Quarterly On-Site Preventive Maintenance – 25% of the total contract price	
	4th Quarterly On-Site Preventive Maintenance – 15% of the total contract price	

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