

Republic of the Philippines Department of Agriculture Bureau of Fisheries and Aquatic Resources BIDS AND AWARDS COMMITTEE OFFICE 2/F Fisheries Building Complex BPI Compound Brgy. Vasra, Q.C. website: www.bfar.da.gov.ph e-mail: bac.eps@bfar.da.gov.ph

#### **SUPPLEMENTAL BID BULLETIN 02** July 27, 2023

### SUBJECT: Bid Reference No: 2023-32 ONE (1) YEAR COMPREHENSIVE MAINTENANCE AND SUPPORT SERVICES FOR THE IT INFRASTRUCTRURE AND AUXILIARY EQUIPMENT OF THE BUREAU OF FISHERIES AND AQUATIC RESOURCES

This Supplemental Bid Bulletin No. 02 is issued to all participating bidders to clarify, amend and/ or modify certain provisions and requirements set forth under the aboveentitled procurement project:

### Invitation to Bid/ Bid Data Sheet

From/ Bidder's Inquiry	TO/ BFAR Response
Deadline of submission and receipt of bids August 01, 2023 (Tuesday) at 08:30 AM at the 2nd Floor, BAC Secretariat Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Q.C., and electronic documents through bac.eps@bfar.da.gov.ph	Deadline of submission and receipt of bids <u>August 07, 2023 (Monday) at 09:30</u> <u>AM</u> at the 2nd Floor, BAC Secretariat Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Q.C., and electronic documents through <u>bac.eps@bfar.da.gov.ph</u>
Schedule of Bid opening August 01. 2023 (Tuesday) at 09:00 <u>AM</u> via Zoom	Schedule of Bid opening August 07, 2023 (Monday) at 10:00 AM via Zoom or at the BFAR Learning & Development Conference Room, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Q.C.,

### **Terms of Reference**

FROM			
TERMS OF REFERENCE			
One (1) year Data Center Appliance Maintenance and Support Services of the Bureau of Fisheries and Aquatic Resources			
I. BACKGROUND			
The Bureau of Fisheries and Aquatic Resources has a Data Center facility used			

to house computer systems of all of the Web Applications of the Bureau with associated pcomponents, such as centralized telecommunications using Voice over IP (VoIP), storage servers, named servers, and core network infrastructure such as firewalls, switches, and any other devices used to communicate with other government agencies including the Department of Agriculture with is the mother Department of the said Bureau.

Moreover, The BFAR Central Office Data Center acts as the Central Repository of (7) National Centers, (16) Regional Fisheries Offices (RFO), (84) Provincial Fisheries Offices (PFO), and (53) Technology Outreach Stations (TOS). Also, BFAR Data Center used to centrally host all BFAR official websites, and regulatory systems such as; Fisherfolk Registration System (FRS), Boat Registration System (BoatR), Fisheries Electronic Licensing Information System (FELIS), Fisheries Law Enforcement Management Information System (FLEMIS), Administrative Case System (ACS), Local Transport Permit System (LTPS), Fisheries Resource Geospatial Information System (FRGIS), Electronic Catch Documentation and Traceability System( ECDTS). Also host all administrative systems of the Bureau such as; Human Resource Management Information System (HRMIS), Time and Attendance Management System (TAMS), Online Personal Data Sheet (OPDS), Document Tracking System (DTS), Electronic New Government Accounting System (eNGAS), Electronic Budget System (eBudget), and other information management systems of the Bureau.

Noteworthy, due to the lack of manpower to maintain the ff; Precision Air-Conditioning Units (PACU), Fire Suppression System – FM200, and Electrical System, and due to the high demand in modernizing and rapidly improving all regulatory and administrative systems, the FRIMC decided to outsource those maintenances to focus with the continually improving the services and maintaining BFAR Network, Server and Telecommunications Infrastructure.

Accordingly, this is in collaboration with the Fisheries Regulatory Information Management Center (FRIMC) under the BFAR Directors Office (DO) which establishes, manages, and operates the said comprehensive fisheries information to establish a secured and resilient ICT infrastructure that will handle all vital information of the Bureau of Fisheries and Aquatic Resources (BFAR) and continue the development, improvement, and modernization of all BFAR information and registration systems.

### **II. OBJECTIVES**

- 1. To continuously maintain core data center appliances such as Precision Air-Conditioning Unit (PACU), Fire Suppression, and Electrical System
- 2. To support and sustain the continually advancing technological needs of the Bureau in general.

### III. DOCUMENTARY REQUIREMENTS

- a. Copy of contracts for the specific experience on the data center equipment and utilities for the past 1 year:
  - UPS (existing brand- Eaton)
  - Precision Air conditioning unit (existing brand- Montair)
  - Fire Suppression System (existing brand- Kidde)
- 2. Authorized partner or reseller or distributor certification of the following equipment currently installed in BFAR or equivalent:
  - Montair for Precision Air Conditioning Units (PACU) or equivalent technology
  - Eaton for Uninterruptible Power Supply (UPS) or equivalent technology
  - Kidde for Fire Suppression System or equivalent technology

# **IV. MANPOWER REQUIREMENTS**

- a. **One (1) Safety Officer-** should be a licensed engineer with at least one (1) year experience as a safety officer. Must have completed the prescribed course in Occupational Safety and Health as required by DOLE.
- b. **One (1) Personnel for PACU** A regular employee with at least (1) one year of experience in the installation or configuration of precision air conditioning units. With a Training certificate issued by the training center, Manufacturer or Distributor, or any similar training institution.
- c. **One (1) Electrician-** With at least Two (1) year experience as an electrician in similar works and NC II Certificate from TESDA or TESDA Accredited Center.

# V. MANPOWER SUPPORT SERVICE

### 1. **Onsite technical support**

Provide at least two (2) onsite technical personnel for a period of twelve (12) months to perform tasks required for continuous Data Center operation. The onsite technical personnel will alternately be on duty from Monday to Sunday.

- Monday-Friday 12x5 (8pm to 8am shift)
- Saturday-Sunday 24hrs
- Holidays 24hrs

They are responsible to perform daily monitoring, support, troubleshooting and reporting of the Data Center and Auxiliary Components. The technical personnel must have the following qualifications:

# Trained in the existing major Data Center components:

- Precision Air Conditioning Unit
- Uninterruptible Power Supply
- Fire Suppression System

### **3. Technical Support from Main Office of the Service Provider** Designate a head office-based personnel who will be responsible in

managing and providing administrative support for the service as follows:

- a. One (1) Primary Contact Service Manager- responsible for monitoring and managing operations of the service at BFAR.
- b. Back Office Support- provide administrative support service including processing relevant documents pertinent to the administration of the service herein required.
- c. Phone and email support: 24 x 7 Monday Sunday including holidays.
- d. On-call personnel/Emergency Response Team: 24 x 7 Monday- Sunday including regular holidays, special holidays and government announced holidays. On call support is provided in situations that require the presence of Technical Personnel at BFAR site as urgently needed to perform critical activities. Response time is within 2 hours from receipt of call.

### 4. **Provide service reports and documentation**

- a. Incident report (if any)
- b. Site inspection report
- c. Quarterly activity summary report

### VI. BIDDER QUALIFICATION REQUIREMENTS

- Must have completed a similar contract/project with government or private agencies equivalent to fifty percent (50%) of the ABC within five (5) years from the date of submission and receipt of bids that includes the following components:
  - a. Fire Suppression System
  - b. Precision Air-conditioning Unit
  - c. Electrical System and & Transformer
- 2. Must be an ICT Company or equivalent, operating in the Philippines for the past 10 years and experienced the following classifications:
  - a. Fire Suppression System
  - b. Air-Conditioning and Refrigeration Works
  - c. Electrical System and Transformer
- 3. Budder Supporting Documents
  - Curriculum Vitae;
  - Certificate of Employment issued by the Bidder; and
  - Training Certificate or Technical Certification related to the requirements.

### VII. SERVICE LEVE AGREEMENT

- 1. The maintenance and support services to be provided by the service provider to BFAR shall on a  $24 \times 7$  basis which can be delivered in the form of telephone and electronic mail.
- 2. Problem and resolution shall inform the BFAR. Resolution which shall refer to a condition wherein the reported problem is resolved by the service provider to the satisfaction of the BFAR shall be delivered within

two (2) hours from receipt of the service call.

- **3**. The service provider shall notify in writing the BFAR for any on-site technical support to be rendered beyond regular office hours, subject to approval by concerned BFAR officials.
- 4. The maintenance service shall include all activities related to the Preventive and Remedial Maintenance to keep and maintain the equipment including its components and licenses in good working condition.
- 5. Regular Preventive Maintenance shall be performed monthly for the equipment and its components. It shall cover the following activities:
  - a. Physical Checkup
  - b. External Cleaning
  - c. Checkup of configuration and utilization
- 6. Remedial Maintenance on an on-call basis during the preventive maintenance services shall be provided as the need arises and shall be accompanied by a Remedial Maintenance Report.
- 7. If the condition necessitates On-Site support, the service provider shall provide on-site support depending on the following severity:

Severity 1	Critical	Critical major service failure of the equipment completely interrupts the operation of BFAR	Response time is within 2 hours from receipt of call.
Severity 2	High	Substantial service failure of the equipment leading to major delays to most offices of the BFAR	On-Site Support on the Same Business Day or remote access can be arranged.
Severity 3	Important	Standard service failure of the equipment with no or negligible impact to the operations of the BFAR	On-Site Support within 5 Business Days
Severity 4	Normal	RequestsforinformationwithreferencetothetheCONTRACTOR'STechnicalSupportSite assistance.	On-Site Support can be scheduled

- 8. The service provider shall submit a report stating that there are no pending issues at the end of the contract period which the BFAR shall concur.
- 9. The service provider shall ensure that the on-call Technical Support has the capability to provide a thorough analysis of the technical problems escalated by the BFAR and provide immediate and permanent solutions.
- **10**. The service provider warrants, represents, and undertakes the reliability

of the service and that their manpower complements are hardworking, qualified/reliable, and dedicated to do the service required to the satisfaction of BFAR. It shall employ well-behaved and honest employees with ID displayed conspicuous while working within the compound. It shall not employ BFAR employees to work in any category whatsoever.

11. The service provider shall coordinate with the authorized and/or designated BFAR personnel in the performance of their jobs.

### **OTHERS:**

### A. <u>LEGAL DOCUMENTS</u>

1. PHILGEPS Certificate of Registration and Membership under Platinum Category.

### B. <u>TECHNICAL DOCUMENTS</u>

- 2. Sworn statement of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last three (3) years from the bidding date.
- 3. Sworn statement of the bidder's largest completed contract (SLCC) similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC to be bid in the amount of Eight Hundred Fifty Thousand Pesos (P850,000.00) within the last five (5) years from the bidding date:

Php 1,700,000.00 x 50% = Php 850,000.00.

- 4. Sworn Bid Securing Declaration.
- 5. Omnibus Sworn Statement.
- 6. Secretary's Certificate.
- 7. Sworn Statement from the Corporate Secretary as to the list of stockholders, numbers of shares owned and percentage of shareholdings, executed within three (3) months before the date of the bidding.

### C. FINANCIAL DOCUMENTS

- 8. Audited Financial Statements stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from the date of bid submission.
- 9. Net Financial Contracting Capacity (NFCC) computation.

CLASS "B" DOCUMENTS

11. If applicable, Valid Joint Venture Agreement (JVA), in case of a joint venture in existence, or duly notarized statements from all the potential joint venture partners stating they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

### **Financial Proposal Documents**

- 1. Bid Form.
- 2. Price Schedules (For Services Offered from within the Philippines.

### VIII. SERVICES AND DELIVERABLES

PARTICULARS	QTY
ELECTRICAL SYSTEM & TRANSFORMER with Manpower and Support Service	1
Maintenance services for the Precision Air Conditioning (PACU) with Manpower and Support Service	2
Maintenance services for the fire suppression system with Manpower and Support Service	1

# IX. DUTIES AND RESPONSIBILITIES OF THE WINNING BIDDER

### **SCOPE OF WORK**

### A. Cooling System

# A.1. Precision Air-Conditioning Units (PACU)

Maintenance service for the PACU shall include the following as needed:

- 1. Daily monitoring and documentation of temperature and humidity of PACU System.
- 2. Logging of historical events and incident reports.
- 3. Visual inspection of all internal sub-assemblies and major components.
- 4. Cleaning of any foreign material and dust from internal components.
- 5. Recording of indicator readings on temperature and humidity.
- 6. Check thermostat settings to ensure the cooling system of the area is kept comfortable. Check status alarm circuits.
- 7. Clean and pressure wash condenser coils. Dirty coils reduce the system's ability to cool and cause the system to run longer, increasing energy costs and reducing the life of the equipment.
- 8. Tighten all electrical connections and measure voltage and current on

motors. Check for possible defective or worn-out electrical components, and replace if necessary. Faulty electrical connections can cause unsafe operation of the system and reduce the life of major components. Check for possible defective or worn-out electrical components, and replace them if necessary.

- 9. Lubricate all moving parts. Parts that lack lubrication cause friction in the motors and increase the use of electricity.
- 10. Check and inspect the condensate drain in the central air conditioner, furnace, and/or heat pump. Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.
- 11. Inspect evaporator (indoor blower) and condenser (outdoor unit) air conditioning coils.
- 12. Check central air conditioners refrigerant level and adjust if necessary. Too much or too little refrigerant will make the system less efficient increasing energy costs and reducing the life of the equipment.
- 13. Clean and adjust blower components to provide proper system airflow for greater comfort levels. Airflow problems can reduce the system's efficiency.
- 14. Inspect and adjust fan belts tension, replace if necessary. Inspect, clean, and change air filters as necessary. A dirty filter can increase energy costs and damage the equipment, leading to early failure.
- 15. All the necessary spare parts or consumable items such as filters, charging of Freon, and the likes to maintain the PACU will be allotted from inventory for immediate replacement of defective components.
- 16. Replacement of defective components and parts of PACU unit such as compressor, indoor fan motor, outdoor fan motor, condensing unit, control panel, pressure transmitter, circuit breakers and contactors.
- 17. Replacement of unrepairable equipment as necessary / as required.

# **B. Fire Suppression System**

Maintenance services for the fire suppression system shall include the following as needed:

- 1. Inspection of Devices
  - 1.1. Hazard Enclosure

Check original installation for any changes, check equipment has not been replaced, modified, or relocated; verify if the hazard volume is still the same and no walls or partitions have been added; verify if protected rooms are effectively sealed; any significant air leaks that could result to agent leakage and a failure of the enclosure to hold the specified agent concentration level for the specified holding period.

# 1.2. Agent Cylinder

1.2.1. Check and make sure all containers and brackets are securely fastened.

Check the mounting position of horizontally mounted containers.

1.2.2. Check and verify if the weight of the agent in each cylinder matches the agent stamped on the label.

1.2.3. Check all containers pressure gauges and ensure the reading must be 360 PSIG at 70 degrees F.

- 1.2.4. Check Solenoid Valve/Gas cartridge actuator leads and wiring to agent release modules for corrosion and loosen or broken wires, repair necessary.
  - 1.3. Piping and Nozzles

1.3.1 Verify discharge nozzles and pipe size if it's in accordance with system drawings.

1.3.2. Verify piping joints discharge nozzles if securely fastened

1.3.3. Verify the piping distribution system internally to detect the possibility of any matter soiling the hazard area.

1.3.4. Verify the nozzle deflectors if it is positioned to obtain maximum benefits.

1.3.5. Verify discharge nozzle, pipe, and fittings.

1.4. Pipe Support and Brace

Inspect pipe supports hangers and braces for loose, corrosion, and physical damage

- 1.5. Fire Detection, Alarm, Releasing Devices and Peripherals
  - Verify all wiring systems are properly installed in compliance with local codes and the system drawings
    - a. Check all wiring systems.
    - b. Check the control panels.
    - c. Check all end-of-line resistors.
    - d. Check alternating current (ac) and direct current (dc) wiring.
    - e. Check all field circuits.
    - f. Check the control panel power supplied to the control unit from a separate dedicated source that will not be shut down on system operation.
    - g. Verify if the main/reserve switches are properly installed, readily accessible, and clearly identified, perform necessary repairs if applicable
- 1.6. Testing
  - a. Disable each agent storage container release mechanism so that activation of the release circuit will not release the agent.
  - b. Verify if the control panel is connected to a dedicated circuit and labeled properly. Verify if the control panel is readily accessible yet restricted from unauthorized personnel.
  - c. Using a smoke tester, check each detector for proper response. Verify all alarm functions occur according to design specification.
  - d. Operate the necessary circuit to initiate a second alarm circuit if present. Check each detector for proper response. Verify that all second alarm functions occur according to design specifications.
  - e. Operate manual release. Verify if manual release function occurs according to design specifications.
  - f. Operate abort switch circuit if supplied.
  - g. Verify abort functions according to design specifications.
  - h. Test all supervised circuits for proper trouble response.

- i. Operate one of each type of input device while on standby power. Verify that an alarm signal is received at remote panel after device is operated. Reconnect primary power supply.
- j. Operate each type of alarm signal condition on each signal circuit and verify receipt of trouble at the remote station. The system shall be returned to its fully operational design condition.
- k. Replacement of defective FM-200 components such as smoke detector, FM-200 panel, alarm bell, electric control head.
- I. Refill of FM 200 agent due to discharge during scheduled maintenance activity or any accidental discharge due to fault of the Contractor shall be at the expense of the Contractor.
- m. Refill of FM 200 agent due to normal discharge caused by any fire hazard coming from the BFAR Data Center shall be at the expense of the Contractor.
- n. Provision of hand-held, stand-alone fire suppression cylinder as service unit during the refill process and until the actual FM-200 cylinder has been re-installed.
- o. Re-testing of the entire fire suppression system upon installation of any replaced device or component.

# C. Electrical System

All data center equipment needs a source of power that is why the electrical system is one of the most important data center components. The Data Center must have ready access to power from diverse sources. Maintenance service for the electrical system shall include the following as needed:

- 1. Functionality testing of metered electrical panels.
- 2. Testing of circuit breakers and switches.
- 3. Cleaning and tightening of all electrical connections and equipment enclosures.
- 4. Replacement of defective LED bulbs and lighting fixtures. Replacement of defective power outlets and related components.
- 5. Perform load balancing as needed to prevent power overload and other power issues; Study the system load during the actual operation, Determine the unbalance phase load; transfer/reconfigure load to balance the phase load; monitor the balanced current load; project the additional load per phase and re-balance load as the change arise.
- 6. Provide and re-adjust electrical load requirements as necessary for the equipment installed in every rack cabinet within the existing overall load capacity of the ups, Add and install additional PDU and electrical cabling as necessary.
- 7. Calibration of protective relays. Perform megger testing. Identification of potential electrical problems.
- 8. Survey and identify high-temperature incursions.
- 9. Cleaning and tightening of all electrical connections and equipment

enclosures.

- 10. Replacement of defective power outlets and related components
- 11. Replacement of defective power outlets, panels, transformers, and other related components.
- 12. Perform Preventive maintenance for the electrical system of data center equipment specially PACU, UPS, and Electrical panels.

#### X. DUTIES AND RESPONSIBILITIES OF FIMS TECHNICAL PERSONNEL

- a. Designate a head office-based personnel who will be responsible for managing and providing administrative support for the service as follows:
  - i. One (2) Primary Contact Service Manager- responsible for monitoring and managing operations of the service at BFAR.
  - ii. Back Office Support- provide administrative support service including processing relevant documents pertinent to the administration of the service herein required.
  - iii. Phone and email support: 24 x 7 Monday Sunday including holidays.
  - iv. On-call personnel/Emergency Response Team: 24 x 7 Monday-Sunday including regular holidays, special holidays, and government-announced holidays. On-call support is provided in situations that require the presence of Technical Personnel at BFAR site as urgently needed to perform critical activities. Response time is within 2 hours from receipt of the call.

### XI. BFAR Data Center Maintenance Sustainability Plan

- a. The existing provider is required to conduct a knowledge transfer with the future winning bidder if needed.
- b. Turnover all needed technical, architectural, and documentation within BFAR Directors Office and Fisheries Regulatory and Information Management Center
- c. Conduct maintenance training with BFAR personnel based on the requirements.

### XII. SCHEDULE OF DELIVERY

The support service maintenance will start after

### XIII. PLACE OF SERVICES DELIVERY

**Location :** Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City

Address: BFAR Fisheries Regulatory Information management Center (FRIMC)

### XIV. PAYMENT SCHEME

Upon completion of the requirements of End-User and issuance of Certificate of Inspection and Acceptance by the <u>FPED-</u>FIMS that the delivered equipment and components are complete, usable and in good working condition.

### **XV.LIQUIDATED DAMAGES**

Where the Bidder/Contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is thereby in default under the Contract, the Contractor shall pay BFAR for Liquidated Damages pursuant to implementing rules and regulations of R.A. <u>No.</u> 9184.

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### **TERMS OF REFERENCE**

### One (1) Year Comprehensive Maintenance and Support Services for the IT Infrastructure and Auxiliary Equipment of the Bureau of Fisheries and Aquatic Resources

### I. BACKGROUND

The Bureau of Fisheries and Aquatic Resources has a Data Center facility used to house computer systems of all of the Web Applications of the Bureau with associated components, such as centralized telecommunications using Voice over IP (VoIP), storage servers, named servers, and core network infrastructure such as firewalls, switches, and any other devices used to communicate with other government agencies including the Department of Agriculture with is the mother Department of the said Bureau.

Moreover, The BFAR Central Office Data Center acts as the Central Repository of (7) National Centers, (16) Regional Fisheries Offices (RFO), (84) Provincial Fisheries Offices (PFO), and (53) Technology Outreach Stations (TOS). Also, BFAR Data Center used to centrally host all BFAR official websites, and regulatory systems such as; Fisherfolk Registration System (FRS), Boat Registration System (BoatR), Fisheries Electronic Licensing Information System (FELIS), Fisheries Law Enforcement Management Information System (FLEMIS), Administrative Case System (ACS), Local Transport Permit System (LTPS), Fisheries Resource Geospatial Information System (FRGIS), Electronic Catch Documentation and Traceability System( ECDTS). Also host all administrative systems of the Bureau such as; Human Resource Management Information System (HRMIS), Time and Attendance Management System (TAMS), Online Personal Data Sheet (OPDS), Document Tracking System (DTS), Electronic New Government Accounting System (eNGAS), Electronic Budget System (eBudget), and other information management systems of the Bureau.

Noteworthy, due to the lack of manpower to maintain the ff; Precision AirConditioning Units (PACU), Fire Suppression System – FM200, and Electrical System, and due to the high demand in modernizing and rapidly improving all regulatory and administrative systems, the FRIMC decided to outsource those maintenances to focus with the continually improving the services and maintaining BFAR Network, Server and Telecommunications Infrastructure.

Accordingly, this is in collaboration with the Fisheries Regulatory Information Management Center (FRIMC) under the BFAR Directors Office (DO) which establishes, manages, and operates the said comprehensive fisheries information to establish a secured and resilient ICT infrastructure that will handle all vital information of the Bureau of Fisheries and Aquatic Resources (BFAR) and continue the development, improvement, and modernization of all BFAR information and registration systems.

# II. OBJECTIVES

- 1. To continuously maintain core data center appliances such as Precision Air-conditioning Unit (PACU), Fire Suppression, and Electrical System
- 2. To support and sustain the continually advancing technological needs of the Bureau in general.

# III. DOCUMENTARY REQUIREMENTS

a. Copy of contracts for the specific experience on the data center equipment and utilities continuously for 5 years with the government agency:

- Uninterruptable Power Supply (UPS) (existing brand) or its equivalent
- Precision Air conditioning unit (existing brand) or its equivalent
- Fire Suppression System (existing brand) or its equivalent
- Electrical System (existing brand ) or its equivalent

Temperature and Humidity Sensor (existing brand) or its equivalent

• Water leak Detection System (existing brand) or its equivalent

- Precision Air Conditioning Unit (PACU) existing brand or equivalent
- 2. Authorized partner or reseller or distributor certification of the following equipment currently installed in BFAR :
- 3. Non-Disclosure Agreement should be signed by the winning bidder as part of ISO 27001 Certification of the FRIMC.
  - a. All personnel involved in the Contract

# **IV. MANPOWER REQUIREMENTS**

- a. **One (1) Safety Officer-** should be a certified Safety Officer with at least one (1) year experience as a safety officer. Must have completed the prescribed course in Occupational Safety and Health as required by DOLE.
- b. **One (1) Electrician-** with at least two (2) years' experience as an electrician in similar works and NCII Certificate from TESDA or TESDA accredited center.
- c. **One (1) Personnel for PACU** A regular employee with at least (1) one year of experience in the installation or configuration of precision air conditioning units. With a Training certificate issued by the training center, Manufacturer or Distributor, or any similar training institution.
- d. **One (1) Uninterruptible Power Supply Expert -** a regular employee with at least one (1) year of experience in the installation or configuration of Uninterruptible Power Supply (UPS). With a Training certificate issued by the training center or manufacturer or distributor or any similar training institution.
- e. **One (1) Certified Data Center Specialist** a regular employee with at least three (3) years. Trained in major Data Center components such as UPS, PACU, Fire Suppression. Must have been a Certified Data center professional for at least three years.

# V. MANPOWER SUPPORT SERVICE

# 1. **Onsite technical support**

Provide at least two (2) onsite technical personnel for a period of twelve (12) months to perform tasks required for continuous Data Center operation. The onsite technical personnel will alternately be on duty from Monday to Sunday.

● Monday-Friday 12x5 - (8pm to 8am shift) ● Saturday-Sunday 24hrs ● Holidays 24hrs

They are responsible for daily monitoring, support, troubleshooting and

reporting of the Data Center and Auxiliary Components. The technical personnel must have the following qualifications:

# 2. Trained in the existing major Data Center components:

- Precision Air Conditioning Unit
- Uninterruptible Power Supply
- With electrical and/ or structured system experience
- Fire Suppression System
- Certified in copper and fiber designer/installer

### 3. Technical Support from Main Office of the Service Provider

Designate a head office-based personnel who will be responsible in managing and providing administrative support for the service as follows:

- a. One (1) Primary Contact Service Manager- responsible for monitoring and managing operations of the service at BFAR.
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- Must have completed a similar contract/project with government or private agencies equivalent to fifty percent (50%) of the ABC within five (5) years from the date of submission and receipt of bids that includes the following components:
  - a. Fire Suppression System
  - b. Precision Air-conditioning Unit
  - c. Electrical System and & Transformer
  - d. Uninterruptible Power Supply (UPS)
  - e. Environmental Monitoring (temperature and humidity, water leak

sensor).

- f. Structured Cabling System for fiber optics
- 2. Must be an ICT Company, operating in the Philippines for the past 10 years with a valid Contractors License in all the following classifications:
  - a. Fire Suppression System
  - b. Air-Conditioning and Refrigeration Works
  - c. Electrical System and Transformer
  - d. Mechanical Works
- 3. Bidder Supporting Documents
  - Curriculum Vitae;
  - Certificate of Employment issued by the Bidder; and
  - Training Certificate or Technical Certification related to the requirements.

### VII. SERVICE LEVEL AGREEMENT

- 1. The maintenance and support services to be provided by the service provider to BFAR shall **be on** a 24 x 7 **basis**, which can be delivered in the form of telephone and electronic mail.
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- 6. Remedial Maintenance on an on-call basis during the preventive maintenance services shall be provided as the need arises and shall be accompanied by a Remedial Maintenance Report.
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Severity 1	Critical	Critical major service failure of the equipment completely interrupts the operation of BFAR	Response time is within 2 hours from receipt of call.
Severity 2	High	Substantial service failure of the equipment leading to major delays to most offices of the BFAR	On-Site Support on the Same Business Day or remote access can be arranged.
Severity 3	Important	Standard service failure of the equipment with no or negligible impact to the operations of the BFAR	On-Site Support within 5 Business Days
Severity 4	Normal	Requests for information with reference to the CONTRACTOR'S Technical Support On- Site assistance.	On-Site Support can be scheduled

- 8. The service provider shall submit a report stating that there are no pending issues at the end of the contract period which the BFAR shall concur.
- 9. The service provider shall ensure that the on-call Technical Support has the capability to provide a thorough analysis of the technical problems escalated by the BFAR and provide immediate and permanent solutions.
- 10. The service provider warrants, represents, and undertakes the reliability of the service and that their manpower complements are hardworking, qualified/reliable, and dedicated to do the service required to the satisfaction of BFAR. It shall employ well-behaved and honest employees with ID displayed conspicuous while working within the compound. It shall not employ BFAR employees to work in any category whatsoever.
- 11. The service provider shall coordinate with the authorized and/or designated BFAR personnel in the performance of their jobs.

# **OTHERS:**

# A. <u>LEGAL DOCUMENTS</u>

1. PHILGEPS Certificate of Registration and Membership under Platinum Category.

B. <u>TECHNICAL DOCUMENTS</u>

- 2. Sworn statement of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last three (3) years from the bidding date.
- 3. Sworn statement of the bidder's largest completed contract (SLCC) similar to the contract to be bid, equivalent to at least twenty five percent (25%) of the ABC to be bid in the amount of Thirteen Million Five Hundred Thousand (P13, 500,000.00) within the last five (5) years from the bidding date:

Php 13,500,000.00 x 25% = Php 3,375,000.00.

- 4. Sworn Bid Securing Declaration.
- 5. Omnibus Sworn Statement.
- 6. Secretary's Certificate.
- 7. Sworn Statement from the Corporate Secretary as to the list of stockholders, numbers of shares owned and percentage of shareholdings, executed within three (3) months before the date of the bidding.

### C. FINANCIAL DOCUMENTS

- 8. Audited Financial Statements stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from the date of bid submission.
- 9. Net Financial Contracting Capacity (NFCC) computation.

### CLASS "B" DOCUMENTS

11. If applicable, Valid Joint Venture Agreement (JVA), in case of a joint venture in existence, or duly notarized statements from all the potential joint venture partners stating they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

### **Financial Proposal Documents**

- 1. Bid Form.
- 2. Price Schedules (For Services Offered from within the Philippines.

### VIII. SERVICES AND DELIVERABLES

PARTICULARS

QTY

- Maintenance services for the Precision Air Conditioning (PACU)
  - Maintenance services shall cover the four (4) operational units of 20KVAcapacity UPS installed at the Data Center.
  - ELECTRICAL SYSTEM & TRANSFORMER
- Data Racks, IDF Racks, Cold Aisle Containment, PDU, Electrical and ELV cable tray
- Internet of Things (Water Leak Detection System & Temperature and Humidity)
- Maintenance services for the fire suppression system
- Door Access System

# IX. DUTIES AND RESPONSIBILITIES OF THE WINNING BIDDER

# **SCOPE OF WORK**

 The winning bidder should provide the other license and hardware module requirements of the Bureau related to Heat, Humidity, Water Leak Sensor, Uninterruptible Power
Supply System, in enabling the Bureau for the advancement of Data Center Status Notification.

1

• The winning bidder should provide and install six (6) additional high-definition CCTV Unit and controller system.

# A. Cooling System

# A.1. Precision Air-Conditioning Units (PACU)

Maintenance service for the PACU shall include the following as needed:

- 1. Daily monitoring and documentation of temperature and humidity of PACU System.
- 2. Logging of historical events and incident reports.
- 3. Visual inspection of all internal sub-assemblies and major components.
- 4. Cleaning of any foreign material and dust from internal components.
- 5. Recording of indicator readings on temperature and humidity.

- 6. Check thermostat settings to ensure the cooling system of the area is kept comfortable. Check status alarm circuits.
- 7. Clean and pressure wash condenser coils. Dirty coils reduce the system's ability to cool and cause the system to run longer, increasing energy costs and reducing the life of the equipment.
- 8. Tighten all electrical connections and measure voltage and current on motors. Check for possible defective or worn-out electrical components, and replace if necessary. Faulty electrical connections can cause unsafe operation of the system and reduce the life of major components. Check for possible defective or worn-out electrical components, and replace them if necessary.
- 9. Lubricate all moving parts. Parts that lack lubrication cause friction in the motors and increase the use of electricity.
- 10. Check and inspect the condensate drain in the central air conditioner, furnace, and/or heat pump. Check controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.
- 11. Inspect evaporator (indoor blower) and condenser (outdoor unit) air conditioning coils.
- 12. Check central air conditioners refrigerant level and adjust if necessary. Too much or too little refrigerant will make the system less efficient increasing energy costs and reducing the life of the equipment.
- 13. Clean and adjust blower components to provide proper system airflow for greater comfort levels. Airflow problems can reduce the system's efficiency.
- 14. Inspect and adjust fan belts tension, replace if necessary. Inspect, clean, and change air filters as necessary. A dirty filter can increase energy costs and damage the equipment, leading to early failure.
- 15. All the necessary spare parts or consumable items such as filters, charging of Freon, and the likes to maintain the PACU will be allotted from inventory for immediate replacement of defective components.
- 16. Replacement of defective components and parts of PACU unit such as compressor, indoor fan motor, outdoor fan motor, condensing unit, control panel, pressure transmitter, circuit breakers and contactors.
- 17. Replacement of unrepairable equipment as necessary / as required.

# **B. Fire Suppression System**

- One time refill of FM 200 agent due to normal discharge caused by any fire hazard coming from the BFAR complex or any accidental discharge due to fault of BFAR personnel shall be at the expense of BFAR.
- Maintenance services for the fire suppression system shall include the following as needed:

# 1. Inspection of Devices

### 1.1. Hazard Enclosure

Check original installation for any changes, check equipment has not been replaced, modified, or relocated; verify if the hazard volume is still the same and no walls or partitions have been added; verify if protected rooms are effectively sealed; any significant air leaks that could result to agent leakage and a failure of the enclosure to hold the specified agent concentration level for the specified holding period.

# 1.2. Agent Cylinder

- 1.2.1. Check and make sure all containers and brackets are securely fastened. Check the mounting position of horizontally mounted containers.
- 1.2.2. Check and verify if the weight of the agent in each cylinder matches the agent stamped on the label.
- 1.2.3. Check all containers pressure gauges and ensure the reading must be 360 PSIG at 70 degrees F.
- 1.2.4. Check Solenoid Valve/Gas cartridge actuator leads and wiring to agent release modules for corrosion and loosen or broken wires, repair necessary.

# 1.3. Piping and Nozzles

- 1.3.1. Verify discharge nozzles and pipe size if it's in accordance with system drawings.
- 1.3.2. Verify piping joints discharge nozzles if securely fastened
- 1.3.3. Verify the piping distribution system internally to detect the possibility of any matter soiling the hazard area.
- 1.3.4. Verify the nozzle deflectors if it is positioned to obtain maximum benefits.
- 1.3.5. Verify discharge nozzle, pipe, and fittings.
- 1.4. Pipe Support and Brace

Inspect pipe supports hangers and braces for loose, corrosion, and physical damage

# 1.5. Fire Detection, Alarm, Releasing Devices and Peripherals

Verify all wiring systems are properly installed in compliance with local codes and the system drawings

- a. Check all wiring systems.
- b. Check the control panels.
- c. Check all end-of-line resistors.
- d. Check alternating current (ac) and direct current (dc) wiring.
- e. Check all field circuits.
- f. Check the control panel power supplied to the control unit from a separate dedicated source that will not be shut down on system operation.
- g. Verify if the main/reserve switches are properly installed, readily accessible, and clearly identified, perform necessary repairs if applicable

1.6. Testing

- a. Disable each agent storage container release mechanism so that activation of the release circuit will not release the agent.
- b. Verify if the control panel is connected to a dedicated circuit and labeled properly. Verify if the control panel is readily accessible yet restricted from unauthorized personnel.
- c. Using a smoke tester, check each detector for proper response. Verify all alarm functions occur according to design specification.
- d. Operate the necessary circuit to initiate a second alarm circuit if present. Check each detector for proper response. Verify that all second alarm functions occur according to design specifications.
- e. Operate manual release. Verify if manual release function occurs according to design specifications.
- f. Operate abort switch circuit if supplied.
- g. Verify abort functions according to design specifications.
- h. Test all supervised circuits for proper trouble response.
- i. Operate one of each type of input device while on standby power. Verify that an alarm signal is received at remote panel after device is operated. Reconnect primary power supply.
- j. Operate each type of alarm signal condition on each signal circuit and verify receipt of trouble at the remote station. The system shall be returned to its fully operational design condition.
- k. Replacement of defective FM-200 components such as smoke detector, FM200 panel, alarm bell, electric control head.
- I. Refill of FM 200 agent due to discharge during scheduled maintenance activity or any accidental discharge due to fault of the Contractor shall be at the expense of the Contractor.
- m. Refill of FM 200 agent due to normal discharge caused by any fire hazard coming from the BFAR Data Center shall be at the expense of the Contractor.
- n. Provision of hand-held, stand-alone fire suppression cylinder as service unit during the refill process and until the actual FM-200 cylinder has been re-installed.
- o. Re-testing of the entire fire suppression system upon installation of any replaced device or component.

# C. Electrical System

All data center equipment needs a source of power, that is why the electrical system is one of the most important data center components. The Data Center must have ready access to power from diverse sources. Maintenance service for the electrical system shall include the following as needed:

1. Functionality testing of metered electrical panels.

- 2. Testing of circuit breakers and switches.
- 3. Cleaning and tightening of all electrical connections and equipment enclosures.
- 4. Replacement of defective LED bulbs and lighting fixtures. Replacement of defective power outlets and related components.
- 5. Perform load balancing as needed to prevent power overload and other power issues; Study the system load during the actual operation, Determine the unbalance phase load; transfer/reconfigure load to balance the phase load; monitor the balanced current load; project the additional load per phase and re-balance load as the change arise.
- 6. Provide and re-adjust electrical load requirements as necessary for the equipment installed in every rack cabinet within the existing overall load capacity of the ups, Add and install additional PDU and electrical cabling as necessary.
- 7. Calibration of protective relays. Perform megger testing. Identification of potential electrical problems.
- 8. Survey and identify high-temperature incursions.
- 9. Cleaning and tightening of all electrical connections and equipment enclosures.
- **10**. Replacement of defective power outlets and related components
- **11**. Replacement of defective power outlets, panels, transformers, and other related components.
- 12. Perform Preventive maintenance for the electrical system of data center equipment specially PACU, UPS, and Electrical panels.

# X. DUTIES AND RESPONSIBILITIES OF FIMS TECHNICAL PERSONNEL

- a. Designate a head office-based personnel who will be responsible for managing and providing administrative support for the service as follows:
  - i. One (2) Primary Contact Service Manager- responsible for monitoring and managing operations of the service at BFAR.
  - ii. Back Office Support- provide administrative support service including processing relevant documents pertinent to the administration of the service herein required.
  - iii. Phone and email support: 24 x 7 Monday Sunday including holidays.
  - iv. On-call personnel/Emergency Response Team: 24 x 7 Monday-Sunday including regular holidays, special holidays, and government-announced holidays. On-call support is provided in situations that require the presence of Technical Personnel at BFAR site as urgently needed to perform critical activities.

Response time is within 2 hours from receipt of the call.

### XI. BFAR Data Center Maintenance Sustainability Plan

- a. The existing provider is required to conduct a knowledge transfer with the future winning bidder if needed.
- b. Turnover all needed technical, architectural, and documentation within BFAR Directors Office and Fisheries Regulatory and Information Management Center
- c. Conduct maintenance training with BFAR personnel based on the requirements.

### XII. SCHEDULE OF DELIVERY

The support service maintenance will start 5 days upon receipt of Notice to Proceed (NTP).

### **CE OF SERVICES DELIVERY**

# XIII. PLACE OF SERVICES DELIVERY

**Location :** Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave, Quezon City

Address: BFAR Fisheries Regulatory Information management Center (FRIMC)

### XIV. PAYMENT SCHEME

Upon issuance of the ff. Notice of Award (NOA), Notice to Proceed (NTP) and Contract

# XV. LIQUIDATED DAMAGES

Where the Bidder/Contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is thereby in default under the Contract, the Contractor shall pay BFAR for Liquidated Damages pursuant to implementing rules and regulations of R.A. <u>No.</u> 9184.

Please take note that this Office will not accept anymore inquiries since all questions raised have already been answered in this Bid Bulletin.

\*\*\*nothing follows\*\*\*

All other portions of the Bidding Documents affected by these amendments shall be made to conform the same.

Amendments/inclusions/clarifications made herein shall be considered an integral part of the Bidding Documents.

The changes made in the Philippine Bidding Documents (6th Edition, July 2020) are deemed integrated in terms and conditions for this project.

For further inquiries, please coordinate/call the Bids and Awards Committee Secretariat at Tel. No. 8332-4661 or bac.eps@bfar.da.gov.ph.

Please be guided accordingly.

**ORIGINAL DOCUMENT SIGNED** 

NAPOLEON S.J. LAMARCA Vice-Chairman, Bids and Awards Committee