



Republic of the Philippines  
Department of Agriculture  
Bureau of Fisheries and Aquatic Resources  
**BIDS AND AWARDS COMMITTEE OFFICE**

2/F Fisheries Bldg. Complex, BPI Compound,, Brgy. Vasra, Visayas Ave., Quezon City, Philippines  
Tel. No.: +02. 332. 4661 website: www.bfar.da.gov.ph e-mail: bac.eps@bfar.da.gov.ph

**NOTICE OF AWARD**

**MULTI-FOLD LINKS, INC**

Platinum 2000, No. 7 Annapolis Street,  
Greenhills, San Juan City

**Project: Bid Reference No. 2023-26** entitled “**COMPREHENSIVE MAINTENANCE OF NAVOTAS MCS STATION BUILDING FACILITY AND ANCILLARY**”

*Dear Sir/ Madame:*

Greetings!

We are pleased to notify you that the contract for **2023-26** entitled “**COMPREHENSIVE MAINTENANCE OF NAVOTAS MCS STATION BUILDING FACILITY AND ANCILLARY**” of the above Project is hereby awarded to your firm as the Single Calculated Responsive Bidder (SCRB) and compliant with the Technical Specifications required by the end-user at Contract Price specified in the attached summary.

You are therefore required, within ten (10) days from the receipt of this Notice of Award, to formally enter into contract with us, and to submit the *Performance Security* in the form and the amount stipulated in the Instructions to Bidders.

Failure to enter into the said contract or provide the Performance Security shall constitute a sufficient ground for cancellation of this award and forfeiture of your Bid Security.

Very truly yours,

**ATTY. DEMOSTHENES R. ESCOTO**

Head of Procuring Entity/ BFAR Director

*I acknowledge receipt of this Notice of Award on the date indicated below:*

Signature of Bidder's Authorized Representative: \_\_\_\_\_

Name of Bidder's Authorized Representative: ARLYN L. SOLITARIO

Date: August 8, 2023



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**ANNEX TO NOTICE OF AWARD**

SUMMARY OF LOTS TO BE AWARDED TO:  
**MULTI-FOLD LINKS INC.**

BID REFERENCE NO.: **2023-26**

**COMPREHENSIVE MAINTENANCE OF NAVOTAS MCS STATION BUILDING FACILITY AND ANCILLARY**

PR No.	Lot no.	DESCRIPTION	ABC	CONTRACT PRICE
23-04-496	1	COMPREHENSIVE MAINTENANCE OF NAVOTAS MCS STATION BUILDING FACILITY AND ANCILLARY	Php 17,969,201.80	PHP 17,708,000.00
			TOTAL	

**Schedule of Requirements**

LOT NO.	DESCRIPTION	QUANTITY	DELIVERED, DAYS/MONTHS	STATEMENT OF COMPLIANCE
1	COMPREHENSIVE MAINTENANCE OF NAVOTAS MCS STATION BUILDING FACILITY AND ANCILLARY	1 Lot	Within ONE (1) year from receipt of Notice to Proceed (NTP).	COMPLY

Specification			Statement of Compliance
Unit	Description	Qty	
Lot	COMPREHENSIVE MAINTENANCE OF NAVOTAS MCS STATION BUILDING FACILITY AND ANCILLARY	1	COMPLY
A.	ELECTRICAL AND MECHANICAL		

set	DP 1 (MAIN BLDG MDP)	1
set	LP1 (Main Bldg Lights)	1
set	PP 1 (Main Bldg CO)	1
set	PP 2 (Computer CO)	1
set	DP 2 (WAREHOUSE)	1
set	DP3 (FRP)	1
set	PP3 - (ACU PANEL 1)	1
set	PP4 - (ACU PANEL 2)	1
set	DP4 (LABORATORY MDP)	1
set	LP 1 (Laboratory Panel 1)	1
set	LP 2 (Laboratory Panel 2)	1
	<b>A.3 INVERTER AIR CONDITIONING UNIT (HANABISHI) (MAIN AND LABORATORY BUILDING)</b>	
units	5TR Floor Mounted Split Type ACU	5
units	3TR Floor Mounted Split Type ACU	4
unit	3TR Ceiling Suspended split type ACU	7
units	2.5HP Wall Mounted Split Type ACU	7
units	2.0HP Wall Mounted Split Type ACU	2
units	1.5 HP Wall Mounted Split Type ACU	2
	<b>Sub-Total of A</b>	
<b>B.</b>	<b>AUXILIARIES</b>	
	<b>B.1 FDAS (MAIN, LABORATORY, FRP AND STORAGE HOUSE)(KIDDE)</b>	
units	Smoke Detector	49
units	Heat Detector	5
units	Fire alarm bel	1
units	Electronic sounder and beacon	2
units	Fire alarm control panel	1
units	Annunciator	2
units	Horn Strobe	10
units	Manual Pull Station	10
units	Fire Extinguisher 10lb	31
unit	Fire Extinguisher 50lbs red	1
units	Fire Extinguisher 50lbs blue	2
	<b>B.2 CCTV (MAIN, LABORATORY, FRP AND STORAGEHOUSE) (HIKVISION)</b>	
units	Dome Type CCTV Camera	34
units	Bullet Type CCTV Camera	33
units	24ports-POE Network	5

COMPLY



unit	NVR	1
units	55" LED monitor	3
unit	Interactive projector	1
unit	Motorized white screen	1
	<b>B.3 STRUCTURED CABLING COMPONENTS FOR DATA CONNECTIONS (MAIN, LABORATORY, FRP AND STORAGE HOUSE)</b>	
lot	Structured Cabling System	1
lot	FIBER OPTIC BACKBONE	1
	NETWORK EQUIPMENT	
units	Distribution switch 24	6
units	600va ups	4
units	1G SFP L SX500mm MMF XVR (Multimode J4858D)	4
units	3ft idf cabinet	2
lot	<b>B.4 STRUCTURED CABLING COMPONENTS FOR VOICE CONNECTIONS</b>	1
	<b>Sub-Total of B</b>	
<b>C.</b>	<b>CIVIL WORK</b>	
lot	<b>C.1 Waterproofing Works (DC Exterior Wall)</b>	1
lot	<b>C.2 Exterior Wall Repainting</b>	1
	Main Building	
	Laboratory Building	
	FRP Building	
	Warehouse	
	<b>Sub-Total of C</b>	
<b>D.</b>	<b>SANITARY AND PLUMBING</b>	
lot	<b>D.1 Sewage Lifting Station</b>	1
	Lifting Station	
	Sump Pump	
	Controllers & protective devices	
lot	<b>D.2 Water Distribution System</b>	1
	Water Tank & Support	
	Pumps	

COMPLY

	Control Valves		<b>COMPLY</b>
lot	D.3 Downspouts & Catch Basins (Main Bldg & Laboratory)	1	
	<b>Sub-Total of D</b>		
<b>E.</b>	<b>MANAGED SERVICES</b>		
lot	E.1 Managed Services (Includes Manpower Deployment [Scheduled maintenance], Management & Administrative Cost, & Overhead Costs) for 1 year	1	

### TERMS OF REFERENCE

#### Summary:

#### I. Electrical and Mechanical

1. Generator Set (FG-Wilson)
2. Electrical Panels
3. Inverter Air conditioning Unit (Hanabishi)

#### II. Auxiliaries

1. Fire Detection and Alarm System (Kidde)
2. CCTV system (Hikvision)
3. Structured Cabling System

#### III. Civil Works

- Waterproofing
- Exterior wall repainting

#### IV. Sanitary and Plumbing

- Sewage lifting station
- Water distribution system
- Downspout and catch basin

#### A. SCOPE OF WORKS:

##### I. ELECTRICAL AND MECHANICAL

##### 1. GENERATOR SET (165 kVA – FG Wilson)

- 1) Winning Bidder shall provide a one-time refill of 500 liters diesel for the generator set within the duration of the contract. Any additional fuel requirements thereafter shall be shouldered by the BFAR
- 2) Check fuel tank and record hour-meter reading.

- 3) The fuel will be supplied by BFAR for the duration of the maintenance.
- 4) The service provider will assist in the refilling of diesel fuel.
- 5) Inspect building interior for cleanliness and any oil spills. Clean or repair as needed.
- 6) Check the battery terminal connections for corrosion and looseness. Check for integrity of wire connections from the battery to the starter connections.
- 7) Check condition of battery unit and replace as needed.
- 8) Check the coolant level on the radiator. Refill as necessary.
- 9) One time Change oil and one time replacement of fuel filter within the maintenance period.
- 10) Check the engine oil for proper level and refill as necessary.
- 11) Check the fuel connections for leaks.
- 12) Verify if the battery charger is working as expected.
- 13) Test loads operate the generator for preparedness. Record all front panel parameters. Verify if operation shows proper voltage regulation and frequency.
- 14) Check the air filter. Replace every year.
- 15) Check water hoses for cracks or leaks and replace if found defective.
- 16) One time Load bank testing, compression, and timing checks within the maintenance period.
- 17) Check ATS operating condition. Replace defective pilot light.
- 18) Check electrical wiring condition from Genset to ATS.
- 19) Check phase current supply of Genset.
- 20) Conduct testing and simulation of power transfer from normal supply to Genset power and vice versa.
- 21) Hardware troubleshooting and problem isolation.
- 22) Replacement/repair defective components parts.
- 23) Maintain Generator housing.
- 24) Conduct the following regular maintenance procedures on the generator set and ATS within the duration of the contract:

#### **A. Weekly maintenance procedures**

##### **1.A.1. Operations**

- 1.A.1.1. Test Run without load at least 30 minutes
- 1.A.1.2. Check & record control panel parameters
- 1.A.1.3. Check & record control panel alarms
- 1.A.1.4. Check fuel level

##### **1.A.2. Automatic Transfer Switch (ATS)**

- 1.A.2.1. Check temperature on busbar and terminal connections

##### **1.A.3. Enclosure**



- 1.A.3.1. Check any external dirt and debris, clean & remove as necessary
- 1.A.4. Lubricating System
  - 1.A.4.1. Check for fluid leaks
- 1.A.5. Fuel System
  - 1.A.5.1. Check for fluid leaks
  - 1.A.5.2. Check fuel lines & connections
- 1.A.6. Battery
  - 1.A.6.1. Check battery charger
  - 1.A.6.2. Check battery water level and refill distilled water if necessary

**B. Monthly maintenance procedures**

- 1.B.1. Operations
  - 1.B.1.1. Test Run with load at least an hour
  - 1.B.1.2. Check & record control panel parameters
  - 1.B.1.3. Check & record control panel alarms
  - 1.B.1.4. Check fuel level
- 1.B.2. Automatic Transfer Switch (ATS)
  - 1.B.2.1. Check ATS indicator lamps, breakers, automatic/manual transfer switches, breakers.
- 1.B.3. Enclosure
  - 1.B.3.1. Check any physical deteriorations, retighten frame (bolt) connections as necessary
- 1.B.4. Lubricating System
  - 1.B.4.1. Check engine oil level, refill as needed
  - 1.B.4.2. Check hydraulic governor oil level, refill as needed
  - 1.B.4.3. Check full flow filter, by-pass filter
- 1.B.5. Cooling System
  - 1.B.5.1. Check coolant level, refill as needed
  - 1.B.5.2. Check coolant lines & connections
  - 1.B.5.3. Check for radiator air restriction
- 1.B.6. Air intake system
  - 1.B.6.1. Check for possible leaks indications (steam, vapor, etc.)
  - 1.B.6.2. Check for air cleaner restriction
  - 1.B.6.3. Check piping & connections
- 1.B.7. Exhaust System
  - 1.B.7.1. Check for possible leaks indications (steam, vapor, etc.)
  - 1.B.7.2. Check for exhaust restriction
- 1.B.8. Engine Related
  - 1.B.8.1. Check for unusual vibration
  - 1.B.8.2. Check mounting pads, re-tighten as needed

1.B.9. Engine Battery

- 1.B.9.1. Check battery water level, refill distilled water as needed
- 1.B.9.2. Check the battery terminal connections for corrosion and looseness.
- 1.B.9.3. Check for integrity of wire connections from the battery to the starter connections

**C. Semi-annual procedures**

1.C.1. Cooling System

- 1.C.1.1. Check belt condition, adjust tension as needed
- 1.C.1.2. Check fan hub, drive pulley, & water pump

1.C.2. Fuel System

- 1.C.2.1. Drain condensate trap

1.C.3. Battery

- 1.C.3.1. Check Battery DC output voltage and charging range
- 1.C.3.2. Check battery unit condition, replace as needed

1.C.4. Electrical System (confirm schedule prior execution)

- 1.C.4.1. Inspect the DC electrical system, control panel, and all related accessories.
- 1.C.4.2. Inspect the AC wiring and all related accessories

**D. Annual maintenance procedures (confirm schedule prior execution)**

1.D.1. Lubricating System

- 1.D.1.1. Change engine oil
- 1.D.1.2. Replacement of oil filter

1.D.2. Cooling System

- 1.D.2.1. Replacement of coolant, flushing cooling system line as needed

1.D.3. Air intake system

- 1.D.3.1. Check air cleaner element, replace as needed

1.D.4. Fuel System

- 1.D.4.1. Replacement of fuel filters
- 1.D.4.2. Clean float tank breather, replace as needed

1.D.5. Engine Related

- 1.D.5.1. Replacement of start plugs

- 25) The Winning Bidder shall replace all other failing, missing, or damaged parts as necessary.
- 26) The Winning Bidder shall provide repair services as required to ensure that the generator meets the recommended performance standards
- 27) Notify designated BFAR personnel immediately in the event a generator cannot be repaired the same day/visit.



- 28) Ensure that all replacement parts that will be provided are new and from the same manufacturer as the original part(s) or an equivalent that meets or exceeds OEM (Original Equipment Manufacturer) standards.
- 29) The Winning Bidder shall ensure that its personnel to leave all serviced equipment and the service area safe, clean, and ready for use.

## **2. ELECTRICAL PANELS**

2.A.1. Provide one (1) year comprehensive maintenance for Electrical Panels as follows:

- One (1) unit Main Building Main Distribution Panel (DP 1)
- One (1) unit Main Building Lighting Panel (LP 1)
- One (1) unit Main Building Power Panel for CO (PP 1)
- One (1) unit Main Building Power Panel for Computer CO (PP 2)
- One (1) unit Main Building ACU Panel 1 (PP3)
- One (1) unit Main Building ACU Panel 1 (PP4)
- One (1) unit Warehouse Building Main Distribution Panel (DP 2)
- One (1) unit FRP Building Main Distribution Panel (DP 3)
- One (1) unit Laboratory Building Main Distribution Panel (DP 4)
- One (1) unit Laboratory Building Panel 1 (LP 1)
- One (1) unit Laboratory Building Panel 2 (LP 2)

2.A.2. Perform load balancing as needed to prevent power overload and other power issues:

- 1) Study the system load during the actual operation, determine the unbalanced phase load, Monitor the balanced current load, Project the additional load per phase and re-balance load as the change arises.
- 2) Calibration of protective relays. Perform megger testing. Identification of potential electrical problems.
- 3) Survey and identify high temperature incursions.
- 4) Switchgear cleaning and inspection
- 5) Cleaning and tightening of all electrical connection and equipment enclosures.

## **3. AIR CONDITIONING UNIT (MAIN AND LABORATORY BUILDING)**

3.1. Periodic monthly preventive maintenance works for Air-conditioning system for the period of 1 year composed of:

- Five (5) units 5TR Floor Mounted Split Type ACU (*Koppel*)
- Three (3) units 3TR Floor Mounted Split Type ACU (*Koppel*)
- Seven (7) units 3tr ceiling mounted split type ACU (*Koppel*)
- Seven (7) units 2.5HP Wall Mounted Split Type ACU (*Hanabishi*)
- Two (2) units 2.0HP Wall Mounted Split Type ACU (*Hanabishi*)

- Four (4) units 1.5HP Wall Mounted Split Type ACU (*Hanabishi*)
- 3.2. Check thermostat settings to ensure that cooling system of the area is kept comfortable.
  - 3.3. Tighten all electrical connections and measure voltage and current on motors.
  - 3.4. Lubricate all moving parts. Parts that lack lubrication cause friction in motors and increase the amount of electricity used.
  - 3.5. Check and inspect the condensate drain in the air conditioner. A clogged drain can cause water damage and affect indoor humidity levels.
  - 3.6. 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.
  - 3.7. Inspect evaporator (indoor blower) and condenser (outdoor unit) air conditioning coils.
  - 3.8. Check central air conditioners refrigerant level and adjust if necessary.
  - 3.9. Clean and adjust blower components to provide proper system airflow for greater comfort levels.
  - 3.10. Inspect and clean of air filters in air conditioning units as applicable.
  - 3.11. Perform monthly cleaning of indoor and outdoor units using pressurized washer motor.
  - 3.12. Checking of drainpipe to prevent clogged drain of units.
  - 3.13. Hardware troubleshooting and problem isolation.
  - 3.14. Replacement/repair of defective components.

#### **4. AUXILIARIES**

##### **4.1. FDAS (*Addressable FDAS- Kidde*) at MAIN, LABORATORY, FRP AND STORAGE HOUSE**

- Forty-one (41) units Smoke Detector
- Three (3) units Heat Detector
- One (1) unit Fire alarm bell
- Two (2) units electronic sounder and beacon
- One (1) unit Fire alarm control panel
- Two (2) units Annunciator
- Ten (10) units Horn Strobe
- Ten (10) units' Manual Pull Station
- Thirty-one (31) units Fire Extinguisher 10lbs
- One (1) unit Fire Extinguisher 50lbs red
- Two (2) units' Fire Extinguisher 50lbs blue

##### **4.1.1. Fire Detection and Alarm System**

- 1) Checking of system ground faults.
- 2) Cleaning and replacement (as needed) a detector's environmental compensation and dirtiness level.
- 3) Device LED flash checking of every device.
- 4) Checking of loop communications to determine which loop devices are not communicating.



#### 5) Control panel testing

- i. Record all testing and maintenance shall be kept as required by applicable codes, standards, and methods.
- ii. Complete checking of installed field wiring and devices including testing all alarm and supervisory initiating devices and circuits and any off-premises connections in accordance with all applicable codes, standards, and methods.
- iii. Panel operation should be verified in the alarm, supervisory, and trouble modes.
- iv. Inspection & testing of batteries to ensure that the panel can operate correctly when primary power is lost. Batteries should be replaced (at a minimum) every two (2) years or as needed.
- v. Conduct test fire activation is of a detector or input module following the manufacturer's documented testing procedures following all applicable codes, standards, and methods.
- vi. Conducting a lamp test of all the LEDs on the panel and the LED annunciator and tests the LCD.
- vii. Conducting of a walk test to check individual zones or devices without having to create an actual alarm

#### 4.1.2. Fire Extinguisher (34 units)

Maintenance services for the fire extinguisher shall include the following as needed:

- i. Hydrostatic testing to ensure pressure strength.
- ii. Chamber de-rusting.
- iii. Valve checking/ resetting, replace if needed.
- iv. Checking of all spare parts, replacement if needed
- v. General repairs
- vi. Pressure recharging.
- vii. One-time refill of the Fire Extinguisher as necessary (in case of discharge / usage)
- viii. Provision of tags to each cylinder with proper date printed.

#### 4.2. CCTV (MAIN, LABORATORY, FRP AND STORAGE HOUSE)

4.2.1. Provide one (1) year comprehensive maintenance for CCTV System for Main building, Laboratory building, FRP building and Storage house

- Thirty-four (34) units Dome Type CCTV Camera (HIKVISION)
- Thirty-three (33) units Bullet Type CCTV Camera (HIKVISION)
- Five (5) units 24ports-POE Network (HIKVISION)



- One (1) unit Network Video Recorder (NVR) (*HIKVISION*)
  - Three (3) units 55" LED monitor (*SAMSUNG*)
- 4.2.1.1. Conduct a complete inventory of the IP-CCTV surveillance system.
  - 4.2.1.2. Check cameras in accordance with the specification and any amendment. Check indicator lamps condition. Check the picture quality of each camera and correct monitor selection.
  - 4.2.1.3. Check camera functions and movement and fields of view are free from obstruction. Check all power connections to ensure AC plugs are not loose or cable power frayed. Clean camera housing and lenses.
  - 4.2.1.4. Check the camera's control panel and the monitor components such as pan control, tilt control, lens function controls, auxiliary lighting, auxiliary functions, and monitors.
  - 4.2.1.5. Check the control equipment's multiplexing functions, internal battery, and switcher. Clean monitor screen, control panel and keyboard with diluted cleaning solution.
  - 4.2.1.6. Check monitor for proper brightness and contrast.
  - 4.2.1.7. Check the monitoring servers and its components such as: mouse and keyboard's function, hard disk and storage utilization and its maximum capacity, and memory utilization.
  - 4.2.1.8. Check if the NVR is recording properly.
  - 4.2.1.9. Check communication and recording of all IP cameras with the NVR. Check if all storage devices are functioning properly.
  - 4.2.1.10. Check all cables and conduit are properly supported, undamaged and showing no signs of wear.
  - 4.2.1.11. Check the function of all interfaces with alarms is satisfactory including correct trigger on alarms. Check overall performance of the system.
  - 4.2.1.12. Provision of spare IP-based camera units per installed model in replacement for defective unit.
  - 4.2.1.13. Provision for Network Video Recorder (NVR) in replacement for defective units.
  - 4.2.1.14. Troubleshoot hardware/software and isolate problem as needed.
  - 4.2.1.15. Replacement/repair of defective components.

#### **4.3. STRUCTURED CABLING COMPONENTS FOR DATA CONNECTIONS (MAIN, LABORATORY, FRP AND STORAGE HOUSE)**

4.3.1. Provide one (1) year comprehensive maintenance for the following:

- Structured Cabling System
  - Fiber Optic Backbone
  - Network Equipment
    - Six (6) units Distribution switch 24 (ARUBA)
    - Four (4) units 600va UPS (CHARGE)
    - Four (4) units 1G SFP L SX500mm MMF XVR (Multimode J4858D) (ARUBA)
    - Two (2) units 3ft IDF cabinet
  - Structured Cabling Components for Voice Connections
- 4.3.1.1. Regular monthly routine checks of structured cabling installation per cabinet
- 4.3.1.2. Checking and re-testing of equipment patch cables.
- 4.3.1.3. Perform troubleshooting and provide problem resolution.
- 4.3.1.4. Regular check, test and perform maintenance services to keep the system in good operating condition.
- 4.3.1.5. Perform necessary re-termination of cables at Information Outlet, patch panels, patch cords, pigtails and wiring blocks.
- 4.3.1.6. End to end cable labelling and tagging.
- 4.3.1.7. Replacement of defective parts/components

### III. CIVIL WORKS

1. Waterproofing
  - 1) Sealing of cracks / gaps Data Center Exterior Wall (Firewall) prior application of waterproofing membrane
  - 2) Application of Waterproofing membrane at Data Center Exterior Wall (Firewall)
2. Exterior wall Repainting as necessary.
  - Main Building
  - Laboratory Building
  - FRP Building
  - Warehouse

### IV. SANITARY AND PLUMBING

1. Conduct the following regular maintenance procedures on the lifting station, sump pump, controllers & protective devices within the duration of the contract:

#### A. Weekly maintenance procedures

- a. Visually/audibly inspect the lift station
- b. Check for uneven pump run times.
- c. Wash down the wet well
- d. Check for sand and sludge accumulation

- e. Check for indication of high-water levels
- f. Inspect lights and alarm systems

**B. Monthly maintenance procedures**

- a. Visually inspect each pump for proper pumping (run each pump by manual control, watch level rise and fall)
- b. Pump down wet well to lowest point, and make visual inspection
- c. Check wet well float.
- d. Exercise suction and discharge valves

**C. Annual maintenance procedures**

- a. Inspect electrical equipment (burnt wiring/connections/components, corrosion, or moisture)
- b. Wet wells should be pumped and cleaned
- c. Submersible level sensors (if applicable) should be cleaned using mild detergent
- d. Inspect and clean check valves.
- e. Pull pumps and perform pump inspection (check impeller wear; water in oil/coolant.
- f. water/oil/coolant in the stator housing)

2. Conduct the following regular maintenance procedures on the water tank, pumps & control valves of the water distribution system:

**A. Weekly maintenance procedures**

- a. Visual inspection on stored water quality (cleanliness and contaminant free).
- b. Visual inspection and checking for deterioration and leaks
  - i. tank exterior
  - ii. aboveground piping
  - iii. foundations and supports
- c. Checking of Drain valves, secured in a closed position
- d. Check water meter readings and record water production.

**B. Monthly maintenance procedures**

- a. Testing of drain valves.
- b. Visual Inspect booster pump stations.
- c. Inspect pumps, motors, and controls.

**C. Semi-Annually maintenance procedures**

- a. Flushing of stored water

**D. Annual maintenance procedures (anytime within the maintenance period)**

- a. Repainting of water tank pedestal.
- b. Flushing of stored water



- c. Cleaning/scrubbing of internal wall of tank
3. Conduct the following regular maintenance procedures on the Downspouts & Catch Basin (Main Bldg. & Laboratory)

**A. Weekly maintenance procedures**

- a. Visual inspection on gutter and catch basins from debris and sediment accumulation. Declog and clean as necessary.

**B. Annual maintenance procedures (anytime within the maintenance period)**

- a. Visual inspection on gutter and downspout connections. Reapply sealant on possible source of leaks.

**B. SCOPE OF SERVICE**

Effective support of in-scope services is a result of maintaining consistent service levels. The following sections provide relevant details on service scope and service availability.

**i. SERVICE SCOPE**

- 1) Provide maintenance and repair services – for a period of One (1) year
- 2) Conduct weekly maintenance services for a period of One (1) year.
- 3) Provide only qualified, experienced or manufacturer certified repair technicians for the maintenance and repair services.
- 4) Person-to-person (P2P) response time of on-site personnel to user requests shall be made within four (4) hours from receipt of call.
- 5) Provide service reports and documentation
  - i. Incident report (if any)
  - ii. Site inspection report
  - iii. Quarterly activity summary report
- 6) Report to designated BFAR personnel upon:
  - i. Arrival at the BFAR facility.
  - ii. Completion of maintenance and repair service; and
  - iii. Departure from BFAR facility.

**ii. Manpower support service**

**1. Technical support**

Provide at least two (2) technical personnel for a period of twelve (12) months to perform weekly monitoring, support, troubleshooting and reporting of the building facility components. The technical personnel must have the following qualifications:

- a. Trained in the following major components:
  - Generator Set
  - Air conditioning Unit

- Fire Protection
  - Structured Cabling System
- b. With electrical and/ or structured cabling system experience

## **2. 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.

### **iii. SERVICE LEVEL AGREEMENT**

1. The maintenance and support services to be provided by the Winning Bidder to the BFAR shall on an 24 x 7 basis, which can be delivered in the form of telephone and electronic mail.
2. The Winning Bidder shall notify the End User of the problem and resolution. Resolution which shall refer to a condition wherein the reported problem is resolved by the Winning Bidder to the satisfaction of the BFAR shall be delivered within four (4) hours from receipt of service call.
3. The Winning Bidder shall notify in writing BFAR for any on-site technical support to be rendered beyond regular office hours, subject to approval by concerned BFAR officials
4. The comprehensive maintenance services shall include all activities related to the Preventive and Remedial Maintenance to keep and maintain the equipment including its components in good working condition.
5. A regular Maintenance shall be performed weekly for the equipment and its components. It shall cover the following activities:
  - a. Physical Checkup
  - b. External Cleaning
6. A Remedial Maintenance on an on-call basis during the maintenance services shall be provided as the need arises and shall be accompanied by a Remedial Maintenance Report.
7. If the condition necessitates an On-Site support, the Winning Bidder shall provide an On-site support depending on the following severity:

Severity 4	Critical	Critical major service failure of the equipment completely interrupts the operation of BFAR.	On-Site Support on the Same Business Day
Severity 3	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 2	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 1	Normal	Requests for information with reference to the Winning Bidder's Technical Support On-Site assistance.	On-Site Support can be scheduled

### C. MANPOWER REQUIREMENT:

1. **One (1) Project Manager or Equivalent-** Must be a regular employee for at least five years.
  - Must be a certified Project Management Professional
  - Must be trained in premises cabling system design, and installation by an Original Equipment Manufacturer (OEM);
  - Must be trained in Total Building Integration Cabling and Project Management;
  - Must be trained in Structured installation troubleshooting and designing
  - Trained in Fire Systems Design, Configuration, and Installation
  - Trained in Air-Conditioning System;
  - Trained in Generator Set.
  - Trained in IT Surveillance Solutions
  
2. **One (1) Professional Electrical Engineer** with at least 5 years' experience trained in the following:
  - Trained in Generator Set.
  - Must be trained in testing, commissioning, and maintenance of transformers;
  - Must be trained in grounding system calculation and application;



- Must be trained in Electrical Equipment Design – switchgears and transformers;
  - Must be trained in Power Quality;
  - Must be trained in Circuit & Breaker tripping units restricted earth fault protection and maintenance of low voltage switch gears;
  - Must be trained in Protection and Insulation; and
  - Must be trained in Short Circuit calculation and application
3. **Professional Electronics and Communication Engineer (PECE)**- must have at least 5 years' experience in electronics and building auxiliaries which includes Building Management System, CCTV or security management system, access control system, Fire Detection and Alarm System, PA/BGM and instrumentation and control system.
  4. **One (1) safety Officer**- should be a license engineer with at least three (3) years' experience as safety engineer must have completed the 40-hours construction occupational safety and health course for Safety officer prescribed by DOLE.
  5. **The Bidder must have a Sustaining Technical Employee (STE) registered with DTI-PCAB under the name of the contractor:**
    - Civil Engineer
    - Mechanical Engineer
    - Electronics and Communication Engineer
  6. **One (1) Electrician**- With at least two (2) years' experience as electrician in similar works and NC II Certificate from TESDA or TESDA Accredited Center. Must be trained in Installing Electrical Protective Devices for Distribution, Power, Lightning Protection and Grounding Systems AND Performing Roughing-In Activities, wiring and cabling works for Single-Phase Distribution, Power, Lighting and Auxiliary Systems

**D. ADDITIONAL REQUIREMENT TO BE ATTACHED IN THE TECHNICAL SPECIFICATIONS:**

1. Authorized partner or reseller or distributor certification of the following equipment currently installed in BFAR:
  2. FG Wilson for Generator Set
  3. LS for Structured Cabling System
  4. Hanabishi for Air conditioning unit
  5. Kidde for Fire Detection and Alarm System (FDAS)

**E. QUALIFICATION OF BIDDER:**

1. The bidder must be in the business providing information and communication technology including but not limited to maintenance of building office; maintenance or build of local- and wide-area, wired or wireless data, voice and video network communication and manpower outsourcing. *(Submit business registration)*
2. Must be operating in the Philippines for the past 20 years with a valid PCAB contractor's license in all of the following classifications:
  - Electrical Works
  - Communication Facilities
  - Fire Protection Works
  - Air-Conditioning and Refrigeration Works
  - Mechanical Works
  - Painting Works
  - Water Proofing Works

*(Submit contracts and/or completion certificate)*

3. The contractor must not have been blacklisted on PhilGEPS and PCAB for the last five (5) years.

- **All key personnel are required to submit a copy of their license and training certificate**
- **Bidder is required to submit Certificate of Site Inspection.**
- **Bidder must be accredited or authorized reseller of equipment to be supplied.**

Terms of Payment:

- Quarterly Payment:

The following requirements are needed as deliverables prior to the payment:

- a.1. First Quarter
  - a.1.1. Quarterly report
- a.2. Second Quarter
  - a.2.1. Quarterly report
- a.3. Third Quarter
  - a.3.1. Quarterly report
- a.4. Fourth Quarter
  - a.4.1. Quarterly report