

REPUBLIC OF THE PHILIPPINES
**PUBLIC-PRIVATE PARTNERSHIP
CENTER**

8th Floor, One Cyberpod Centris, EDSA cor. Quezon Ave., Brgy. Pinyahan, Quezon City
Tel. No. 8709-4146 / 8929-39-71 (Telefax); website: www.ppp.gov.ph

REQUEST FOR QUOTATION

**PREVENTIVE MAINTENANCE SERVICE FOR ONE (1) PRECISION AIRCONDITIONING UNIT
(PACU)**

RFQ NO.: **2022-02-04**
February 14, 2022

To All Bidders:

The Public-Private Partnership Center of the Philippines invites eligible bidders to quote their lowest price/s for the item/s listed on the attached Request for Quotation (RFQ) form including the total amount in legible style (preferably typewritten).

The quotation may be submitted **manually** in a sealed envelope labeled with the RFQ number to the PPPCP, BAC Secretariat, c/o Ms. Mildred A. Castillo, of the above address or **through electronic mail at procurement@ppp.gov.ph** on or before 5:00pm on **February 21, 2022**, subject to the following terms and conditions:

The electronic submission procedure shall be as follows:

- | | |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Quotations shall be sent through the email account/address indicated above. Quotations addressed to any email account/address other than the one indicated above will be deemed "not submitted" by the bidder and will not be considered by the PPP Center. |
| <input checked="" type="checkbox"/> | Bidders shall ensure that the eligibility and technical requirements/documents as well as the price quotation are received at the email account/address indicated above on or before the prescribed deadline. If only the eligibility and technical requirements/documents are received from the bidder on the prescribed deadline, while the price quotation is received beyond the deadline, the submission will not be accepted. |
| <input checked="" type="checkbox"/> | Bidders shall avoid sending multiple emails. However, in case of receipt of multiple emails, ONLY the latest email containing the eligibility and technical requirements/documents and price quotation received on or before the deadline shall be considered. |

The mode of procurement is Small Value Procurement. Quotation should not exceed the total Approved Budget for the Contract (ABC) for this procurement is Php 250,000.00.

Quotation must be inclusive of all applicable government taxes and subject to 5% R-VAT and 1% (PO) or 2% (JO) deductions.

Quotation must be submitted using the attached RFQ form. Supplemental information using your company stationery shall be attached to reflect the complete specification of bid e.g., brand name, model, pictures/ brochures/literature, etc.

Quotation must be accompanied with the following documents:

- | | |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | DTI/SEC Certificate of Registrataion; |
| <input checked="" type="checkbox"/> | Valid Mayor's/Business Permit or in its absence, expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment; |
| <input checked="" type="checkbox"/> | PhilGEPS Certificate of Registration under Platinum Membership or PhilGEPS Registration Number (can be submitted by the bidder as condition to award); |
| <input checked="" type="checkbox"/> | Duly notarized Omnibus Sworn Statement (OSS). Unnotarized OSS may be submitted subject to compliance with the submission of duly notarized OSS after award of contract but before payment as provided for under GPPB Resolution No. 09-2020; |
| <input checked="" type="checkbox"/> | Signed and Conformed Terms of Reference; |
| <input checked="" type="checkbox"/> | Certificate/Letter of Authorized distributorship from the Manufacturer; and |
| <input checked="" type="checkbox"/> | Certificate/Letter of Authority to administer and operate maintenance of PACU from the Manufacturer. |

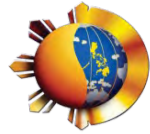
- Award shall be made to the Lowest Calculated and Responsive Quotation or Single Calculated and Responsive Quotation.
- Bids should be valid for a minimum of one (1) month from deadline of submission of bids.
- Procured items must be served/provided to PPP Center.
- Payment shall be made seven (7) working days after receipt of billing statement.
The payment will be through Expanded Modified Direct Payment Scheme (Ex-MDPS) either by direct credit to the winning bidder's bank account maintained at Land Bank of the Philippines (LBP), or bank transfer in non LBP accounts where corresponding bank charges shall be borne/paid by the payee.

In case you do not receive any communication from PPPCP one (1) month from the deadline indicated above, it will mean that the award was not made in your favor. PPPCP reserves the right to accept any or all quotation/bid and to annul bidding process and reject all quotations/bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact the BAC Secretariat c/o Ms. Mildred A. Castillo in the above address/telephone number or email at procurement@ppp.gov.ph.

Very truly yours,


FRANCES YANI P. DOMINGO
Vice-Chairperson, Bids and Awards Committee 



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REQUEST FOR QUOTATION

14 February 2022

Item No.	Qty.	Unit	ITEM/DESCRIPTION	UNIT Price	Total (PhP)
	1	lot	Comprehensive Preventive Maintenance Service for One (1) Precision Air Conditioning Unit (PACU) for the Data Center for Fiscal Year 2022 See attached Terms of Reference for Complete Details		
(Bidders, Please Provide complete information below)					
Farmed-out:			Signature:		
Retrieved on:			Name/Designation:		
			Name of Company:		
			Address:		
			Telephone/Fax:		
			TIN:		

TERMS OF REFERENCE

COMPREHENSIVE PREVENTIVE MAINTENANCE SERVICE FOR ONE (1) UNIT PRECISION AIR CONDITIONING UNIT (PACU) FOR THE DATA CENTER FOR FISCAL YEAR 2022

I. RATIONALE

Today's technology rooms require precise, stable environments in order for sensitive electronics to operate optimally. Precision air conditioning maintains temperature and humidity provides the environmental stability required by sensitive electronic equipment, allowing organization to avoid expensive downtime.

The PPP Center (PPPC) has its own Data Center with Precision Air-Conditioning Units (PACU), which provides the cooling system to the different IT equipment (ITE) such as servers, storage devices, network switches, and data cabling structures, among others.

A data center cooling system should maintain environmental conditions suitable for ITE. The goal is to remove the heat produced by the ITE and transfer the heat to some heat sink. It is important to note that comfort cooling is not the primary purpose of a data center cooling systems and if fact acceptable for a data center to be uncomfortable for long-term occupancy use of technical staff.

Environmental factors like heat, humidity and moisture pose a severe threat to the IT infrastructure and ITE, thus the need of the Precision AC system yearly maintenance schedule.

In view of this, the PPPC will acquire comprehensive preventive maintenance service for FY 2022 to provide the following but not limited to:

- Efficient continuous year-round cooling within the server room area;
- Control the temperature, humidity and air flow;
- Provides air-filtration for air-borne contaminants;
- Removal of internal heat generated from equipment; and
- Dynamically adjust cooling in relation to the temperature of the environment □
Maintain clean free of dust flow of air.

II. OBJECTIVES:

1. To protect PPPC ICT equipment from overheating and moisture and provide humidity level;
2. To ensure Cooling System under normal 24/7 operation, preventing any untoward damages to the equipment and safety among the personnel administrators from PACU incidents caused by overheating;
3. To continue its operation without interruption
4. To ensure safety of technical personnel during the operation and work activities as well as providing comfortable working environment in maintaining the ICT equipment.
5. To sustain continuous protection and operation of the Data Center equipment.
6. To minimize if not eliminated dust in air flowing around the server room.

III. APPROVED BUDGET OF THE CONTRACT

The Approved Budget of the Contract (ABC) is Two Hundred Fifty Thousand pesos (PhP 250,000.00) inclusive of all taxes and charges.

IV. SCOPE OF WORK

1. Technical Requirements

Conduct a one (1) year Quarterly Comprehensive Preventive Maintenance of One (1) unit of 7.2TR Stulz PACU Cyber Air 3, Air-cooled precision air conditioner with model: ASU 281A, 380 V, 3-Phase, 60Kz, Up-blast with serial Number: 10056499, complete with all controls, indoor and outside control units, monitoring units such as display panels, piping and other peripheral components

2. General Scope of Services

- a. Scheduled comprehensive preventive maintenance must conduct during regular business hours, which are from 9:00AM to 6:00PM (Monday to Friday) this includes cleaning, adjusting, inspection, calibration, and testing procedures designed to ensure that the equipment stays in good working condition as well as to reduce the possibility of equipment failure.
- b. Provision of 24-hours unlimited number of Corrective Maintenance Service Calls and email that Includes diagnostics and correction of equipment malfunction or failure, and emergency repair.
- c. Provision of emergency maintenance service outside regular working hours, 24 x 7.
- d. Provision of on-site service within three (3) hours upon receipt of call.
- e. Provision and inclusion of remedial service or repair.
- f. Provision of remedial labor and replacement parts in case of equipment breakdown.
- g. Observe and inspect the operating characteristics of the units and perform necessary connections
- h. Check and tighten electrical controls / connection in the Precision Aircondition including the circuit breaker installed to prevent abnormalities (i.e. spark, corrosions) in the electrical connections and or overheating.
- i. Check electrical components and record all parameters to ensure the operation like volts, amperes, temperatures, humidity, sensitivity, operating pressures, and current draw, whichever is applicable.
- j. Conformance to temperature and humidity set points.
- k. Check microprocessor controls and its parameters for temperature conformance.
- l. Check and repair/replace electrical wirings and harnesses for loose connections and cable cuts
- m. Check and clean mechanical components such as evaporator and condenser motors / fans unit.
- n. Check units for vibration and usual noise. Check or tighten fan blades and belts
- o. Check status of alarm circuits and record
- p. Check bushing and shafting for proper alignment and bearing wear and tear

- q. Check drive belts, cleaning of condensate drain
- r. Check, clean and unclog water-drained pipes to prevent overflow of water.
- s. Check and clean filter and strainers
- t. Cleaning of airflow duct in the Up-blast section to remove any dust
- u. Check and clean sensors and detectors and check any leaks (refrigerant, water, drainage, etc. Calibration and cleaning of sensors
- v. Check refrigeration system for proper operation
- w. Check status of alarm circuits and record
- x. Annually Cleaning of Y-Strainer
- y. Conduct an actual Testing of the whole system:

V. SCHEDULE OF REQUIREMENTS

Item Number	Description	Quantity	Delivered, Weeks/Months
1	Deliver a Comprehensive Preventive Maintenance Services for the PACU System		Upon receipt of the Job Order
2	Conduct the initial check of all covered areas of services for the purpose of preventing untoward incident, alarm or detection and provide the initial assessment report and recommendation based on that review		Immediately within a week after signing of the Job Order
3	Replace defective part fit to the current setup or component or accessories or panel beyond repairable under this contract period		Within 15 working days
5	Provide service unit of PACU component when the defective part is pulled out		Immediately when the defective unit is pulled out
6	Availability of Engineers The engineer(s) will be available during the agreed date of services Regularly checking of PACU system		1 st Quarter: 1st Week of March 2022. 2 nd Quarter: 1st Week of June 2022. 3 rd Quarter: 1st Week of September 2022. 4 th Quarter: 1st Week of December 2022.
7	Ensure availability of cooling system		Immediately when the defective unit was pulled out

8	Submit written report or checklist after the conduct of the regular hardware health check after the quarterly visit.		Immediately after the conduct of services
9	Submit the following: 1. Certificate of Service Support from the manufacturer Authorizing to conduct preventive maintenance services of listed ICT component 2. Certificate of replacement from the manufacturer for defective items to be replaced or Certificate to conduct diagnostic from the manufacturer		Upon receipt of the Job Order
10	Milestone Payment Requirement	% of Payment	Due Date
	<input type="checkbox"/> Mobilization Activities (a) Maintenance Service Kick-off meeting (b) Conduct the initial review and evaluation as indicated in item no. 3 of this section. (c) Summary of Findings need to be corrected based on item b. (d) Conduct the initial check of all covered areas of services for the purpose of preventing untoward incident, alarm or detection Provide/Submit work plan or checklist of activities within the contract period as indicated in the item no. 2 of Section VII Technical Specification		Within the first month of the Maintenance services

	□ During the Regular Service in each quarter activities	25%	1 st Quarter: 1st Week of March 2022.
	a. Submit the summary of all the quarterly reports for each quarter in electronic and printed copy	25%	2 nd Quarter: 1st Week of June 2022.
	Updated status of the work plan	25%	3 rd Quarter: 1st Week of September 2022.
		25%	4 th Quarter: 1st Week of December 2022.
	Last Milestone and Acceptance of Service Maintenance Submit the following: Final documentation (Completion report, assessment and recommendation for basis of renewal)		One (1) month before the end of Contract

VI. QUALIFICATION OF THE MAINTENANCE PROVIDER

1. Suppliers should be an established Precision Air-Conditioning Unit company and has the capacity and ability to provide maintenance services and technical support for the period required.
2. Suppliers must be an Authorized Distributor, Reseller, Partner or Dealer of the Equipment Manufacturer.
3. Suppliers must have qualified engineers in the conduct of maintenance services setup, safety and installation of the Precision Air-Conditioning Unit.

VII. RESPONSIBILITY OF THE PREVENTIVE MAINTENANCE PROVIDER

1. Provide at least two (2) qualified of professional engineers in the conduct of maintenance services, setup, testing and installation of the PACU system;
2. It shall be the responsibility of the service provider to submit written report after quarterly maintenance service.
3. Ensure safety of the systems and personnel during the conduct of preventive maintenance;
4. Provide the necessary tools/equipment/materials/proper uniform/IDs to the qualified engineers during the conduct of maintenance services;
5. Set the schedule and notify the PPP Center in advance for any preventive maintenance service or any activity for proper issuance of permit, assigning of staff and gate pass.
6. Coordinate with MISD any activities such as testing, shutdown, repair, cleaning among others during the maintenance period to avoid disruption within PPP Center and other offices.
7. Provide an escalation procedure and contact focal person in the conduct of services;

8. Reorient/training of the PPP Center personnel in the operation of the PACU airconditioned system;
9. Install, replace and commission of chemicals applicable (i.e. oil, Freon, water) once the PACU air-conditioned system require within the coverage of this contract;
10. Provide repair, replacement and installation to identified defective parts and consumable without cost to the PPP Center.
11. Provide comprehensive Service Report and recommendation immediately after every visit.
12. Provide certificate or permit or clearance in relation to the requirement of health protocol against Covid-19 during the conduct of maintenance.

VIII. RESPONSIBILITY OF PPP CENTER

1. Provide assistance in the conduct of preventive maintenance;
2. Coordinate with Admin Service for any permit request, electrical system assistance and during testing of alarms;
3. Monitors the activities conducted by the preventive maintenance provider;
4. Manage the Precision Air-Conditioning Unit system in a day to day operation;
5. Provide announcement to PPPC employees during testing and incase the alarm and strobe will be activated.
6. Allow the service provider to access in the data center and other facilities where the Precision Air-Conditioning Unit system were installed and
7. Issue a certificate of satisfactory service as basis for payment.

IX. DURATION OF SERVICE

The preventive maintenance service will be for a period of one (1) year.

X. PAYMENT SCHEME

Payment shall follow the milestone payment as indicated in **Section V: Item no. 10** in Schedule of Requirements in this TOR

XI. WARRANTY

The Service Provider warrants that its personnel are properly supervised and technically competent to provide and conduct the required service and as indicated in the scope of work originating from these TOR. The PPP Center may demand for replacement of the Service Provider's personnel if the performance and/or knowledge level is found below the expectation for the required services and insist any incomplete/unresolved issues/services occurred during the maintenance agreement.

CONFORME:

Signature over Printed Name and Designation

Name of the Company/Provider

Date:_____