

BIDS AND AWARDS COMMITTEE
SUPPLEMENTAL BID BULLETIN NO. GS 0015-2019

January 29, 2019

The Philippine Sports Commission, through its Bids and Awards Committee, wishes to inform all prospective bidders participating in the public bidding of the project titled **“Preventive Maintenance of Air-Conditioning Units for RMSC (Manila), Philsports Complex (Pasig City), Velodrome (Amoranto, Q.C.) and Shooting Range (Fort Bonifacio, Makati City)”** the following clarifications and additions:

1. We made modifications, revisions and changes on the technical specifications for the above-mentioned project to, wit:

AIRCONDITIONING PREVENTIVE MAINTENANCE 2019

For the Rizal Memorial Sports Complex (Manila)
Phil Sports Complex (Pasig City)
Velodrome (Amoranto, Quezon City) and
Shooting Range (Fort Bonifacio, Makati City)

TERMS OF REFERENCE AND SCOPE OF WORK

I. DESCRIPTION OF SERVICE

The CONTRACTOR shall furnish technical services, tools, equipment and instruments to perform the operation and maintenance of the air – conditioning systems (WINDOW TYPE AND SPLIT TYPE) as listed in the Schedule of Equipment. The CONTRACTOR shall assign the following number of personnel / technician(s) under its supervision to maintain the said equipment in a maintained, satisfactory and safe operating condition.

Personnel Type	RMSC Complex	Phil Sports, Velodrome, Amoranto & Shooting Range, Fort Bonifacio
Supervisor	1	1
Aircon Technician	2	2
Aircon Helper Technicians	3	3

SUPERVISOR - TESDA Certified in Refrigeration and Airconditioning System
- Must know how to make daily technical reports

AIRCON TECHNICIANS- TESDA Certified in Refrigeration and Airconditioning System
-must be knowledgeable in cleaning of inverter aircon units

AIRCON HELPER TECHNICIANS - TESDA Certified in Refrigeration and Airconditioning System

The CONTRACTOR must have a PCAB License specially work on air conditioning

II. SCHEDULE OF SERVICES

The CONTRACTOR shall assign the above - stated number of personnel to cover the Rizal Memorial Sports Complex ,Philsports Complex, Velodrome, Amoranto and Shooting Range, Fort Bonifacio.

III. SCOPE OF SERVICES

A. WINDOW TYPE/SPLIT – PACKAGE TYPE AIR – CONDITIONING UNITS

1. Schedule of Works

Monthly

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a. Check up operating condition of the units, including voltage supply, refrigerant pressure and temperature, and operating current (starting and running) but no limited hereto.

b. Clean air filter.

c. Check, clean and test electrical and mechanical controls, switches and accessories.

Quarterly

a. Check up operating condition of the units, including voltage supply, refrigerant pressure and temperature, and operating current (starting and running) but not limited hereto.

b. Clean air dust filter.

c. Check, clean and test electrical and mechanical controls, switches and accessories.

d. Check and observes room temperature, conditions and any abnormalities. Performs the necessary corrective measures.

e. Monitoring and recording of supply voltage and motor load current.

f. Clean the evaporator and condenser coil with pressure washer.

g. Clean the blower wheel and condenser fan blade.

h. Lubricate the blower wheel bearings and condenser fan motors.

i. Repaint corroded steel/iron housing/casing or base pan to be rust free. Perform paint retouching or corrosion treatment as necessary.

j. Check up and service electrical control to ensure that they are dust free and properly covered.

k. Keeps electrical control wirings neat and tidy.

l. Conduct minor leak testing.

m. Refrigerant charging into the system if necessary (except window type).

n. Keep unit always clean and tidy free from outside air leak and vibration.

o. Straighten bent condenser or evaporator fins, if there are any.

p. Chemical cleaning of evaporative and condenser coil, as recommended.

Annually

a. Check up operating condition of the units, including voltage supply, refrigerant pressure and temperature and operating current (starting and running) but not limited hereto.

b. Clean air dust filter.

c. Check, clean and test electrical and mechanical controls, switches and accessories.

d. Check and observes room temperature, conditions and any abnormalities. Performs the necessary corrective measures.

e. Monitoring and recording of supply voltage and motor load current.

f. Clean the evaporator and condenser coil with pressure washer.

g. Clean the blower wheel and condenser fan blade.

h. Lubricate the blower wheel bearings and condenser fan motors.

i. Repaint corroded steel/iron housing/casing or base pan to be rust free. Perform paint retouching or corrosion treatment as necessary.

j. Check up and service electrical control to ensure that they are dust free and properly covered.

k. Keeps electrical control wiring neat and tidy.

l. Perform functional testing of electrical control components. Replace parts found to be inoperative.

m. Conduct minor leak testing.

n. Perform leak testing; repair any evidence of system leak. Check refrigerant level/charges and add if necessary.

o. Inspect expansion valve, blower fan, condenser fan and other accessories.

p. Keep unit always clean and tidy free from outside air leak and vibration.

q. Straighten bent condenser or evaporator fins, if there are any.

r. Check electric motor insulation and electrical cable resistance using meager tester.

s. Check motor bearings or bushing. Replace when necessary.

2. Inclusion to Schedule of Services

(Minor works without charges, except material)

a. All minor regular operation and maintenance schedule and scope of services.

b. Adjustment and calibration of electrical and electronic controls and other accessories.

c. Installation of minor parts and accessories not requiring extensive dismantling or reassembly.

d. Leak testing for maintenance purpose only.

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e. Chemical cleaning (PSC supplied – water base) of evaporative and condenser coils.

3. Exclusion from Schedule of Services

(Major works with charges)

- a. Pull – out, rewinding and reconditioning of compressor and electric motors.
- b. Any permits, bonds, insurance coverage, if any.
- c. Replacement of charging of shaft seals, packing bearings, controls and other major parts and/or accessories.
- d. Dismantling, installing, alignment and re - installation of components and accessories.
- e. Leak testing and repair of major leaks which require refrigerant evacuation, flushing, vacuuming, dehydration, welding, brazing/soldering or other similar works.
- f. Supply of replacement parts, accessories, filters, refrigerant or other such materials.
- g. Charging of additional refrigerant (PSC supplied) for “undercharged” conditions.
- h. Major repainting and/or fabrication works.
- i. Evacuation and recharging of (proper and compliant) refrigerant from and into the system.
- j. Rewiring or electrical or electronic controls and accessories.
- k. Repair and overhauling of compressor motor.
- l. Steel/iron works or similar.
- m. Any other similar major works not mentioned.

IV. AVAILABILITY OF PART

The CONTRACTOR must guarantee its capability to supply genuine replacement parts and accessories.

V. WORKING HOURS

All maintenance services and repair works shall be carried out during working hours (i.e. 8:00am to 5:00pm.), Mondays through Fridays, except legal non – working holidays. Any servicing work done beyond the said hours shall be considered as emergency and overtime in nature with prior consent and approval from the commission.

VI. CORRECTIVE MAINTENANCE AND REPAIR WORKS

In the corrective maintenance and repair works, the CONTRACTOR shall immediately survey the cause and extent of any damage(s) and promptly advise the Commission through its authorized representative, in writing and/or submit a quotation on the description, number and prices of the part(s) required to carry out the necessary repair in order that the commission may take the appropriate action.

No transfer of spare parts from one unit to another unless approved by Head of Sports Facilities Division and Executive Director.

For emergency repairs, all necessary steps and corrective measures within the bounds of the mutual agreement/contract shall be executed to minimize the equipment's “down time”.

For the minor and major repair, an immediate assessment, evaluation and quotation shall be performed and submitted to the Commission at the soonest possible time.

Procedures, schedules and/ or mentioned of approach shall be discussed, planned and/or agreed by both parties.

VII. CONTRACTOR'S OBLIGATIONS, RESPONSIBILITIES, AND LIABILITIES

1. The CONTRACTOR, in the performance of his/her obligation shall be free to inspect/check and start/stop the equipment at all reasonable times.
2. The CONTRACTOR undertakes to pay taxes, fees, licenses, and other charges requirement under government rules and regulations. It shall hold the Commission free from any liability whatsoever, in case of its failure to comply with aforesaid rules and regulations.
3. The CONTRACTOR shall submit to the Commission all the names of its employees who will be authorized to work under any contract/agreement and register its employees' time or arrival and departure.
4. It is clearly understood however, that the employees of the CONTRACTOR are not employees of the Commission. The letter shall not be held liable for any unpaid salary (ies) or claim(s) of the CONTRACTOR's employees under the Labor Code of the Philippines or any other laws.
5. The CONTRACTOR shall be held responsible/liable for any damage or non – operation of the equipment and/or injury to persons/property caused by or arising from negligence and/or acts

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or his/her employees.

6. The CONTRACTOR shall be held responsible for maintaining in excellent condition the electrical control panels, plumbing fittings, mechanical equipment and other accessories inside mechanical rooms and cooling tower area that composed the central air – conditioning system.

7. The CONTRACTOR shall use the proper chemical for maintenance, certified as compliant under existing national and international environmental laws and rules on the use of such chemicals to which the Philippines is a signatory thereto, such as but not limited to penetrating oils, contract cleaners, evaporator fin cleaners, refrigerant oils, and refrigerants.

VIII. COMMISSION'S RESPONSIBILITIES

1. The Commission shall provide the reasonable means of access to the equipment including the removal, replacement or refinishing of the building structures as may be required upon approval of the Chairman of his duly authorized representative.

2. The COMMISSION shall designate a technical component employee that will supervise the operation and maintenance of the air – conditioning units at both Rizal Memorial Sports and Phil sports Complexes for every work to be done by CONTRACTOR's employees.

3. The Commission shall pay the CONTRACTOR the amount agreed upon by the Commission and the CONTRACTOR following the rules of government procurement (R.A. 9184) and it's implementing Rules and Regulations, for its services rendered during the duration of the contract.

Please be informed and be guided accordingly.

BAC Bidding Room
Ground Floor, PSC Administration Building
Rizal Memorial Sports Complex,
Pablo Ocampo Sr., St., Malate, Manila

(Sgd.)ATTY. GUILLERMO B. IROY, JR.
BAC Chair