Technical Specifications

PREVENTIVE MAINTENANCE SERVICES AND REPAIR FOR THE HVAC SYSTEMS OF THE CHANCERY, ANNEX/CONSULAR AND THE OFFICIAL RESIDENCE BUILDING.

I. BACKGROUND

The Heating Ventilating and Air-Conditioning (HVAC) systems of the three (3) buildings of the Embassy of the Philippines in Washington DC needs Preventive Maintenance Service (PMS) to sustain efficient and reliable operation. An inventory/list of these equipment is attached as Annex A.

II. OBJECTIVE

The Embassy intends to hire the services of a reputable contracting company to perform the following:

1. PMS on the HVAC system of the three buildings. This PMS shall be inclusive of Labor and the basic consumables such as filters, cleaning agents, rags, belts and grease and the contractor shall provide its own tools and equipment for the PMS.

2. a. Installation of an appropriate capacity EXHAUST FAN at the kitchen of the Official Residence building located at the second floor to solve the problem of cooking/food fumes spreading all over the building.

   b. Installation of RETURN LOUVERS at the ground floor guest rooms to solve the poor return circulation.

   c. Reducing the volume of Supply Airflow at the Second floor to solve the problem of noise due to high volume of airflow at the supply grilles.

III. GENERAL CONDITIONS

1. The Contractor shall be responsible for the site preparation and mobilization including dismantling and disposal of unnecessary debris on site.

2. The Contractor shall provide labor, materials, tools, equipment for needed for the satisfactory completion of the project. It should strictly follow standard procedures to ensure proper maintenance of all system components.

3. The Project shall be completed within a period of 5 (Five) calendar days reckoned from the receipt of the Notice to Proceed (NTP). The completion date may be adjusted upon contractor’s formal written request for extension with justification such as hindrances attributable to force majeure.
4. The contractor shall be responsible for delivering the project to the full satisfaction of the Philippine Embassy.

5. The contractor shall allow the Philippine Embassy’s duly authorized representatives, to access the work area at any time for purposes of inspecting the project. It shall likewise furnish said representative necessary information and assistance to ensure a complete and detailed inspection.

6. The contractor shall ensure that the Project shall be completed in accordance with the approved design/specifications and in conformity with the agreed schedule.

7. The Philippine Embassy reserves the right to reject any unacceptable (substandard) material installed or to be installed as well as faulty workmanship performed during the repair.

8. The Contractor warrants that it shall deploy only highly trained, qualified and competent workers in the implementation of the project and shall be responsible for damages, losses or injury arising from the project whether directly caused by the contractor’s negligence, or of its employees, agents or subcontractors.

9. The contractor shall conduct testing and commissioning of the system to ensure its proper function.

10. The contractor shall be responsible for the cleaning, clearing/removal from the site of debris.

IV. TECHNICAL SPECIFICATIONS

A. Location of the Project

Embassy of the Republic of the Philippines
1600 Massachusetts Ave., NW Washington DC 20036

Consular/Annex Building
1617 Massachusetts Ave., NW Washington DC 20036

Official Residence of the Ambassador
2253 R Street, NW Washington DC, 20008

B. Scope of Works

1. Conduct Preventive Maintenance Inspection, Inventory and Condition Report of the equipment listed in annex A.

2. Perform operations check on all units

3. Clean all condenser coils (Outdoor units) and evaporator coils (indoor units)

4. Check belt and sheaves condition. Replace belts for belt driven units including exhaust fans, adjust belt tensions and pulley alignment.

5. Replace Filters.
6. Lubricate all bearings and motors.
7. Check and clean condensate pans and drain lines.
8. Check pneumatic control system and thermostat operation
9. Check operation of the VAVs, duct heaters and associated controls.
10. Check hot water heater function and make necessary adjustments.
11. Check boiler operation and make the necessary adjustments.
12. Blow down boiler, Inspect clean heat exchanger, track boiler pressure and temperature, check boiler water level.
13. Drain water heaters to clear sediments, check operation of heating elements.
14. Check all equipment operating pressures, temperatures and safeties
15. Check all system for refrigerant leaks and oil leaks.
16. Check all Air Cooled Packaged, Split Systems and Heat Pumps refrigerant level.
17. Installation of an appropriate capacity EXHAUST FAN at the kitchen of the Official Residence building located at the second floor to solve the problem of cooking/food fumes spreading all over the building.