



**TENDER NO. 15/2011**

**MAINTENANCE OF AIR CONDITIONERS**

**Issued on October 22<sup>nd</sup> 2011**

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## Advertisement

The following are excerpts and addendums from the advertisement for Fiji Revenue and Customs Authority as it originally appeared in the local media and should be used as the basis to submit your proposals:



### TENDER FOR PROPERTY SERVICES

The Fiji Revenue & Customs Authority (FRCA) invites tenders from reputable and established organizations or individuals to tender for the following:

- 1) Tender No. 12/2011 – Cleaning Services
- 2) Tender No. 13/2011 – Sanitary Services
- 3) Tender No. 14/2011 – Pest Control Services
- 4) Tender No. 15/2011 – Maintenance of Air Conditioners

Interested bidders are required to access the Tender Specifications Document for a full list of tender requirements. This document may be accessed via the FRCA Internet website or using the link, <http://www.frca.org.fj/tenders.htm>. For further clarifications, e-mail [projectoffice@frca.org.fj](mailto:projectoffice@frca.org.fj).

Sealed tenders must be clearly marked with the respective tender number and description referred to above and must be addressed to:

**The Chairman  
FRCA Tenders Board  
Fiji Revenue & Customs Authority  
Private Mail Bag  
SUVA**

Or hand delivered to the FRCA Head Office, Building 3 Floor 3, Revenue & Customs Services Complex, Cnr of Queen Elizabeth Drive & Rt Sukuna Rd, Nasese. **Tenders will close at 3pm – Friday 4<sup>th</sup> November 2011. All tenders received before the deadline will be opened at 3.15pm on the date of closing. Bidders are welcome to be present during the opening of tender bids.**

## **1.0 General Terms and Conditions**

Following general terms and conditions will apply.

### **1.1 Format of Response**

Each bidder must provide a formal letter of transmittal that must:

- a. Be signed by an authorized representative of the organization and must state that the signing official is authorized to legally bind the organization;
- b. Include the names, titles, office addresses and office telephone numbers of the persons authorized by the organization to conduct negotiations on the Proposal, including their expected roles in negotiations; and
- c. Provide a contact name, address, facsimile number and email address which Fiji Revenue and Customs Authority will use in serving notices to the bidder.

### **1.2 Late Submissions**

Submissions received within two minutes of the closing time will be accepted. Two minutes is allowed as variation for any timing difference.

### **1.3 Applicants to Inform Themselves**

Each applicant should:

- a. Examine this Specifications Document; and any documents referred to within; and any other information made available by FRCA to the applicants;
- b. Obtain any further information about the facts, risks and other circumstances relevant to the tender by making all lawful inquiries;
- c. Ensure that the submission, and all information on which its proposal is based, is true, accurate and complete.

By submitting their proposal, applicants will be deemed to have:

- a. Examined the tender specifications and any other information made available in writing by FRCA to the applicants.

- b. Examined all information relevant to the risks, contingencies, and other circumstances having an effect on their proposal and which is obtainable by the making of reasonable inquiries.

#### **1.4 Bidder's Risk**

FRCA accepts no responsibility, liability, or obligation whatsoever for costs incurred by or on behalf of any bidder in connection with the EOI or any participation in the tender process.

#### **1.5 Selection of Preferred Applicant**

No proposal will necessarily be selected by FRCA as the preferred solution/s. The FRCA Evaluation Committee may decide not to accept any proposal or reject all proposals at any time. FRCA reserves the right to cancel this tender and pursue an alternative course of action at any time.

Selection of Preferred Applicants/s will not be acceptance of the proposal and no binding relationship will exist between the preferred applicant(s) and FRCA until a written agreement acceptable by FRCA is executed by an authorized officer of FRCA and the successful applicant(s).

#### **1.6 Conduct of Applicants**

Conduct of Applicants or any of their consortium members, may affect the outcome of their tender responses, including non-consideration of the proposal. Applicants warrant to FRCA that they (and their consortium members) have not and will not engage in any of the following activities in relation to this tender process:

- a. Lobbying of or discussions with any politician or political groups during this tender process;
- b. Attempts to contact or discuss the tender process with officers, any member or staff or contractor currently working in FRCA or any agent of this Department; Exception to Evaluation Committee members.

- c. Provision of gifts or future promise of gifts of any sort to the previously mentioned personnel;
- d. Accepting or providing secret commissions;
- e. Seeking to influence any decisions of FRCA by an improper means; or otherwise acting in bad faith, fraudulently or improperly.

## **1.7 Currency**

All currency in the proposal shall be quoted in Fiji Dollars and prices shall be VAT Inclusive.

## **1.8 Corporate Information**

Each applicant must provide the following information:

- a. Details of the corporate and ownership structure, including identification of any holding company or companies and parent companies;
- b. Profiles of the company and any parent entity. If the company is a subsidiary, the applicant must provide full details of the legal and financial relationship between the subsidiary and parent. The names of all directors and officers of the company;
- c. A full description of current operations of the company including audited financial statement for the last 3 years;
- d. A copy of the company's Certificate of Incorporation;
- e. Confirmation that the company has the capacity to bid for the Services and that there is no restriction under any relevant law to prevent it from bidding;
- f. Provision of details of any legal proceedings that are being done against the company.

## **1.9 Qualifications and Capability**

Each Applicant must:

- a. Be Tax and Customs compliant. Tax Identification Number (TIN) must be quoted in the proposal.
- b. Be able to demonstrate that it will be able to meet its financial obligations under this tender.

### **1.10 Mergers, Acquisitions, Sales of Applicant**

Where such information is publicly accessible, the Applicant must indicate whether any mergers, acquisitions or sales are planned presently or during the year following the submission of the proposal.

### **1.11 Inquiries**

- All questions and inquiries regarding the tender are to be made in writing via email or official letter.
- All questions and inquiries will be responded to in writing by email.
- Verbal responses will not have any binding on either party.

## 2.0 Technical Specifications

### 2.1 Locations

The company should have sufficient workforce and equipment to carry out quality and satisfactory works at the following locations;

Location	Brand	Qty
Lautoka Office	Daikin	23
	Toshiba	1
	Ascon	2
	Central System	
Nadi Office	Daikin	9
	Toshiba	12
	Ascon	2
	Sanup	1
	Fujitsu	1
Savusavu Office	Daikin	2
	Ascon	2
	Pioneer	1
Nasese Complex	Mcquay	2
	Central System	
Levuka Office	Panasonic	1
	Seman	1
Suva Wharf South Gate	Panasonic	1
Customs Bldg-Immigration	Daikin	1
	Central System	
Flying Angel Bldg-OCO	Daikin	1
	Central System	

## 2.2 Scope of Works – General Strip Servicing (Annual)

### *Scope of works for Ducted Type Air conditioning system Condensing Units*

#### TASKS

- Check compressors, fans, motors, drivers and controls
- Adjust belts and check condition
- Remove dirt and debris from fan inlet screen
- Inspect coils for build-up of dirt and clean out as necessary
- Check condition of all pipe work and tubing
- Check pipe supports, receiver and suction line accumulator for corrosion
- Leak test the installation and inspect visually for signs of leakage Cooling Coils

#### TASKS

- In units with sprayed coils clean out algae and slime
- Inspect drain trays, ensure drains are clear
- Inspect coils for fin damage and comb if necessary
- Examine coil to ensure internal sections are not blocked
- Check temperature across coil. Adjust as necessary and record result

#### Filters

##### DRY MEDIA AND PANEL FILTERS

- Clean washable filters when resistance exceeds 125 Pa
- Clean dry media regenerable filters when resistance filters when resistance exceeds 125 Pa
- Check for air leakage around media, ensure that media edge is in the channel
- Vacuum filter chamber and inlet screens after each filter change
- Ensure that media is not disintegrating or delaminating
- Lightly lubricate filter drivers and check operation

#### Fans

- Check that fan operates
- Check for vibration, bearing noise or overheating
- Adjust belt tension as necessary, check for wear

- Check mounts and holding down bolts for security
- Check guards and other safety features for satisfactory condition
- Replace flexible drive components every 3 years
- Check that impeller and drive are tight on shafts
- Check drive alignment
- Remove corrosion, repair paintwork, lightly grease bright steelwork
- If accessible clean fan blades and scroll or casing
- Check access panel for air leakage and seal
- Verify that fan output meets design requirements
- Records Checks and Report on any Action Required

### **Motors**

- Check that motor operates
- Check for noisy running
- Check for excessive vibration
- Check for excessive heating
- Check bearing for noise and overheating, apply lubrication if necessary
- Measure and record insulation resistance of stator windings
- Measure and record thermistor resistance where fitted
- Test run the motor ,measure and record running current
- Check starter protection settings, contacts, terminals, and connections where appropriate

### **Ductwork**

- Check for air leaks
- Inspect all flexible connections for tears, delamination or loose connections
- Observe for undue noise, whistling or rattles
- Inspect for physical damage and any electrolysis or corrosion
- Observe for drumming on fan start up
- Inspect components for UV damage
- Inspect insulation and examine for loss of vapour seal and deterioration
- Inspect duct hangers for support and security
- Inspect and test flashing at external penetrations

### **Air Flow/Distribution**

- Carry out random airflow check.
- Check total air flow to each system
- Confirm there have been no amendment to the use of areas supplied

### **Air Dampers**

#### TASKS - MANUAL AIR DAMPERS

- Inspect and clean dampers
- Check position of dampers
- Apply lubrication to damper linkage if necessary

### **Insulation**

#### TASKS - PIPES AND VESSEL INSULATION

- Visually inspect all insulation for areas where insulation is obviously damaged.

#### DUCT INSULATION

- Visually inspect ducts for areas where external insulation has fallen away or is damaged. Check for condensation on ducts; ensure continuity of insulation over cold ducts. Where internally insulated, check for condensation on ducts.
- Records Checks and Report on any Action Required

### ***Scope of works for VRV Air conditioning system INDOOR UNIT***

- Check and clean air filter.
- Clean evaporator coils.
- General check up all electrical connections and terminals.

### ***OUTDOOR UNIT***

- Clean Condenser Coils (water blast).
- Check for corrosion, de-rust and apply a coat of anti-rust guard.
- Inspect protective finish, repair as required
- General check up all electrical connections and terminals.
- Switch 'ON' unit and check for operation and setting of controls.
- Check system suction pressures/temperatures.
- Take record of amperage of electrical motors and compressors.

- Check condition of all pipe work and tubing.
- Inspect protective finish, repair as necessary.
- Inspect fan drive for correct rotation.
- Check unit for rattles and noise etc,

***Scope of works for Ventilation Fresh Air Fans - Intake***

- Remove any combustible material from the vicinity of the intakes.
- Check intake louvers for corrosion and damage.
- Check and clean insect screens, report if damaged.

***Toilet Exhaust***

- Check and clean intake grills.
- Check there is no obstruction on exhaust louvers.

***Fresh Air Fans - Intake***

- Remove any combustible material from the vicinity of the intakes
- Check intake louvers for corrosion and damage
- Check and clean insect screens, replace if damaged

***MAINTENANCE SCHEDULE (ELECTRICALCONTROLS) ELECTRICAL/CONTROLS SYSTEMS MAINTENANCE SERVICES***

- Maintenance of the Control System and related equipment only.
- Major planned preventive maintenance (PPM) visits using trained personnel directly employed or supervised to keep the System or Equipment operating within the plant design capability
- PPM will be scheduled by a prepared service report detailing exactly what tasks to perform, time of performance, skill levels required and special tools and instrumentation needed to maintain the System at optimum comfort and efficiency levels. This will include:

(a) Periodically and systematically examine, adjust, calibrate and clean thermostats, humidity controls, temperature controls, pressure controls, valves, relays, motors and accessories of the Equipment;

(b) Periodically and systematically furnish lubricants and lubricate such components of the Equipment as air compressors, valve, packing glands, damper bearings, linkages and switches.

- Maintenance intervals will be determined by equipment run time, application, and location.

### 2.3 Scope of Work – Monthly Servicing

Item	Description	Check
1	Clean filters as required	
2	Check state of insulation on pipe work and repair if required	
3	Check all electrical connection for loose or dry joints	
4	Clean indoor plant	
5	Clean indoor and outdoor coils with brush or pressure	
6	Clean and dust all pipes and grills and indoor surface	
7	Check for corrosion and apply anti rust treatment	
8	Check for undue noise and vibration as required	
9	Check compressor mount fixing	
10	Check indoor and outdoor fan motor fixing	
11	Prove operation of all fans	
12	Test all bearings on motors	
13	Apply lubricants as required	
14	Prove satisfactory operation of thermostat controllers	
15	Change batteries in the controllers if required	
16	Prove correct operation of condense drain	
17	Check and test for gas leaks	

18	Prove correct operation of the refrigeration systems	
19	Note any further maintenance requirement on the unit	

Service providers are to submit scope of works in accordance with the above list and include any other relevant work that should be carried out. Quote for General Servicing should be stated separately from Monthly Servicing.

**For site inspection, please contact [projectoffice@frca.org.fj](mailto:projectoffice@frca.org.fj).**

### **3.0 Other Conditions**

Bidders are also required to submit the following information:

- 3.1. Confirmation from AC provider to service/maintain;
- 3.2. Companies must be flexible to work during hours as specified by the client;
- 3.3. Specify number of workers and hours spent at each site;
- 3.4. List of references (for the last three years) with contact details;
- 3.5. Previous relevant work experience; and
- 3.6. All other information requested in Section 1 above.

Terms & conditions may vary and will depend on the assessment undertaken by FRCA. When making a submission, bidders must submit two **(2) hard copies, with one marked “original” and the other marked “copy”, and one electronic copy.**