

TRINIDAD AND TOBAGO POSTAL CORPORATION

PROCUREMENT DEPARTMENT

Reference Number; RFT/FM/005/2023

REQUEST FOR TENDERS FOR FACILITIES MAINTENANCE SERVICES

LOT 3

GENERATOR MAINTENANCE SERVICES

Schedule 1- Scope of Services

Appendix 3 Lot 3- Generator Maintenance Services

Design Requirements

The contractor is required to assist TPost with obtaining the licence (documentation, processing, reports, schematic drawings, etc.,) execute the required maintenance services and associated services in accordance with the manufacture's specifications and the Trinidad and Tobago Electricity Commission, Trinidad and Tobago Bureau of Standards, Government Electrical Inspectorate Standard or any other not mentioned

The following applies:

- Provision of all labour, supervision, safety gear, transport equipment and tools necessary for the effective performance of the maintenance services required.
- Supply all lubricants, oils, refrigerant, belts and all other materials required for the efficient performance of the duties
- Provide in advance the material safety data sheets for all chemicals that are to be used in the execution of the services.
- Maintain good inspection and maintenance records.
- Assist with the application of all Certification of the generator to ensure it meets regulatory standard/ requirements.
- Other components not mentioned in the checklist below to have equipment operational

General

The generator system comprises of the following:

- Low Voltage XLPE Cable from transformer to ATS and generator
- Stand By- Generator
- Automatic Transfer Switch (ATS)
- Diesel Engine

Inspection/ Testing and Maintenance of the Generator System

- Routine maintenance, inspection and testing must be carried out on the generator system by properly trained personals.
- The generator set would be exercised weekly for about fifteen (15) minutes on no load to ensure proper operation in an emergency together with the routine inspection, testing and maintenance.
- The generator would also be tested under load for one (1) hour every quarter by switching at the Automatic Switch.
- Before testing set, check the following: fuel oil supply, lube oil, cool water, battery charger, battery electrolyte level and any leaks or defects.

Schedule for Routine Generator Inspection, Testing and Maintenance

The vendor is required to ensure that the generator is functioning acceptably at all required times and at a minimum complete the following works according to best industry practices, vendor's requirements and statutory requirements.

<u>Item No</u>	<u>DESCRIPTION OF WORKS</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>	<u>Bi-annually</u>	<u>Annually</u>
1.1	<u>Fuel</u>					
	Check main and day tank fuel supply	✓				
	Inspect day tank float switch,	✓				
	Inspect hoses and connectors	✓				
	Inspect tank vents/ over flow pipe blocked,	✓				
	Replace fuel where necessary.					✓
1.2	<u>Oil System</u>					
	Check and adjust oil level	✓				
	Check lube oil heater	✓				
	Drain and replace oil as necessary					✓
1.3	<u>Filters</u>					
	Clean or replace as necessary oil filters, air cleaners and fuel filters. <i>Oil filters, fuel filters and air changers must be changed a minimum of once per year</i>			✓		

<u>Item No</u>	<u>DESCRIPTION OF WORKS</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>	<u>Bi-annually</u>	<u>Annually</u>
1.4	Cooling System					
	Maintain proper coolant level	✓				
	Check adequate cooling water to heat exchanger	✓				
	Check adequate fresh air through radiator	✓				
	Inspect water pump	✓				
	Inspect flexible hoses and connections	✓				
	Check radiator for leaks		✓			
	Clean exterior of radiator					✓
1.5	Exhaust System					
	Check for leakage	✓				
	Check the drain condensate trap	✓				
	Inspect insulation and fire hazards			✓		
	Exhaust system supports					✓

<u>Item No</u>	<u>DESCRIPTION OF WORKS</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>	<u>Bi-annually</u>	<u>Annually</u>
1.6	Battery System					
	Check electrolyte level	✓				
	Inspect and remove corrosion		✓			
	Inspect charger and charger rate		✓			
	Inspect Terminals to be clean and tight			✓		
1.7	Electrical System					
	General inspections of wiring and connections	✓				
	Clean boxes, panels and cabinets				✓	
1.8	Exhaust System					
	Check for leakage	✓				
	Check the drain condensate trap	✓				
	Inspect insulation and fire hazards			✓		
	Exhaust system supports					✓

<u>Item No</u>	<u>DESCRIPTION OF WORKS</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>	<u>Bi-annually</u>	<u>Annually</u>
1.9	Prime Mover					
	General inspection	✓				
	Inspect governor oil level and linkage		✓			
	Check choke setting and carburettor adjustment				✓	
	Test pump and injectors					✓
	Inspect, clean or replace, test ignition system which includes plugs, coil, cap, rotor and secondary wire insulation					✓
	Change governor oil					✓
1.10	Generator					
	Check earthing		✓			
	Check connections of the control circuit		✓			
	Inspect and Clean brush length				✓	
	Inspect and clean commutator and slip rings					✓
	Inspect and clean rotor and stator					✓
	Inspect and replace bearings and bearings grease					✓
<u>Item No</u>	<u>DESCRIPTION OF WORKS</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>	<u>Bi-annually</u>	<u>Annually</u>

	Generator					
	Inspect and clean exciter					✓
	Inspect and clean voltage regulator					✓
	Measure and record resistance readings of windings with insulation tester					✓
1.11	General					
	Inspect and repair any unusual condition of vibration, leakage, noise temperature					
	Clean service room					

Schedule for Routine Automatic Transfer Switch Inspection, Testing and Maintenance

Item No	<u>DESCRIPTION OF WORKS</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Quarterly</u>	<u>Bi-annually</u>	<u>Annually</u>
1.12	<u>Circuit Breakers</u>					
	Inspect and clean circuit breakers		✓			
1.13	<u>Fuses</u>					
	Inspect fuses for motor control circuit components		✓			
1.14	<u>Drive: normal and emergency</u>					
	Check Operation by both means		✓			
1.15	<u>Cables: Supply, normal, emergency, dist.</u>					
	Check terminations are tight. Record insulation meg ohm reading		✓			
1.16	<u>Test</u>					
	Operated monthly		✓			
	Monthly test to transfer load		✓			
	Inspect transfer switch to ensure that they maintained free from accumulated dust and dirt and to check for deterioration.		✓			

In addition to these tests the following routine inspection must be performed on the air conditioning systems:

- Examine the operations of the systems for any malfunctions including abnormalities in vibrations or noises.
- Check ambient temperature within the operating areas.
- All major repairs/replacement a quotation will be submitted by the successful vendor to TTPost for approval before execution of works.

Reporting/ Documentation

A written record of all inspection, test, maintenance and repairs must be submitted and at a minimum the report must include:

- The date of the report
- The names of person providing the services
- identification of unsatisfactory conditions and corrective action taken (including parts replaced),
- any testing of repairs recommended by the manufacturer
- A log book must also be maintained which documents all inspection, test, maintenance and repairs.
- **NOTE: The diesel fuel will be supplied by TTPost for the operation of the generator**

Schedule 2- Form of Tender

Unconditional and Irrevocable offer to Trinidad and Tobago Postal Corporation

240-250 Golden Grove Rd,

Piarco

Re: RFT # FM/005/2023 for Facilities Maintenance

Tender of: for the Provision of Facilities Maintenance at various TTPost locations.

To: The Tenders Committee Trinidad and Tobago Postal Corporation

Sir,

On behalf of (Full legal name of Tenderer), I submit with this tender in response to TTPOST's Request for Tenders ("RFT") Ref# RFT/FM/005/2023 for GENERATOR MAINTENANCE SERVICES: In this connection, I state the following:

1. I have full authority to bind tenderer with respect to this response to the Request for Tenders and any oral or written presentations and representations made to TTPOST.
2. I have read and understand the Request for Tender (RFT) and am fully capable and qualified to provide the goods and/or services as described within this Request for Tenders (RFT).
3. I have read and understand the Request for Tenders, including addenda numbers___ [insert number of addenda issued] ____.
4. I understand that TTPOST will rely on my firm's response to the Request for Tenders, and I agree to be bound by its representations and statements made in its response and in any oral or written presentation(s) made during the evaluation and selection process.
5. I agree to hold my Proposal open for a period of 90 days from the date and time established for notification of award, and, if requested by TTPOST, for an additional 30 days thereafter.
6. If requested by TTPOST, Proposer agrees to furnish additional information or documentation or to make one or more oral presentations or demonstrations to assist TTPOST in evaluating its Proposal.
7. Neither I nor Tenderer has any beneficial interest in or relationship with any other party working or performing services for or otherwise affiliated with TTPOST and no conflict of interest which could interfere with the provision of services to TTPOST.
8. Proposer understands that TTPOST will rely upon the material representations set forth in the Request for Tenders and that Tenderer has a continuing obligation to update any information which changes, or which Tenderer learns to be incorrect.
9. It is understood that an original and multiple copies of the Request for Tenders have been submitted for consideration. Tenderer warrants that all electronic copies are identical to the original in all respects.
10. If selected by TTPOST, Tenderer agrees to negotiate and enter into an Agreement for GENERATOR MAINTENANCE SERVICES with TTPOST.
11. I declare that all Required Forms A through D have been examined by me and to the best of my knowledge and belief are true, correct, and complete.

We are, Sir,

Yours faithfully,

SIGNED FOR THE TENDERER

Dated:

Name and Title

Signature

Name of Company)

(Address in full)

* Note: In case of a Tender by a Firm or Company, the signature of the person fully authorised by the Firm or company to sign on behalf of the Firm or company.

Schedule 3- Pricing Schedules

Lot 3- Generator Maintenance

To service and maintain Generator in accordance with standards and specifications identified and ensure licence are obtained as follows:

Item	Description	Qty	Unit	Rate/Month	Total
1	To assist TTPost with licence, service and maintain the Generator in accordance with standards, specifications and statutory requirements on a monthly basis.	12	Month		
Sub Total					
Value Added Tax 12.5%					
Total					

Acknowledgement

Trinidad and Tobago Postal Corporation
240-250 Golden Grove Road
Piarco 350462
Trinidad WI

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Request for Tender (RFT) No. RFT/FM005/2023 for Facilities Maintenance Service- Generator Maintenance Services, dated September, 2023, and hereby confirm that we:

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to submit a Tender to the Trinidad and Tobago Postal Corporation by the deadline of October 03rd 2023, at 3:00 PM and that we:

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to send **xxx(x)** authorized representative to Site visit on **xxx**.

We acknowledge that this RFT is confidential and proprietary to TTPost, and contains privileged information. Upon request, we will return this RFT or any part thereof, and all copies thereof, to the Corporation.

Name of Authorized Representative: _____

Signature: _____

Title: _____

Name and Address of Tenderer: _____

Telephone: _____

Email: _____

If you do not intend to submit a proposal, please indicate the reason:

- We do not have the capacity to submit a proposal at this time.
- We cannot meet the requirements for this RFT.
- We do not think we can make a competitive offer at this time.
- Other (please specify):