

PARTICULAR TECHNICAL SPECIFICATIONS
(PPTP)

SERVICE CONTRACT

File no: SER-24/002

OBJECT: COMPREHENSIVE MAINTENANCE SERVICE FOR THE BUILDINGS AND INSTALLATIONS OF THE RESIDENCE AND CHANCELLERY OF THE CONSULATE GENERAL OF SPAIN IN LAGOS (FEDERAL REPUBLIC OF NIGERIA).

PLACE OF PERFORMANCE: CONSULATE GENERAL OF SPAIN IN LAGOS
(FEDERAL REPUBLIC OF NIGERIA).

Approved:

The Minister

P.D. (Order AUC/462/2021 of 28 April)

The Director-General of the Foreign Service

María Hilda Jiménez Núñez

CONTRACT FOR SERVICES ABROAD

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TECHNICAL SPECIFICATIONS RELATING TO THE CONTRACT FOR THE COMPREHENSIVE MAINTENANCE SERVICE CONTRACT FOR THE BUILDINGS AND INSTALLATIONS OF THE RESIDENCE AND CHANCERY OF THE CONSULATE GENERAL OF SPAIN IN LAGOS

1. PURPOSE OF THE DOCUMENT

The purpose of these Specific Technical Specifications (PPTP) is to establish the specific technical conditions necessary for the contracting of a maintenance service for the buildings and installations of the Residence and Chancellery of the Consulate General of Spain in Lagos, Federal Republic of Nigeria.

2. LOCATION AND DESCRIPTION OF THE BUILDINGS

The Spanish Representation in Lagos has its headquarters in a building owned by the Spanish State and is located on Victoria Island, at 21C Kofo Abayomi Street. It has about 2,105 m² and consists of the following buildings:

- Main building: located in the central part of the plot, it has 3 floors above ground level of about 660 m² in total.
- Security office: one floor of 17 m².
- Consul General's residence: one-story building with a built-up area of about 182 m².
- Service pavilion: single-story building of about 67 m².
- A shed for the diesel tanks.
- Security team housing: one-story building of about 100 m².
- Water tanks.
- Electric generators.

3. INSTALLATIONS TO BE MAINTAINED

- Electrical installations
- The Consulate's three generators.
- Installation of water filtration plant.
- Plumbing, filtered water and irrigation installations.
- Painting and minor masonry work.
- Air-conditioning, ventilation and their electrical installations.
- Network cabling, telephone installations and installation of computer equipment.
- Gardening and planting, alternately with the gardener.

4. MAINTENANCE WORK

The following work shall be carried out for each building and each technical system:

- The tasks inherent to the maintenance of each installation as detailed in the ANNEX to these specifications.
- Surveillance and technical control of the buildings, properties, elements, equipment and installations in order to verify their correct functioning and prevent accidents or interruptions in their functioning.

- Operation and maintenance of installations and equipment.
- Surveillance and technical control of the installations in order to verify their correct operation and prevent accidents or interruptions in their operation.
- Preventive and corrective maintenance operations necessary or convenient to achieve optimum performance, efficiency and safety of the buildings, properties, elements, equipment and installations, whether or not they are included in this contract.
- Labour necessary to carry out repairs to damaged elements or to replace them with new ones.
- Labour necessary for the repair of any emergency breakdown, even if it occurs outside the normal working hours of the building.
- Labour for the removal and installation of furniture as required.
- Cleaning and painting, if necessary, of the apparatus, equipment and rooms where they are located. The same will be done in those premises where the maintenance personnel normally work.
- Any action that is mandatory or recommended in the current regulations applicable to the different installations, whether or not it is included in this contract.
- Supply of work clothes for its personnel and tools to be able to carry out the maintenance and management of the buildings and installations.
- At the discretion of the Consulate General, repairs that it considers should be carried out by specialized personnel, as well as those that could be carried out by the Consulate General's own personnel, may be excluded.
- The Contractor shall be prepared at all times to provide training to Consulate General personnel as required. The Consulate General shall determine the number of persons to be trained, their names, the period of training and the type of training to be provided by the contractor when and where the Consulate General deems it necessary.

5. ADVICE TO THE CONSULATE GENERAL

The contract also includes the provision of advice to the Consulate General on the following matters:

- Safety of the installations and buildings and adaptation to current regulations.
- Information on changes in legislation during the term of the contract that may imply total or partial modification of the installations.
- Anticipation of problems, breakdowns or incidents in the installations.
- Improvements in the equipment or systems and in the maintenance activities themselves.
- Optimization of the economic performance of the installations and their operating efficiency.
- Analysis and forecast of maintenance and amortization costs.
- Any other issue that may arise in relation to the installations maintained.

6. PERSONNEL RESOURCES

For the execution of the works included in this PPTP, the Contractor shall place at the disposal of the building the operation and maintenance technicians listed below:

- At least one technician, maintenance operator, from 7:30 am to 3:00 pm, from Monday to Friday or until the end of the work of the maintenance staff or outside professionals. The presence of additional maintenance personnel will be considered (see PCAP).
- A technician who can be reached during night-time emergencies and for 24 hours on weekends and public holidays.
- With regard to material resources, the Contractor will provide telephones and uniforms with company badges for each employee.

Other workers with the same professional qualifications will cover absences due to holidays, illness or statutory leave, this substitution being expressly included in the scope of this contract.

Technicians authorized to work on the site shall be issued with an access authorization, the validity of which may be cancelled at any time and without explanation to the Contractor.

The Consulate General may demand, without explanation, the replacement of any subcontracted personnel who have not complied with its requirements. The Consulate General may also revoke access authorization without explanation to the contractor.

On those occasions when maintenance operations must be carried out outside the hours of operation of the building because they are manifestly incompatible with those hours, the Contractor shall be obliged to carry them out without incurring any additional financial cost.

7. EMERGENCIES

To cover the eventuality of a breakdown that must be repaired urgently, the Contractor must accredit that he has a twenty-four hour service, including holidays, with a response time of less than three hours from the time of notification.

It will be valued (see PCAP) the offer of a bag of hours in corrective maintenance work outside working hours.

8. PROTECTION OF EXISTING INSTALLATIONS

During the execution of the works, the Contractor must ensure the correct protection of all adjacent installations, equipment and materials to prevent their deterioration.

In the event of any damage to installations, equipment or materials adjacent to the planned intervention, the Contractor shall notify the Consulate General of the existence of such damage prior to the commencement of the work.

Any damage, breakdown or breakage attributable to direct or indirect action or negligence on the part of the Contractor shall be repaired as soon as possible and at the Contractor's expense.

In the event that the repair has not been carried out or commenced within four hours of its detection or is not satisfactory to the person in charge appointed by the Consulate General, the Consulate General may arrange for the repair of the same by such means as it deems appropriate, deducting the costs arising therefrom from the payments to be made to the Contractor under the contract.

9. PROCEDURE IN THE EVENT OF A CLAIM

The procedure in the event of a claim or accident shall be agreed in detail with the person in charge designated by the Consulate General. In any case and unless otherwise agreed, the following steps shall be followed:

- All necessary measures for the protection of persons and property shall be taken immediately.
- All possible security and/or repair measures shall be implemented.
- The Consulate General will be notified.
- Reinforcement of maintenance work will be provided in special situations such as disasters, meetings, or any other unforeseen event.

10. CONFIDENTIALITY OF INFORMATION

The Contractor undertakes to treat all information to which it has access as a result of the contract with absolute discretion and confidentiality. All personnel involved in the maintenance work shall be identified and their personal details shall be available to the Consulate General.

At all times, the instructions and protocols established by the Consulate General with regard to the security of the building shall be followed.

11. INSPECTION AND GUARANTEE OF THE WORK

The operators shall report daily on the preventive maintenance operations carried out in accordance with the established programme, as well as corrective maintenance operations, indicating the way in which they have been resolved, the materials used and any other data required for the perfect identification of the repair.

12. EXAMINATION OF THE WORK BEFORE IT IS CONCEALED

Work of particular importance that is to be carried out and is to be concealed shall be concealed after the Consulate General has given its approval. The Contractor shall give sufficient advance notice to the Consulate General when the work is ready for inspection.

Should the Contractor fail to comply with the above paragraph, he shall, at the request of the Consulate General, uncover such part of the work as may be required, and he shall be responsible for the restoration of the work and shall not be entitled to any financial claim in this respect.

The Consulate General's approval shall not relieve the Contractor of its contractual responsibility.

13. GUARANTEE

The Contractor shall guarantee the proper functioning of both repairs and replacement of parts for a minimum period of one year.

14. MEANS OF COMMUNICATION

The Contractor shall have the necessary communications structure and telephones to be able to provide the breakdown service 24 hours a day, 365 days a year.

15. SERVICES INCLUDED IN THE MAINTENANCE

The following services are included in the maintenance:

- Risk Prevention Service.
- Acquisition of all consumables and materials required for the maintenance tasks. The costs of acquisition and transport shall be borne by the Consulate.
- Quality controls.
- Travel costs.
- Management of waste generated by the Contractor.
- The Contractor shall be responsible for ensuring that the premises where the maintenance personnel work are perfectly clean and free of dust or any other kind of waste generated by the maintenance work.

16. MATERIAL RESOURCES

Consumables, materials and tools will be at the Consulate's expense.

Any additional tools in addition to those already existing must be provided by the contractor who, if necessary, will remove them from the building at the end of the contract.

17. COMMISSIONING OF THE CONTRACT

On taking over the installations and in any case within the first fifteen (15) days from the formalization of the contract, the Contractor shall provide the Consulate General with the following information

- The definitive list of the technicians and operators, professional qualifications, curriculum vitae, proof of their employment status, weekly visiting days and schedules for the buildings covered by the contract.
- The procedure for action in the event of an emergency, in accordance with the conditions established in section 7, as well as a list of the mobile telephone numbers of the driving and maintenance operatives and the technical managers.
- A monthly action plan for each installation adapted to the specific characteristics of the building, covering the entire contracted period.

18. PERFORMANCE OF THE CONTRACT

The Contractor is obliged from the first day of entry into force to:

- Carry out the legal maintenance actions, according to the scope of these specifications, even if they are out of time as a result of a delay in their application.
- Collaborate through advice and technical support, coordination and supervision of the General Consulate in matters of maintenance, works and installations that, even when not within the competence of the successful bidder, are related to the area of knowledge of the object of this tender.
- The Contractor must act as coordinator and supervisor of the activities carried out by other companies or suppliers that perform maintenance work on the systems covered

- by this contract, taking responsibility for the correctness of such work, whether contracted directly by the successful bidder or by the Consulate General.
- In case of urgency or emergency, the Contractor shall immediately propose the action plan it considers most appropriate, and the Consulate General shall authorise its implementation.
 - On a monthly basis, during the first ten (10) calendar days, present a verbal report on the tasks carried out during the previous month, which shall include at least the following
 - Operating status of the facilities
 - Corrective maintenance carried out, scheduled and pending.
 - Preventive maintenance carried out, scheduled and pending.
 - Follow-up of the preventive maintenance plan.
 - Surveillance and data on energy and water consumption.
 - Extraordinary incidents.
 - The Contractor will be responsible for the collection and management of the waste generated, following the instructions determined in each case by the Consulate General.

19. COMPLETION OF THE CONTRACT

Within fifteen (15) days prior to the end of the contract, the Contractor shall deliver the following documents, among others:

- A final list of the state of the warehouse that includes the materials used during the year, duly classified and with an expression of their cost, as well as the remainders, the technical data sheets of equipment and components, directory of suppliers, ..., etc.
- The documents to be delivered on completion of the work covered by the contract shall be delivered on paper and in digital format in accordance with the guidelines determined by the Consulate General from time to time.

ANNEX

MAINTENANCE ACTIVITIES OF THE FACILITIES

This annex contains a brief description of the minimum maintenance operations required for the installations, components and equipment.

Driving operations are not included, although they are also covered by the contract, since they can only be specified in day-to-day operation.

Neither the list nor the description of the maintenance operations are exhaustive in nature, they only indicate minimum essential compliance that can and must be completed by the awarded company itself, as well as by daily practice and adaptation to the state of conservation, with all those actions that are necessary or simply beneficial to guarantee optimum operation, efficiency and safety of the equipment and construction systems.

1. ELECTRICITY AND LIGHTING

- Lighting equipment

Luminaires, LEDs and Lamps

- Daily: check lighting points, replace lamps and other components if necessary.
- Monthly: check general condition of lamps and luminaires.
- Quarterly: check and clean lamps.
- Annually: check ballasts and starters; check mounting frame; check earthing; clean screens.

Lighting boards

- Monthly: visual check of general condition, repair or replace any defective elements; check terminals for signs of overheating.
- Annually: check that all terminals, screws, etc., are properly tightened; check earthing; check that joints are in good condition; check labelling and that the single-line diagram is present.

- Low voltage installation

Low-voltage switchboards

- Monthly: check circuit breakers; check fuses, lamps and other switchboard elements and replace if necessary; check connections, measuring instruments and protection automatisms; check drives; check contacts; check relays; check disconnection in circuit breakers and differential switches;
- Annually: tighten terminals; check insulation; check tripping of circuit breakers, isolators, etc.

Manual circuit breakers

- Monthly: check condition of Bakelite and insulation; check that connections are tightened correctly;
- Annually: check that connections are tightened correctly;
- Annually: check that connections are tightened correctly.

- Annually: checking of moving contacts and elimination of looseness; checking that manual contactors are working properly; greasing of mechanical actuators; checking of interlocking; checking of spark arresters, presses, etc.; checking of adjustment of mechanical parts.

Low Voltage disconnectors

- Quarterly: check that connections are tightened correctly; check control circuits, insulators, Bakelite's, etc.
- Annually: external cleaning; grease the contactors with neutral petroleum jelly.

Protection relays

- Monthly: check actuators, tripping times, etc.; check condition of insulators; check and grease mechanisms, check tightness of connections.
- Annually: check operation; check by cleaning auxiliary contacts; grease mechanisms; clean exterior.

Tests and Measurements

- Monthly: measure input voltages; power factor.
- Quarterly: measure currents of each circuit; check phase balancing.
- Contactors
- Monthly: check vibrations and humming; check condition and blanks on contacts; check mechanical actuators; retighten connection screws; external cleaning.
- Annually: check coils and replace if necessary.
- Pushbuttons
- Monthly: check operation; check contacts and clean.
- Signaling and control units
- Monthly: check timers, check contacts, check lamps and replace if necessary.
- Annually: general cleaning.

Busbars

- Monthly: visual inspection; check insulators; check heating.
- Annually: check and tighten connections; general cleaning; general check and replacement of damaged parts.

Sockets and sockets

- Monthly: visual inspection of the condition of contacts.
- Annually: check and tighten connections; general cleaning; check earthing; check voltage on drive coils and clean.

Indoor installations and cables

- Monthly: visual inspection of the condition of surface ducts, checking connections and heating of lines; checking consumption.
- Annually: measurement of insulation on main lines; checking voltage drops; checking the labelling of lines; checking the condition of supports, splices and screws on trays.

- Earthing

- Annually: check condition of chambers; check parts and connectors; check earthing lines; measure earthing.
- UPS
- Change batteries or control boards when required.
- Paper shredders:
- Daily maintenance.

2. GENERATORS

- Daily: manual start and operation check; check fuel level and replenish if necessary; check oil level in crankcase and water level in cooling circuit; check anchor points and screws; retighten alternator terminals, general maintenance, repairs and incident prevention.

3. PERIODIC MAINTENANCE OF THE WATER FILTERING PLANT

4. PLUMBING, SANITATION, FILTERED WATER AND IRRIGATION

- SANITARY FIXTURES AND FITTINGS

● MONTHLY:

- Check condition of sanitary fittings and taps. Check the condition of the system and fittings. Detect possible leaks in flexible pipes and replace if necessary.
- Check water flow from taps.
- Check drain plugs in bathtubs and washbasins. Check that they open and close.
- Make sure that the water temperature matches the thermostat setting.
- Check that stopcocks and shut-off valves are working properly.
- Check that the drainage system is working properly. Check siphons. Clean properly and make sure that the siphon system is working correctly. Detect possible leaks in siphons and joints, and carry out necessary repairs.

- LIFTING PUMPS

● MONTHLY:

- Check the hydraulic seals for leaks and tighten them if they are excessive. Note that worn rotor hydraulic fittings may cause a short circuit in the motor windings.
- Check that the drains are not clogged.
- Ensure that motor bearings are in good working order and lubricate with oil.

● BI-MONTHLY:

- Check that the pump bodies are fixed to the bases.
- Adjust motor terminals.
- Check alignment of couplings between motor and pump.
- **EVERY SIX MONTHS:**
- Clean the inside of the motor with a blower.
- Clean the bearings and grease them.

- ANNUALLY:

- Check and tighten electrical terminal connections and their insulation.
- Check and clean contacts of circuit breakers and pump contactors.
- General cleaning of pump casing, base and piping. Paint if necessary.

- WATER TANKS AND MACHINERY:

- DAILY:

- Check water level, especially in the dry season, and ensure that water is used properly. Dose the water used for cleaning the exterior.

IMPORTANT: Observe the water after heavy rainfall. It is not uncommon for the water to be too cloudy.

- BIMONTHLY:

- If the state of the water requires it, thoroughly clean underground tanks.
- Check that foot valves and ball valves are working properly.
- Check that water level sensors are in perfect working order.
- Check the condition of the waterproof coating on the inner wall of the tank. If it is flaking or cracked, it must be repaired.
- Check that the overflow is not obstructed.

- DOMESTIC HOT WATER HEATERS

- DAILY:

- Check the condition of the heating elements.

- MONTHLY:

- Check the temperature setting of the two thermostats. Water should be at 60°C (150°F).
- Check that the valves are in good working order.
- Drain, bleed and refill the heater. If cloudy water is observed, complete draining is not necessary. It is sufficient to drain some of the water from the lower part of the tank until the water is clear.
- Check the condition of the electrical connections, including the contactor and circuit breaker. Make sure that there are no water leaks in that area.
- Check water circulation pump. Check the condition of the bearings and grease them.

- DRAINAGE SYSTEM

- Whenever dirt is detected that could prevent correct operation:

- Clean manholes, drains, gratings, etc., in general all elements that have the function of collecting water.

- QUARTERLY:

- Clean manholes, drains, gratings, etc., in general all elements that have the function of water collection.

- HALF-YEARLY:

- Check inspection openings (manholes).

- ANNUALLY:

- Clean inspection openings (manholes).
- Clean horizontal network of drainage pipes.

- WASTE WATER DRAINAGE

- BIANNUALLY:
 - Check main openings and manholes for waste water, as well as collectors. Clean out accumulated dirt.
- ANNUALLY:
 - Clean the sewage drain with pressurized water.

- SEPTIC TANK SEWAGE PUMP

- QUARTERLY:
 - Check that the sewage pump is working.
 - Clean the septic tank with the water pump in parts.

- WELLS

- Quarterly:
 - Check gaskets and seals.
 - Clean motor starter with contact cleaner.

- RAINWATER DRAINAGE (GUTTERS, DOWNPIPES, ETC.)

- WEEKLY:
 - Check main openings for rainwater drainage. Remove accumulated sediment.
 - Check the walls of the above mentioned openings and repair if necessary.
- ANNUALLY:
 - Clean storm water drain with pressurized water.

5. PAINTING AND MASONRY WORK

- Check for rainwater leaks in walls and watch for dampness and stains. Rectify the problem and carry out the necessary repairs.
- Check the condition of walls and ceilings. Repair and paint if necessary.
- Check door and window frames for rainwater leaks. Carry out necessary repairs.
- Check front door for rainwater leaks due to incorrect slope and repair as necessary.
- Check general condition of false ceilings. Fill cracks, replace old or loose putty.
- Check supports of suspended ceilings and carry out appropriate repairs.
- Check supply and return grilles and access grilles for tightness. Repair if necessary.
- Minor masonry work as required.

6) AIR CONDITIONING AND VENTILATION

- MONTHLY:
 - Monitoring of existing machines and their current protectors.

- Monitoring of operating and operating temperatures of machinery to prevent future breakdowns.
 - Ducts, pipes and valves: check tightness of sealing elements; check for possible water leaks; check for air conditioning leaks; check insulation of pipes and ducts.
 - Self-contained equipment (splits): check the condition and cleanliness of the condensate water collection tray and its drains.
 - Extractor fans: check abnormal noises and vibrations, adjust motor-fan clearances; check power consumption and make a note; check anchoring; check, clean or replace filters where present; clean fan blade; check thermal and differential, and electrical connection terminals.
- QUARTERLY:
 - Cleaning of supply and return air grilles.
 - Cleaning of ventilation ducts.
 - Self-contained equipment (splits): Inspection of air filters, cleaning and replacement if necessary.
- ANNUALLY
 - Ducts, pipes and valves: inspect for external corrosion and replace items in poor condition, check paintwork; check fire dampers; inspect flexible joints in sheet metal ducts.
 - Self-contained equipment (splits): external inspection, inspection of grilles, verification of supports and sealing gaskets, cleaning of fan blades; inspection of fans, belts and pulleys and replacement if necessary.
 - Extractors: general cleaning of the equipment; checking of earthing, general condition, checking of anchoring points, couplings and their alignment, thermal and differential; checking electrical insulation.

7. REPLACEMENT OF NETWORK OR TELEPHONE WIRING IN CASE OF BREAKDOWN, AS WELL AS INSTALLATION OF COMPUTER EQUIPMENT.

8. IRRIGATION SYSTEM

- Watering of gardens and plants during gardener's leave.