



SPECIFICATION OF TECHNICAL REQUIREMENTS PARTICULARS

(PPTP)

SERVICE CONTRACT

File N°: SER-25/011

**OBJECT: GENERAL MAINTENANCE SERVICE FOR BUILDINGS AND
FACILITIES OF THE EMBASSY OF SPAIN IN ISLAMABAD**

**PLACE OF IMPLEMENTATION: EMBASSY OF SPAIN IN ISLAMABAD
(ISLAMIC REPUBLIC OF PAKISTAN)**

Approved,

The Minister,
The Director-General for External Services,
P.S. (Order AUC/462/2021),

Cristina López Heras



INDEX

INDEX

1. OBJECT	03
2. PRELIMINARY CONSIDERATIONS	04
3. SPECIFIC CONDITIONS FOR SUBMITTING OFFERS	04
4. DESCRIPTION OF PROPERTIES AND FACILITIES. INVENTORY	05
4.1 LOCATION AND BRIEF DESCRIPTION OF THE PROPERTIES	05
4.2 GENERAL PLANS OF THE PROPERTY/PROPERTIES	06
4.3 DESCRIPTION OF FACILITIES SUBJECT TO MAINTENANCE AND INVENTORY	06
5. Applicable regulations and occupational health and safety	06
6. Tasks to be performed by maintenance personnel	06
6.1 START OF THE CONTRACT. TAKING POSSESSION OF THE FACILITIES	06
6.1.1 Documentation to be submitted	07
6.1.2 Premises made available to the contractor	07
6.1.3 Taking possession of the facilities	07
6.2 CONTRACT IMPLEMENTATION AND EMERGENCY PROTOCOL	07
6.2.1 Monitoring and supervision	07
6.2.2 Documentation to be prepared	09
6.2.3 Management and custody of the consumable materials warehouse	10
6.2.4 Inspection of works before being concealed	10
6.2.5 Action protocol in case of emergency and/or incident	10
6.3 END OF THE CONTRACT	11
7. Other services included in maintenance	11
8. Human resources	11
9. Material resources	12
9.1 WORK TOOLS	13
9.2 REQUIRED MATERIALS	13
10. CONTRACTOR'S RESPONSIBILITIES	14
11. WARRANTY OF THE WORKS	15
12. CONFIDENTIALITY OF INFORMATION	15
ANNEX I: GENERAL PLANS OF THE PROPERTIES	17
ANNEX II: DESCRIPTION OF FACILITIES AND INVENTORY	18
ANNEX III: PREVENTIVE MAINTENANCE ACTIVITIES FOR THE FACILITIES	20



GENERAL MAINTENANCE SERVICE FOR BUILDINGS AND FACILITIES OF THE SPAIN AMBASSY IN ISLAMABAD

1. OBJECT

The purpose of this Specific Technical Specifications (PPTP) is to establish the particular technical conditions necessary for the contracting of the general maintenance service of the buildings and facilities of the Embassy of Spain in Islamabad, Islamic Republic of Pakistan (hereinafter the Property).

It will also serve as the basis for the request for tenders and subsequent award of the Maintenance contract.

The scope of the services will include the tasks of the object indicated below in all the equipment and facilities described in Annexes II and III, guaranteeing the correct operation and conservation of them in accordance with the regulations and legislation in force.

FACILITIES TO KEEP:

Electromechanical installations

- HVAC installation: heating and cooling, and ventilation, and their electrical and control installations.
- Installation of A.C.S.
- Electrical installation: transformers, generators, distribution center, electrical panels, ground network, cables, ducts, lighting and devices.
- Gas installation.

Civil works

- Installation of internal plumbing of buildings.
- Fire Protection, Alarm and Security Systems.
- General maintenance of buildings
 - Roof or deck.
 - Rainwater drainage (rain gutters, downspouts, etc.).
 - Exterior walls or facades.
 - Copper roof.
 - Wooden elements.
 - Iron components y metal.
 - Machine room.
 - Sources
- Road and barrier locking devices.
- Swimming pool.



2. PRELIMINARY CONSIDERATIONS

A) Preventive maintenance

It consists of a systematic surveillance defined in form and time of the buildings and facilities, in order to control the state of the materials and equipment, reducing the possibility of breakage or unexpected breakdowns, and maintaining the appearance and operation of the same in a state, as close as possible, to the initial one.

It includes simple operations or repairs, or those that are expected to be repeated periodically, such as: replacement of exhausted or defective elements, replacement of products or parts consumed or worn in their normal operation, fuse changes, changes or cleaning of filters, greases, operating controls, cleaning of elements, pipes and ducts, tightening and regulations, etc.

B) Corrective maintenance

It consists of the diagnosis and repair of breakdowns or breakages, unexpected or detected by preventive maintenance, to return the intended functionality of any machine, equipment, element or installation. It includes the availability of action at all times, taking the necessary measures to ensure the speed and safety of the intervention if required, any day at any time.

Corrective maintenance includes repair operations such as: replacement of damaged or broken parts, disassembly of equipment for repair, and, ultimately, all those operations necessary to obtain after a breakdown or breakage, the same degree of operation or appearance prior to it.

3. SPECIFIC CONDITIONS IN THE SUBMISSION OF OFFERS

Tendering companies must, prior to the formulation of their tenders, **visit the facilities** covered by these specifications, and may not subsequently claim, upon submission of their tender, ignorance of their current situation, state or environment in which they are located. Appointments should be arranged for the purpose of scheduling the appropriate visiting arrangements.

In order for the technical offers to be as close as possible to reality, the Representation will provide the Maintenance Book if available, as well as information regarding the equipment that is under warranty and whose preventive maintenance is carried out by third parties. In this case, and as the award amount is constant for the entire period of the contract – unless otherwise indicated in the PCAP – the cost of maintaining the facilities or equipment that is carried out on a temporary basis (per guarantee period, for example) compulsorily by a third company, at the date of the start of the new contract, and that, therefore, would not be borne by the winning company, will be compensated by the new company awarded in the form of a bag of additional man-hours for the execution of masonry, painting, carpentry and plumbing works, or another service agreed in writing by both parties. At the end of this period, the winning company will assume the maintenance of such equipment. In the same way, this situation would apply to an equipment or installation that, at the date of the start of the contract, is not in operation, but on which a work/performance is foreseen for its commissioning throughout the contract.

The technical tender must be structured in accordance with the **Annex to the PCAP** setting out the **criteria to be considered in the tendering procedure**, which will be provided by the Representation at the time of the visit. To this end, the tendering undertakings must **complete the editable fields in that Annex**, so that they can formulate the tender in correspondence with what was requested in 'Envelope 2' of the administrative procedure, with the following items being assessed:

a) Technical characteristics and organization of work

1. Detailed technical description of the services offered.
2. Increase and/or technical improvement of maintenance activities compared to those set out

in Annex III of the TFP.

3. Work planning and provision of monitoring templates.

b) Human and technical resources

Human resources:

1. **Sizing and organization chart** of the staff proposed for the provision of the service taking into account the provisions of paragraph 8 of this document.
2. Specification of the **professional category, experience and official qualification** of the country of the proposed workforce.
3. Specification of the personnel **coming in case of emergency**.
4. Specification of whether temporary **subcontracting or permanent staff is involved**.
5. If necessary, provide **the Certificates** issued by the Competent Official Bodies, attesting that the company is authorized to maintain the facilities subject to the contract that are subject to **periodic technical-legal reviews** . If these certificates are not available, proof of solvency must be provided by subcontracting a qualified company.

Material resources:

6. **Consumable and consumable material included** to carry out preventive maintenance taking into account the provisions of paragraph 9.2 of this document and specification of an annual economic estimate applicable to these materials.

c) Description of the current state of the facilities and proposal for improvement

1. Following the visit, an indication of the **general condition of the installations covered by the contract** (paragraph 1 of this document).
Facilities that cannot be serviced due to a need for major repair or prior corrective maintenance substantial enough to fall outside the scope of the contract shall be identified. In this way, the other installations will be considered as suitable for maintenance, and therefore the obligations arising from such installations, equipment or parts may subsequently be required of the contractor.
Therefore, the economic offer must contemplate only what is considered reliably susceptible to maintenance.
2. **Proposal to improve the facilities** by specifying corrective actions in the short and medium term.

d) Indication of the percentages that represent in economic terms the different types of installations under maintenance (paragraph 1 of this document) with respect to the total to be maintained. As an example, the maintenance of the HVAC installation can account for 30% of the total to be maintained.

Installation 1	Installation 2	Installation 3	Installation	Installation 5	Total
X %	X %	X %	X %	X %	100%

4. DESCRIPTION OF THE FURNITURE AND FACILITIES INVENTORY

4.1. EMPLOYMENT AND BRIEF DESCRIPTION OF THE FURNITURE

The Embassy of Spain in Islamabad, Pakistan, is constituted by a set of properties located on Street 5 and 6, Ramna 5, Diplomatic Enclave I, Sector G-5, Islamabad, Pakistan.

The buildings covered by maintenance are as follows:

- Chancellery and annex building of Chancellery (after the same).
- Residence and service area of the Residence.
- Service units and accommodations from police.
- Costumes.
- Machine room.
- House of surveillance of the chancellery and area of attention to the public.



- House guard at the residence.
- In general all buildings existing.
- In addition to the buildings described are included: plot enclosure, sports facilities, swimming pool, metal fences, metal security elements, access barriers, etc.

4.2. GENERAL PLANS OF THE BUILDING/BUILDINGS

The general plans of the buildings are attached in **Annex I**.

4.3. DESCRIPTION OF MAINTENANCE AND INVENTORY FACILITIES

The description of the installations to be maintained is set out in **Annex II**.

5. APPLICATION AND SAFETY AND HEALTH REGULATIONS AT WORK

First, the **rules imposed by the legislation of each country or city** that affect the **maintenance** of buildings and facilities, as well as **customs and customs, should be considered**.

The contractor must always respect and apply all appropriate measures to ensure that the work is carried out in strict compliance with the **applicable local Occupational Safety and Health regulations**. In particular, and without prejudice to others, in those relating to:

- Fire Safety Regulations
- Work to be carried out at height
- Work to be carried out on traffic crossings for persons or vehicles
- Jobs a perform in restricted zones
- Legislation electrical and low and medium jobs tension
- Jobs a perform with flame or flammable materials
- Jobs a perform with corrosive materials
- Work outside working hours
- Work to be carried out by isolated operators (without other personnel present)

The Property may indicate, at its discretion, the opportunity to take alternative security measures for a certain job.

In case the regulations require the drafting and presentation of a Safety and Health Plan, it will be the responsibility of the contractor, and it will be considered included in the contract its drafting, completion and processing before the competent authorities, having to inform in detail the Property of the status of these efforts.

In case of lack of local regulations regulating the corresponding measures of safety and health at work or any specific maintenance of the object of the contract, **as well as in case of conflict between local and Spanish regulations (local regulations may be less restrictive), the technical services of the MAEC will be consulted** and will give the instructions to take the appropriate measures.

6 TASKS TO BE CARRIED OUT BY MAINTENANCE CARRIERS

6.1 START OF THE CONTRACT. HOW TO POSSESS FACILITIES



6.1.1 Documentation to be delivered:

At the beginning of the contract the contractor takes over the facilities in their current state and, **within the first fifteen (15) days** from the formalization of the contract, will provide The Property with the following:

- The final list of technicians and operators, professional qualification, curriculum vitae, proof of their employment status, weekly visiting days and schedules for the properties covered by the contract.
- The **emergency response procedure**, in accordance with the conditions laid down in paragraph **6.2.5**, as well as the list of contact mobile telephones of maintenance operators and technical managers.
- A **detailed report on the defects observed in works and installations**.
- A **plan of actions per month for each installation** adapted to the specific characteristics of the building, which collects the entire contracted period.
- The Contractor shall **draw up a list of consumables and consumables for minimum safety replacement** and the collection thereof. You agree to maintain and replenish such stock for the entire duration of the contract, including your updated inventory in the monthly maintenance reports.
- Annex of **description of facilities and detailed inventory** in case of not having it.

6.1.2 Premises made available to the contractor

The Property will provide the Contractor free of charge with the closed premises necessary for its use, such as changing rooms, office and tool storage, tooling and spare parts.

The Contractor undertakes to maintain these premises in proper conditions of cleanliness, maintenance and order.

6.1.3 Taking possession of the facilities:

Without detriment to others, the following actions must be carried out

- Start-up and stop of each equipment and monitoring and inspection of its operation. If damage is found, the contractor must immediately inform the property and take all necessary measures to ensure the proper functioning of the facilities.
- Adjustments of these equipments to obtain an optimal operation, both from the technical and economic point of view. Modification of the schedules and operating parameters to adapt them to the real needs of use.
- Reading meters and measuring devices.
- Custody and updating of farm documents.

6.2 CONTRACT DEVELOPMENT AND PROTOCOL IN EMERGENCY SITUATIONS

6.2.1 Control and Monitoring

The Contractor is obliged from the first day of the entry into force of the contract, for each building and for each system, to carry out the following works:

- **Preventive maintenance operations** necessary or convenient to achieve optimal



performance, efficiency and safety of the elements, equipment and facilities. This includes:

- Monitoring and technical control of buildings, buildings, elements, equipment and installations in order to verify their proper functioning and prevent accidents or interruptions in their operation.
- Normal tests and manoeuvres for the verification of the proper functioning of the installations.
- Workmanship required for the replacement of parts related to the normal wear of the installation, as well as all the parts and elements necessary for the performance of these operations.

The team, or person, in charge of the maintenance service must be able to ensure the driving, both automatic and manual, of all the facilities and equipment, always in accordance with the recommendations of the manufacturers of the same and in accordance with the corresponding regulations. Before carrying out operations contrary to those recommended in the event that the person in charge of maintenance disagrees with them, he must inform the Representation.

– **Corrective maintenance operations** necessary or convenient to achieve optimal performance, efficiency and safety of the elements, equipment and facilities. This includes:

- The labour necessary to carry out repairs of damaged elements or to replace them with new ones.

In corrective maintenance operations where the purchase of spare parts essential for the operation of the equipment is required (as indicated in section 9.2), or in cases of emergency where work outside working hours is required (as indicated in section **6.2.5**), the winning company must request approval from the Representation of the corresponding budget.

In the event that the Property does not agree with the budget indicated in the previous paragraph, those repairs that the Property deems should be carried out by other specialized personnel (requesting approval from Central Services) may be excluded, as well as those that could be carried out by the own personnel of the Property. Likewise, if due to the economic or technical entity of this action, a new guarantee term is generated along with the need for a new preventive maintenance, this will have to be carried out by obligation contracted by a third party. At the end of this warranty period, the equipment/installation subject to repair or work will again be subject to maintenance by the winning company. During this guarantee period, the winning company, by not performing the maintenance that would have corresponded, will have to compensate the Property in the same way as indicated in **point 3**.

However, if the action does affect the warranty, the maintenance of the equipment / installation subject to such repair or work, will be carried out, by contractual obligation, by the company that performs it, without affecting in any way the maintenance contract of the winning company. At the end of this warranty period, the equipment/installation subject to repair or work will again be subject to maintenance by the winning company.

– **Technical-legal maintenance operations.** This maintenance will be carried out on those installations that, in line with the specifications of the technical standards and regulations, require it, both of a general, national or local nature. They can be subject to this type of maintenance: medium voltage installation, fire protection, pressure equipment, sanitary waters and pest control. These actions will be carried out, according to the scope of these specifications, even if they are out of time as a result of a delay in their implementation.

– **Cleaning of appliances, equipment and rooms where they are located. It will**



also be done in those premises where the maintenance personnel themselves usually act.

- **Supply of consumable and consumable material and spare parts necessary to carry out** the driving and maintenance tasks as described in this specification.

6.2.2 Documentation to be prepared

- **In each maintenance action**

Operators shall perform a **work report** reflecting:

- Preventive maintenance operations carried out in accordance with the established program, and in accordance with the Annex in which the minimum frequencies of actions are indicated. This Annex indicates the minimum frequencies in accordance with Spanish regulations, the winning company having to indicate the frequencies established by local regulations, as well as the indication of whether or not such actions have been carried out.
- Corrective maintenance operations indicating the way in which they have been resolved, the materials used and The completion of these parts will be fixed by specific procedure for each property.

The completion of these reports will be established through a specific procedure for each property. Any events that occurred during the night or over the weekend will be acknowledged, and, if necessary reported to the Representation.

In the event of a breakdown, the following shall be indicated:

- Nature of the action/repair.
- Causes of the breakdown.
- Deadline for completion of the repair. Means - provided for repair.
- Cost of repair.
- Consequences of non-repair in the short/medium/long term

Only in case of urgency and unavoidable need, the Representation may demand, in writing, the immediate action of a company for any repair, without the existence of a prior report.

- **Monthly**

During the first ten (10) calendar days of each month, a **report** must be submitted concerning the tasks carried out during the **previous month**, which shall include at least:

- State of operation of the facilities
- Corrective maintenance performed, scheduled and pending by type of installation.
- Preventive maintenance performed, scheduled and pending by type of installation.
- Follow-up of the preventive maintenance plan according to the frequencies established in **Annex III** (editable periodic report document).
- Monitoring and data on energy and water consumption.
- Extraordinary incidents.
- Real staff quadrants for the month corresponding to the report and the expected quadrants for the following month duly signed and stamped by the person responsible for the contract.



6.2.3 Management and custody of the consumable and consumable warehouse

The availability of consumables and consumables for the most predictable Preventive Maintenance and repair operations will ensure the speed and effectiveness of repair.

Consumables must be insured in stock and replacement for the performance of maintenance work.

Spare parts, available in storage, must ensure the possibility of carrying out the most foreseeable repairs without delay due to waiting for supply, in the facilities that are essential for the normal operation of the building.

Those parts that, for any reason, have a delivery period of two weeks or more and that affect vital parts of an installation essential for the normal operation of the building, must be present in the stock of the warehouse.

At all times will be available to The Property a complete list with the material used to date in repairs or replacements, with expression of its exact cost, as well as an inventory of the stocks of the warehouse, also with expression of its exact individual and total cost.

6.2.4 Examination of the work before it is hidden

The works of special importance that are carried out and must be hidden, will be once the Property gives its approval. The Contractor shall provide The Property with sufficient information in advance when the works are ready for inspection and photographic reporting.

If the Contractor does not comply with what is specified in the previous paragraph, he must, at the request of The Property, discover the part of work that he requires, being responsible for proceeding with the restoration of the works and without the right to any economic claim for this concept.

6.2.5 Protocol for action in the event of an emergency and/or accident

Emergency is understood as a breakdown or contingency that occurs outside the working hours of the Maintenance Manager and the Maintenance Technicians and that by its nature it is not possible to postpone its resolution until the next working day.

In case of urgency or emergency, the Contractor must **immediately propose the action plan that he deems** most appropriate, and in accordance with the document requested in **point 6.1.1** to be delivered within the first 15 days, with The Property being the one who must authorize its realization.

In order **to cover the possibility of a breakdown which must be repaired urgently**, the Contractor must provide evidence that he has a 24-hour service including public holidays, with a **response time of less than three hours from the date of** the notification.

The maintenance officer must be fully trained in the implementation of any emergency procedures that may need to be adopted.

The procedure **in case of accident or accident will be** agreed, in detail, with the person responsible designated by The Property. In any case and unless otherwise agreed, the following steps will be followed:

- All measures necessary for the safeguarding of persons and property shall be taken immediately.



- Is put in motion all the security measures and/or possible repairs.
- Is notified The property.
- Is lend a reinforcement of the maintenance work in special situations such as claims or any other unforeseen event or event. -
- Corrective maintenance work that has to be performed as a result of the response to an emergency outside working hours will be billed independently, as long as it is demonstrated that the breakdown was not caused by a lack of compliance with maintenance work.

With regard to the tools and materials necessary to carry out this work, **the provisions of paragraph 9** must be taken into account.

6.3 END OF CONTRACT

Within **fifteen (15) days before the end** of the contract, the Contractor shall deliver the following documents, inter alia:

- The **Maintenance Book** of each building.
- A **final report** after inspection for each of the installations, elements and systems. It will include a detailed list of the facilities and their components, the technical and historical data sheets of the equipment, the preventive maintenance activities and, where appropriate, the corrective, in addition to the comments, documents, reports, etc., that The Property deems appropriate and are in relation to the works subject to the contract.
- A **final list of the state of the warehouse** that includes the materials used during the year, properly classified and with expression of their cost, as well as the remnants, the technical sheets of said materials, supplier directory, etc.

The documents to be delivered at the end of the works subject to the contract will be delivered on paper and in digital format in accordance with the guidelines determined by The Property at the time.

7 OTHER SERVICES INCLUDED IN MAINTENANCE

The following is included in the maintenance:

- **Collaboration through advice and technical support**, coordination and supervision to **The Property** in matters of maintenance, works and facilities that, even if it is not the competence of the successful tenderer, is related to the area of knowledge of the subject matter of these specifications. This includes advice on the following matters:
 - o Safety of facilities, buildings, and adaptation to current regulations.
 - o Information on changes in legislation during the term of the contract that may involve the total or partial modification of the facilities.
 - o Forecast of problems, breakdowns or incidents in the facilities.
 - o Improvements in equipment or systems and in the maintenance actions themselves.
 - o Optimization of the economic performance of the facilities and their efficiency in operation.
 - o Analysis and forecast of maintenance and depreciation costs.
 - o Preparation of budgets for corrective maintenance repairs.
 - o Support in contracting with suppliers service companies.



- Training and instruction for Property staff as required
- Coordination and **supervision of the activities carried out by other companies** or suppliers that perform other maintenance tasks for any circumstance (may be supervening) on the systems subject to this contract. Where those undertakings have been contracted directly by the successful tenderer, the latter must also be responsible for the correctness of those works.

In the event that any repair requires **small aids** for masonry, locksmithing, carpentry **or auxiliary and support work** necessary for the normal development of maintenance tasks, it will be understood that these aids, as well as the replacement of the affected areas to their original condition, are included in the tender of the tenderer.

8 HUMAN RESOURCES

For the execution of the works included in this PPTP, the Contractor shall make available to the property the operation and maintenance technicians listed below:

- **Staff from 8 a.m. to 8 p.m., Monday to Friday**, present in accordance with the Preventive Maintenance Plan set out in **Annex II**.
 - **1 technical supervisor responsible for the contract**, with a qualification as a technical engineer or similar and a minimum experience of five years in the maintenance of buildings and installations.
 - **2 engineers specialised in electromechanical installations**, with a minimum experience of 5 years in the maintenance of buildings and installations of the same type as the subject of this document. These operators will direct and carry out the maintenance work in the air conditioning, electricity, plumbing, masonry, gas and hydraulic installations.
 - **3 multipurpose handyman operators**, with minimum experience of 3 years and general knowledge of maintenance and repair of electrical installations, air conditioning, carpentry, plumbing, etc. This operator will carry out small works of works, repairs and conditioning (appliances, carpentry, plumbing, masonry, welding, electricity, air conditioning, etc.) that are required by the Property and under the supervision of specialist engineers when necessary.
- **Staff from 20:00 to 8:00 hours:**
 - 1 technician with at least five years' experience in building and facility maintenance.
 - **1 handyman**, with at least 5 years maintenance experience.
- **24-hour contactable staff:**
 - **Supervisor:** with a degree of technical engineer, technical architect (or similar), with a minimum experience of 3 years in the maintenance of buildings and facilities of the same type as the object of this document, which will be the General Manager, responsible for the dialogue with the Embassy, located by mobile phone.



- **Specialists who are necessary to resolve emergencies** and interventions that may occur in the building in the different areas covered by this contract.

Where maintenance operations are to be carried out outside the working hours of the building on the ground that they are manifestly incompatible with the building, the Contractor shall be obliged to carry them out without incurring additional economic costs.

Leave for holidays, sickness or statutory leave shall be covered by other workers with the same professional qualification, this replacement being expressly included in the scope of this contract.

The technicians authorized to intervene on the site will be given an access authorization whose validity may be canceled at any time and without explanation to the Contractor.

The Property may demand without explanation the replacement of any subcontracted personnel who have not conformed to its requirements.

9 MATERIAL RESOURCES

9.1 WORK TOOLS

The Contractor must assign to the performance of the contract the technical resources necessary for the proper execution of the maintenance, such as IT equipment, measurement and control equipment, tools, etc.

It will also be responsible for the associated cost of vehicles, travel, telephones, short-range transmitters, protective equipment and uniforms with company badge for personnel in charge of maintenance etc.

All these tools and work equipment will be the property of the Awardee, who, where appropriate, will remove them from the building at the end of the contract.

In a summary and non-exhaustive manner, the Awardee must have the following resources:

- Vehicles for travel between the buildings covered by the contract, bearing those costs.
- Mobile phone for each of the assigned operators, assuming the costs generated.
- You will need to provide all the necessary tools to be able to perform the maintenance functions correctly.

9.2 NECESSARY MATERIAL

The Contractor shall ensure that all **consumable materials, consumables and spare parts necessary for normal preventive, regulatory and corrective maintenance of the contracted facilities are available and available immediately 365 days a year** through its warehouses.

- **Expandable material:** consumables shall mean all those elements which are part of an equipment or installation and which are characterized by a short lifespan, either normally or randomly, together with a reduced unit price, such as screws, nuts, washers and the like, gaskets of all types, insulators and electrical connection material, fittings for lighting, capacitors and others, light indicators, warning lights, air filters, sieve filters (water), filtration sand, diesel filters, flexible high-pressure hoses, straps of all types, gratings and supports, various clamping and fixing material, clamps of different diameter, pipe-pass wrenches, differentials up to 40 A, mantles, bearings and bearings, springs, mantles, plugs, closures,



shoes, rubbers, rubber parts or membranes, teflon tape seals etc.

The supply of consumables **will be borne by the successful bidder** at no cost to La Propiedad.

- **Consumable materials:** Consumable products shall be understood as all those products that, while not forming part of the installation itself, are used in the operation or maintenance processes of the facilities and are consumed on a regular basis. These include lubricants (oil, grease, and similar), cleaning products for parts and repair elements, welding electrodes, abrasive discs and sandpaper, cleaning cloths, tapes and seals, refrigerant gases, refills to maintain pressure in refrigeration circuits, unclogging products, anti-corrosion products, paint and accessories, adhesive tapes, electrical cables of various diameters, and similar items.

The supply of consumables **shall be the responsibility of the successful tenderer**, with the exception of operating consumables such as water, electricity, fuels, etc.

- **Spare parts :** Spare parts shall mean all fixed parts of equipment or installation which are not included in the preceding paragraphs and which are essential parts for the operation of such equipment.

The spare parts necessary to meet the maintenance needs shall be borne by **La Propiedad**, provided that it is demonstrated that the need was not caused by a lack of compliance with the maintenance tasks.

The spare parts will always be original and specifically intended for the installation, element or machinery that is subject to repair. In the event that this type of spare part is not on the market, the used one must have characteristics equivalent to the original and must maintain the same quality criteria and guarantees of use.

10 RESPONSIBILITIES OF THE CONTRACTOR

Without prejudice to other responsibilities set out in these specifications, the Contractor shall also assume the following responsibilities:

With regard to material resources:

- Quality controls of all material resources used in maintenance

With regard to Maintenance staff

- Implementation of Occupational Risk Prevention Service and adoption of all necessary occupational safety and health measures.
- Provision of personal and collective protective equipment that corresponds to your personnel to safely perform maintenance tasks.

With regard to existing installations

- That the premises where the maintenance personnel operate are perfectly clean and without dust or waste of any other kind generated in the maintenance work.
- Collection and management of the waste generated, following the instructions that in each case are determined by La Propiedad.
- Protection of existing installations: During the execution of the works, the Contractor must ensure the correct protection of all adjacent facilities, equipment and materials in order to prevent their deterioration.



If any type of damage is detected in facilities, equipment or materials adjacent to the planned intervention, the Contractor must notify La Propiedad of the existence of the same prior to the start of its 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.

If the repair has not been carried out or started within four hours of its detection or if the repair is not in conformity with the responsibility designated by La Propiedad, La Propiedad may arrange for the repair of the repair by such means as it deems appropriate, deducting the costs arising from the payments to be made to the Contractor in accordance with the contract.

11 WARRANTY OF WORK

In the case of repairs and replacement of parts, the Contractor shall ensure their proper functioning for a period of at least one year.

12 CONFIDENTIALITY OF INFORMATION

The Contractor shall undertake to treat with absolute discretion and confidentiality all information accessed as a result of the contract. This obligation of confidentiality regarding personal data shall remain in force even after the relationship between the obligated party and the data controller or processor has ended. All personnel involved in maintenance work shall carry proper identification, and their personal data shall be available to the Property.

At all times, the instructions and protocols established by the Property regarding the security of the premises shall be followed.



ANNEXES

ANNEX I: GENERAL PLANS OF THE BUILDINGS

ANNEX II: DESCRIPTION OF INSTALLATIONS AND INVENTORY

ANNEX III: PREVENTIVE FACILITY MAINTENANCE ACTIVITIES



ANNEX I (SEE DOCUMENT IN SPANISH)



ANNEX II: DESCRIPTION OF INSTALLATIONS AND INVENTORY

The description of the facilities is made as a guide, so the exclusion of any or any of its components will not leave it out of the contract. Likewise, any increase, modification or replacement of the components of the facilities will be automatically included unless it has by itself, in the opinion of both parties, sufficient entity to consider that the resulting installation is not the same as the existing one when contracting.

1. CLIMATE INSTALLATION

- 1 GRAND gas boiler IMPEX
- 3 DAIKIN chillers.
- 2 LIANG CHI water cooling towers.
- 26 ITUR motor pumps.
- 97 ventiloconvectors/fan-coils DAIKIN.
- Three-way valves and thermostats of ventiloconvectors/fan-coils.
- Electrical panels.
- 9 Splits of air conditioning for the garitas, zone of attention to the public and residence of policemen.

2. INSTALLATION OF A.C.S.

- 1 Electric thermo-accumulator of 1000 liters.
- 5 KHILJI electric thermo-accumulators (in police residence area)

3. ELECTRICAL INSTALLATION

- 1 medium voltage connection cable: Aluminium 15/25 kV.
- 1 distribution center.
- 1 processing centre: 2 500 kVA AEG transformers.
- 2 generators CATERPILLAR 3306, 210 kW / 262 kVA.
- 1 perimeter ground network.
- 1 low voltage general electrical panel.
- 20 secondary electrical panels.
- Electric cables.
- Ducts.
- Lights.
- Devices.

4. GAS INSTALLATION

- Pipe, valves and accessories.

5. PLUMBING INSTALLATION

- 2 ITUR pressure equipment.
- or 2 water filters (siliceous sand filter and carbon filter).
- 1 tank of domestic hot water.
- 1 circulation pump for domestic hot water.
- 1 water filter and for the pool.
- Sinks, toilets
- taps



6. INSTALLATION OF INTERNAL FONTANERY OF BUILDINGS

- Pipes, valves and pressure pumps.
- Sanitary appliances and taps.
- Drains.
- Septic tank wastewater pumping system.

7. SWIMMING POOL

8. IRRIGATION SYSTEM

- Network of pipes and valves
- Sprinklers
- Irrigation controller

9. FIRE, ALARM AND SECURITY PROTECTION SYSTEM

- 31 ABCE dust extinguishers.
- 2 CO2 extinguishers.
- Volumetric detectors.
- Metal detectors.

10. FOOTWEAR AND BARRERA BLOCKING DEVICE

11. GENERAL ELEMENTS OF BUILDINGS

- Roof or deck.
- Rainwater drainage: gutters, downspouts, etc.
- Wastewater drainage.
- Exterior walls and facades.
- Interior walls.
- Copper roof.
- Wooden elements.
- Iron and metal components.
- Machine room.
- Fountains



ANNEX III: PREVENTIVE FACILITY MAINTENANCE ACTIVITIES

This annex contains a brief description of the minimum maintenance operations required both by the facilities, elements and equipment and by the construction conditions of the building.

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

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

Note: In addition to what is indicated generically in the sheets, the maintenance programs indicated in the documentation of each of the equipment, which is held by the Property, will be observed.

(Models of the activity tracking templates sheets are included in the Spanish document)