



TERMS OF REFERENCE

**EXTERNAL PROPERTY MANAGEMENT CONSULTING FIRM FOR THE  
PHILIPPINE RED CROSS (PRC) TOWER**

37 EDSA corner Boni Avenue, Mandaluyong City

**I. INTRODUCTION**

The Philippine Red Cross (PRC) desires to carry out the procurement of the services of an External Property Management Consulting Firm, hereunder referred to as "PMC", for the PRC Tower and PRC Logistics and Multipurpose Center to solicit proposals from experienced and professional companies dealing with facilities and property management to be able to find a PMC that will offer the best value for money in the interest of PRC. The PMC shall provide its services for the building management and technical maintenance of the PRC Tower located at 37 EDSA corner Boni Avenue, Mandaluyong City and the PRC Logistics and Multipurpose Center located at Apo corner Pinatubo Streets, Brgy. Barangka Ilaya, Mandaluyong City.

**II. BACKGROUND**

The PRC Tower houses the offices of the PRC National Headquarters. To date, the building comprises of the following offices:

*Ground Floor to Up*

The operation and management of the building is currently being handled by the Building Administration Office under the General Services Office of the PRC.

**ii.1. Building Summary**

The building has 12 floors and two sub-ground levels (Lower Ground and Basement) and one roof deck. The first two floors are public access areas for the people who will need and who will donate blood. The Ground Floor is the only public access point to the remaining floors of the building but emergency stairs are accessible until the basement. The main entry point is along EDSA. Floor 2 houses the Operations Center of PRC including its Radio Room and Call Center, Multipurpose Hall, and Command Center. Floors 3-5 are currently accommodated by the tenant, EDCOP. These are the only floors that have not yet been renovated. Different Red Cross and Red Crescent Societies and other partners of PRC occupy the 6<sup>th</sup> and 7<sup>th</sup> floors of the building. The major and support offices of the PRC is located from the 8<sup>th</sup> to 10<sup>th</sup> floors of the building. The Penthouse level of the building is used for the meetings of the PRC Board of Governors and other high level meetings and events.

The building operates on weekdays Mondays to Fridays, from 8:00 am to 6:00 pm except for the Ground and 2<sup>nd</sup> Floors which operate 24/7. Air conditioning units run only during the office hours to maintain temperature and humidity in the building. Electrical and water supply are available to building tenants both during office and non-office hours. Access within the floors are controlled by a security officer and a door access security device capable of facial recognition.

**II.2. Other information regarding the building**

ITEMS	REMARKS						
Heating, Ventilation, and Air Conditioning (HVAC) System	<p>The air conditioning of the 3F, 4F, and 5F (occupied by EDCOP) is supplied via a water cooling tower that was built around 1995 when the building was constructed. The cooling tower, which is located on the Roof Deck of the building, can produce cool water from the air flow that enters beneath the fill area. The water is sprayed through pressurized nozzles near the top of the tower, and then flows downward through the fill, opposite to the air flow.</p> <p>The air conditioning of the renovated floors is supplied via variable refrigerant flow system (inverter- Koppel brand). The air-cooled condensing units installed at the Roof Deck and 3<sup>rd</sup> Floor Deck of the building are connected via refrigerant pipes to the fan coiled units distributed on each floor. The fan coiled units installed inside the building are composed of ceiling concealed units (ducted), cassette type units, and wall mounted units. Every renovated floor is composed of independent VRF system. Every hallway is connected to its designated ceiling concealed unit while every office area has distributed cassette type units. The air conditioning units at the Ground Floor, Mezzanine, and 2<sup>nd</sup> floor have their respective backup system/ units since these areas operate 24/7.</p>						
Electrical and lighting system	<p>Power is supplied to the facility via the 1000 kVA, 230V, 3P, 3W+G Pad mounted transformer. The transformer power is stepped down then distributed to the building through an existing Low Voltage Switch Gear (LVSG) and through 2 new LVSGs that cater the following floors:</p> <table border="1" data-bbox="555 1570 1426 1682"> <tbody> <tr> <td data-bbox="555 1570 756 1608">LVSG 1 (new)</td> <td data-bbox="756 1570 1426 1608">7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and Penthouse floors</td> </tr> <tr> <td data-bbox="555 1608 756 1646">LVSG 2 (new)</td> <td data-bbox="756 1608 1426 1646">Ground, Mezzanine, 2<sup>nd</sup>, and 6<sup>th</sup> floors</td> </tr> <tr> <td data-bbox="555 1646 756 1682">LVSG 3 (old)</td> <td data-bbox="756 1646 1426 1682">2 elevators</td> </tr> </tbody> </table> <p>Each LVSG is connected to its own generator set (600kVA, 450 kVA, and 375kVA). Only the old generator set connected to the old LVSG is manually operated while the generator sets connected to the new LVSG have automatic transfer switches (ATS). Most of the lighting in the</p>	LVSG 1 (new)	7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> , 10 <sup>th</sup> , and Penthouse floors	LVSG 2 (new)	Ground, Mezzanine, 2 <sup>nd</sup> , and 6 <sup>th</sup> floors	LVSG 3 (old)	2 elevators
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