

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
 2330 Roxas Boulevard, Pasay City

TERMS OF REFERENCE

LEASE OF CCTV EQUIPMENT FOR THE DFA TEMPORARY OFFICE

ABC: PHP 1,000,000.00

Item																																																		
I	<p>Objective</p> <p>In addition to the existing CCTV System provided by the building owner, DoubleDragon Tower Inc. to the common areas in the Department of Foreign Affairs' (DFA) Temporary Office, the DFA intends to procure the lease of additional Closed Circuit Television (CCTV) equipment from a reputable company to provide a quality video surveillance system that shall have a platform solution optimized for applications to view, store and manage real time and recorded video in a networked environment covering the DFA's leased premises.</p>																																																	
II	<p>Location</p> <p>DFA TEMPORARY HEADQUARTERS Double Dragon Tower, DD Meridian Avenue, Brgy. 76, Pasay City</p>																																																	
III	SCOPE OF WORK	Statement of Compliance																																																
	<p>The Lessor shall:</p> <p>a. Supply, deliver and install the CCTV components such as but not limited to the following as per the proposed locations shown in ANNEX A:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">No</th> <th style="text-align: center;">Description</th> <th style="text-align: center;">Qty</th> <th style="text-align: center;">Location</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>32 Ch Network Video Recorder</td> <td style="text-align: center;">2</td> <td>CCTV Room</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Dome Camera</td> <td style="text-align: center;">54</td> <td>Refer to Annex A</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Bullet Camera</td> <td style="text-align: center;">1</td> <td>Refer to Annex A</td> </tr> <tr> <td style="text-align: center;">4</td> <td>55" LED Monitor</td> <td style="text-align: center;">2</td> <td>CCTV Room</td> </tr> <tr> <td style="text-align: center;">5</td> <td>TV Floor Stand</td> <td style="text-align: center;">2</td> <td>CCTV Room</td> </tr> <tr> <td style="text-align: center;">6</td> <td>24 ports POE SWITCH</td> <td style="text-align: center;">1</td> <td>CCTV Room</td> </tr> <tr> <td style="text-align: center;">7</td> <td>16 ports POE SWITCH</td> <td style="text-align: center;">3</td> <td>10F,8F,6F Security Desk IDF</td> </tr> <tr> <td style="text-align: center;">8</td> <td>Gigabit Switch</td> <td style="text-align: center;">2</td> <td>CCTV Room MDF, 6F IDF</td> </tr> <tr> <td style="text-align: center;">9</td> <td>Data Cabinet (MDF)</td> <td style="text-align: center;">1</td> <td>CCTV Room</td> </tr> <tr> <td style="text-align: center;">10</td> <td>IDF</td> <td style="text-align: center;">3</td> <td>10F,8F,6F Security Desk</td> </tr> <tr> <td style="text-align: center;">11</td> <td>MDF UPS</td> <td style="text-align: center;">2</td> <td>CCTV Room</td> </tr> </tbody> </table>	No	Description	Qty	Location	1	32 Ch Network Video Recorder	2	CCTV Room	2	Dome Camera	54	Refer to Annex A	3	Bullet Camera	1	Refer to Annex A	4	55" LED Monitor	2	CCTV Room	5	TV Floor Stand	2	CCTV Room	6	24 ports POE SWITCH	1	CCTV Room	7	16 ports POE SWITCH	3	10F,8F,6F Security Desk IDF	8	Gigabit Switch	2	CCTV Room MDF, 6F IDF	9	Data Cabinet (MDF)	1	CCTV Room	10	IDF	3	10F,8F,6F Security Desk	11	MDF UPS	2	CCTV Room	
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12	IDF UPS	3	6F,8F,10F
13	8TB Hard Disc Drive	4	CCTV Room

- b. The above-mentioned CCTV equipment shall either be brand new or used for only two (2) years. In the event that the equipment to be supplied are already used, the Lessor shall ensure that the equipment is in good working condition and shall provide the Lessee a proof of either the manufacturing date or date of acquisition of the equipment, which shall be within the years 2021 to 2024;
- c. Provide consumable materials, labor, tools, equipment, test instruments, apparatus, specialties and other services necessary to complete the installation and commissioning of the additional CCTV components for the DFA Temporary Office;
- d. Be responsible for the installation of CCTV components, including termination to the cabling provision. The Contractor shall provide necessary connectors and consumable materials;
- e. Upon delivery, must request from Lessee an approval of specifications and inspection of CCTV components to be installed for verification and audit purposes;
- f. Take photographs of before, during, and after work to be used for progress photos and report to be submitted weekly;
- g. Perform the testing and commissioning of all installed components. All necessary tests, services and inspections to ensure the system functions and shall be checked and approved by the Lessee before the acceptance;
- h. Conduct training and orientation for Lessee's technical team on the operation and maintenance of the system;
- i. Submit the hard and soft copies (stored in flash drive) of the following to the DFA upon completion of the project:
 - Signed and Sealed As-built plan
 - Brochures and technical specification
 - Operations & Maintenance Manuals
 - Detailed equipment list stating the location, make model, serial numbers, firmware among others.
 - Result of system test
 - Progress reports/photos with date and brief description of work
 - Warranty/Guarantee Certificate stating that all works executed under this project are free from material defects and workmanship

	<ul style="list-style-type: none"> • Training Certification of attendees for Operations and Maintenance of the system. <p>j. Conduct restoration works at its own expense in the event that the Lessor has damaged existing finishes or any components at the premises during the installation and leased period;</p> <p>k. During the lease period, shall ensure that each leased piece of equipment is in good working condition. The Lessor shall conduct regular monthly check-up and maintenance of the equipment;</p> <p>l. In addition to the regular maintenance during the lease period, it shall immediately respond to breakdown calls within twenty-four (24) hours to check and repair the equipment;</p> <p>m. In case of major breakdown and/or repair, the Lessor shall replace the equipment immediately to ensure continuous operation; and,</p> <p>n. In the event that the equipment's repair will exceed two (2) days, the Lessor shall inform the Lessee through a written notice of the cause of the breakdown and shall secure written approval from the Lessee to when the operation of the equipment will be restored and/or replaced. Failure to secure approval may be subject to a deduction on a monthly billing equivalent to the daily leased rate of each piece of equipment.</p>	
IV.	<p>Site Inspection</p> <p>The work shall be based on the existing data and physical condition at the worksite. No increase in cost or extension of time will be considered for failure to inspect and examine the worksite and site condition.</p> <p>The bidders for this contract must secure a Certificate of Site Inspection from the End-user prior to the opening of bids and said certificate shall form part of the bid documents to be submitted.</p> <p>In the Certificate of Site Inspection, the bidder acknowledges and warrants to have inspected and examined the sites and their surroundings and has satisfied itself by submission of its Bid Offer as to the nature of the work and materials necessary for the completion of the project, the means of access to the site, the accommodation that may be required and all necessary risks, contingencies and other circumstances which may influence or affect the Bid Offer.</p>	
V.	<p>TECHNICAL SPECIFICATIONS</p> <p>The CCTV components shall have the minimum specifications or equivalent:</p>	

No	Description	Quantity
1	32 Ch Network Video Recorder H.265/H.264 Codec Decoding - Max 200Mbps Incoming Bandwidth - Up to 8MP Resolution for Review and Playback - Up to 2ch@4K/8ch@1080P decoding - HDMI/VGA simultaneous video output	2
2	Dome Camera 2MP (1920x1080p) @20fps, 1/2.8" image sensor Smart H265+/264+ 2.8mm Fixed Lens Smart IR, Max. 30m DWDR, HLC, BLC PoE, IP67	54
3	Bullet Camera 2MP (1920x1080p) @20fps, 1/2.8" image sensor Smart H265+/264+ 2.8mm Fixed Lens Smart IR, Max. 30m DWDR, HLC, BLC PoE, IP67	1
4	55" LED Monitor Resolution: 3840x2160 (4K) Backlight: DLED Brightness/Luminance: 300cd/m2 Contrast: 1300:1 Frequency: 60Hz	2
5	TV Floor Stand for 55" Monitor (With Wheels)	2
6	POE SWITCH All-giga Ports 16 x RJ45 10/100/1000 M (PoE) 2 x RJ45 10/100/1000 M 2 x SFP 100Mbps (combo) Support PoE watchdog, Intelligent PoE PoE budget: 230W	3
7	POE SWITCH All-giga Ports 24x RJ45 10/100/1000 M (PoE) 2 x RJ45 10/100/1000 M 2 x SFP 100Mbps (combo) Support PoE watchdog, Intelligent PoE PoE budget: 370W	1
8	Gigabit Switch 8-Port Gigabit Switch, POE, up to 16 Gbps switching capacity compatible to the Department's existing fleet	2
9	Data Cabinet for Main Distribution Frame (MDF) 15RU, 2.5ft with Power Distribution (PDU),	1

	Exhaust Fan and cable organizer, Floor Mount Cabinet		
10	Intermediate Distribution Frame (IDF) 1ft - 1.5ft with PDU, Exhaust Fan and cable organizer, Floor Mount Cabinet	3	
11	UPS 1200VA 2 x 12V/8Ah 6x Universal Socket	2	
12	UPS 1000VA 2 x 12V/8Ah 6x Universal Socket	3	
13	8TB Hard Disc Drive	4	
<p>Note:</p> <p>The site already has provision of CAT6 cable only for each proposed location of CCTV camera, including its riser going to the CCTV room. In this regard, the Lessor shall adopt and provide compatible components and required connectors with the existing provision and site condition.</p> <p>In addition, the system is STRICTLY not internet-based. The system shall work and store real-time data without an internet connection.</p>			
VI.	<p>Contractor's Qualifications</p> <p>The Contractor shall comply with the following minimum requirements:</p> <ol style="list-style-type: none"> 1. At least five (5) years experience upon commencement of the contract in the supply and installation of CCTV System; 2. PhilGEPS member; and 3. With a good track record. 		
VII	<p>Lessor's Personnel Qualifications</p> <p>The minimum requirements of Lessor's key personnel to be assigned to the Contract is as follows:</p> <ol style="list-style-type: none"> 1. Project Supervisor <p>Qualified CCTV Technician/Engineering/IT expert(s) with atleast five (5) years relevant experience and knowledge in cameras, wiring and cabling, IT networking principles, network configuration protocols, CCTV maintenance and surveillance set-up. The qualified expert(s) shall be in charge of the design, implementation and supervision of works on the project.</p> <p>For the qualified expert(s) shall provide the following information:</p> <ol style="list-style-type: none"> a. Professional Qualifications (relevant Training 		

	<p>and Certificates);</p> <ol style="list-style-type: none"> b. Relevant Education and levels and dates; c. Chronological employment history, including role in any previous similar projects; and d. At least five (5) years of experience in similar projects. <p>2. Technician/Installer</p> <p>Qualified CCTV Technician/Engineering/IT expert(s) with atleast three (3) years relevant experience and knowledge in cameras, wiring and cabling, IT networking principles, network configuration protocols, CCTV maintenance and surveillance set-up. The qualified expert(s) shall be in charge of the installation works on the project.</p> <p>For the qualified expert(s) shall provide the following information:</p> <ol style="list-style-type: none"> e. Professional Qualifications (relevant Training and Certificates); f. Relevant Education and levels and dates; g. Chronological employment history, including role in any previous similar projects; and h. At least five (3) years of experience in similar projects. <p>3. Health and Safety Officer</p> <p>Assigned Safety Officer will be responsible for the overall safety of the project. He/She shall ensure safe working conditions and compliance with all safe operating procedures in the site.</p> <p>The Contractor shall provide the following information:</p> <ol style="list-style-type: none"> a. DOLE Certification; b. Relevant Education and levels and dates; c. Chronological employment history, including role in any previous similar projects; and d. At least two (2) years of experience in similar projects. 	
<p>VIII.</p>	<p>Contractor's Obligations</p> <p>1. Material and Performance Specification</p> <ul style="list-style-type: none"> ● All materials that will be supplied for the project shall be of high standard, and all activities that will be undertaken shall be conducted with the highest regard for quality and safety. Only skilled personnel with similar work 	

experience shall be allowed to undertake the same;

- Warrant the availability and authenticity of all materials and equipment it will deliver and shall repair/replace any defective unit and correct installation errors at its own expense and account.
- CCTV units and their accessories must be locally available. Ensure that local support and maintenance services are accessible for the supplied equipment.
- Materials should comply with relevant industry standards and regulations.

2. Safety and Environmental Provision

- The Lessor shall keep the area and its vicinity clean at all times after work. Waste segregation implemented by the DoubleDragon's Property Management Office and the Department should be observed.
- All workers shall be provided with the mandatory Personal Protective Equipment (PPE) which will be used during the performance of their duties:
- Observe the Department and DoubleDragon's Property Management Office rules and regulations at all times and provide uniforms with printed names to deployed personnel.

3. Coordination

- Coordinate with the Lessee prior to commencement of work in securing work permit and gate pass;
- Coordinate with Lessee to obtain a copy of the building layout drawings, specifically indicating the locations for the CCTV units, their accessories, and the video monitoring and recording equipment.
- Adhere to the rules and regulations implemented by the DFA and the DoubleDragon's Property Management Office inside the premises;
- Report before and after work to the designated personnel of Lessee. Provide a report and update of the work done at the end of the day;
- Provide the Department a dedicated hotline for emergency calls. This includes weekdays and Holidays.

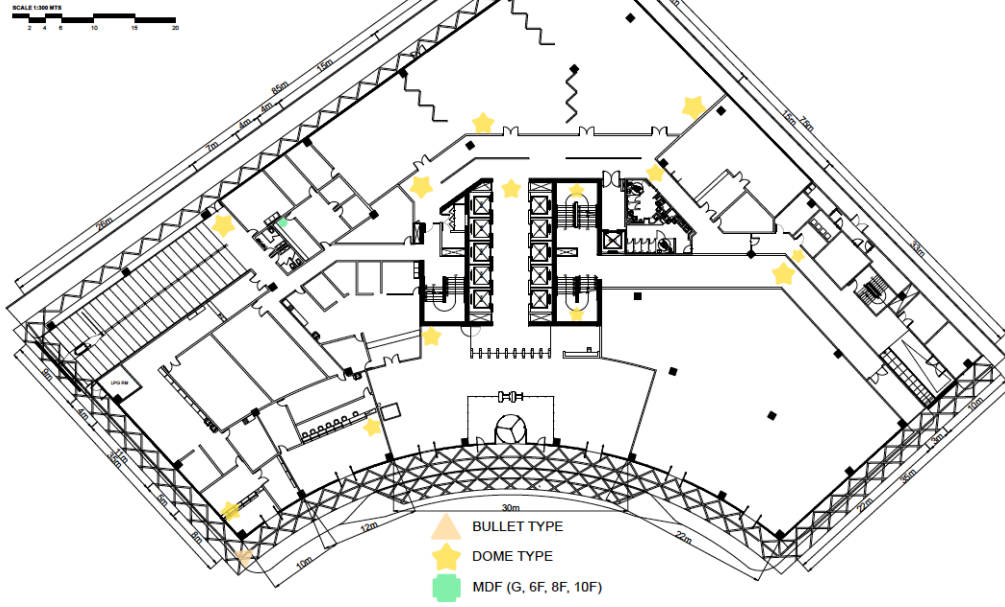
	<p>4. Documentation and Compliance:</p> <ul style="list-style-type: none"> • Submit all necessary documentation, including material data sheets, certificates of compliance, and warranty information. • Conduct regular inspections and provide progress reports to ensure compliance with specifications and timelines. <p>5. Others</p> <ul style="list-style-type: none"> • Comply with the periods and scope of works set forth in the Terms of Reference (TOR) and be subject to payment deductions as a result of non-compliance thereto; and, • Comply with labor laws, rules and regulation, including payment of at least mandatory minimum wage, fringe benefits and 13th month pay to deployed personnel. 	
IX.	<p>Contract Duration</p> <p>a. The Contractor shall deliver, install, test and commission the security CCTV equipment within thirty (30) days from the receipt of Notice to Proceed (NTP); and,</p> <p>b. The lease duration shall be for the period of twelve (12) months (January-December 2025) from the completion of the installation of the CCTV components at the DFA Temporary Office.</p>	
X.	<p>Warranty</p> <p>The Contractor shall provide warranty for all the components installed for a period of twelve (12) months after issuance of the certificate of completion and acceptance.</p> <p>During the lease period, the Contractor shall replace/repair any defective components free of charge to the Department, and shall conduct a free check-up every month, and upon request of the end-user.</p>	
XI.	<p>Confidentiality Clause</p> <p>The Contractor shall ensure that all personnel who shall be assigned to the Department shall execute and sign a Non-Disclosure Agreement, which is to be submitted to the Department prior to the commencement of the service.</p>	
XII.	<p>Terms of Payment</p> <p>The first payment shall commence thirty (30) days after the issuance</p>	

	<p>of certificate of completion and acceptance.</p> <p>The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent, and other supporting documents examined by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	
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ANNEX A:

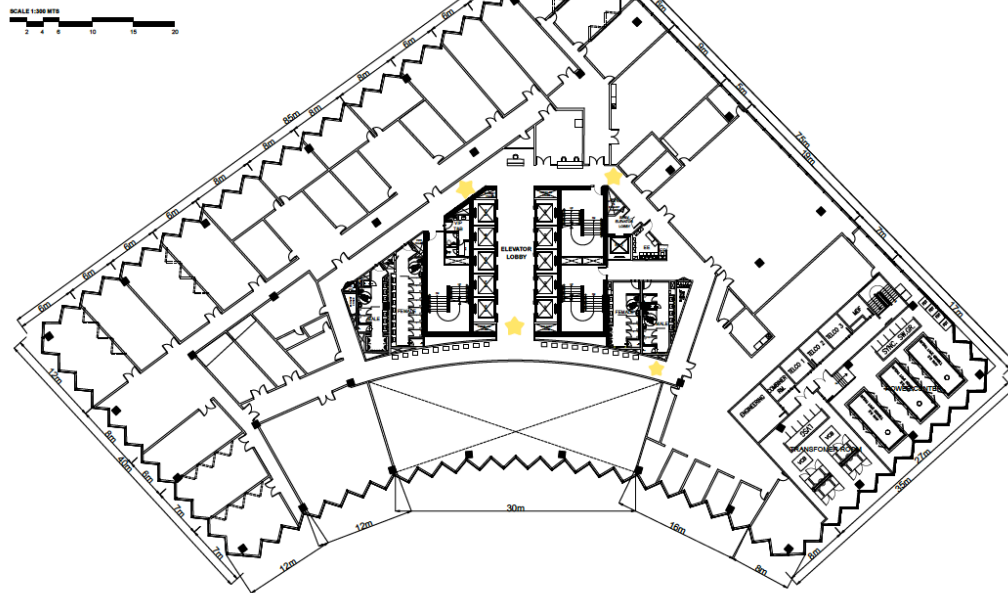
**DFA TEMPORARY HEADQUARTERS
DOUBLE DRAGON TOWER**

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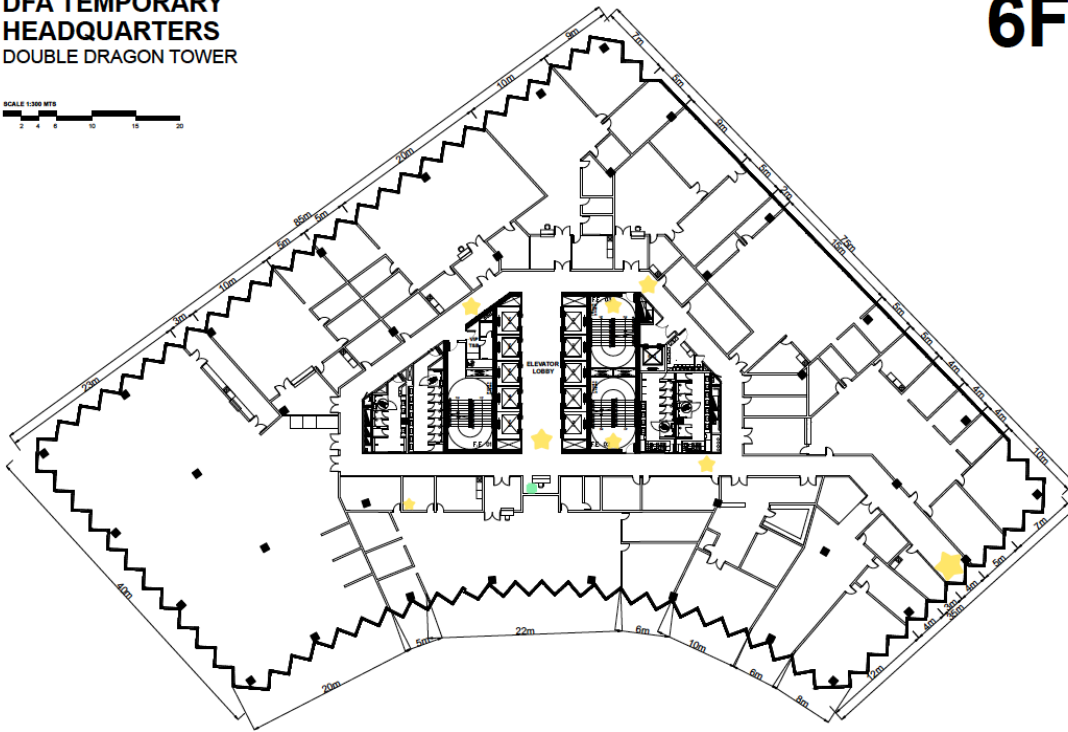
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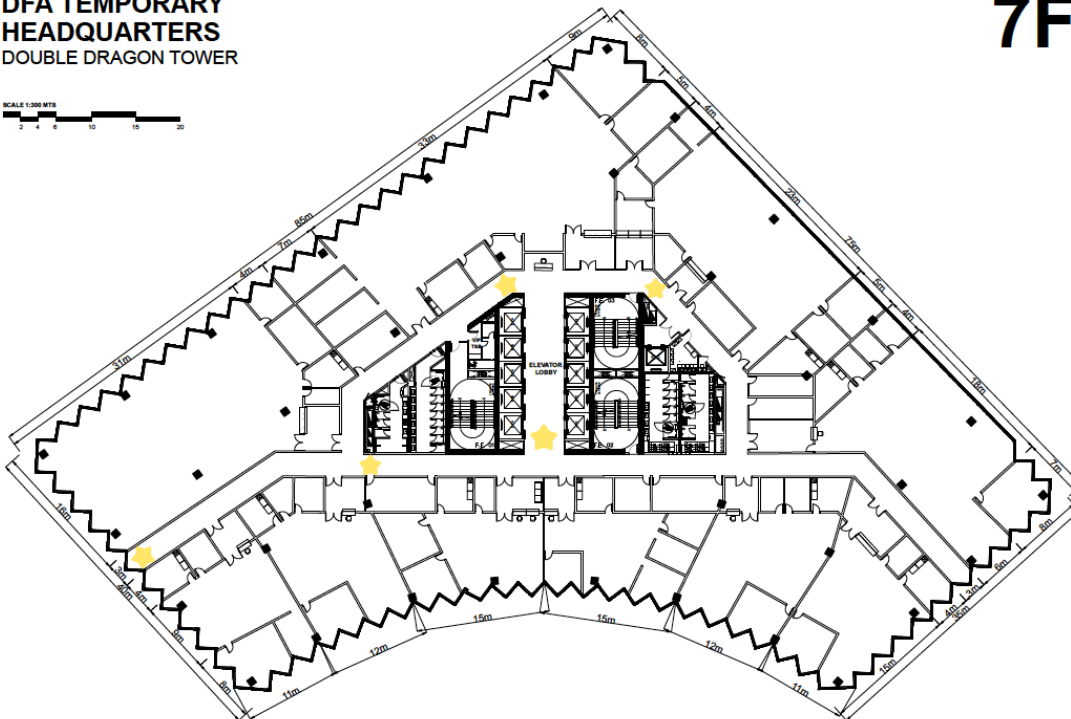
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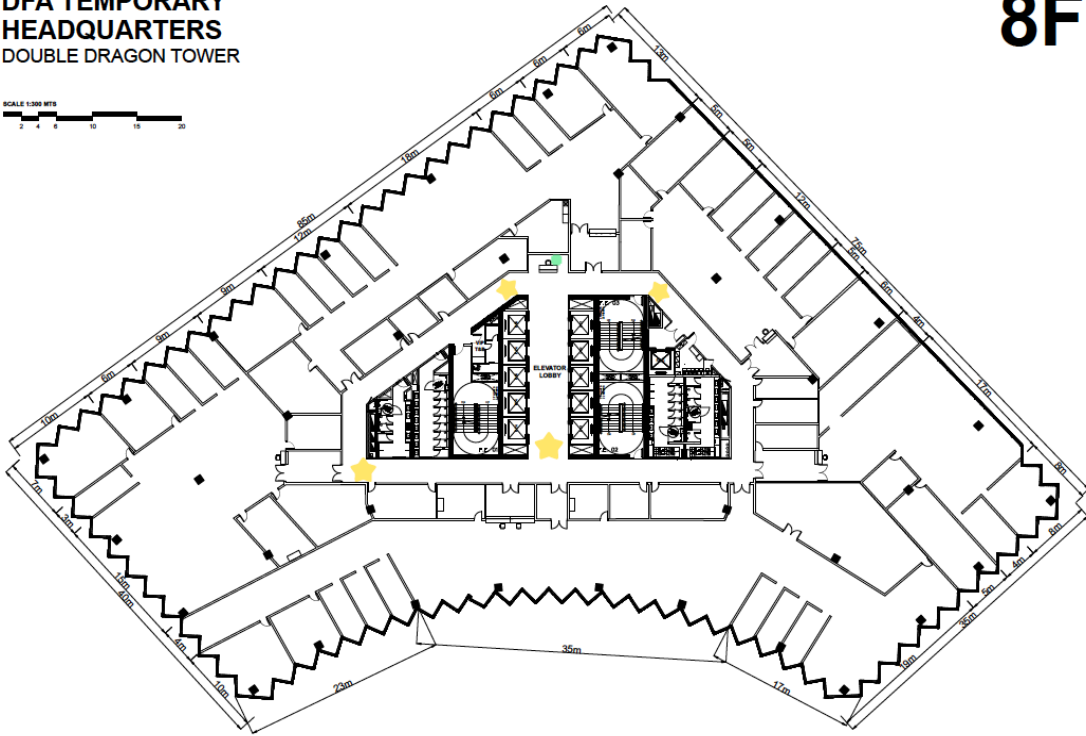
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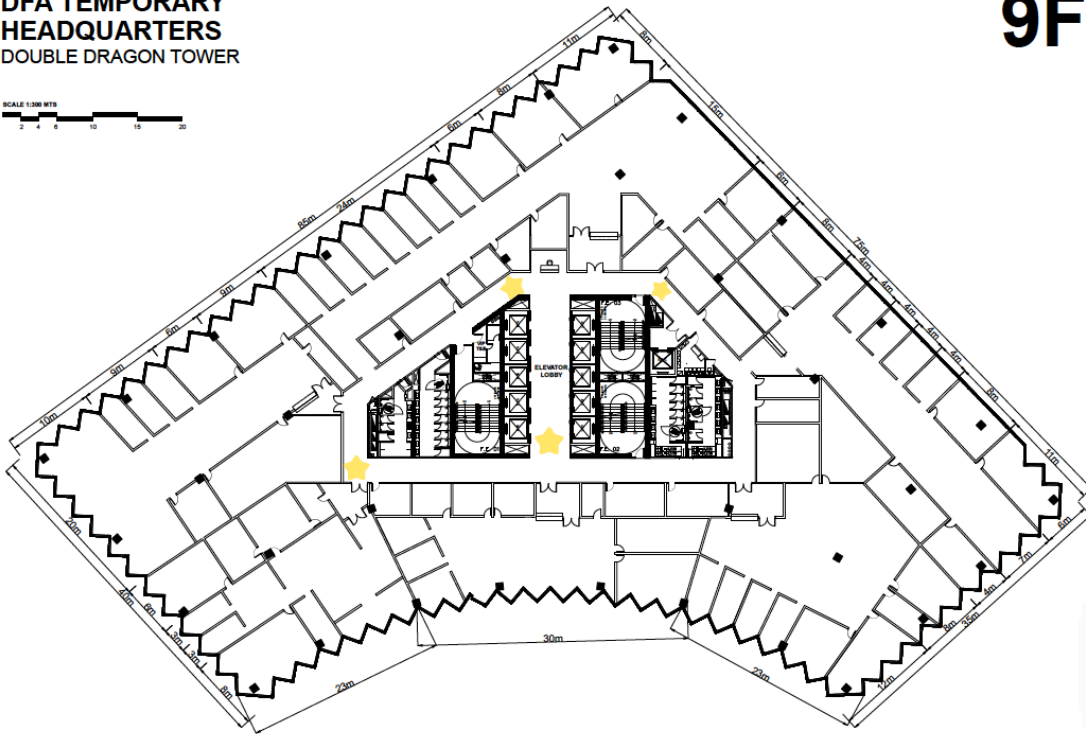
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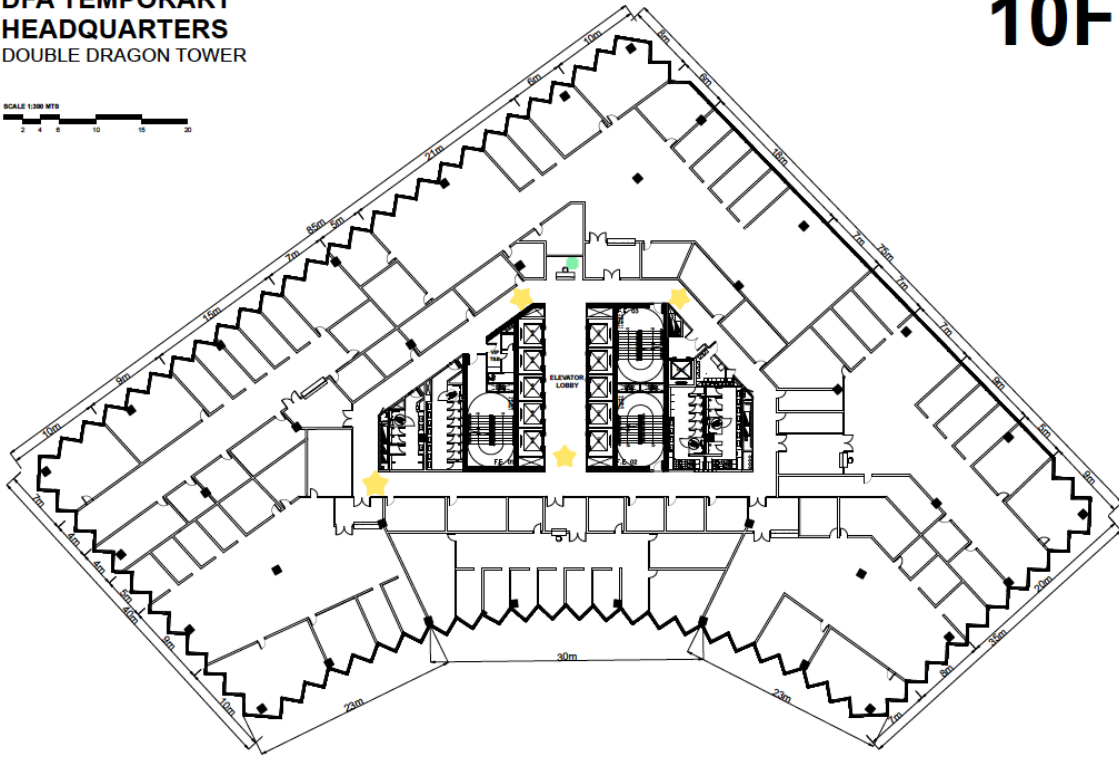
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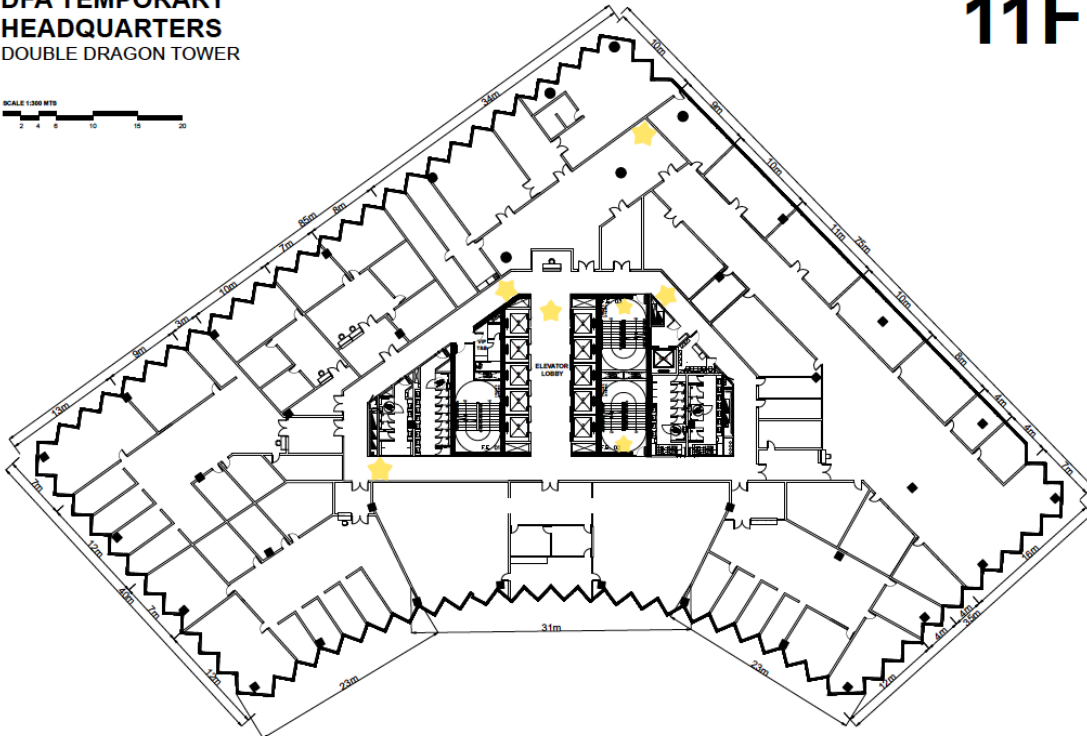
**DFA TEMPORARY
HEADQUARTERS
DOUBLE DRAGON TOWER**

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**DFA TEMPORARY
HEADQUARTERS
DOUBLE DRAGON TOWER**

11F



Note:

Bidders must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii)

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder’s Authorized Representative/s]

[Position]

[Date]