

TERMS OF REFERENCE

1. PROJECT TITLE

Preventive Maintenance for the Audio-Visual (AV) System at the Network Operations Center (NOC) of the Bureau of the Treasury.

2. DESCRIPTION

The project calls to provide monthly preventive maintenance for the audio-visual system at the Network Operations Center of the Bureau of the Treasury. This Project aims to maintain the AV system of the NOC to its optimum state.

3. AGENCY BUDGET FOR THE CONTRACT (ABC): Php 150,000.00

Note: Inclusive of 12% VAT and all other charges.

4. CONTRACT DURATION:

The winning CONTRACTOR shall provide Maintenance Services from July 2023 to December 2023.

PART I. Scope of Work and Service Breakdown	BIDDER'S STATEMENT
<p>1. Monthly Preventive Maintenance (1) once a month</p> <p>Complete system checking, function and performance to assure system reliability and monitor possible future breakdown.</p> <p>1.1. Physical checking, cleaning of equipment from dust, moist or any that may cause damage to equipment.</p> <p>1.2. Checking and securing all cables and connections from any loose or damages.</p> <p>1.3. Check all power source/ outlet or UPS for correct voltage supply.</p> <p>1.4. System control program testing and refresh if needed.</p> <p>1.5. Perform all sequence test on all control devices.</p> <p>1.6. Perform each equipment test, audio and video quality, switching, routing, delay, response, all buttons working and operational testing.</p> <p>1.7. Perform image quality configuration, alignment and resolution configuration if needed.</p> <p>1.8. Equipment life monitoring, lamps, cycle, filters if any.</p> <p>1.9. <i>Provision of 4 units DVI to HDMI converter</i></p> <p>1.10. All input and output routing and switching.</p> <p>1.11. Monitor spare parts needed for future failure/breakdown of equipment.</p> <p>1.12. After service/ maintenance report and status of the system.</p> <p>1.13. Other activities that would keep the AV system to its optimum state.</p>	

2. Service Helpdesk Support 2.1.1. The bidder must provide 24/7 support in any means of communication within the contract duration. Onsite technical service support on any concern that needed immediate service or support within 2 to 3 hours response time.		
PART II. BIDDER'S COMPLIANCE	BIDDER'S STATEMENT	REFERENCE
1. STATEMENT OF BIDDER'S EXISTENCE AND EXPERTISE 1.1. The bidder must be operating in the Philippines for the past Five (5) years providing Audio Visual products and services. 1.2. Due to the complexity of the implementation, Service Provider must have at least One (1) technician with either of the following certification(s): (submit certification as proof) 1.2.1. Certified Technology Specialist by AVIXA; or 1.2.2. has undergone AVIXA accredited training; or 1.2.3. have undergone training by an AVIXA enterprise member. 1.3. The bidder must have completed a single largest contract similar to the project to be bid equivalent to at least 50% of the ABC. Similar contracts are those related to: "Supply, Installation, Delivery and/or Maintenance of Audio-Visual System" . 1.4. Joint Venture not allowed.		
PART III. OTHER CONDITION AND REQUIREMENTS		BIDDER'S STATEMENT OF COMPLIANCE
2. DOCUMENTATION 2.1. Must provide monthly and quarterly maintenance report to be submitted at Hardware Maintenance Division office of Bureau of the Treasury. 2.2. Must submit updated audio-visual system diagram if it is modified.		
3. SERVICE ACCEPTANCE 3.1. A "Certificate of Completion" shall be issued after the last day of Preventive Maintenance. 3.2. Hand-over of the full inventory of maintained equipment.		
4. MODE OF PAYMENT 4.1. Monthly Payment 4.1.1. Must submit service reports: (monthly)		
5. NON-GRAFT CLAUSE 5.1. The winning supplier warrants that it has not given nor promised to give any money or gift to any officer or employee of the BTr, or any member of the Bids and Awards Committee, BAC secretariat or TWG, to secure this contract.		

6. APPLICATION OF PROCUREMENT LAWS	
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| 6.1. The provisions of Republic Act No. 9184 and its revised implementing rules and regulations shall apply to this procurement. | |
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