

TERMS OF REFERENCE

A. PROJECT TITLE:

ONE (1) YEAR PREVENTIVE MAINTENANCE OF THE SECURITY SURVEILLANCE SYSTEM OF THE AYUNTAMIENTO BUILDING FOR F.Y. 2025

B. DESCRIPTION:

The Bureau of the Treasury Central Office Security Surveillance System consists of One Hundred Twenty-Six (126) CCTV cameras, Six (6) Industrial monitors, Six (6) POE Switches, under a 1-year warranty including preventive maintenance services during the warranty.

To maintain continuous surveillance, extend the CCTV system's usable life, and thereby lower expenses, preventive maintenance is crucial. Frequent preventative maintenance will guarantee that the CCTV system is operating at peak efficiency and that the saved and recorded images are appropriate for their intended use.

C. AGENCY BUDGET FOR CONTRACT:

FIVE HUNDRED TWENTY THOUSAND PESOS (Php520,000.00)

Inclusive of all applicable tax.

D. GENERAL REQUIREMENTS

PART I – TECHNICAL SPECIFICATION	Bidder's Statement of Compliance
<p>A. SCOPE OF WORK</p> <ol style="list-style-type: none">1. The Contractor shall conduct a preventive maintenance service quarterly that covers complete inspection, cleaning, testing, calibration, and check-up of all Closed-Circuit Television (CCTV) equipment, such as Network Video Recorders, PoE Switches, and Uninterruptible Power Supplies (UPS) installed in the Bureau of the Treasury Central Office.- The preventive maintenance shall cover the following:<ol style="list-style-type: none">1.1. Quarterly Preventive Maintenance Service for the period.1.2. Supply of skilled labor, supervision, tools, equipment, parts, materials, and accessories required for the preventive maintenance of the CCTV System.1.3. Conduct a comprehensive diagnostic test to assess the overall status of the CCTV System installed in the Bureau of the Treasury – Central Office. The Contractor shall submit the diagnostic test report and make recommendations for the repairs/replacement of defective parts of the Security Surveillance System Equipment.1.4. Replacement of all equipment, parts, cables, software, and accessories that were found defective or need to be replaced based on the result of the diagnostic test. The cost of parts, devices, and equipment for the replacement is to be quoted and billed separately. Any defects or additional parts needed that were not identified during the diagnostic test shall be for the Contractor's Account.1.5. The contractor shall ensure that the replaced equipment, device, and accessories are equal or higher in specifications and compatible with the existing Security Surveillance System.	

- 1.6. Preventive Maintenance shall also include the following:
- Cleaning of all the CCTV equipment including the data cabinet.
 - Checking and testing of Uninterruptible Power Supply (UPS)
 - Checking the Network Video Recorder (NVR) settings such as resolution, frames per second, schedule and logs, recordings, etc.
 - Checking clarity, viewing, and focusing.
 - Checking and testing of wires and cables including terminations and connectivity.
 - Checking and testing of hard disk drive.
 - Checking and testing of PoE Switch.
 - Other Services to ensure the good working condition of each CCTV System.

1.7. Preventive Maintenance of IP-Based CCTV System:

- **IP Camera**

- Clean the camera casing and camera lens using contact cleaner.

- Re-crimp the patch cables if loosened.

- **Network Video Recorder (NVR)**

- Check the physical condition of the NVR, Power Supply and Monitor, Keyboard, Mouse, and UPS.

- Checking the Network Video Recorder (NVR) settings such as resolution, frames per second, schedule and logs, recordings, etc.

- Check the functionality of hardware devices inside the NVR.

- Clean the NVR using a vacuum cleaner and brush to remove dirt.

- **CCTV Testing**

- Recording and retrieval of video.

- Optimal positioning

- Synchronization of date and time.

- Analytics like motion detection, line intrusion, etc.

- Resolution of cameras.

- Quality of picture.

- Hard disk drive retention.

- Camera signal.

- All other special features of the cameras.

2. The contractor shall submit a detailed after-activity report or every repair and preventive maintenance activity.

3. The contractor shall have at least Three (3) certified technical personnel, certified by the manufacturer of the existing CCTV equipment to carry out the Preventive Maintenance Service.

4. The contractor shall have direct access to the manufacturer's products, service units, and technical support with proof of authorized distributorship certificate from the manufacturer.

5. The contractor shall take necessary precautions and observe the highest safety standards to ensure that there is no damage to existing

facilities in any form, his workers and BTr employees. Any damage resulting from activities related to this project shall be shouldered by the contractor.

6. The contractor shall provide hands-on refresher training course for Fifteen (10) participants (to be conducted in two (2) sessions to accommodate the different schedules of shifting personnel). It shall cover the following:

- Operation and Maintenance; and
- First-level troubleshooting and alarm identification

B. Equipment Technical Specifications

	LOCATION	TYPE OF CAMERA
1	VEHICLE RAMP ENTRANCE	Varifocal Bullet Camera
2	B RAMP ENTRANCE	Fixed Dome Camera
3	B RAMP EXIT	Fixed Dome Camera
4	B PARKING (FIRE EXIT)	Varifocal Bullet Camera
5	B PARKING (FIRE EXIT)	Varifocal Bullet Camera
6	B FBMD RAMP	Fixed Dome Camera
7	B PARKING (PSMD BACK)	Varifocal Bullet Camera
8	B VIP PARKING	Varifocal Bullet Camera
9	B VIP Service Elevator	Fixed Dome Camera
10	B VIP ELEVATOR LOBBY	Fixed Dome Camera
11	B ELEVATOR LOBBY	Fixed Dome Camera
12	B PSMD HALLWAY	Fixed Dome Camera
13	B FBMD HALLWAY	Fixed Dome Camera
14	B ELEVATOR LOBBY HALLWAY	Fixed Dome Camera
15	B ISD ROOM HALLWAY	Fixed Dome Camera
16	B ISD ROOM	Fixed Dome Camera
17	B MECHANICAL / PUMP ROOM	Fisheye Camera
18	B PLUMBING / PUMP ROOM	Fixed Dome Camera
19	B GENSET ROOM	Fisheye Camera
20	B ELECTRICAL ROOM	Fisheye Camera
21	B FBMD STORAGE ROOM	Fixed Dome Camera
22	GF RIDD HALLWAY	Fixed Dome Camera
23	GF SECURITY ENTRANCE	Fixed Dome Camera
24	GF MAIN LOBBY (INFO LOBBY)	Fixed Dome Camera
25	GF MAIN ELEVATOR LOBBY	Fixed Dome Camera
26	GF VIP ELEVATOR LOBBY	Fixed Dome Camera
27	GF STAIRS STO TOMAS	Fixed Dome Camera
28	GF STO TOMAS ENTRANCE	Fixed Dome Camera
29	GF BRAD HALLWAY	Fixed Dome Camera
30	GF NCAD HALLWAY	Fixed Dome Camera
31	GF NCAD BACK HALLWAY	Fixed Dome Camera
32	GF SERVICE ELEVATOR	Fixed Dome Camera
33	GF NGDAD HALLWAY	Fixed Dome Camera
34	GF HOSTEL LOBBY	Fixed Dome Camera
35	GF DAY CARE HALLWAY	Fixed Dome Camera
36	GF FVD HALLWAY	Fixed Dome Camera

37	GF FTD BACK HALLWAY	Fixed Dome Camera
38	GF ARCADE HALLWAY	Fixed Dome Camera
39	GF STAIRS ADUANA	Fixed Dome Camera
40	GF ADUANA ENTRANCE	Fixed Dome Camera
41	GF AMS HALLWAY	Fixed Dome Camera
42	GF FMD AMS HALLWAY	Fixed Dome Camera
43	GF MINI LIBRARY	Fixed Dome Camera
44	GF CAFETERIA SERVICE AREA	Fixed Dome Camera
45	GF VESTIBULE (LEFT ENTRANCE)	Fixed Dome Camera
46	GF CAFETERIA	Fixed Dome Camera
47	GF TUNNEL	Fixed Dome Camera
48	GF GRAND VESTIBULE	Fixed Dome Camera
49	2F GRAND STAIRCASE (RIGHT)	Fixed Dome Camera
50	2F GRAND STAIRCASE (LEFT)	Fixed Dome Camera
51	2F SALA DE SESIONES HALLWAY	Fixed Dome Camera
52	2F DAD BACK HALLWAY	Fixed Dome Camera
53	2F TRAINING ROOM BACK HALLWAY	Fixed Dome Camera
54	2F HMD BACK HALLWAY	Fixed Dome Camera
55	2F DAD HALLWAY	Fixed Dome Camera
56	2F HMD HALLWAY	Fixed Dome Camera
57	2F STAIRS ADUANA	Fixed Dome Camera
58	2F SAD/DATA CENTER HALLWAY	Fixed Dome Camera
59	2F SAD/DATA CENTER BACK HALLWAY	Fixed Dome Camera
60	2F SOLT HALLWAY	Fixed Dome Camera
61	2F HOSTEL LOBBY	Fixed Dome Camera
62	2F DMAD HALLWAY	Fixed Dome Camera
63	2F PD HALLWAY	Fixed Dome Camera
64	2F PD BACK HALLWAY	Fixed Dome Camera
65	2F BUILDING UPS HALLWAY	Fixed Dome Camera
66	2F STAIRS TO TOMAS	Fixed Dome Camera
67	2F VIP ELEVATOR LOBBY	Fisheye Camera
68	2F MAIN ELEVATOR LOBBY	Fixed Dome Camera
69	2F SALA DE SESSIONES	Fisheye Camera
70	MARBLE HALL EAST WING 1	Fixed Dome Camera
71	MARBLE HALL EAST WING 2	Fixed Dome Camera
72	MARBLE HALL WEST WING 1	Fixed Dome Camera
73	MARBLE HALL WEST WING 2	Fixed Dome Camera
74	MARBLE HALL 1	Fisheye Camera
75	MARBLE HALL 2	Fisheye Camera
76	3F MAIN ELEVATOR LOBBY	Fixed Dome Camera
77	3F VIP ELEVATOR LOBBY	Fisheye Camera
78	3F STAIRS STO TOMAS	Fixed Dome Camera
79	3F SDD HALLWAY	Fixed Dome Camera
80	3F SDD FIRE EXIT	Fixed Dome Camera

81	3F CID HALLWAY	Fixed Dome Camera
82	3F SERVICE ELEVATOR	Fixed Dome Camera
83	3F LS HALLWAY	Fixed Dome Camera
84	3F HOSTEL LOBBY	Fixed Dome Camera
85	3F SOLT HALLWAY	Fixed Dome Camera
86	3F BBD BACK HALLWAY	Fixed Dome Camera
87	3F STAIR ADUANA	Fixed Dome Camera
88	3F BBD HALLWAY	Fixed Dome Camera
89	3F FMMAD HALLWAY	Fixed Dome Camera
90	3F DRMO HALLWAY	Fixed Dome Camera
91	3F TUNNEL HALLWAY	Fixed Dome Camera
92	3F OPD HALLWAY	Fixed Dome Camera
93	3F OPD BACK HALLWAY	Fixed Dome Camera
94	4F SERVICE ELEVATOR LOBBY	Fixed Dome Camera
95	4F FIRE EXIT (GYM)	Fixed Dome Camera
96	4F HOSTEL HALLWAY EAST	Fixed Dome Camera
97	4F HOSTEL STAIR LOBBY	Fixed Dome Camera
98	ROOF DECK FIRE EXIT	Fixed Dome Camera
99	4F HOSTEL HALLWAY WEST	Fixed Dome Camera
100	4F FIRE EXIT (MECHANICAL ROOM)	Fixed Dome Camera
101	4F PACU OUTDOOR/SOLT AC OUTDOOR UNITS	Varifocal Bullet Camera
102	4F GENSET BLOWER	Varifocal Bullet Camera
103	RD AC OUTDOOR UNITS (EAST)	Varifocal Bullet Camera
104	RD AC OUTDOOR UNITS (WEST)	Varifocal Bullet Camera
105	4F FIRE EXIT 3	Fixed Dome Camera
106	3F FIRE EXIT 3	Fixed Dome Camera
107	2F FIRE EXIT 3	Fixed Dome Camera
108	GF FIRE EXIT 3	Fixed Dome Camera
109	4F FIRE EXIT 2	Fixed Dome Camera
110	3F FIRE EXIT 2	Fixed Dome Camera
111	2F FIRE EXIT 2	Fixed Dome Camera
112	GF FIREEXIT 2	Fixed Dome Camera
113	B FIRE EXIT 2	Fixed Dome Camera
114	3F FIRE EXIT 4	Fixed Dome Camera
115	2F FIRE EXIT 4	Fixed Dome Camera
116	GF FIRE EXIT 4	Fixed Dome Camera
117	3F FIRE EXIT 1	Fixed Dome Camera
118	2F FIRE EXIT 1	Fixed Dome Camera
119	GF FIREEXIT 1	Fixed Dome Camera
120	PERIMETER ADUANA	Varifocal Bullet Camera
121	PERIMETER CABILDO	Pan Tilt Zoom Camera
122	PERIMETER STO TOMAS	Pan Tilt Zoom Camera
123	4F ROOF DECK	Varifocal Bullet Camera
124	MAIN ELEVATOR	Fixed Dome Camera
125	VIP ELEVATOR	Fixed Dome Camera

126	SERVICE ELEVATOR	Fixed Dome Camera	
C. SUPPORT AND WARRANTY REQUIREMENTS <ol style="list-style-type: none"> 24/7 support during the contract duration. The contractor shall have a web-based, 24/7 available helpdesk system. The Contractor must be able to provide technical support free of charge within two (2) hours from notification through call and/or email. Six (6) hours response time from onsite support. The contractor shall ensure the availability of spare parts in case of system malfunction. The contractor shall provide procedures on support and problem escalation. If the hardware cannot be repaired on-site and needs to be pulled out, the Contractor shall provide a service unit within two (2) working days. If the hardware is still defective after two (2) service repair, the Contractor shall provide a new replacement. The replacement for the pulled-out hardware shall be delivered within ten (10) working days from the issuance of the service unit. Parts needed for the repair or replacements which are not available in the local market shall be sourced by the contractor. Cost of parts, devices and equipment for replacement to be quoted and billed separately. Three (3) emergency service calls per quarter shall be free of charge. For succeeding emergency calls, the actual mobilization expenses shall be quoted and billed separately. 			
PART II – STANDARD REQUIREMENTS AND BIDDER’S COMPLIANCE			Bidder’s Statement of Compliance
1. TRACK RECORD			
1.1. The Contractor/Bidder must be a Filipino firm with at least five (5) years of continuous existence.			
1.2. The Contractor/bidder must have at least five (5) years of experience in installing, maintaining and supporting security surveillance systems.			
1.3. The Contractor/bidder shall have at least three (3) similar projects within the last five (5) years <i>Similar Projects = Installation, Preventive Maintenance and/or supporting Security Surveillance Systems</i>			
2. CONTRACTOR’S/ BIDDER’S PERSONNEL			
2.1. The contractor’s/Bidder’s personnel and laborers must be provided with official uniform and ID while working inside the premises of the Ayuntamiento Building			
2.2. The contractor shall be solely and exclusively responsible for any act or omission of all its employees and laborers. Drinking alcoholic beverages, taking regulated or prohibited drugs, smoking while performing tasks are strictly prohibited			
2.3. The contractor shall be responsible in the discipline and administration of all its/his employees and laborers, and shall conform to existing labor laws and implementing rules and regulations of the Labor Code			

PART III – PROJECT DURATION, TERMS OF PAYMENT, AND WARRANTY	Bidder's Statement of Compliance
1. CONTRACT DURATION	
1.1. The project must be completed within the duration of the One (1) Year Contract	
2. TERMS OF PAYMENT	
2.1. The winning bidder must collect a quarterly billing for one (1) year (corresponding to four (4) quarters of preventive maintenance services) together with the Quarterly Preventive Maintenance Report properly noted and certified by the assigned FMD supervisor.	
PART IV - OTHER REQUIREMENTS	Bidder's Statement of Compliance
1. PROJECT IMPLEMENTATION	
1.1. The winning bidder shall submit an Organizational Chart that indicates the assignment of the works of the preventive maintenance.	
1.2. In the course of the implementation of the project any part or materials and consumables necessary for the project must be reported to the end-user for the procurement.	
2. DOCUMENTATION	
2.1. Must submit the Monthly Preventive Maintenance Report as part of the attachment for the monthly billing.	
2.2. It must indicate the checklist of the task to be done prior to the scope of works	
3. PROJECT SITE SURVEY	
3.1. Bidders are encouraged to conduct a site survey at the location of the Ayuntamiento Building. This implies that the bidder will be provided all the necessary assessment needed for the said project.	

E. WARRANTY AGAINST BENEFITS

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.

F. ASSIGNMENT

Unless otherwise expressly stipulated or prior written approval of the BTr is secured, this contract or any portion thereof shall not be assigned or subjected to any other party or parties.

Prepared by:

Approved by:

ENGR. CHARLES NIXON M. BALTAZAR

Administrative Officer V

Facilities and Maintenance Division

LORETO O. HIDALGO, MNSA

Chief Treasury Operations Officer II

Facilities and Maintenance Division