



Bidding Documents for

Preventive Maintenance of CCTV

NPDC-2024-EPA-ITB-012

2024

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others:

- (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding

Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid	8
Section II. Instructions to Bidders	12
1. Scope of Bid	13
2. Funding Information	13
3. Bidding Requirements	13
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	13
5. Eligible Bidders	14
6. Origin of Goods	14
7. Subcontracts	15
8. Pre-Bid Conference	15
9. Clarification and Amendment of Bidding Documents	15
10. Documents comprising the Bid: Eligibility and Technical Components	15
11. Documents comprising the Bid: Financial Component	16
12. Bid Prices	16
13. Bid and Payment Currencies	17
14. Bid Security	17
15. Sealing and Marking of Bids	17
16. Deadline for Submission of Bids	18
17. Opening and Preliminary Examination of Bids	18
18. Domestic Preference	18
19. Detailed Evaluation and Comparison of Bids	18
20. Post-Qualification	19
21. Signing of the Contract	19
Section III. Bid Data Sheet	20
Section IV. General Conditions of Contract	25
1. Scope of Contract	26
2. Advance Payment and Terms of Payment	26
3. Performance Security	26
4. Inspection and Tests	26
5. Warranty	27
6. Liability of the Supplier	27
Section V. Special Conditions of Contract	28
Section VI. Schedule of Requirements	31
Section VII. Technical Specifications	32

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight. CIP

– Carriage and Insurance Paid. CPI –

Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation,

demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid



INVITATION TO BID FOR
Preventive Maintenance of CCTV
NPDC-2024-EPA-ITB-012

1. The NATIONAL PARKS DEVELOPMENT COMMITTEE through the National Expenditure Program (NEP) of 2025 intends to apply the sum of Three Million Four Hundred Forty Five Thousand Four Hundred Sixty Two Pesos and Thirty Eight Centavos (Php 3,445,462.38) being the ABC to payments under the contract for Preventive Maintenance of CCTV/ NPDC-2024-EPA-ITB-012. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The NATIONAL PARKS DEVELOPMENT COMMITTEE now invites bids for the Early Procurement Activity (EPA) of the above Procurement Project. Delivery of the Goods is required within twelve (12) months upon receipt of the Notice to Proceed (NTP). The project must be delivered at the National Parks Development Committee, Rizal Park Luneta, Manila. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. All values indicated on the cost breakdown must be rounded off to two decimal places including the total bid offer.
4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
5. Prospective Bidders may obtain further information from the National Parks Development Committee and inspect the Bidding Documents at the address given below during weekdays from 8:00 AM to 5:00 PM.

6. A complete set of Bidding Documents may be acquired by interested Bidders on 03-23 December 2024 from the given address and website(s) below *and* upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (Php 5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
7. The National Parks Development Committee will hold a Pre-Bid Conference on Wednesday, 11 December 2024, 3:30 PM at NPDC Office at the Old Planetarium, Padre Burgos Ave., Ermita, Manila which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before Monday, 23 December 2024, 1:00 PM at The Gallery, Rizal Park Luneta, Manila. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
10. Bid opening shall be Monday, 23 December 2024, 2:00 PM at the The Gallery, Rizal Park Luneta, Ermita, Manila. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. Bids shall be prepared in one (1) original and five (5) copies using the appropriate Bid forms provided in Section VIII of the Bidding Documents furnished in strict compliance to the requirements of RA 9184. Any erasure, correction, or changes shall be initialed by the bidder or his authorized representative. All pages must be signed on the space provided for. Any unsigned page of the bidder's tender shall be a ground for disqualification.
12. The award of contract for Procurement Projects undertaken through EPA may be made only upon the following conditions and shall be in accordance with Item 7 of Appendix 31 of the 2016 revised IRR of RA 9184:
 - a. approval and effectivity of the funding sources, to wit: (i) General Appropriations Act; (ii) Corporate Budget; (iii) Appropriations Ordinance; or (iv) loan agreement in the case of FAPs; or
 - b. the reenactment of the previous year's budget which constitutes the current year's authorized budget, when authorized by the Constitution, law or rules

13. The National Parks Development Committee reserves the right to reject all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
14. For further information, please refer to:
BEO RAVEN V. BENSURTO
NPDC-BAC Secretariat
National Parks Development Committee NPDC
Office, Padre Burgos St., Ermita, Manila
8880-4895
bac@npdc.gov.ph / bvbensurto@npdc.gov.ph
15. You may visit the following websites for downloading of Bidding Documents:
www.npdc.gov.ph / <https://www.philgeps.gov.ph>

03 December 2024

(Sgd.)
FLORIZZA P. BUCLATIN
NPDC BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, National Parks Development Committee wishes to receive Bids for the Preventive Maintenance of CCTV with identification number NPDC-2024-EPA-ITB-012.

The Procurement Project (referred to herein as "Project") is composed of 4 components, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2025 in the amount of Three Million Four Hundred Forty Five Thousand Four Hundred Sixty Two Pesos and Thirty Eight Centavos (Php 3,445,462.38).

2.2. The source of funding is:

a. NEP, the National Expenditure Program of 2025

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or IB by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- a. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under ITB Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

- a. Subcontracting is not allowed.
- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the IB.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the IB, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in Section VIII (Checklist of Technical and Financial Documents).
- 10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the

Bid as specified in Section VIII (Checklist of Technical and Financial Documents).

- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the IB shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:

- i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
- ii. The cost of all customs duties and sales and other taxes already paid or payable;
- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
- iv. The price of other (incidental) services, if any, listed in the BDS.

- b. For Goods offered from abroad:

- i. Unless otherwise stated in the BDS, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the BDS. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- ii. The price of other (incidental) services, if any, as listed in the BDS.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the BDS, which shall be not less than the percentage of the ABC in accordance with the schedule in the BDS.

14.2. The Bid and bid security shall be valid until One Hundred (120) Calendar Days. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in

paragraph 7 of the IB.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the IB. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by ITB Clause 14 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in Section VII (Technical Specifications), although the ABCs of these lots or items are indicated in the BDS for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a

Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1 Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, }the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the BDS.
- 21.2. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Preventive Maintenance of CCTV</p> <p>Completed within ten (10) years upon submission of the bid</p>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than PhP 68,909.25 if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than PhP 172,273.12 if bid security is in Surety Bond.</p>
15	<p>Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID"</p> <p>All envelopes shall contain the name of the contract to be bid in capital letters</p> <p style="text-align: center;">Preventive Maintenance of CCTV</p> <p>bear the name and address of the Bidder in capital letters; be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1</p> <p style="text-align: center;">FLORIZZA P. BUCLATIN BAC CHAIRPERSON NATIONAL PARKS DEVELOPMENT COMMITTEE P. BURGOS AVE, RIZAL PARK, ERMITA, MANILA</p> <p>bear the specific identification of this bidding process indicated in the ITB Clause 1:</p> <p style="text-align: center;">NPDC-2024-EPA-ITB-012</p> <p>bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids</p> <p style="text-align: center;">DO NOT OPEN BEFORE 23 DECEMBER 2024 2:00 PM</p>
19.3	Not applicable.

20.1	<ol style="list-style-type: none"> 1. If sole proprietorship, DTI Registration certified by DTI; If partnership, SEC Certification of Registration and Articles of Partnership, and List of Partners; If corporation, SEC Certification of Registration and Articles of Incorporation; If joint venture, copy of Joint Venture Agreement certified by SEC; and, if cooperative, Certificate of Registration with the Cooperative Development Authority and Copy of Articles of Cooperation 2. Copy of the Bidder's Current Business license and permit certified by the issuing office. 3. BIR Registration Certificate and valid BIR Tax Clearance 4. Proof that the principal business of the prospective service provider must be related to the maintenance, distribution, and installation of security/surveillance systems. 5. Proof that the service providers must be in existence for at least twelve (12) years. 6. Proof that the service providers must be an authorized servicing agent for the IP Cameras and Switches to be maintained. (At least 2 of the brands of IP Cameras and at least 1 of the brands of the switches). 7. Proof that the service provider must be an authorized servicing agent for the NVR to be maintained. (At least 1 of the brands of NVR). 8. Certificate of undertaking that the service provider shall be able to provide equipment (testing equipment, ladder, cleaning equipment and materials) to ensure the proper implementation of the project. All electrically operated tools should be designed to adapt with the company system voltage. <ul style="list-style-type: none"> • Boom Trucks • Power and Hand Tools Equipment • Test Instruments • Vacuum Cleaners • Electrical Tapes • Rugs • Thrash Bags • Brooms and Dust Pans • Extension Cords • Consumables 9. Certificate of a satisfactory performance for a completed a similar project (Preventive Maintenance of Security Surveillance System) for the last 3 years equivalent to or greater than 50% of the Approved Budget Contract. 10. Certificate of Training for at least five (5) of its employees who will be deployed to the NPDC upon commencement of the project, issued by the manufacturer of the IP Video Surveillance Cameras. 11. Certificate of Training for at least five (5) of its employees who will be deployed to the NPDC upon commencement of the project, issued by the manufacturer of the Switches.
21.2	Not applicable.

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the Special Conditions of Contract (SCC).

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the SCC.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the SCC, Section VII (Technical Specifications) shall specify what inspections and/or tests the Procuring Entity requires, and where they

are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> "The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS."</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> "The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination."</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is</p> <p style="text-align: center;"><i>Ms. Kathleen DC. Melendrez Planning Officer IV Planning and Management Division</i></p>

Incidental Services –

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

Select appropriate requirements and delete the rest.

- a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

- e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- f. *[Specify additional incidental service requirements, as needed.]*

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

Select appropriate requirements and delete the rest.

1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
2. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity

Name of the Supplier

Contract Description

Final Destination

Gross weight

Any special lifting instructions

Any special handling instructions

Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

Transportation –

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.

The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.

	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
	<p>Regular and Recurring Services –</p> <p><i>[In case of contracts for regular and recurring services, state:] “The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”</i></p>
2.2	<p>The terms of payment shall be as follows: The payments shall be made every two months after the completion of comprehensive maintenance services, submission of complete documents for services rendered and issuance of Certificate of Acceptance by the NPDC.</p>
4	<p>The inspections and tests that will be conducted are: <i>inspection of supplies to be used as to quantity and based on the schedule.</i></p>
5	<p>Warranty is minimum of one (1) year upon acceptance, unless otherwise specifically stated in the Technical Specifications/Schedule of Requirements</p>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

No.	Description	Qty.	Unit	Delivered, Weeks/ Months
I.	PREVENTIVE MAINTENANCE			Twelve (12) months upon the receipt of the Notice to Proceed (NTP).
A.	RIZAL PARK - CENTRAL SECTION			
	Cameras	121	units	
	NVR	18	units	
	Video Wall Controller	1	units	
	POE Switches	17	units	
	VMS	1	units	
	Video Storages	9	units	
	UPS & AVR	23	units	
	IDF	14	units	
	MDF	4	units	
	Client Stations	6	units	
	Monitors	23	units	
	NEMA Boxes	32	units	
B.	RIZAL PARK - WESTERN SECTION			
	Cameras	47	units	
	POE Switches	8	units	
	UPS & AVR	11	units	
	IDF	8	units	
	NEMA Boxes	18	units	

C.	PACO PARK			
	Cameras	17	units	
	POE Switches	5	units	
	UPS & AVR	6	units	
	IDF	4	units	
	Client Stations	1	units	
	Monitors	1	units	
	NEMA Boxes	8	units	
II.	SUPPLIES AND MATERIALS			
	POE Extender, UTP Cables, RJ-45 Connectors, Electrical Tapes, Rugs, Thrash Bags, Cable Ties, Tie Wires, Brush, Glass Cleaners and other consumables to be used for the Preventive Maintenance of CCTV	1	lot	
III.	REPLACEMENT OF DEFECTIVE CCTV COMPONENTS			
	Cameras	20	units	
	Workstation	3	units	
	UPS	25	units	
	Managed POE Switch, 4 PoE/POE+ Ports with 1 Gigabit RJ45/1 combo SFP uplink ports, 54W PoE power budget,	15	units	
	Recabling Works for CCTV Network			
	Cat6e F/UTP Cable, 23 AWG Solid Bare Copperoor Outdoow	5	boxes	
	2-core SM Outdoor Armoured, Loosetube (Fiber)	1000	meters	
	PVC PIPE 1" (10ft)	500	pieces	
	Cat6e RJ45 Shielded Connectors	100	pieces	
	Optical Tranciever Module, GE SFP single-mode (10Km, 1310nm, LC, DDM)	15	pieces	
	Excavation and concrete cutting	1	lot	

IV.	TECHNICAL PERSONNEL SERVICES			
	CCTV Technical Personnel rate - (8hrs with 1hr. lunch)	1	pax	

I hereby certify to comply and deliver all the above requirements:

NAME OF BIDDER

SIGNATURE

DATE

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		<i>[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 applicable laws and issuances.]</i>

No.	Item	Quantity	Unit	Statement of Compliance
I.	PREVENTIVE MAINTENANCE			
A.	RIZAL PARK - CENTRAL SECTION			
	Cameras	121	units	
	NVR	18	units	
	Video Wall Controller	1	units	
	POE Switches	17	units	
	VMS	1	units	
	Video Storages	9	units	
	UPS & AVR	23	units	
	IDF	14	units	
	MDF	4	units	
	Client Stations	6	units	
	Monitors	23	units	
	NEMA Boxes	32	units	
B.	RIZAL PARK - WESTERN SECTION			
	Cameras	47	units	
	POE Switches	8	units	
	UPS & AVR	11	units	
	IDF	8	units	
	NEMA Boxes	18	units	
C.	PACO PARK			
	Cameras	17	units	
	POE Switches	5	units	

	UPS & AVR	6	units	
	IDF	4	units	
	Client Stations	1	units	
	Monitors	1	units	
	NEMA Boxes	8	units	
II.	SUPPLIES AND MATERIALS			
	POE Extender, UTP Cables, RJ-45 Connectors, Electrical Tapes, Rugs, Thrash Bags, Cable Ties, Tie Wires, Brush, Glass Cleaners and other consumables to be used for the Preventive Maintenance of CCTV	1	lot	
III.	REPLACEMENT OF DEFECTIVE CCTV COMPONENTS			
	Cameras	20	units	
	Workstation	3	units	
	UPS	25	units	
	Managed POE Switch, 4 PoE/POE+ Ports with 1 Gigabit RJ45/1 combo SFP uplink ports, 54W PoE power budget,	15	units	
	Recabling Works for CCTV Network			
	Cat6e F/UTP Cable, 23 AWG Solid Bare Copperoor Outdoow	5	boxes	
	2-core SM Outdoor Armoured, Loosetube (Fiber)	1000	meters	
	PVC PIPE 1" (10ft)	500	pieces	
	Cat6e RJ45 Shielded Connectors	100	pieces	
	Optical Tranciever Module, GE SFP single-mode (10Km, 1310nm, LC, DDM)	15	pieces	
	Excavation and concrete cutting	1	lot	
IV.	TECHNICAL PERSONNEL SERVICES			
	CCTV Technical Personnel rate - (8hrs with 1hr. lunch)	1	pax	

I hereby certify to comply and deliver all the above requirements:

NAME OF BIDDER

SIGNATURE

DATE

EXPECTED OUTPUT AND SCOPE OF WORK:	Statement of Compliance
<p>The Preventive Maintenance of CCTV involves the following technical scope of works:</p> <ol style="list-style-type: none"> 1. Camera & Housing <ol style="list-style-type: none"> a) Ensure that camera/lens focus, and auto iris are adjusted properly. b) Check all lens field of views and adjust, according to the requirement of the command center operators and/or NPDC, as necessary. c) Ensure that camera housing glasses and its interior are clean and dry, inside and out. d) Ensure that the camera lens is dust free. e) Check operation of pan tilt, zoom focus. f) Inspect all camera pictures for optical image quality. g) Adjust camera settings as required (back/fine focus, viewing, shutter operation) 2. Wire and Video Cable <ol style="list-style-type: none"> a) Check wiring and cable harnesses for wear and fry. b) Check connectors and cable entry points for loose wiring. c) Ensure that cable/s are transmitting adequate video signals and free from interference and distortions. d) Ensure that cable/s are dressed properly e) Ensure that all connectors are insulated from conduit and pull boxes 3. Control Equipment <ol style="list-style-type: none"> a) Check if all the control equipment are operational b) Check if all monitor screens, control panels, recorders and keyboard are clean c) Check if the monitors installed in the video wall are free from picture burn-in and distortion. d) Check if the monitors installed in the video wall have proper contrast and brightness. e) Check if the computers located in the command center and viewing area are clean. f) Check the Network Video Recorder (NVR) system and its hard disk are functioning properly and free from distortion g) Carry out NVR recording tests, such as, but not limited to verification of quality of recorded video. h) Carry out video calibration tests on all connected monitors. i) Inspect components to check any damage or wear. j) Test remote signaling equipment functionality, where applicable. k) Carry out video transmission tests to remote sites, where applicable. l) Check if all connectors on the back panels do not have loose connection. m) Ensure all power connections are not loose. n) Return to normal operational status in case of system fault. o) Test camera and playback control 4. Other Physical Hardware (IDF/MDF) <ol style="list-style-type: none"> a) Investigate any disconnected cables b) Check for any incorrectly connected cabling c) Check for error indicators or lights d) Ensure adequate airflow to the server e) Clean and vacuum the server f) Check the health of the server visually and audibly g) Check server performance h) Check internal parts of server if clean and dry i) Check labeling j) Check functionality of other peripherals 	

5. Network and Storage

- a) Ensure that the antivirus is updated
- b) Do a full-system antivirus scan
- c) Identify any network bottlenecks
- d) Check recording and storage if requirements are met
- e) Reset time and date and synchronization with time source
- f) Conduct a full test of the CPU including operation of all menu items
- g) Check all interface cards and connectors

6. Frequency of Maintenance

Preventive maintenance of the Security Surveillance System and its associated components shall be done every two months.

7. Other Requirements:

- a) Provide 24/7 support for emergency breakdown of hardware, either on-call or on-site, as may be applicable.
- b) Provide on-site support within 24 hours upon receipt of report / complaint.
- c) Ensure 100% reliability of CCTVs in preparation for holidays, special on-working holidays and other special events that may be required by NPDC
- d) Provide on-site support for monitoring of CCTVs during holidays, special non-working holidays and other special events that may be required by NPDC.
- e) Position all needed equipment, safety devices and warning signages when needed.
- f) Reinstall all other dismantled components or accessories of the Security Surveillance System.
- g) Install replacement equipment for the defective CCTV components.
- h) Provide spare and service units to serve as temporary replacement for damaged cameras and other CCTV components (must be compatible with the system used by the NPDC).
- i) Submit to NPDC through the RMIS section, all duly signed and approved job reports, which shall contain, but not limited to, before and after works photos, and diagnosis, complete with the assessment and list of defects, and corrective measures done to address the fault.
- j) Submit to NPDC through the RMIS section, all duly signed and approved maintenance reports after every bimonthly inspection conducted with recommendations, using acceptable format or using the format that the NPDC may provide (See attached Security Surveillance System Checklist)
- k) Comply with all standard health and safety requirements and protocols to include, among others, the use of personal protective equipment by all workers, proper uniform and ID (with photograph and signature of the bearer, company name and date of expiry), observe company rules and regulations on safety and security, etc.
- l) Technicians employed by the service provider should carry a range of tools, test equipment, suitable spares and other gadgets to enable them to perform their functions satisfactorily.
- m) Coordinate with NPDC regarding any power requirements whenever necessary.
- n) Shall deploy one (1) CCTV technical personnel who will be assigned at the Command Center in charge of monitoring, troubleshooting, repair and maintenance of defective CCTV components (night shift).
- o) Conduct GAD-related training on how to utilize the project in solving GAD issues. The training will be attended by the project implementers and CCTV operators, among others.
- p) Conduct a comprehensive final checking of the work done prior to turn-over at the end of contract period. All unacceptable work must be re-worked at no additional cost to NPDC.
- q) NPDC shall be released, relieved, indemnified and forever discharged from any and all liability whatsoever for any personal or bodily injury (including death) and loss of or damage to property that the contractor may sustain, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorney's fees, which arise

out of, result from, occur during or are connected in any manner with the preventive maintenance of the agency's security surveillance system.

8. General Provisions, prior to:

a) Submission of bids:

i. A joint inspection must be conducted by the service provider and the NPDC-RMIS Section representatives on the specific works to be done for the project.

ii. The Service provider is required to inspect and examine the site and the surroundings of the proposed project to arrive at an estimate of the labor, materials, equipment, facilities, and services necessary to carry out the work.

b) Commencement of the project:

i. The service provider must conduct proper planning and safety orientation meetings for all its personnel who will be involved in the work prior to commencement.

ii. The service provider must orient its employees to be assigned in the NPDC about laws related to data protection and privacy and other pertinent laws and that infringement of the same shall be the service provider's and its employees' liability.

iii. The service provider is required to coordinate all activities and work relative to the project with the NPDC-RMIS section representative for proper monitoring and coordination.

iv. The service provider must submit a list of personnel assigned to the project before commencing the above scope of works.

I hereby certify to comply and deliver all the above requirements:

NAME OF BIDDER

SIGNATURE

DATE

Qualifications of The Bidder	Statement of Compliance
<p>a) Prospective service providers should have legal, technical and financial capability to implement the above-mentioned project.</p> <p>b) The principal business of the prospective service provider must be related to the maintenance, distribution, and installation of security/surveillance systems.</p> <p>c) Prospective service providers must be in existence for at least twelve (12) years.</p> <p>d) Prospective service provider must be an authorized servicing agent for the IP Cameras and Switches to be maintained. (At least 2 of the brands of IP Cameras and at least 1 of the brands of the switches).</p> <p>e) Prospective service provider must be an authorized servicing agent for the NVR to be maintained. (At least 1 of the brands of NVR).</p> <p>f) Prospective service providers shall be able to provide equipment (testing equipment, ladder, cleaning equipment and materials) to ensure the proper implementation of the project. All electrically operated tools should be designed to adapt with the company system voltage.</p> <ul style="list-style-type: none"> • Boom Trucks • Power and Hand Tools Equipment • Test Instruments • Vacuum Cleaners • Electrical Tapes • Rugs • Thrash Bags • Brooms and Dust Pans • Extension Cords • Consumables <p>g) Subcontracting or assignment of any portion of the Project is prohibited.</p> <p>h) Prospective service providers must have at least satisfactorily completed a similar project (Preventive Maintenance of Security Surveillance System) for the last 3 years equivalent to or greater than 50% of the Approved Budget Contract.</p> <p>i) Prospective service providers must have a Certificate of Training for at least five (5) of its employees who will be deployed to the NPDC upon commencement of the project, issued by the manufacturer of the IP Video Surveillance Cameras.</p> <p>j) Prospective service providers must have a Certificate of Training for at least five (5) of its employees who will be deployed to the NPDC upon commencement of the project, issued by the manufacturer of the Switches.</p>	

I hereby certify to comply and deliver all the above requirements:

▪

NAME OF BIDDER

▪

▪

SIGNATURE

DATE

Specific coverage of the Preventive Maintenance:

RIZAL PARK - Central Section			
Item	Quantity	Unit	Particulars
1	38	Units	Geovision Bullet Cameras (GV-BL2511)
2	14	Units	Geovision PTZ Cameras (GV-SD2411)
3	8	Units	HikVision Facial Recognition Cameras (DS-2CD2125FWD-1)
4	30	Units	Dahua Bullet Cameras (IPC-HFW5442T-ASE)
5	10	Units	Dahua Facial Recognition Cameras (IPC-HFW7842H-Z)
6	2	Units	HikVision Bullet (DS-2CD2T45FWD-I5)
7	2	Units	HikVision Dome (DS-2CD4D36FWD-IZS)
8	7	Units	Sony Dome Cameras (SNC-VM632R)
9	10	Units	IP camera in planet (Axis)
10	18	Units	Network Video Recorders (NVR)
11	1	Unit	Video Wall Controller (VWC)
12	17	Units	POE Switches (24-port/16-port)
13	1	Unit	Video Management System (VMS)
14	9	Units	Video Storages
15	17	Units	Uninterruptible Power Supply (UPS)
16	6	Units	Automatic Voltage Regulator (AVR)

17	15	Units	Intermediate Distribution Frame (IDF)
18	5	Units	Main Distribution Frame (MDF)
19	6	Units	Client Stations
20	11	Units	55" Monitors
21	12	Units	46" Monitors
20	32	Units	NEMA Boxes (with POE switches, Power Injectors, Breakers, Power Adapters, etc)
RIZAL PARK - Western Section			
Item	Quantity	Unit	Particulars
1	23	Units	Geovision Bullet Cameras (GV-BL2511)
2	6	Units	Geovision PTZ Cameras (GV-SD2411)
3	6	Unit	HikVision Facial Recognition Cameras (DS-2CD2125FWD-1)
4	6	Units	Dahua Bullet Cameras (IPC-HFW5442T-ASE)
5	6	Units	Dahua Facial Recognition Cameras (IPC-HFW7842H-Z)
6	8	Units	POE Switches (24-port/16-port)
7	8	Units	Uninterruptible Power Supply (UPS)
8	3	Units	Automatic Voltage Regulator (AVR)
9	8	Units	Intermediate Distribution Frame (IDF)

10	18	Units	NEMA Boxes (with POE switches, Power Injectors, Breakers, Power Adapters, etc)
PACO PARK			
Item	Quantity	Unit	Particulars
1	9	Units	Geovision Bullet Cameras (GV-BL2511)
2	1	Unit	HikVision Facial Recognition Cameras(DS-2CD2125FWD-1)
3	7	Units	Dahua Bullet Cameras (IPC-HFW5442T-ASE)
4	5	Units	POE Switches (24-port/16-port)
5	6	Units	Uninterruptible Power Supply (UPS)
6	4	Units	Intermediate Distribution Frame (IDF)
7	8	Units	NEMA Boxes (with POE switches, Power Injectors, Breakers, Power Adapters, etc)
8	1	Unit	21" Monitor
9	1	Unit	Client Station

Replacement of Defective CCTV Components

NPDC			
Item	Quantity	Unit	Particulars
1	20	Units	Cameras
2	3	Units	Workstations

3	25	Unit	UPS 650VA
4	10	Units	8-port Unmanaged POE Switches
5	5	Units	Extender
6	1	Lot	Recabling Works

I hereby certify to comply and deliver all the above requirements:

▪

NAME OF BIDDER

▪

▪

SIGNATURE

DATE

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
- ☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration; and
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- ☐ (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE	
<input type="checkbox"/>	(i) Original of duly signed and accomplished Financial Bid Form; <u>and</u>

<input type="checkbox"/>	(j) Original of duly signed and accomplished Price Schedule(s).
--------------------------	---

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (k) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

ANNEX A - TERMS OF REFERENCE

I. BACKGROUND:

As an attached agency of the Department of Tourism, the NPDC is tasked to develop, preserve, and manage Rizal and Paco Parks in Manila and other parks that may be assigned to it.

NPDC envisions the development of the National Parks into “smart” parks through the optimized use of Information and Communications Technology (ICT) to improve park management and enhance visitor experiences. In doing so, the NPDC commits to provide the park with state-of-the-art facilities in terms of interconnectivity and computer technology.

The NPDC Security Surveillance System was installed in 2016, 2018, 2020 and 2021 in various strategic locations throughout Rizal Park and Paco Park. The purpose of installing and implementing the said system is to provide safe and secure parks for public use and enjoyment while preserving NPDC’s assets and infrastructure. If criminal activity does occur on camera, the footage will be made available to law enforcement as authorized by the agency.

The NPDC is seeking for a service provider that shall carry out the preventive maintenance procedures of its security surveillance system, in accordance with the standards set in the industry. The aim of this project is to provide adequate maintenance to its equipment to prevent possible failures, improve the functioning of its system and lengthen the life of various components in the system. The winning bidder should also provide recommendations and best practices on how to improve the existing security surveillance system and deliver extra measures of security and efficiencies in a proactive manner.

The National Expenditure Program of 2025 has allotted funds for the Preventive Maintenance of CCTV in the amount of Three Million Four Hundred Forty Five Thousand Four Hundred Sixty Two Pesos and Thirty Eight Centavos (Php 3,445,462.38).

II. OBJECTIVES:

The main objective of this project is to ensure 100% reliability of CCTV through proper and regular maintenance of its critical and valuable components.

Specifically, the project aims to:

1. Ensure that the security surveillance system is operating 24/7 at optimal efficiency.
2. Ensure that immediate restoration/repairs are done on the occasion that there are equipment failure and power outages, within 24 hours upon receipt of report/complaint.
3. Strengthen the NPDC’s ability to implement Gender and Development (GAD) policies through better monitoring and reporting of acts of abuse against at risk genders, children and other vulnerable groups; and
4. Boost the confidence in women as they are assured of their safety while inside the park and to discourage attempts to commit violence and abuses against women and children.

III. SCOPE OF WORK:

The Preventive Maintenance of CCTV involves the following technical scope of works:

1.Camera & Housing

- a)Ensure that camera/lens focus, and auto iris are adjusted properly.
- b)Check all lens field of views and adjust, according to the requirement of the command center operators and/or NPDC, as necessary.
- c)Ensure that camera housing glasses and its interior are clean and dry, inside and out.
- d)Ensure that the camera lens is dust free.
- e)Check operation of pan tilt, zoom focus.
- f)Inspect all camera pictures for optical image quality.
- g)Adjust camera settings as required (back/fine focus, viewing, shutter operation)

2.Wire and Video Cable

- a)Check wiring and cable harnesses for wear and fry.
- b)Check connectors and cable entry points for loose wiring.
- c)Ensure that cable/s are transmitting adequate video signals and free from interference and distortions.
- d)Ensure that cable/s are dressed properly
- e)Ensure that all connectors are insulated from conduit and pull boxes

3.Control Equipment

- a)Check if all the control equipment are operational
- b)Check if all monitor screens, control panels, recorders and keyboard are clean
- c)Check if the monitors installed in the video wall are free from picture burn-in and distortion.
- d)Check if the monitors installed in the video wall have proper contrast and brightness.
- e)Check if the computers located in the command center and viewing area are clean.

- f)Check the Network Video Recorder (NVR) system and its hard disk are functioning properly and free from distortion
- g)Carry out NVR recording tests, such as, but not limited to verification of quality of recorded video.
- h)Carry out video calibration tests on all connected monitors.
- i)Inspect components to check any damage or wear.
- j)Test remote signaling equipment functionality, where applicable.
- k)Carry out video transmission tests to remote sites, where applicable.
- l)Check if all connectors on the back panels do not have loose connection.
- m)Ensure all power connections are not loose.
- n)Return to normal operational status in case of system fault.
- o)Test camera and playback control

4.Other Physical Hardware (IDF/MDF)

- a)Investigate any disconnected cables
- b)Check for any incorrectly connected cabling
- c)Check for error indicators or lights
- d)Ensure adequate airflow to the server
- e)Clean and vacuum the server
- f)Check the health of the server visually and audibly
- g)Check server performance
- h)Check internal parts of server if clean and dry
- i)Check labeling
- j)Check functionality of other peripherals

5.Network and Storage

- a)Ensure that the antivirus is updated
- b)Do a full-system antivirus scan

- c)Identify any network bottlenecks
- d)Check recording and storage if requirements are met
- e)Reset time and date and synchronization with time source
- f)Conduct a full test of the CPU including operation of all menu items
- g)Check all interface cards and connectors

6.Frequency of Maintenance

Preventive maintenance of the Security Surveillance System and its associated components shall be done every two months.

7.Other Requirements:

- a)Provide 24/7 support for emergency breakdown of hardware, either on-call or on-site, as may be applicable.
- b)Provide on-site support within 24 hours upon receipt of report / complaint.
- c)Ensure 100% reliability of CCTVs in preparation for holidays, special on-working holidays and other special events that may be required by NPDC
- d)Provide on-site support for monitoring of CCTVs during holidays, special non-working holidays and other special events that may be required by NPDC.
- e)Position all needed equipment, safety devices and warning signages when needed.
- f)Reinstall all other dismantled components or accessories of the Security Surveillance System.
- g)Install replacement equipment for the defective CCTV components.
- h)Provide spare and service units to serve as temporary replacement for damaged cameras and other CCTV components (must be compatible with the system used by the NPDC).
- i)Submit to NPDC through the RMIS section, all duly signed and approved job reports, which shall contain, but not limited to, before and after works photos, and diagnosis, complete with the assessment and list of defects, and corrective measures done to address the fault.
- j)Submit to NPDC through the RMIS section, all duly signed and approved maintenance reports after every bimonthly inspection conducted with recommendations, using acceptable format or using the format that the NPDC may provide (See attached Security Surveillance System Checklist)

k)Comply with all standard health and safety requirements and protocols to include, among others, the use of personal protective equipment by all workers, proper uniform and ID (with photograph and signature of the bearer, company name and date of expiry), observe company rules and regulations on safety and security, etc.

l)Technicians employed by the service provider should carry a range of tools, test equipment, suitable spares and other gadgets to enable them to perform their functions satisfactorily.

m)Coordinate with NPDC regarding any power requirements whenever necessary.

n)Shall deploy one (1) CCTV technical personnel who will be assigned at the Command Center in charge of monitoring, troubleshooting, repair and maintenance of defective CCTV components (night shift).

o)Conduct GAD-related training on how to utilize the project in solving GAD issues. The training will be attended by the project implementers and CCTV operators, among others.

p)Conduct a comprehensive final checking of the work done prior to turn-over at the end of contract period. All unacceptable work must be re-worked at no additional cost to NPDC.

q)NPDC shall be released, relieved, indemnified and forever discharged from any and all liability whatsoever for any personal or bodily injury (including death) and loss of or damage to property that the contractor may sustain, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorney's fees, which arise out of, result from, occur during or are connected in any manner with the preventive maintenance of the agency's security surveillance system.

8.General Provisions, prior to:

a)Submission of bids:

i.A joint inspection must be conducted by the service provider and the NPDC-RMIS Section representatives on the specific works to be done for the project.

ii.The Service provider is required to inspect and examine the site and the surroundings of the proposed project to arrive at an estimate of the labor, materials, equipment, facilities, and services necessary to carry out the work.

b)Commencement of the project:

i.The service provider must conduct proper planning and safety orientation meetings for all its personnel who will be involved in the work prior to commencement.

ii.The service provider must orient its employees to be assigned in the NPDC about laws related to data protection and privacy and other pertinent laws and that infringement of the same shall be the service provider's and its employees' liability.

iii.The service provider is required to coordinate all activities and work relative to the project with the NPDC-RMIS section representative for proper monitoring and coordination.

iv.The service provider must submit a list of personnel assigned to the project before commencing the above scope of works.

9. Specific coverage of the Preventive Maintenance:

RIZAL PARK - Central Section			
Item	Quantity	Unit	Particulars
1	38	Units	Geovision Bullet Cameras (GV-BL2511)
2	14	Units	Geovision PTZ Cameras (GV-SD2411)
3	8	Units	HikVision Facial Recognition Cameras (DS-2CD2125FWD-1)
4	30	Units	Dahua Bullet Cameras (IPC-HFW5442T-ASE)
5	10	Units	Dahua Facial Recognition Cameras (IPC-HFW7842H-Z)
6	2	Units	HikVision Bullet (DS-2CD2T45FWD-I5)
7	2	Units	HikVision Dome (DS-2CD4D36FWD-IZS)
8	7	Units	Sony Dome Cameras (SNC-VM632R)
9	10	Units	IP camera in planet (Axis)
10	18	Units	Network Video Recorders (NVR)
11	1	Unit	Video Wall Controller (VWC)

12	17	Units	POE Switches (24-port/16-port)
13	1	Unit	Video Management System (VMS)
14	9	Units	Video Storages
15	17	Units	Uninterruptible Power Supply (UPS)
16	6	Units	Automatic Voltage Regulator (AVR)
17	15	Units	Intermediate Distribution Frame (IDF)
18	5	Units	Main Distribution Frame (MDF)
19	6	Units	Client Stations
20	11	Units	55" Monitors
21	12	Units	46" Monitors
20	32	Units	NEMA Boxes (with POE switches, Power Injectors, Breakers, Power Adapters, etc)

RIZAL PARK - Western Section

Item	Quantity	Unit	Particulars
1	23	Units	Geovision Bullet Cameras (GV-BL2511)
2	6	Units	Geovision PTZ Cameras (GV-SD2411)
3	6	Unit	HikVision Facial Recognition Cameras (DS-2CD2125FWD-1)
4	6	Units	Dahua Bullet Cameras (IPC-HFW5442T-ASE)

5	6	Units	Dahua Facial Recognition Cameras (IPC-HFW7842H-Z)
6	8	Units	POE Switches (24-port/16-port)
7	8	Units	Uninterruptible Power Supply (UPS)
8	3	Units	Automatic Voltage Regulator (AVR)
9	8	Units	Intermediate Distribution Frame (IDF)
10	18	Units	NEMA Boxes (with POE switches, Power Injectors, Breakers, Power Adapters, etc)

PACO PARK

m	Quantity	Unit	Particulars
1	9	Units	Geovision Bullet Cameras (GV-BL2511)
2	1	Unit	HikVision Facial Recognition Cameras(DS-2CD2125FWD-1)
3	7	Units	Dahua Bullet Cameras (IPC-HFW5442T-ASE)
4	5	Units	POE Switches (24-port/16-port)
5	6	Units	Uninterruptible Power Supply (UPS)
6	4	Units	Intermediate Distribution Frame (IDF)
7	8	Units	NEMA Boxes (with POE switches, Power Injectors, Breakers, Power Adapters, etc)
8	1	Unit	21" Monitor

9	1	Unit	Client Station
---	---	------	----------------

Replacement of Defective CCTV Components

NPDC			
Item	Quantity	Unit	Particulars
1	20	Units	Cameras 4MP Bullet type
2	3	Units	Workstations
3	25	Unit	UPS 650VA
4	10	Units	Managed POE Switch, 4 PoE/POE+ Ports with 1 Gigabit RJ45/1 combo SFP uplink ports,
5	5	Units	Extender
6	1	Lot	Recabling Works

V.SCHEDULE OF PAYMENT

The payments shall be made every two months after the completion of comprehensive maintenance services, submission of complete documents for services rendered and issuance of Certificate of Acceptance by the NPDC.

VI.EXPECTED TIME FRAME

The above works must be completed within twelve (12) months reckoned from the issuance of Notice to Proceed.

VII.THE PROJECT SUPERVISION:

The project will be implemented under the supervision of the NPDC's RMIS Section.

VIII.THE BIDDER:

a)Prospective service providers should have legal, technical and financial capability to implement the above-mentioned project.

b)The principal business of the prospective service provider must be related to the maintenance, distribution, and installation of security/surveillance systems.

c)Prospective service providers must be in existence for at least twelve (12) years.

d)Prospective service provider must be an authorized servicing agent for the IP Cameras and Switches to be maintained. (At least 2 of the brands of IP Cameras and at least 1 of the brands of the switches).

e)Prospective service provider must be an authorized servicing agent for the NVR to be maintained. (At least 1 of the brands of NVR).

f)Prospective service providers shall be able to provide equipment (testing equipment, ladder, cleaning equipment and materials) to ensure the proper implementation of the project. All electrically operated tools should be designed to adapt with the company system voltage.

- Boom Trucks
- Power and Hand Tools Equipment
- Test Instruments
- Vacuum Cleaners
- Electrical Tapes
- Rugs
- Thrash Bags
- Brooms and Dust Pans
- Extension Cords
- Consumables

g)Subcontracting or assignment of any portion of the Project is prohibited.

h)Prospective service providers must have at least satisfactorily completed a similar project (Preventive Maintenance of Security Surveillance System) for the last 3 years equivalent to or greater than 50% of the Approved Budget Contract.

i)Prospective service providers must have a Certificate of Training for at least five (5) of its employees who will be deployed to the NPDC upon commencement of the project, issued by the manufacturer of the IP Video Surveillance Cameras.

j)Prospective service providers must have a Certificate of Training for at least five (5) of its employees who will be deployed to the NPDC upon commencement of the project, issued by the manufacturer of the Switches.

I hereby certify to comply and deliver all the above requirements:

NAME OF BIDDER

SIGNATURE

DATE

ANNEX B

Attachment to Financial Bid Form