



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
CCTV SYSTEM

01 December 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **CCTV SYSTEM (APP 2021-0182)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **5:00 P.M., 07 December 2021**.

The service providers/suppliers must also submit the following requirements:

1. Copy of the Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to bacsecretariat@privacy.gov.ph or via mail or courier in a sealed envelope to:

5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307

Attention to: **ATTY. KRISHNA AIRA TANA-CAGUIA**
BAC Secretariat Head

ATTY. KRISHNA AIRA TANA-CAGUIA
BAC Secretariat Head

¹ **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTE: Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

The original of this document is in digital format
NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

Ref No.: RFQ-2021-0182

**TECHNICAL SPECIFICATION
CCTV SYSTEM**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 280,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the attached Terms of Reference (TOR) for: <ol style="list-style-type: none"> 1. Technical Requirements/Specifications 2. Payment and Delivery 			- _____ - _____
TOTAL						

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.
- VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order, Work Order, NTP or from date of contract unless a different delivery term is provided in the Terms of Reference.

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)

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TERMS OF REFERENCE

PROCUREMENT FOR CCTV SYSTEM

I. BACKGROUND

The Interim Management Information Unit (IMISU) is acting as Information Technology Division of the National Privacy Commission, it is tasked to supporting, maintaining, implementing Information and Communications Technology (ICT) infrastructures of the National Privacy Commission.

Currently, NPC has no surveillance system for monitoring any security incidents. Installing a modern CCTV (Closed-Circuit Television) system is crucial with the increasing occurrence of theft since there are many historical instances of burglaries in the office. For that reason, a CCTV camera is a fundamental tool that keeps the NPC property, inventories, and personal belongings of the staff secure. In addition to the presence of hired security personnel, a CCTV system can be an added tool for them to have a clear overview of the perimeter during daytime and nighttime.

II. OBJECTIVES

- The objective of this procurement is to acquire a CCTV system which will monitor critical areas such as the Datacenter, Forensic Laboratory, Records and File Storage Areas, Inventory and Storage Facilities on 24/7 basis.
- To monitor and track NPC other interior and exterior premises, keep the staff safe and prevent/deter crimes from happening.



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III. TECHNICAL REQUIREMENTS/SPECIFICATIONS

A. CCTV Camera Requirements

1. Must have 1080p Full HD resolution (1980x1080) with maximum frame rate of 30 FPS.
2. Must have H.264 Video Compression.
3. Must have Image settings for brightness, contrast, 50/60 Hz Flicker Reduction, WDR, Hue, Sharpness, Saturation and Noise Reduction.
4. Must have a 10/100 Ethernet Port Networking Interface.
5. Must have 3x powered optical zoom.
6. Must have IR LED Illumination and IR Cut Filter
7. Must be IEEE 802.3at Type 2 PoE+ compliant
8. Must have a maximum power consumption of 12.5 W.
9. Must have IP67 Weatherproofing.

B. Video Recorder Requirements

1. Must have 4 GB System Memory.
2. Must have 8 GB On-Board Flash Storage.
3. Must have a maximum power consumption of 100 W.
4. Must have a 1 universal AC input, 100-240 VAC, 2A Max, 50/60 Hz.
5. Must have a Management Interface.
6. Can support 2.5"/3.5 HDD bays.
7. Must have 10G SFP+ port.

Reference No.: _____

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8. Must have 1 GbE RJ45 Port.
9. Must be 1U size and rack mountable.
10. Can be managed from a desktop computer or mobile device via graphical user interface.
11. Must include one (1) 8 TB drive.

C. Redundant Power System Requirements

1. Must be 1U size and rack mountable.
2. Must have one (1) 10/100/1000 Mbps GbE RJ45 Port.
3. Must include one (1) smart power cable.
4. Must have six (6) DC output ports.
5. Must have a maximum power consumption of 995 W.
6. Must have LEDs to show status and link/activity.
7. Must have one (1) universal AC input, 100 to 240 VAC.

D. Functional Requirements

1. The CCTV Camera must deliver a good image quality in any lighting conditions.
2. The Video Recorder must be a business-grade network video recorder that provides data redundancy and long-term storage capabilities.
3. The Redundant Power System must protect supported devices from sudden power supply failure and provide automatic failover support.



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4. The CCTV components must be compatible with the existing network switches and routers.

E. Installation and Configuration Requirements

1. Provider must be able to install and configure the CCTV system / components to the network infrastructure of NPC.

F. Warranty, Support and Documentation

1. Provider must have at least one (1) year warranty on parts and service.
2. Provider must provide at least one (1) year technical support assistance / helpdesk support for the end-user.
3. Must have documentation or datasheet available online.

G. Service Level Agreement

1. Technical support assistance must respond via telephone or email to resolve CCTV technical issues encountered, in which case, severity levels are indicated below:
 - a. Severity Level 1, categorized as Minor, the issue must be resolved within one (1) hour after initial report to the service desk or customer support.
 - b. Severity Level 2, categorized as Major, the issue must be resolved at the soonest possible time (within 2 hours)
 - c. Severity Level 3, categorized as Critical, the issue must be resolved immediately (within 4 hours).



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IV. PAYMENT AND DELIVERY

100% payment after delivery and issuance of Inspection and Acceptance Report by the NPC Inspection Committee and certificate of acceptance by the End-user, on or before 28 February 2022 after receipt of Notice to Proceed or Purchase Order.


V. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

- Source of Fund: NPC 2021 APP with Item code: 2021-0182, NPC Endorsed ISSP FY 2021-2023 with the same name on pages 53 and 71.
- The approved budget for the contract is Two Hundred Eighty Thousand Pesos only (P 280,000.00).



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Prepared by:

 Digitally signed by Plandor
Lennard Apora
Date: 2021.11.22 15:42:03
+08'00'

Lennard A. Plandor
Network Manager, IMISU

Noted by:



Robelyn M. Cruz
Vice Chairman, IMISU

Approved by:

 Digitally signed
by Idanan
Vandelft Rimas

Vandelft R. Idanan
Head Executive Assistant
Office of the Privacy Commissioner

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling**

interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBE AND SWORN TO before me this ____ day of _____ 20__ at _____, affiant having exhibited to me his/her _____ issued on/valid until _____.

Doc. No.: _____

Page No. _____

Book No.: _____

Series of 20_____