



Project Requirements for the Procurement of Supply, Delivery, Installation and Commissioning of Closed-Circuit Television (CCTV) System for NEA Building

1. RATIONALE

- 1.1. Crime is present in various forms in the Philippines, and remains a serious issue throughout the country. Closed-circuit television allows the monitoring of one's properties in the most convenient and effective way. CCTV cameras are very important in monitoring areas to prevent theft and other crimes. And for the business, it may be used to monitor employees, control inventory and to maximize productivity.
- 1.2. Thus, it is highly recommended that in order to improve the security and monitoring of the National Electrification Administration (NEA for brevity), a Government-Owned and Controlled Corporation duly organized and existing under and by virtue of P.D. 269, as amended by R.A. 10531, with principal office address at NEA Building, Barangay Pinyahan, Diliman, Quezon City, there is a need to procure the services of a qualified/professional CCTV provider ("CONTRACTOR", for brevity) which can provide manpower, equipment, supplies, materials, and technical expertise for the CCTV of NEA Building.

2. APPROVED BUDGET FOR THE CONTRACT

- 2.1. For and in consideration of the performance and accomplishment of the CCTV SERVICES, NEA shall pay the CONTRACTOR the total amount of THREE MILLION PESOS (Php3,000,000.00) for the contract price. Subject to pertinent laws on government contracts and auditing procedures.
- 2.2. The contract price is inclusive of all duties and taxes.
- 2.3. Any adjustment in Contract Price shall be done in accordance with guidelines provided by law.
- 2.4. The payment of escalation costs shall be subject to the unilateral and written approval of **NEA** and to availability of funds.

3. PROJECT DURATION

- 3.1. The project duration for the supply and installation covering the manpower, equipment, supplies, materials and technical expertise for the CCTV **NEA** shall be for a period of **sixty (60) days** from the issuance of Notice to Proceed (NTP).
- 3.2. The **CONTRACTOR's** proposed Work Plan shown in Gantt Chart, which is a mandatory part of the Technical Proposal, should provide a more detailed schedule of activities.
- 3.3. Exact dates of delivery and/or completion should be reckoned from the date of **CONTRACTOR's** receipt of NTP.
- 3.4. The liquidated damages shall be imposed for the inability of the **CONTRACTOR** to comply with the **Approved Construction Schedule**, unless a written request for time extension has been approved in writing by **NEA**.

4. QUALIFICATION OF THE CONTRACTOR

- 4.1. The **CONTRACTOR** must be competent and experienced in the field of CCTV installation works with a minimum of five (5) years prior experience in installing, operating and maintaining communications network either using its own link or links provided by the other telecommunications suppliers connecting geographically separate areas including, but not limited to, Wide Area Network (WAN).
- 4.2. The **CONTRACTOR** must have at least five (5) years' experience related to Command and Control Center Information Systems, city-wide inter connectivity and surveillance setup and third party hardware and software integration.
- 4.3. The **CONTRACTOR** is required to submit a company profile, list of present and previous clientele, and certifications issued by past/present clients indicating the Contractor's satisfactory performance.
- 4.4. The Project-in-Charge who will administer the CCTV Installation Works must be well trained and experienced Licensed Electronic and Communication Engineer/ Electrical Engineer with at least three (3) years' experience.

5. GENERAL REQUIREMENTS

- 5.1. The **CONTRACTOR** will provide technical supervision, skilled manpower, tools, equipment and suitable highest quality materials within the specified period to complete the project.
- 5.2. As-built Drawings is to be done and submitted by **CONTRACTOR**.
- 5.3. Provide coordination and collaborative works with **NEA** to complete respective works in accordance with approved drawings, specifications and method of installation.
- 5.4. Provide all materials necessary to complete the works although not specifically mentioned in the Specifications, working drawings or in other contract documents without extra cost to the **NEA**.
- 5.5. Comply with all applicable Environmental, Health and Safety regulations required by law.
- 5.6. Secure and submit all necessary bonds, permits and insurances required in the contract.
- 5.7. Submit the required work schedule, delivery schedule, table of organization, manpower schedule, samples product data, safety plan, methodology and other requirements deemed necessary on time.
- 5.8. Ensure the quality of materials and workmanship needed to complete and render ready for acceptance by the owner.
- 5.9. Responsible for the safety requirements (safety shoes, vest, hard hat, safety harness, lifeline) and provision of fire extinguishers and all other fire protection provisions in working areas.
- 5.10. Compliance to provisions of safety provisions for warehousing/storage of their materials and equipment.

- 5.11. Medical Requirements of **CONTRACTOR** workers will be part of preliminaries of **CONTRACTORS**.
- 5.12. Hauling and disposal of garbage inside the building perimeter.
- 5.13. Protect and maintain in the required acceptable conditions of all CCTV installation works and accessories during construction until hand over.
- 5.14. Ensure that the performance, appearance and proper functioning of the works are not affected by any movements, settlement or deflection in the building structure. Also take into account the construction accuracy of works by others to which the CCTV installation works are attached.
- 5.15. It is essential that documentation is of high standard, and that text is presented in a clear and correct language. Where possible, diagrams, pictures, etc. shall be used as supplement to the text.
- 5.16. Documents and manuals must be written in English language; present information in a clear and logical manner; provide cross-referencing between drawings, diagrams and text; contain drawings using standard symbols.
- 5.17. **NEA** reserves the right to review and comment on all draft versions of documentation prior to printing.
- 5.18. All documents and manuals shall be delivered both in printed form and in computer readable files. The requirement for computer readable files is mandatory for software documentation.
- 5.19. **NEA** reserves the right to copy and use delivered documentation in producing, for instance training and publications.

5.20. Installation of CCTV cameras covering areas such as but not limited to the following:

Location	No. CCTV Camera
Basement 2	
1. Right Wing	3
2. Left Wing	3
3. Elevator Lobby	
Basement 1	
1. Right Wing	
2. Left Wing	4
3.Center Stair	
4. Elevator Lobby	
Ground Floor	
Right Wing Emergency Exit	
2. Left Wing Emergency Exit	
3. Center Stair	
4. Elevator Lobby	8
5. Entrance Gate	
6.Right Biometric Time Clock	
7.Left Biometric Tome Clock	
8.Entrance Stair	
Second Floor	
1. Right Wing Emergency Exit	4
2. Left Wing Emergency Exit	

1

Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Seventh Floor 1. Right Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Seventh Floor 1. Right Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 3. Center Stair Penthouse 4. Elevator Lobby 5. Right Wing Emergency Exit 3. Center Stair Penthouse 4. Elevator Lobby 5. Right wing lobby 6. Left Wing Lobby Elevator 1. Machine Room 2. Elevator 1 3. Elevator 2 Perimeter 1. Powerhouse 2. Powerhouse Perimeter 3. Right Parking Perimeter 4. Left Parking Perimeter 5. Motor Pool Repair Shop 6. Motor Pool Repair Shop Perimeter 7. Basement Entrance	4 4 6 7 7 otal 55
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Seventh Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair Penthouse 4. Elevator Lobby 5. Right Wing Iobby 6. Left Wing Lobby Elevator 1. Machine Room 2. Elevator 1 3. Elevator 2 Perimeter 1. Powerhouse 2. Powerhouse Perimeter 3. Right Parking Perimeter 4. Left Parking Perimeter 5. Motor Pool Repair Shop	6
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Seventh Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair Penthouse 4. Elevator Lobby 5. Right Wing Iobby 6. Left Wing Lobby Elevator 1. Machine Room 2. Elevator 1 3. Elevator 2 Perimeter 1. Powerhouse 2. Powerhouse Perimeter 3. Right Parking Perimeter 4. Left Parking Perimeter	6
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Seventh Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair Penthouse 4. Elevator Lobby 5. Right Wing Iobby 6. Left Wing Lobby Elevator 1. Machine Room 2. Elevator 1 3. Elevator 2 Perimeter 1. Powerhouse 2. Powerhouse Perimeter 3. Right Parking Perimeter	6
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Seventh Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair Penthouse 4. Elevator Lobby 5. Right Wing Iobby 6. Left Wing Lobby Elevator 1. Machine Room 2. Elevator 2 Perimeter 1. Powerhouse Perimeter	6
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Seventh Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 3. Center Stair Penthouse 4. Elevator Lobby 5. Right wing lobby 6. Left Wing Lobby Elevator 1. Machine Room 2. Elevator 2 Perimeter 1. Powerhouse	6
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Seventh Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 3. Center Stair Penthouse 4. Elevator Lobby 5. Right wing lobby 6. Left Wing Lobby Elevator 1. Machine Room 2. Elevator 2 Perimeter	6
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Seventh Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair Penthouse 4. Elevator Lobby 5. Right wing lobby 6. Left Wing Lobby Elevator 1. Machine Room 2. Elevator 2	6
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Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Seventh Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 3. Center Stair Penthouse 4. Elevator Lobby 5. Right wing lobby 6. Left Wing Lobby Elevator 1. Machine Room	6
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Seventh Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair Penthouse 4. Elevator Lobby 5. Right wing lobby 5. Right wing lobby 6. Left Wing Lobby Elevator	4
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Seventh Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 3. Center Stair Penthouse 4. Elevator Lobby 5. Right wing lobby 6. Left Wing Lobby	4
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Seventh Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair Penthouse 4. Elevator Lobby 5. Right wing lobby	4
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Seventh Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair Penthouse 4. Elevator Lobby	4
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Seventh Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 2. Left Wing Emergency Exit	4
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Seventh Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Penthouse 1. Right Wing Emergency Exit	
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Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Seventh Floor	4
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby	4
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair	4
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit	4
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby Sixth Floor 1. Right Wing Emergency Exit	
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Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair 4. Elevator Lobby	
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit 3. Center Stair	
Fifth Floor 1. Right Wing Emergency Exit 2. Left Wing Emergency Exit	
Fifth Floor	4
4. Elevator Lobby	
1 . 	
3. Center Stair	
2. Left Wing Emergency Exit	4
1. Right Wing Emergency Exit	
Fourth Floor	
4. Elevator Lobby	
2. Left Wing Emergency Exit 3. Center Stair	4
1. Right Wing Emergency Exit	4
Third Floor	
4. Elevator Lobby	
3. Center Stair	

6. SCOPE OF WORK

- 6.1. The CONTRACTOR shall undertake the works implementation of the "Supply, Delivery, Installation and Commissioning of Closed-Circuit Television (CCTV) System for NEA Building", all in accordance with the specifications and subject to the terms and conditions of the contract.
 - 6.1.1. Mobilization and Provision of Temporary Facilities

- 6.1.1.1. The **CONTRACTOR** shall provide safety signage/early warning signs visible at the jobsite.
- 6.1.1.2. The **CONTRACTOR** shall make available Protective Gears for the workers.
- 6.1.1.3. Temporary Facilities shall be of a design and materials acceptable to **NEA**.
- 6.1.1.4. The **CONTRACTOR** shall provide suitable portable toilet facilities at approved location with proper enclosures for the use of workmen, and shall maintain same in sanitary operable conditions, all in conformity with the local regulations.
- 6.1.1.5. The **CONTRACTOR** shall provide such other temporary building as maybe required for use of his/her workers and safe storage of tools and materials. Such structures shall be located only where previously approved.
- 6.1.1.6. **NEA** shall provide for temporary power facility required for the entire CCTV installation works phase. The **CONTRACTOR** shall provide conduits, wires, connections and accessories and labor.
- 6.1.1.7. **NEA** shall provide temporary water facility that will be used during the entire CCTV installation works stage.
- 6.1.1.8. The **CONTRACTOR** shall install, operate and maintain adequate number of temporary hoists, scaffolds, runways, ladders, and the like as required for the proper execution of the work. Safety precautions shall at all times be observed.
- 6.1.1.9. All temporary services and facilities installed by the **CONTRACTOR** shall be removed by the **CONTRACTOR** on completion of this Contract or as directed by **NEA**. The **CONTRACTOR** shall restore any damage, alteration, caused by such removal and during the project implementation.

6.1.2. Installation

- 6.1.2.1. The CONTRACTOR shall perform the installation, integration, testing, commissioning of all devices and equipment. All necessary tests, services and inspections to assure the system functions shall be checked and approved before the acceptance test. Consideration shall be given to the fact that installation or tests of other systems within the same building may be carried out during the same period.
- 6.1.2.2. **CONTRACTOR** shall include a detailed implementation schedule of the project to avoid interruptions in the operation of **NEA**.
- 6.1.2.3. Provide **NEA's** General Services Division to have the right to observe during the installation procedures.
- 6.1.2.4. **CONTRACTOR** shall provide complete schematics diagrams and operational manual for **NEA** reference.

- 6.1.2.5. The **CONTRACTOR** shall ensure that all fits and finishes are precise with professional standard for quality and workmanship. All equipment shall be adjusted accordingly for proper symmetry and operation.
- 6.1.2.6. **CONTRACTOR** shall install the audio/visual equipment without any changes or damage done in the room during any chipping works, etc. Any damage, accidental or not, shall be on the account and shall be restored to original form and appearance by the **CONTRACTOR**.
- 6.1.2.7. All outdoor cables should be properly installed inside the Electrical Metallic Tubing (EMT) conduit pipe for all CCTV IP Camera.
- 6.1.2.8. All roughing-ins, civil works, including supports, boxes, fittings, mounting brackets and etc. should be provided by the **CONTRACTOR**.

6.1.3. Manuals

- 6.1.3.1. Manuals shall give a full overview of the integration of the various subsystems.
- 6.1.3.2. Documents and manuals shall give an outline of the complete system as delivered. It shall be adapted to the engineering and maintenance staff and described how the system is composed and how it functions.
- 6.1.3.3. It shall give a general overview of the sub-system and outline the structure of associated documentation.
- 6.1.3.4. This manual shall give a detailed description of all system operation functions, including input actions and error response.

6.1.3.5. Operations Manual:

6.1.3.5.1. This manual shall give a detailed description of all functions, seen from the user's point of view.

6.1.3.6. Equipment Manual:

6.1.3.6.1. The Equipment Manual shall give full details of sub-systems or units on the following subjects as a minimum, general description, complete line diagrams and schematic diagrams.

6.1.4. Training Requirements

- 6.1.4.1. The **CONTRACTOR** shall conduct Technical Training to **NEA** personnel for the administration, operation, maintenance and handling of the products to be supplied.
- 6.1.4.2. This covers the requirements for operational and technical training to enable correct use, operation and maintenance of CCTV System.
- 6.1.4.3. Training documentation requirements are included.

- 6.1.4.4. The comprehensive trainings shall be provided to ensure that operation and maintenance personnel will be capable to competently operate and maintain the system.
- 6.2. Punch List, Cleaning, Clearing and Turn-Over

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- 6.2.1. Correct all noted punch lists, defects and/or needed replacements identified and observed.
- 6.2.2. Provide a Service Level Agreement (SLA) including but not limited to three-level escalation support:
 - 6.2.2.1. Unlimited phone support indicating contact numbers.
 - 6.2.2.2. **CONTRACTOR** technical support with 24-hour response time starting from the time of report and indicating all necessary contact information.
 - 6.2.2.3. Product manufacturer local technical support.
- 6.2.3. Restore to its original condition any facilities and fixtures that has been damaged due to CCTV installation works and accidents arising during implementation, if any.
- 6.2.4. Clean, clearing of the area, and hauling and disposal of debris properly before turn-over.
- 6.2.5. Demobilize and turn-over the entire project for acceptance of **NEA** or its authorized representative.

7. MATERIALS REQUIREMENTS & SPECIFICATIONS

- 7.1. Install 40 units of at least 5MP Full HD IR IP-CCTV Dome Cameras for the following areas:
 - 7.1.1. Machine Room
 - 7.1.2. Elevator 1 & 2
 - 7.1.3. Right Wing Emergency Exit of Ground Floor, 2nd Floor, 3rd Floor, 4th Floor, 5th Floor, 6th Floor, 7th Floor and Penthouse.
 - 7.1.4. Left Wing Emergency Exit of Ground Floor, 2nd Floor, 3rd Floor, 4th Floor, 5th Floor, 6th Floor, 7th Floor and Penthouse.
 - 7.1.5. Center Stair of Basement 1, Ground Floor, 2nd Floor, 3rd Floor, 4th Floor, 5th Floor, 6th Floor, 7th Floor and Penthouse.
 - 7.1.6. Elevator Lobby of Basement 2, Basement 1, Ground Floor, 2nd Floor, 3rd Floor, 4th Floor, 5th Floor, 6th Floor, 7th Floor and Penthouse.
 - 7.1.7. Right Ground Floor Biometric Time Clock
 - 7.1.8. Left Ground Floor Biometric Time Clock
- 7.2. Install 13 units of at least 5MP Full HD IR IP-CCTV Bullet Cameras for the following areas:

- 7.2.1. Ground Floor Entrance Stair
- 7.2.2. Right and Left Wing of Basement 2
- 7.2.3. Right and Left Wing of Basement 1
- 7.2.4. Powerhouse

- 7.2.5. Powerhouse Perimeter
- 7.2.6. Basement Entrance
- 7.2.7. Right- and Left-Wing Parking Perimeter
- 7.2.8. Motorpool Repair Shop
- 7.2.9. Right Wing Penthouse
- 7.2.10. Left Wing Penthouse
- 7.3. Install 2 units of at least 5MP Full HD IR IP-CCTV Fisheye Cameras for the following areas:
 - 7.3.1. Ground Floor Entrance Gate
 - 7.3.2. Motorpool Repair Shop Perimeters
- 7.4. Install 2 units of H.265-complaints Network Video Recorder (NVR) with 32 channels IP video input at 256Mbps/160Mbps video/audio input bandwidth.
- 7.5. Includes Network Structured Cabling and network equipment based on IP-CCTV layout plan. All NVR must have at least 60 days' retention storage capability with Network Access Storage Feature Cable of 4K recording resolution with 16 channel synchronous playback.
- 7.6. Must have Centralized Management of IP cameras, including configuration, information import/export, real time information display, etc.
- 7.7. Must set-up a central monitoring facility with necessary monitor screens that flash all the CCTV cameras.
- 7.8. Must set-up a Personal Computer with at least 4 cores CPU, 16gb Ram, 2TB NV2 Gen 1 Storage.
- 7.9. All outdoor cameras must be weatherproof.
- 7.10. All CCTV System must conform to BS 7958:2009 and BS EN 50132-5:2001 Standards.

8. WARRANTY

- 8.1. The **CONTRACTOR** shall guarantee the work done to be free from defects for a period of **two (2) years** reckoned from acceptance of the project.
- 8.2. After sales support:

- 8.2.1. Unlimited 24-hour phone support.
- 8.2.2. 24-hour response time starting from the time of report.
- 8.2.3. Next business day on-site replacement service for damage/malfunctioning component.
- 8.2.4. Semi-annual product maintenance with all risks warranty.

9. RESPONSIBILITIES OF THE CONTRACTOR

- 9.1. The principal features of the work do not in any way limit the responsibilities of the **CONTRACTOR** to the general description of his/her scope of work. He/she shall perform all the work fully and make operational to the intent of the project.
- 9.2. The **CONTRACTOR** shall be responsible for the proper execution and coordination of his/her work. He/she shall schedule and program all necessary work activities according to the specified completion period.
- 9.3. The **CONTRACTOR** shall observe the required standards of safety and procedures and that its contract and workers shall be properly insured against all risks. He/she shall provide/equip its workers with Personal Protective Equipment (PPE) during the course of construction/installation. He/she shall observe the **NEA's** house regulations to be issued together with the Work Permit.
- 9.4. The **CONTRACTOR** shall be responsible for securing **NEA** issued work permits and compliance with other **NEA** rules and regulations related to the construction works. All workers/engineers working at site are required to wear company uniforms indicating their company name.
- 9.5. The **CONTRACTOR** is not allowed to erect quarters for workers within **NEA** premises; sleeping is also not allowed. **CONTRACTOR's** workers are limited to the designated working area only. Loitering around and inside the **NEA** premises is not allowed.
- 9.6. The CONTRACTOR shall be responsible for clearing and cleaning of the designated project site of unused materials, left over and other debris at the site and disposal of the same outside of the NEA premises. A daily inspection of the work area shall be conducted by the CONTRACTOR and NEA or its authorized representative to ensure that the working area and storage area assigned to the CONTRACTOR is clean and in order at all times.
- 9.7. The **CONTRACTOR** shall protect adjacent areas against any damage by his/her employees, or by his/her materials, equipment and tools during the execution of the work. Any damage done by him/her or his/her employees shall be repaired at his own expense, without additional compensation beyond the contract.
- 9.8. Permits, Laws, Ordinances and Standards the installation provided for and specified herein shall comply with laws and regulations of the local government unit and any government agency having jurisdiction. All necessary permits and other requirements shall be secured and for the account of the CONTRACTOR. Said requirements shall be turned-over to NEA upon project completion.
- 9.9. The **CONTRACTOR** shall assign a fulltime IT expert/Electrical/Electronics Engineer as Project-In-Charge (PIC) for the project to supervise the works mentioned herein. The PIC shall be a certified registered Electrical/Electronics

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Engineer designated for the project by the **CONTRACTOR**. Said PIC must be the one to report on a weekly/monthly basis of the status/progress of the project as agreed upon during the kick-off meeting and who shall be the one responsible for all coordination works with the **NEA** or its authorized representative.

9.10. All other items of work not specifically mentioned but are necessary to complete the works in accordance with the plans and specifications and other related documents shall be provided by the CONTRACTOR at no additional cost to the NEA.

10. SUBMITTALS

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- 10.1. Before commencing any work or providing any materials at the jobsite for this project, the **CONTRACTOR** shall submit samples, project Bar Chart/S-Curve and PERT/CPM Network Diagram for the **NEA's** approval **within five** (5) calendar days upon receipt of Notice to Proceed.
- 10.2. The Contractor's All-Risk Insurance (CARI) shall be submitted to **NEA within ten (10) calendar days** upon receipt of Notice of Award (NOA) to be issued by the BAC Secretariat.
- 10.3. The **CONTRACTOR** shall submit to **NEA**, the proposed delivery of materials, tools and equipment, and manpower schedules for proper monitoring **five (5)** calendar days after the Pre-construction/kick-off meeting.
- 10.4. The **CONTRACTOR** shall submit samples and/or technical brochures of all materials to be used in the project **within ten (10) calendar days** upon receipt of Notice to Proceed which include but may not be limited to the following for **NEA's** approval:
 - 10.4.1. CCTV Materials/Brochures with technical specifications.
 - 10.4.2. Manufacturer's printed Product Installation Instructions.
- 10.5. Prior to issuance of the Certificate of Completion (COC) the following shall be submitted to NEA. NEA reserves the right not to issue a Certificate of Satisfactory Performance on the basis of the non-submission of any of the items below:
 - 10.5.1. Original Copy of "Record Drawing/Plan" complete with legend, technical specifications and measurements.
 - 10.5.2. Final Project Report including photo documentations before, during and after implementation works. Each photo-documentation should have the date and time stamps in jpg-format.
 - 10.5.3. As-built Plans Plans should be approved by **NEA**. The **CONTRACTOR** shall submit shop drawings as required by **NEA**. A complete set of As-Built Drawings in printed form (20" x 30") and/or A3 whichever is required by **NEA** and an electronic copy in AutoCAD.
 - 10.5.4. Warranty Certificate of at least two (2) years against poor workmanship and defects traceable to materials.
- 10.6. The **CONTRACTOR** is required to have a suitable Construction Safety and Health Program, which must be in accordance with Occupation Safety and

Health (OSH) Standard, rules and issuances by the DOLE. The program shall state the following:

- 10.6.1. Composition of Construction Safety and Health Committee.
- 10.6.2. Specific safety policies which the **CONTRACTOR** shall observe at the area of construction which include but not limited to Fall Protection, Electrical Hazards, and Materials Handling and Storage.
- 10.6.3. Penalties and sanctions for violations of the program.
- 10.6.4. The manner of disposing waste arising from the construction.
- 10.6.5. The safety program shall also include the appointment of a full-time safety officer-in-charge of the implementation of the said program.

11. PAYMENTS

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- 11.1. Payments to the **CONTRACTOR** will be made only for the actual accomplishment and/or material utilized, certified by the **NEA** as performed by the **CONTRACTOR** in accordance with the plans, specifications and program of works/construction schedule.
- 11.2. Payments in accordance with the above paragraph shall be considered full compensation for furnishing materials, labor, tools and equipment, and for performing all work contemplated and embraced under the Contract.
- 11.3. Payment shall be made upon complete submission of all documents required by **NEA** as indicated in this Section and other contract documents.
- 11.4. It is the responsibility of the **CONTRACTOR** to ensure that their performance bond is updated and valid until the **NEA** issues the final Certificate of Acceptance. The **CONTRACTOR** shall submit the endorsement or amendments to **NEA** on extension or revisions to its validity, as maybe necessary, not later than **seven (7) days** before the expiration of the originally submitted Performance Bond. No payment shall be made unless the Performance is updated.
- 11.5. **NEA** shall pay the **CONTRACTOR** based on the following payment schedule:
 - 11.5.1. **Fifteen Percent (15%)** upon signing of the contract;
 - 11.5.2. **Ten Percent (10%)** upon acceptance of As-Planned detailed design drawings, technical specifications, detailed bill of quantities, summary of works and delivery of equipment's.
 - 11.5.3. Fifty Percent (50%) upon installation of CCTV System at NEA Building.
 - 11.5.4. **Fifteen Percent (15%)** upon delivery and acceptance of complete set of signed and sealed As-Built Drawing in printed (20" x 30") and/or A3 whichever is required by NEA and an electronic copy in AutoCad, manuals, and conduct of technical training to NEA personnel for the administration operation, maintenance and handling of the equipment and materials to be supplied; and
 - 11.5.5. **Ten Percent (10%)** retention upon issuance of Certificate of Final Inspection and Acceptance.

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11.5.6. All payment made shall be subject to the usual government accounting and auditing rules and regulations.

12. LIQUIDATED DAMAGES

12.1. Liquidated Damages shall be in accordance with the provision in Section 68 of the Revised Implementing Rules and Regulation (IRR) of R.A. 9184.

TECHNICAL WORKING GROUP:

JULIO N. COLINA Secretariat ERIC B. CAMPOTO

Member

MARK LYNDON G. CORPUZ

Member

(ON OFFICIAL TRAVEL)
HERNANDO N. GABOTERO
Member

CYNTHIA E. LISONDRA

Member

MA. YVETTË V. MUYARGAS-PALLOGAN Member

ANNABELLE P. CRUZ

GEVERGLOS. SOTTO

MA. CHONA O. DELA CRUZ Co-Chairperson

Atty. BRYAN C. MERZA Chairperson

Bill of Quantities/Bid FormProcurement of Supply, 'Delivery, Installation and Commissioning of
Closed-Circuit Television (CCTV) System for NEA Building

PROJECT: Supply, Delivery, Installation and Commissioning of Closed-Circuit Television (CCTV) System for NEA Building LOCATION: NEA Building, #57 NIA Road, Government Center, Diliman, Quezon City

CT: Bill of Q	NO. DESCRIPTION		1.0. GENERAL REQUIREMENTS	 1.1. Mobilization and demobilization. 		1.2. Bonds, Permits and Insurances.	1.2. Bonds, Permits and Insurances. 1.3. Environmental, Safety and Health.	1.2. Bonds, Permits and Insurance 1.3. Environmental, Safety and He 1.4. Temporary Facilities.		1.2. Bonds, Permits and Insurances. 1.3. Environmental, Safety and Health 1.4. Temporary Facilities. INSTALLATION OF CCTV CAMERAS INCLUDING ITS COMPONENTS AND ACCESSORIES AT NEA MAIN BUILDING		1.2. 1.3. 1.4. INST INCL ACCO BUIL 2.1.		1.2. 1.3. 1.4. INCILI ACCE BUILL 2.1.	1.2. 1.3. 1.4. INST: INCLI ACCE BUILL 2.1. 2.2.	1.2. 1.3. 1.4. INST! INCLI ACCE BUILL 2.1. 2.2.
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Complete Address:
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Name of Authorized Representative and Signature:
Telephone No.:
Email Account:

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