



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation : _____

The Maritime Industry Authority (MARINA) through its Bids and Awards Committee (BAC), intends to procure **Preventive Repair and Maintenance For Kedacom (34 Units) & Webtek (53 Units) CCTV Cameras and Supply, Delivery, Installation, and Replacement of Nine (9) Non-Functional CCTV Surveillance Cameras, Equipment & Accessories for the Marina Central Office** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Twenty Five Thousand Six Hundred Pesos (P125,600.00)**. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your representative **not later than 05 July 2023** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **DTI Business Registration or SEC Certificate, Valid Business/Mayor's Permit, PhilGEPS Registration, and Omnibus Sworn Statement** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact Ms. Ellerie Torrente or Ms. Kristen Nicole Velasco at telephone no. **(+632) 8524-6518** or email address at **bacsec@marina.gov.ph**


ATTY. SHARON D. ALEDO
BAC Chairperson

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the content of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Supplier's must state here either "**Comply**" or **any equivalent term** in the column "Supplier's Statement of Compliance" against each of the individual parameters of each specification. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "**0**" if item being offered is for free.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

Item No.	Description/Technical Specifications			Supplier's Statement of Compliance	Unit Cost (VAT inclusive)	Total Cost (VAT inclusive)
1 LOT	The supply of supervision, labor, equipment, tools, and expertise for the Replacement of the following 9 Webtek CCTV Cameras:					
	Type of Camera	Floor	Strategic Location			
	1. Dome	Ground	Basement Parking			
	2. Bullet type	Ground	Entrance Parking facing Railroad St.			
	3. Dome	2 nd	MDS			
	4. Dome	3 rd	Service & Verification Area			
	5. Dome	5 th	Corridor/Hallway			
	6. Dome	12 th	Corridor/Hallway near ES Office			
	7. Dome	12 th	Corridor/Hallway facing the stairs			
	8. Dome	12 th	MOC Room			
	9. Dome	12 th	Corridor/Hallway			
	Technical Specifications:					
	1. CCTV IP Camera <ul style="list-style-type: none"> • DOME, High-quality imaging up to 4 MP resolution • 1/3" progressive scan CMOS • 2560 x 1440 @20fps maximum resolution • 2.8mm/4mm fixed lens • H.265+, H.265, H.264+, H.264, Dual Stream • IP67, 1K10 • IR range up to 30m 					

	<ul style="list-style-type: none"> • BULLET type, High-quality imaging up to 4 MP resolution • 1/3" progressive scan CMOS • 2560 x 1440 @20fps maximum resolution • 2.8mm/4mm fixed lens • H.265+, H.265, H.264+, H.264, Dual Stream • IP67, 1K10 • IR range up to 30m <p>2. HARD DRIVE, 4TB</p> <ul style="list-style-type: none"> • Interface SATA 6Gb/s • 8+ up to 64 Drive Bays & Camera supported • 190MB/s max. sustained transfer rate • Standard Model No. ST4000VX007 <p>3. UPS, KEBOS 2KVA</p> <ul style="list-style-type: none"> • Capacity Input, 220/230/240Vac; 140-300Vac OVR; 50/60Hz+/-10 OFR • Output, 220/230/240Vac Simulated Sine Wave @nominal volt. +/-10% • Battery mode: 50 to 60Hz+/-1Hz; Utility mode: 50/60Hz+/-10%Hz • BATTERY type 12v 9Ah x 2pcs. Maintenance-free, sealed Lead acid, Leakproof; Recharge time 4 to 6 hrs. up to 90% capacity • System features: Green LED, Yellow LED, Red LED On; Alarm sounding every 10 secs.; Low battery sounding every second; Overload sounding every 0.5 sec.; Fault continuously sounding • 0 to 40 Degrees Celsius Operating Temp 			
	<p>Other Scope of Work:</p> <p>1. The supply of supervision, labor, equipment, tools, and expertise for the repair and the Quarterly Preventive Maintenance Service of the following equipment for a period of 6 months from July to December 2023.</p> <ul style="list-style-type: none"> • 87 units of CCTV IP Cameras (34 Kedacom & 53 Webtek) in MARINA including the perimeter. • 5 units of Network Video Recorder (NVR) and their Storage • 5 units of CCTV Monitor • 12 units of CCTV Hard Disk • 3 units of UPS • 9 units of POE Switch <p>2. Conduct periodic inspection, preventive maintenance, incidental servicing, and emergency service, of the above-</p>			

	<p>mentioned CCTV as specified in the preceding paragraph.</p> <p>3. Perform the following services to ensure the operability of the above-mentioned CCTV.</p> <ul style="list-style-type: none"> • Checking of time and settings of equipment and updating the settings with the latest firmware. • Checking the integrity of all cabling, termination, and connectors. • Cleaning of all Network Video Recorder (NVR). • Checking the quality of recording during the day and night time modes. • Cleaning of all cameras including its lenses and housing surface. • Checking of all glands and seals on the external equipment. • Checking if cameras are aligned to user specifications and correct field of view. • Ensure that all cables and cameras are operational during the maintenance activity, if not, repair must be done immediately (minor). • Clean affected areas, and submit reports and turnover. <p>4. Systematically examine clean, system/program, and operational and functional tests including CCTV Server and Control panel check.</p> <p>5. Provide twenty-four (24) hour service without additional charge and respond immediately to MARINA's report of any malfunction and inoperability.</p>			
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Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

SCHEDULE OF REQUIREMENTS

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

Item No.	Description	Delivery Schedule	Supplier's Statement of Compliance
1 LOT	<p>Eight (8) Doom Type and One (1) Bullet Type CCTV Cameras</p> <p>-The supply of supervision, labor, equipment, tools, and expertise for the Replacement of the following 9 Webtek CCTV Cameras</p> <p>Technical Specifications:</p> <p>CCTV IP Camera</p> <ul style="list-style-type: none"> • DOME, High-quality imaging up to 4 MP resolution • 1/3" progressive scan CMOS • 2560 x 1440 @20fps maximum resolution • 2.8mm/4mm fixed lens • H.265+, H.265, H.264+, H.264, Dual Stream • IP67, 1K10 • IR range up to 30m • BULLET type, High-quality imaging up to 4 MP resolution • 1/3" progressive scan CMOS • 2560 x 1440 @20fps maximum resolution • 2.8mm/4mm fixed lens • H.265+, H.265, H.264+, H.264, Dual Stream • IP67, 1K10 • IR range up to 30m <p>HARD DRIVE, 4TB</p> <ul style="list-style-type: none"> • Interface SATA 6Gb/s • 8+ up to 64 Drive Bays & Camera supported • 190MB/s max. sustained transfer rate • Standard Model No. ST4000VX007 <p>UPS, KEBOS 2KVA</p> <ul style="list-style-type: none"> • Capacity Input, 220/230/240Vac; 140-300Vac OVR; 50/60Hz+/-10 OFR • Output, 220/230/240Vac Simulated Sine Wave @nominal volt. +/-10% • Battery mode: 50 to 60Hz+/-1Hz; Utility mode: 50/60Hz+/-10%Hz • BATTERY type 12v 9Ah x 2pcs. Maintenance-free, sealed Lead acid, Leakproof; Recharge time 4 to 6 hrs. up to 90% capacity • System features: Green LED, Yellow LED, Red LED On; Alarm sounding every 10 	<p>Thirty (30) days upon receipt of Notice to Proceed (NTP).</p>	

	<p>secs.; Low battery sounding every second; Overload sounding every 0.5 sec.; Fault continuously sounding</p> <ul style="list-style-type: none"> • 0 to 40 Degrees Celsius Operating Temp. 		
	<p>Other Scope of Work:</p> <ol style="list-style-type: none"> 1. The supply of supervision, labor, equipment, tools, and expertise for the repair and the Quarterly Preventive Maintenance Service of the following equipment for a period of 6 months from July to December 2023. <ul style="list-style-type: none"> • 87 units of CCTV IP Cameras (34 Kedacom & 53 Webtek) in MARINA including the perimeter. • 5 units of Network Video Recorder (NVR) and their Storage • 5 units of CCTV Monitor • 12 units of CCTV Hard Disk • 3 units of UPS • 9 units of POE Switch 2. Conduct periodic inspection, preventive maintenance, incidental servicing, and emergency service, of the above-mentioned CCTV as specified in the preceding paragraph. 3. Perform the following services to ensure the operability of the above-mentioned CCTV. <ul style="list-style-type: none"> • Checking of time and settings of equipment and updating the settings with the latest firmware. • Checking the integrity of all cabling, termination, and connectors. • Cleaning of all Network Video Recorder (NVR). • Checking the quality of recording during the day and night time modes. • Cleaning of all cameras including its lenses and housing surface. • Checking of all glands and seals on the external equipment. • Checking if cameras are aligned to user specifications and correct field of view. • Ensure that all cables and cameras are operational during the maintenance activity, if not, repair must be done immediately (minor). • Clean affected areas, and submit reports and turnover. 4. Systematically examine clean, system/program, and operational and functional tests including CCTV Server and Control panel check. 5. Provide twenty-four (24) hour service without additional charge and respond immediately to 		

	MARINA's report of any malfunction and inoperability.		
	MARINA Requirements <ol style="list-style-type: none"> Minimum one (1) year in the CCTV maintenance and repair industry (Service Record/JOB Order/Contract with other entity/ies to be submitted to MARINA). Have sufficient, qualified service technician personnel, equipment, and materials to address all MARINA's issues/concerns effectively (list of technicians to be submitted to MARINA). Service Provider must submit a verifiable Client Satisfaction Rating as proof of satisfactorily providing similar service with another government agency or private entity within one (1) year preceding the submission of the quotation. 		
	Other Conditions <ol style="list-style-type: none"> The Supplier(s) and its personnel/representative shall comply with the policies, rules, and regulations concerning safety and security when inside the MARINA building while on maintenance activity. The Supplier(s) shall provide a well-equipped/trained and dedicated team to ensure that the request for support is addressed in a professional and timely manner. The Supplier(s) shall provide personnel within 24 hrs. responding time and be required to wear company uniform and Identification Card (ID) at all times while in the MARINA premises on maintenance activity. The Supplier(s) shall closely coordinate with the end-user or authorized person during maintenance activity and shall provide a detailed/accomplishment report and its recommendation. 		

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
One Hundred Twenty Five Thousand Six Hundred Pesos (P125,600.00)	In words: _____

	In figures: _____

Terms of Payment:	<p>Payment shall be made thirty (30) days from the date of delivery and acceptance by the MARINA.</p> <p>Payment for Comprehensive Preventive Maintenance and Repair Service shall be released within 30 days upon the submission of the following:</p> <ol style="list-style-type: none"> 1. Letter Request for Payment and 2. Quarterly Service Reports on the Preventive Maintenance of the CCTVs complete with findings, recommendations, parts, and equipment that needs to be repaired or replaced duly signed by a MARINA authorized representative. <p>In case of Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, or other Commercial Banks, the applicable bank charges shall be for the account of the supplier. The supplier shall submit bank details together with billing statement/ invoice for ready reference.</p>
Banking Institution:	
Account Number:	
Account Name:	
Branch:	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation, denominated in Philippine peso, shall include all taxes, duties and/or other charges payable relative to the items described in the RFQ.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. **All submission in response to the RFQ shall be in hard copy with fresh signature only. Submission in electronic copies shall not be entertained.**
6. Award of contract shall be made to lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA-BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the supplier's account.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MARINA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract. Without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9900581
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PREVENTIVE REPAIR AND MAINTENANCE FOR 34 UNITS KEDACOM & 53 UNITS WEBTEK CCTV CAMERAS AND SUPPLY, DELIVERY, INSTALLATION & REPLACEMENT OF 9 NON-FUNCTIONAL CCTV SURVEILLANCE CAMERAS, EQUIPMENT & ACCESS
Area of Delivery Metro Manila

Solicitation Number:	2023-06-279	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services		
Category:	Security Surveillance and Detection Equipment	Bid Supplements	0
Approved Budget for the Contract:	PHP 125,600.00		
Delivery Period:	6 Month/s	Document Request List	0
Client Agency:			
Contact Person:	ATTY. SHARON L. DE CHAVEZ - ALEDO The BAC Chairperson c/o BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area Manila Metro Manila Philippines 1018 63-2-85246518 bacsec@marina.gov.ph	Date Published	01/07/2023
		Last Updated / Time	30/06/2023 16:29 PM
		Closing Date / Time	05/07/2023 17:00 PM
Description PREVENTIVE REPAIR AND MAINTENANCE FOR 34 UNITS KEDACOM & 53 UNITS WEBTEK CCTV CAMERAS AND SUPPLY, DELIVERY, INSTALLATION & REPLACEMENT OF 9 NON-FUNCTIONAL CCTV SURVEILLANCE CAMERAS, EQUIPMENT & ACCESSORIES FOR THE MARINA CENTRAL OFFICE Please see attached files or you may visit https://marina.gov.ph/small-value-procurement/ Thank you.			

Created by ATTY. SHARON L. DE CHAVEZ - ALEDO
Date Created 30/06/2023



PURCHASE REQUEST

Office: **ENFORCEMENT SERVICE (ES)**

Division/Section: MOC/OMD

Date Request: **19 May 2023**

PR No. : **2023-06-279**

SAI No. : **05 JUN 2023**

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Lot	6 Months Preventive Maintenance Service Contract for the Year 2023 in Quarterly Scheme for 87 units CCTV Surveillance Cameras: (pls. see attached)	87	34,800.00	69,600.00
2	Pcs.	1.)34 Webtek CCTV Camera 2.)53 Kedacom CCTV Camera HIKvision HWI-D140H Dome camera (1/3" progressive scan CMOS; 2560 x 1440 @20fps; 2.8mm/4mm fixed lens; H.265+, H.265, H.264+, H.264, Dual Stream)	8	2,980.00	23,840.00
3	Pc.	HIKvision HWI-B140H Bullet Camera (1/3" progressive scan CMOS; 2560 x 1440 @20fps; 2.8mm/4mm fixed lens; H.265+, H.265, H.264+, H.264, Dual Stream)	1	2,800.00	2,800.00
4	Pcs.	CCTV Hard Disk 4TB	2	5,080.00	10,160.00
5	Pc.	UPS Kebos 2KVA	1	9,120.00	9,120.00
6	Lot	RJ45 Connectors, White Box, Black Screw, & other accessories	1	1,080.00	1,080.00
7	Lot	Labor & Service Charge <i>xxx nothing follows xxx</i>	1	9,000.00	9,000.00
TOTAL					Php 125,600.00

Signature: WITH SUPPLEMENTAL TO PPMP		Requisitioning Officer	
FY: 2023			
Printed Name: MELLANIE T. BALIN		ENGR. RONALDO P. BANDALARIA	
Designation: Chief, Administrative Center		Director II, Enforcement Service	
Purpose: Quarterly Preventive Maintenance Service of 53 Webtek CCTV Cameras & 34 Kedacom CCTV Cameras for 6 months duration in Marina Central Office & Replacement of 9 Webtek Non-functional CCTV Cameras and other equipments, accessories.			

CERTIFICATION			
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE			
		ATTY. MARVIC S. RAMOS, CPA Chief, Budget Division	
		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
PR Approver			
Signature:			
Printed Name:		ATTY. HERNANI N. FABIA	
Designation:		ADMINISTRATOR	
Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP. special projects, etc..)			

TERMS OF REFERENCE

**PROCUREMENT OF NINE (9) CCTV CAMERAS FOR THE
REPLACEMENT OF NON-FUNCTIONAL AND COMPREHENSIVE
REPAIR AND MAINTENANCE OF 87 UNITS OF CCTV CAMERAS IN
THE MARINA CENTRAL OFFICE BUILDING**

TERMS OF REFERENCE

PREVENTIVE REPAIR AND MAINTENANCE FOR KEDACOM (34 UNITS) & WEBTEK (53 UNITS) CCTV CAMERAS AND SUPPLY, DELIVERY, INSTALLATION, AND REPLACEMENT OF NINE (9) NON-FUNCTIONAL CCTV SURVEILLANCE CAMERAS, EQUIPMENT & ACCESSORIES FOR THE MARINA CENTRAL OFFICE

I. PURPOSE

The purpose of the project is to have periodic preventive maintenance and to ensure continuous operation and prolong the useful life of the CCTV Cameras in the MARINA Central Office Building.

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget of the Contract (ABC) is **One Hundred Twenty Five Thousand Six Hundred Pesos Only** (Php125,600.00), inclusive of VAT and other applicable government taxes to be charged against the MARINA funds FY 2023.

Breakdown of Computation:

Php56,000.00 – Replacement of the 9 Non-functional Webtek Cameras

Php69,600.00 - Preventive Maintenance Service of 87 CCTV Cameras

III. CONTRACT PERIOD

The term of the Service Agreement will be for the period of Six (6) months, from July to December 2023 effective upon receipt of the Notice to Proceed by the winning bidder, extendable on a monthly basis while MARINA is procuring the new contract for the Preventive and Maintenance Service (PMS) of FDAS subject to the availability of funds.

IV. SCOPE OF WORK

- a. The supply of supervision, labor, equipment, tools, and expertise for the Replacement of the following 9 Webtek CCTV Cameras.

Item No.	Type of Camera	FLOOR	STRATEGIC LOCATION	STATUS	
1	Dome	Ground flr.	Basement Parking	Offline/No camera	Power
2	Bullet type	Ground flr.	Entrance Parking facing Railroad St.	Offline/No camera	Power
3	Dome	2 nd flr.	MDS	Offline/No camera & cable	Power
4	Dome	3 rd flr.	Service & Verification Area	Offline/No camera	Power
5	Dome	5 th flr.	Corridor/Hallway	Offline/No camera	Power
6	Dome	12 th flr.	Corridor/Hallway near ES Office	Offline/No camera	Power
7	Dome		Corridor/Hallway facing the stairs	Offline/No camera & blurred lens	Power

8	Dome		MOC Room	Offline/No camera	Power
9	Dome		Corridor/Hallway	Offline/No camera	Power

b. Technical Specifications (Minimum Requirements)

1. CCTV IP Camera

- **DOMES**, High-quality imaging up to 4 MP resolution
- 1/3" progressive scan CMOS
- 2560 x 1440 @20fps maximum resolution
- 2.8mm/4mm fixed lens
- H.265+, H.265, H.264+, H.264, Dual Stream
- IP67, 1K10
- IR range up to 30m
- **BULLET** type, High-quality imaging up to 4 MP resolution
- 1/3" progressive scan CMOS
- 2560 x 1440 @20fps maximum resolution
- 2.8mm/4mm fixed lens
- H.265+, H.265, H.264+, H.264, Dual Stream
- IP67, 1K10
- IR range up to 30m

2. HARD DRIVE, 4TB

- Interface SATA 6Gb/s
- 8+ up to 64 Drive Bays & Camera supported
- 190MB/s max. sustained transfer rate
- Standard Model No. ST4000VX007

3. UPS, KEBOS 2KVA

- Capacity Input, 220/230/240Vac; 140-300Vac OVR; 50/60Hz+/-10 OFR
- Output, 220/230/240Vac Simulated Sine Wave @nominal volt. +/-10%
- Battery mode: 50 to 60Hz+/-1Hz; Utility mode: 50/60Hz+/-10%Hz
- BATTERY type 12v 9Ah x 2pcs. Maintenance-free, sealed Lead acid, Leakproof; Recharge time 4 to 6 hrs. up to 90% capacity
- System features: Green LED, Yellow LED, Red LED On; Alarm sounding every 10 secs.; Low battery sounding every second; Overload sounding every 0.5 sec.; Fault continuously sounding
- 0 to 40 Degrees Celsius Operating Temp.

c. The supply of supervision, labor, equipment, tools, and expertise for the repair and the Quarterly Preventive Maintenance Service of the following equipment for a period of 6 months from July to December 2023.

- 87 units of CCTV IP Cameras (34 Kedacom & 53 Webtek) in MARINA including the perimeter.
- 5 units of Network Video Recorder (NVR) and their Storage
- 5 units of CCTV Monitor
- 12 units of CCTV Hard Disk
- 3 units of UPS
- 9 units of POE Switch

- d. Conduct periodic inspection, preventive maintenance, incidental servicing, and emergency service, of the above-mentioned CCTV as specified in the preceding paragraph.
- e. Perform the following services to ensure the operability of the above-mentioned CCTV.
 - Checking of time and settings of equipment and updating the settings with the latest firmware.
 - Checking the integrity of all cabling, termination, and connectors.
 - Cleaning of all Network Video Recorder (NVR).
 - Checking the quality of recording during the day and night time modes.
 - Cleaning of all cameras including its lenses and housing surface.
 - Checking of all glands and seals on the external equipment.
 - Checking if cameras are aligned to user specifications and correct field of view.
 - Ensure that all cables and cameras are operational during the maintenance activity, if not, repair must be done immediately (minor).
 - Clean affected areas, and submit reports and turnover.
- f. Systematically examine clean, system/program, and operational and functional tests including CCTV Server and Control panel check.
- g. Provide twenty-four (24) hour service without additional charge and respond immediately to MARINA's report of any malfunction and inoperability.

V. MARINA Requirements

In addition to the provisions of RA 9184 and its IRR, the following are the MARINA requirements:

- a. Minimum one (1) year in the CCTV maintenance and repair industry (Service Record/JOB Order/Contract with other entity/ies to be submitted to MARINA).
- b. Have sufficient, qualified service technician personnel, equipment, and materials to address all MARINA's issues/concerns effectively (list of technicians to be submitted to MARINA).
- c. Service Provider must submit a verifiable Client Satisfaction Rating as proof of satisfactorily providing similar service with another government agency or private entity within one (1) year preceding the submission of the quotation.

VI. ELIGIBILITY REQUIREMENTS

Prospective bidders shall have to submit the following documents:

- a. DTI Business Registration or SEC Certificate;
- b. Valid PhilGEPs Registration; and

- c. Updated Business/Mayor's Permit

VII. Other Conditions

- a. The Supplier(s) and its personnel/representative shall comply with the policies, rules, and regulations concerning safety and security when inside the MARINA building while on maintenance activity.
- b. The Supplier(s) shall provide a well-equipped/trained and dedicated team to ensure that the request for support is addressed in a professional and timely manner.
- c. The Supplier(s) shall provide personnel within 24 hrs. responding time and be required to wear company uniform and Identification Card (ID) at all times while in the MARINA premises on maintenance activity.
- d. The Supplier(s) shall closely coordinate with the end-user or authorized person during maintenance activity and shall provide a detailed/accomplishment report and its recommendation.

VIII. Delivery Schedule

1. Thirty (30) days upon receipt of the Notice to Proceed (NTP).
2. Deliveries should be made within office hours and on regular working days or before the stipulated date in the contract unless otherwise specified for a valid reason why the same cannot be complied with;
3. MARINA shall impose a penalty of 1/10 of 1% of the total value of the undelivered order for each day of delay as liquidated damages after the specified allowable number of days of delivery of the units.

IX. PAYMENT TERM

- a. The **Comprehensive Preventive Maintenance and Repair Service Fee** shall be paid upon submission of the following documents from the Service Provider subject to all applicable taxes:
 - Letter Request for Payment; and,
 - Quarterly Service Reports on the Preventive Maintenance of the CCTVs complete with findings, recommendations, parts, and equipment that needs to be repaired or replaced duly signed by a MARINA authorized representative.

X. LIQUIDATED DAMAGES

- a. When the Service Provider fails to satisfactorily deliver goods within the specified delivery schedule, inclusive of duly granted time extensions, if any,

the Service Provider shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery, for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned

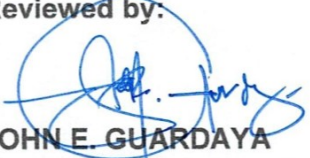
Prepared by:


VIEN CONSTANTINE C. MESINA
Head, MOC *pie*

Recommending Approval:


ENGR. RONALDO P. BANDALARIA
Director II, Enforcement Service

Reviewed by:


JOHN E. GUARDAYA
Head, TWG for Information and Technology


Atty. SHARON B. ALEJO
Chairperson, BAC

APPROVED / ~~DISAPPROVED~~:


ATTY. HERNANI N. FABIA
Administrator