



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

**REQUEST FOR QUOTATION**

Date: \_\_\_\_\_

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number (required): \_\_\_\_\_

The **Maritime Industry Authority (MARINA)**, through its Bids and Awards Committee (BAC), intends to procure **SERVICE PROVIDER FOR THE FOUR (4) CONSECUTIVE QUARTERLY PREVENTIVE MAINTENANCE SERVICE, COMPREHENSIVE REPAIR, AND REPLACEMENT OF NON-FUNCTIONAL CCTV CAMERAS AND ITS COMPONENTS FOR THE MARINA CENTRAL OFFICE** in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Two Hundred Fifty Thousand Pesos (Php 250,000.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before 12th, 17 of May 2024, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**Atty. MARIA ROWENA B. HUBILLA**

BAC Chairperson

MARINA BAC Office, 10<sup>th</sup> Floor MARINA Building,  
Bonifacio Drive cor., 20<sup>th</sup> Street, Port Area, Manila, Philippines.

Telephone No.: **+632) 8524-6518**

Email: [bacsec@marina.gov.ph](mailto:bacsec@marina.gov.ph)

Interested supplier shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

- a. DTI Business Registration or SEC Certificate;
- b. PhilGEPS Registration Number;
- c. Mayor's / Business Permit; and
- d. Omnibus Sworn Statement
  - d.1. To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship).
  - d.2. To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership, Corporation, Cooperative, or Joint venture).



The Head of the Procuring Entity (HoPE) of the MARINA reserves the right to reject any and all quotations, declare a failure of procurement, 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.

For any clarification, you may contact the BAC Secretariat at **+632) 8524-6518** or email address at [bacsec@marina.gov.ph](mailto:bacsec@marina.gov.ph).

  
**Atty. MARIA ROWENA B. HUBILLA**  
BAC Chairperson *5/20/2024*

**INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(3) All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

(4) Quotations may be submitted through electronic mail at [bacsec@marina.gov.ph](mailto:bacsec@marina.gov.ph).

(5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Item	DESCRIPTION	QTY	Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)																																																
	<p><b>SCOPE OF WORK</b></p> <p>a. The supply of supervision, labor, equipment, tools, and expertise for the Replacement of the following CCTV Cameras and defective components/parts:</p> <table border="1" data-bbox="309 835 951 1704"> <thead> <tr> <th>Item No</th> <th>Type of Camera</th> <th>Floor</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Dome</td> <td>Ground Floor</td> <td>Basement Parking</td> </tr> <tr> <td>2</td> <td>Dome</td> <td>Ground Floor</td> <td>Basement Parking</td> </tr> <tr> <td>3</td> <td>Bullet Type</td> <td>Ground Floor</td> <td>Maintenance Office</td> </tr> <tr> <td>4</td> <td>Bullet Type</td> <td>Ground Floor</td> <td>Parking facing 20<sup>th</sup> St.</td> </tr> <tr> <td>5</td> <td>Bullet Type</td> <td>Ground Floor</td> <td>Ramp facing Railroad St.</td> </tr> <tr> <td>6</td> <td>Dome</td> <td>2<sup>nd</sup> Floor</td> <td>Lobby facing Escalator</td> </tr> <tr> <td>7</td> <td>Dome</td> <td>3<sup>rd</sup> Floor</td> <td>Corridor/Hall way facing the stairs</td> </tr> <tr> <td>8</td> <td>PTZ Camera</td> <td>Ground Floor</td> <td>Perimeter facing Bonifacio Drive</td> </tr> <tr> <td>9</td> <td>POE Switch (8-Port)</td> <td>Ground Floor</td> <td>Auxiliary Room</td> </tr> <tr> <td>10</td> <td>UPS Power Supply</td> <td>Ground Floor</td> <td>Auxiliary Room</td> </tr> <tr> <td>11</td> <td>UPS Power Supply</td> <td>8<sup>th</sup> Floor</td> <td>Auxiliary Room</td> </tr> </tbody> </table>	Item No	Type of Camera	Floor	Location	1	Dome	Ground Floor	Basement Parking	2	Dome	Ground Floor	Basement Parking	3	Bullet Type	Ground Floor	Maintenance Office	4	Bullet Type	Ground Floor	Parking facing 20 <sup>th</sup> St.	5	Bullet Type	Ground Floor	Ramp facing Railroad St.	6	Dome	2 <sup>nd</sup> Floor	Lobby facing Escalator	7	Dome	3 <sup>rd</sup> Floor	Corridor/Hall way facing the stairs	8	PTZ Camera	Ground Floor	Perimeter facing Bonifacio Drive	9	POE Switch (8-Port)	Ground Floor	Auxiliary Room	10	UPS Power Supply	Ground Floor	Auxiliary Room	11	UPS Power Supply	8 <sup>th</sup> Floor	Auxiliary Room	One (1) Lot			
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	<p><b>b. Technical Specifications (Minimum Requirements)</b></p> <p><b>a. CCTV IP Camera</b></p> <ul style="list-style-type: none"> <li>● <b>DOME</b>, high-quality imaging up to 4MP resolution</li> <li>● 1/3" progressive scan CMOS</li> <li>● 2560 x 1440 @20fps maximum resolution</li> <li>● 2.8mm/4mm fixed lens</li> <li>● H.265+, H.265, H.264+, H.264, Dual Stream</li> <li>● IP67 or its equivalent</li> <li>● IR range up to 30m</li> <li>● <b>BULLET</b> type, high-quality imaging up to 4MP resolution</li> <li>● 1/3" progressive scan CMOS</li> <li>● 2560 x 1440 @20fps maximum resolution</li> <li>● 2.8mm/4mm fixed lens</li> <li>● H.265+, H.265, H.264+, H.264, Dual Stream</li> <li>● IP67 or its equivalent</li> <li>● IR range up to 30m</li> </ul>				
	<p><b>b. POE SWITCH (8-PORT)</b></p> <ul style="list-style-type: none"> <li>● 1 × 10/100 Mbps Hi-PoE port, 7 × 10/100 Mbps PoE ports, and 2 × 10/100/1000 Mbps RJ45 ports</li> <li>● IEEE 802.3at/af/bt standard for Hi-PoE port (Max. 60 W port power)</li> <li>● IEEE 802.3at/af standard for PoE ports</li> <li>● IEEE 802.3, IEEE 802.3u, IEEE 802.3x, IEEE 802.3ab, and IEEE 802.3z standard</li> <li>● 6 KV surge protection for PoE ports</li> <li>● AF/AT camera can reach up to 250m in extend mode. Hi-PoE camera can reach up to 150 m</li> <li>● PoE power management.</li> <li>● Dual uplink network design.</li> <li>● Wire-speed forwarding and non-blocking design</li> <li>● Store-and-forward switching</li> <li>● Solid high-strength metal shell</li> <li>● Reliable fan-free design.</li> </ul>				



	<p><b>c. UPS, KEBOS 2KVA</b></p> <ul style="list-style-type: none"> <li>● Capacity Input, 220/230/240Vac; 140-300Vac OVR; 50/60Hz+/-10 OFR</li> <li>● Output, 220/230/240Vac Simulated Sine Wave @nominal volt +/-10%</li> <li>● Battery mode: 50 to 60 Hz+/-1Hz; Utility mode: 50/60Hz+/-10%Hz</li> <li>● Battery type 12v 9Ah x 2pcs. Maintenance-free, sealed lead acid, Leakproof; recharge time 4 to 6 hours up to 90% capacity</li> <li>● System features: Green LED, Yellow LED, Red LED On; Alarm sounding every 10 sec.; Low battery sounding every second; Overload sounding every 0.5 sec.; Fault continuously sounding</li> <li>● 0 to 40 Degrees Celsius Temperature</li> </ul>				
	<p><b>c. The CONTRACTOR shall undertake the work implementation of the "Supply of labor, equipment, supervision, tools, materials, parts, and expertise for the Quarterly Comprehensive Preventive Maintenance Service, Repair, and Replacement of Non-Functional CCTV units and their defective components (specified below).</b></p> <ul style="list-style-type: none"> <li>● 96 units of CCTV IP Cameras (34 Kedacom &amp; 62 Webtek) in MARINA including the perimeter.</li> <li>● Network Video Recorder (NVR) and their Storage</li> <li>● CCTV Monitor</li> <li>● CCTV Hard Disk</li> <li>● UPS</li> <li>● POE Switch</li> </ul>				

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

	Statement of Compliance ("Comply" or "Not Comply")
<p><b>OTHER CONDITIONS</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
<p><b>SERVICE/DELIVERY SCHEDULE</b></p> <p>1. Seven (7) days upon receipt of the Notice to Proceed (NTP).</p> <p>2. Services and 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;</p> <p>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.</p>	
<p><b>PAYMENT TERM</b></p> <p>The payment shall be made on quarterly basis Preventive Maintenance of the CCTVs, complete with findings, recommendations, parts and equipment that was replaced duly signed by a MARINA authorized representative on a Bank-to-Bank basis. Automatic Debit Arrangement through Land Bank of the Philippines (LBP) facilities, for other Commercial Bank, applicable bank charges shall be for the account of the supplier. The supplier shall submit bank details together with a billing statement/invoice for ready reference.</p>	



	<b>Statement of Compliance</b> ("Comply" or "Not Comply")
<p><b>LIQUIDATED DAMAGES</b></p> <p>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.</p>	
<p><b>TERMS OF CONTRACT PERIOD</b></p> <p>The term of the Service Agreement will cover the Four (4) Consecutive Quarterly Comprehensive Preventive Maintenance Service, Repair, and Replacement of non-functional CCTV Surveillance Cameras and its defective components/parts effective upon receipt of the Notice to Proceed by the winning bidder.</p> <p>Extension Clause – Except to the extent as otherwise provided in the contract, and subject to the provision of RA 9184; the parties shall extend the contract on a month-to-month basis under the same applicable terms and conditions up to the scope of services and quality of works, in the event that no new contract is awarded after the expiration of the current contract.</p>	

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA



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.

7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the MARINA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant 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.**
11. 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 may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its updated 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement project/s shall be deemed to form part of the contract.

### **FINANCIAL OFFER**

#### **Terms of Payment:**

*Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and issuance of Inspection and Acceptance report by the MARINA;*



**Payment Details:**

Banking Institution :

Account Number :

Account Name  
(should be the exact account  
name as registered in the bank):

Bank Branch :

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.

**PROCUREMENT OF SERVICE PROVIDER FOR THE FOUR (4) CONSECUTIVE QUARTERLY PREVENTIVE MAINTENANCE SERVICE, COMPREHENSIVE REPAIR, AND REPLACEMENT OF NON-FUNCTIONAL CCTV CAMERAS AND ITS COMPONENTS FOR THE MARINA CENTRAL OFFICE**

Approved Budget for the Contract (ABC)	Total Offered Quotation
<b>Two Hundred Fifty Thousand Pesos only (Php 250,000.00)</b>	In words:  _____  _____  In figures:  _____

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es



## **TERMS OF REFERENCE**

PROCUREMENT OF A SERVICE PROVIDER FOR THE FOUR (4) CONSECUTIVE QUARTERLY PREVENTIVE MAINTENANCE SERVICE, COMPREHENSIVE REPAIR, AND REPLACEMENT OF NON-FUNCTIONAL CCTV CAMERAS AND ITS COMPONENTS FOR THE MARINA CENTRAL OFFICE



## TERMS OF REFERENCE

### PROCUREMENT OF A SERVICE PROVIDER FOR THE FOUR (4) CONSECUTIVE QUARTERLY PREVENTIVE MAINTENANCE SERVICE, COMPREHENSIVE REPAIR, AND REPLACEMENT OF NON-FUNCTIONAL CCTV CAMERAS AND ITS COMPONENTS FOR THE MARINA CENTRAL OFFICE

#### I. PURPOSE

The purpose of the project is to procure a service provider for the Quarterly Preventive Maintenance Service, Comprehensive Repair, and Replacement of Non-Functional CCTV Surveillance Cameras and its defective components, in the MARINA Central Office Building to ensure continuous operation and prolong the useful life of the equipment.

#### II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget of the Contract (ABC) is **Two Hundred Fifty Thousand Pesos Only** (Php 250,000.00), inclusive of VAT and other applicable government taxes to be charged against the MARINA funds/MOOE.

#### III. TERMS OF CONTRACT PERIOD

The term of the Service Agreement will cover the Four (4) Consecutive Quarterly Comprehensive Preventive Maintenance Service, Repair, and Replacement of non-functional CCTV Surveillance Cameras and its defective components/parts effective upon receipt of the Notice to Proceed by the winning bidder.

Extension Clause – Except to the extent as otherwise provided in the contract, and subject to the provision of RA 9184; the parties shall extend the contract on a month-to-month basis under the same applicable terms and conditions up to the scope of services and quality of works, in the event that no new contract is awarded after the expiration of the current contract.

#### IV. SCOPE OF WORK

- a. The supply of supervision, labor, equipment, tools, and expertise for the Replacement of the following CCTV Cameras and defective components/parts:

Item No.	Type of Camera	Floor	Location
1	Dome	Ground Floor	Basement Parking
2	Dome	Ground Floor	Basement Parking
3	Bullet Type	Ground Floor	Maintenance Office
4	Bullet Type	Ground Floor	Parking facing 20 <sup>th</sup> St.
5	Bullet Type	Ground Floor	Ramp facing Railroad St.
6	Dome	2 <sup>nd</sup> Floor	Lobby facing Escalator
7	Dome	3 <sup>rd</sup> Floor	Corridor/Hallway facing the stairs



8	PTZ Camera	Ground Floor	Perimeter facing Bonifacio Drive
9	POE Switch (8-Port)	Ground Floor	Auxiliary Room
10	UPS Power Supply	Ground Floor	Auxiliary Room
11	UPS Power Supply	8 <sup>th</sup> Floor	Auxiliary Room

b. **Technical Specifications** (Minimum Requirements)

a. **CCTV IP Camera**

- **DOME**, high-quality imaging up to 4MP 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 or its equivalent
- IR range up to 30m
  
- **BULLET** type, high-quality imaging up to 4MP 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 or its equivalent
- IR range up to 30m

b. **POE SWITCH (8-PORT)**

- 1 × 10/100 Mbps Hi-PoE port, 7 × 10/100 Mbps PoE ports, and 2 × 10/100/1000 Mbps RJ45 ports
- IEEE 802.3at/af/bt standard for Hi-PoE port (Max. 60 W port power)
- IEEE 802.3at/af standard for PoE ports
- IEEE 802.3, IEEE 802.3u, IEEE 802.3x, IEEE 802.3ab, and IEEE 802.3z standard
- 6 KV surge protection for PoE ports
- AF/AT camera can reach up to 250m in extend mode. Hi-PoE camera can reach up to 150 m.
- PoE power management.
- Dual uplink network design.
- Wire-speed forwarding and non-blocking design
- Store-and-forward switching
- Solid high-strength metal shell
- Reliable fan-free design.

c. **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 60 Hz+/-1Hz; Utility mode: 50/60Hz+/-10%Hz
- Battery type 12v 9Ah x 2pcs. Maintenance-free, sealed lead acid, Leakproof; recharge time 4 to 6 hours up to 90% capacity
- System features: Green LED, Yellow LED, Red LED On; Alarm sounding every 10 sec.; Low battery sounding every second; Overload sounding every 0.5 sec.; Fault continuously sounding
- 0 to 40 Degrees Celsius Temperature



- c. The CONTRACTOR shall undertake the work implementation of the "Supply of labor, equipment, supervision, tools, materials, parts, and expertise for the Quarterly Comprehensive Preventive Maintenance Service, Repair, and Replacement of Non-Functional CCTV units and their defective components (specified below).
- 96 units of CCTV IP Cameras (34 Kedacom & 62 Webtek) in MARINA including the perimeter.
  - Network Video Recorder (NVR) and their Storage
  - CCTV Monitor
  - CCTV Hard Disk
  - UPS
  - POE Switch
- d. 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.
- e. Systematically examine clean, system/program, and operational and functional tests including CCTV Server and Control panel check.
- f. 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. Service Provider must submit list of service technician personnel, equipment, and materials to address all MARINA's issues/concerns effectively.
- 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. Valid Business/Mayor's Permit
- d. Omnibus Sworn Statement
  - d.1 To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship).
  - d.2 To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership, Corporation, Cooperative, or Joint venture).

## **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. SERVICE/DELIVERY SCHEDULE**

1. Seven (7) days upon receipt of the Notice to Proceed (NTP).
2. Services and 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**

The payment shall be made on quarterly basis Preventive Maintenance of the CCTVs, complete with findings, recommendations, parts and equipment that was replaced duly signed by a MARINA authorized representative on a Bank-to-Bank basis. Automatic Debit Arrangement through Land Bank of the Philippines (LBP) facilities, for other Commercial Bank, applicable bank charges shall be for the



account of supplier. The supplier shall submit bank details together with billing statement/invoice for ready reference.

**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**  
OIC-Chief, GSD

Recommending Approval:

  
**Engr. RONALDO P. BANDALARIA**  
Director II, Enforcement Service

Reviewed by:

  
**Atty. PATRICK D. FERRARO**  
Chief MIDS, FS as  
Head, TWG for Information and Technology

  
**Atty. MARIA ROWENA B. HUBILLA**  
Director II, DSS as BAC Chairperson  
5/13/2024

APPROVED / DISAPPROVED:

  
**SONIA B. MALALUAN**  
Administrator  
5/14/2024



## 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

***[Jurat]***

*[Format shall be based on the latest Rules on Notarial Practice]*