

## TERMS OF REFERENCE

### I. PURPOSE

The procurement of **IP Camera System** is to provide PHILGUARANTEE a video security surveillance system to view, store and manage real time and recorded video events in a networked environment.

### II. APPROVED BUDGET FOR CONTRACT

1. The Budget for the said procurement shall be sourced from the Philippine Guarantee Corporation (PHILGUARANTEE) Operating Budget for the calendar year 2023.
2. The Approved Budget for Contract (ABC) is **Two Hundred Fifty Thousand Pesos (₱ 250,000.00)**, inclusive of all applicable taxes.

### III. MODE OF PROCUREMENT

The procurement of IP Camera System shall be undertaken through small value procurement pursuant to Republic Act No. 9184 and its 2016 Revised IRR.

### IV. QUALIFICATIONS OF THE SERVICE PROVIDER

The Service Provider should have the necessary eligibility, experience and expertise in providing the service and must submit certificates of satisfaction from at least three (3) clients.

### V. GENERAL SCOPE OF WORK AND DELIVERABLES

#### A. GENERAL SCOPE OF WORK

1. The installation work, includes the following:
  - Utilization of the existing provisioned layout of network infrastructure.
  - Mounting of IP cameras in designated / strategic locations in 22<sup>nd</sup>, 23<sup>rd</sup> and 24<sup>th</sup> floors of BPI-Philam Bldg.
  - Configuration of each IP camera connected with Phil guarantee's network infrastructure going to NVR (Network Video Recorder).
2. The Service Provider shall be responsible for the best suited locations for the IP camera system.
3. The Service Provider shall not hamper any operations of Philguarantee.

4. The Service Provider will have access to the site seven (7) days a week starting the date of receipt of the notice to proceed. All works should be coordinated with Philguarantee on a weekly basis and can be revoked or suspended at any time in case of urgent operational need.
5. The Service Provider shall submit a weekly progress report.
6. The Service Provider shall submit the following documentation to Philguarantee upon completion of the project;
  - System documentations/brochures for system operational and maintenance/user manuals.
  - Detailed equipment list stating make/model of IP camera, its location, serial number, firmware among others.
  - Result of system test as per manufacturer standards
  - System/workmanship Warranty/Guarantee.

#### **B. DELIVERABLES**

- 10 units of IP Camera with IR
- 1 Unit of NVR (Network Video Recorder)
- Detailed specifications are discussed in Annex "A"

#### **VI. DELIVERY AND PAYMENT TERMS**

- Delivery of the service is twenty (20) days upon acceptance of purchase order.
- Payment to the service provider is thirty (30) Calendar Days upon acceptance.
- The total amount paid shall not exceed the Approved Budget for Contract (ABC), inclusive of all applicable taxes.

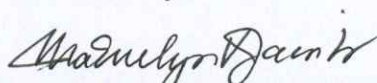
#### **VII. WARRANTY**

- 2 years' warranty.

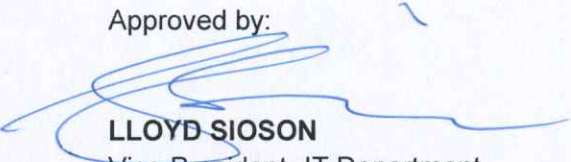
Prepared by:

  
**HERBERT V. RAMIREZ**  
IT Officer I

Reviewed by:

  
**MARIA EVELYN V. JACINTO**  
IT Officer III

Approved by:

  
**LLOYD SIOSON**  
Vice President- IT Department

## ANNEX "A"

### TECHNICAL SPECIFICATIONS

Instruction: Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specifications and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)

Note:

1. Bidders are required to submit a datasheet of the goods/products to be supplied such as brochures, manuals, or other documentary references.
2. For easy referencing by the BAC, bidders are advised to indicate the section and page number of the supporting documents in the Statement of Compliance column.

1. IP Camera		
Item No.	Description	Details
1.1	Camera	Must be a network PTZ (Pan-Tilt-Zoom) camera
		Must have at least 1.5f Aperture
		Shall have automatic and manual white balance control
		Shall have zoom (wide and tele) capabilities
		Must have at least wide angle FOV (Field of View)
		At least SMART IR capabilities for low light visibility
1.2	Video	Capable of HD or FHD resolution
		at least h.265 / h.264 / MPEG4 video codecs
		Must have noise reduction
		Must have Date and Time, Alarm caption
1.3	Audio	Must have audio compression compatible for playback
1.4	Network	Shall have network protocols TCP/IP, UDP, HTTP, DHCP, DNS/DDNS
1.5	Protection	Must have at least IP66
		Must have alarm input and alarm output
1.6	Operating Condition	Must have built-in lightning protection, surge protection and voltage transient protection
1.7	Regulatory	Must be at least CE, FCC and RoHS listed

2. Network Video Recorder		
Item No.	Description	Details
2.1	Video/Audio Input	Must be capable of up to 18 channels
		Must have resolutions of UHD, FHD, HD, 1080p, 720p, XGA, SVGA
		Shall have H.264 compression format
2.2	Viewing	Shall have 1x HDMI and 1x VGA
		Must have at least multi screen display for client
		Shall have at least simultaneous screen capabilities
2.3	Recording	Must have manual mode, continuous mode, schedule mode or event mode (pre/post)
		Must be capable of tagging
2.4	Playback & Search	Must have Date & Time (Calendar) search mode
		Must have capabilities of slow forward, fast forward, loop, single frame, PTZ playback
2.5	Storage	Must have at least 2TB Hard Disk capable storage
		Must have at least capability for external storage devices
2.6	Alarm	Shall have alarm input, video lost, motion detection, tampering, defocus
		Shall have system change alarms or alert
2.7	System	Shall have user login, user operation, alarm, backup and update management system
		Shall have log events
2.8	Software	Shall come with free software for PC
2.9	Smartphone Access	Shall be capable of Smartphone viewing (Android/iOS)
2.10	Network	Shall have network protocols TCP/IP, UDP, HTTP, DHCP, DNS/DDNS
		Shall support enterprise network environment
2.11	Interface	Shall have at least Gigabit network port, RJ45 interface
		Shall have USB interface
		Shall have RCA interface
2.12	Operating Condition	Shall operate up to 55 and 10%-85% relative humidity
2.13	Regulatory	Must be at least CE, FCC and RoHS listed