

# 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 event 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 (P 250,000.00)**, inclusive of all applicable taxes.

## III. MODE OF PROCUREMENT

The procurement of IP Camera System shall be undertaken through Competitive Bidding 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) with Hard Disk Storage
- Detailed specifications are discussed in Annex "A"

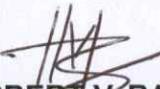
#### **VI. DELIVERY AND PAYMENT TERMS**

- 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.

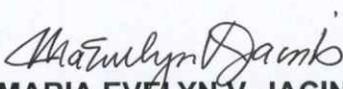
#### **VII. WARRANTY**

- 2 years warranty.

Prepared by:

  
**HERBERT V. RAMIREZ**  
IT Officer I

Reviewed by:

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

Approved by:

  
**LLOYD A. SIOSON**  
Vice-President-IT Department