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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8040598
Procuring Entity NATIONAL MUSEUM - MANILA METRO MANILA
Title Preventive Maintenance of Security Surveillance System for the National Museums
Area of Delivery Metro Manila

Solicitation Number:	REQUEST FOR QUOTATION NO. BAC 2021-14	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Security Surveillance and Detection Equipment	Date Published	30/09/2021
Approved Budget for the Contract:	PHP 278,767.00	Last Updated / Time	30/09/2021 00:00 AM
Delivery Period:	2 Month/s	Closing Date / Time	07/10/2021 10:00 AM
Client Agency:			
Contact Person:	Edwin J. Dela Rosa Head, BAC Secretariat P. Burgos St. Ermita Manila Metro Manila Philippines 1000 63-02-2981100 Ext.1014 bac@nationalmuseum.gov.ph		

Description

REQUEST FOR QUOTATION NO. BAC 2021-14

Preventive Maintenance of Security Surveillance System for the National Museums

The National Museum of the Philippines (NMP), through the Bids and Awards Committee (BAC) Secretariat, Support Procurement Unit (SPU), invites all eligible suppliers/ merchants/ contractors to bid for the project mentioned above. Bids received in excess of the ABC shall be automatically rejected.

The procurement will be conducted through Alternative Mode of Procurement – Negotiated Procurement, Section 53.9 (Small Value Procurement) of the 2016 Revised IRR of R.A. 9184 otherwise known as the "Government Procurement Reform Act".

Approved Budget for the Contract (ABC): Two Hundred Seventy-Eight Thousand Seven Hundred Sixty-Seven Pesos (PHP 278,767.00)

Please see attached Terms of Reference.

Bids must be duly received by the BAC Secretariat SPU through manual submission at the office address indicated below. LATE BIDS SHALL NOT BE ACCEPTED.

In view thereof, the BAC Secretariat SPU requests the submission of your Price Quotation/Bid Proposal for the above project on or before October 7, 2021, not later than 10:00 A.M. Kindly place your quotation/bid proposal in a SEALED

ENVELOPE together with three (3) copies of the following documentary requirements:

- (a) PhilGEPS Registration Number;
- (b) Mayor's /Business Permit;
- (b) DTI Certificate/SEC Registration Certificate;
- (d) Latest Income Tax (paid through the BIR EFPS with BIR Stamp); and
- (e) Revised Omnibus Sworn Statement (duly Notarized with seal).

The envelope shall bear the following:

- (a) Title of the project to be bid,
- (b) PhilGEPS Posting Reference Number,
- (c) Name, Address, and Contact Number of the bidder; and
- (d) Addressed to the information indicated below.

The NMP reserves the right to reject any and all bids, declare a failure of bidding, 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 further information, please refer to:

Mr. Edwin J. dela Rosa,
Head - BAC Secretariat
2/F, BAC Room, North Annex of the
National Museum of Fine Arts Building (Motorpool),
Padre Burgos Street, Manila 1000
Tel. No. 8298-1100 Local 1014

(SGD)

EDWIN J. DELA ROSA
Head - BAC Secretariat
Bids and Awards Committee

Created by Edwin J. Dela Rosa
Date Created 29/09/2021

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I. Project Title: Preventive Maintenance of Security Surveillance System for the National Museum

Museum	Locations
-	National Museum of Fine Arts
-	National Museum of Anthropology
-	National Museum Planetarium

II. Objective:

1. The installation of the CCTV aims to protect the priceless museum collections and its associated documentation records, conservation reports and photographs from unexpected causes such as fire, theft, natural disaster and accidental damages.
2. It also aims to comply with the safety requirements of the National Building Code
3. To ensure that this equipment will be properly maintained due to its importance and value.

III. Scope of Work

1. Visual Inspection
 - a. Inspect all camera pictures for optical image quality.
 - b. Clean all camera lenses and housing glasses.
 - c. Check all lens field of views and adjust if necessary according to the requirement of the National Museum.
 - d. Ensure that camera/lens focus and auto iris are adjusted properly.
 - e. Ensure that interior of the camera is clean and dry.
 - f. Check operation of pan tilt, zoom focus.
2. Wire and Video Cable
 - a. Check connectors and cable entry points for loose wiring. Check wiring and cable harnesses for wear and fry.
 - b. Check to make sure cable is transmitting an adequate video signal and free from interference and distortions.
 - c. Checking of connectors, re-crimping and re-tightening to avoid video interference
3. Control equipment
 - a. Carry out DVR recording test.
 - b. Visual inspection of system components to check any damage or wear.
 - c. Verify quality of recorded video.
 - d. Test remote signaling equipment functionality, where applicable.
 - e. Carry out video calibration tests on all connected monitors.
 - f. System check on recorder and its hard disk
 - g. Perform video and audio (if applicable) signal calibration test.
 - h. Clean Computers;

- i. Clean all monitor screens, control panels, and keyboards with a diluted cleaning solution
 - j. Carry out maintenance procedures which are standard in the industry;
 - k. Return the system to normal operational Status.
4. Frequency of Maintenance
- a. Inspection of the CCTV system and its associated components shall be done at least once a month for the National Museum Buildings located in Metro Manila.
 - b. The service Provider shall be available on call 24/7.
 - c. Unlimited remote engineer diagnostics, changes and system monitoring
5. Preventive Maintenance Supervision
- a. Supervision of preventive maintenance shall be jointly implemented by the Facilities Management and Development Section of the Restoration and Engineering Division and the ICT Committee.
6. Contractor/Service Provider/Employed Technician
- a. Service providers should have legal, technical and financial capability to implement the above-mentioned project.
 - b. The principal business of the prospective Service Provider must be related to the maintenance, distribution, and installation of security/surveillance systems.
 - c. Prospective service provider must be in the business of maintenance, distribution, and installation of security/surveillance systems for at least 3 months
 - d. Return the system to normal operational status
 - e. Prospective service provider must be an authorized servicing agent for the IP Cameras and Switches to be maintained.
 - f. The prospective service provider shall provide 24/7 on-call and phone support for emergency breakdown of hardware (They shall provide a certificate/letter to this effect).
 - g. Prospected service provider shall be able to prove equipment (testing equipment, ladder, cleaning equipment and materials) to ensure the proper implementation of the project.
 - h. Subcontracting or assignment of any portion of the Project is prohibited.
 - i. Prospective service provider must have a Certificate of Training for its employees issued by the manufacturer of the Network Video Recorder to be maintained.
 - j. Prospective service provider must have a Certificate of Training for its employees issued by the manufacturer of the network Video Recorder to be maintained.
 - k. Service provider should provide spare and service units to serve as temporary replacement for damage cameras (must be compatible with the system used by the National Museum).



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

- l. Technicians employed by service provider should carry range of tools, test equipment, suitable spares and other gadgets to enable them to perform their functions their f satisfactorily.
- m. Service provider should orient its employees to assign in the National Museum about laws related to data protection and privacy and other pertinent laws and that infringement of the same shall be the Service provider's and its employees' liability.
- n. After every inspection, the service provider should submit maintenance reports with recommendations using acceptable format or using the format that the National Museum may provide.
- o. Employees of Service Provider should wear uniform and carry a valid means of identification with photograph and signature of the bearer, company name, and date of expiry.

IV. PROCUREMENT PROCESS

Procurement of services for the contractor or service provider for the above-mentioned project shall be in accordance with the provisions of the Government Procurement Reform Act (R.A. 9184) and its revised Implementing Rules and Regulations.

V. SUBMITALS

The contractor shall furnish ICT with Service Report.

VI. SOURCE OF FUND

Budget is available and shall be chargeable against General Fund repair and Maintenance for a monthly period.

VII. APPROVED BUDGET FOR CONTRACT

Two Hundred Seventy Eight Thousand Seven Hundred Sixty Seven Pesos
(Php 278,767.00) inclusive of all application taxes.

VIII. COMPLETION TIME

The contractor shall perform and complete the scoop of work for 2 months.

IX. TERMS OF PAYMENT

Payment shall be made after submission of the final service report

Project Title: Preventive Maintenance of Security Surveillance System for the National Museum

Locations:

- National Museum of Fine Arts
- National Museum of Anthropology
- National Museum Planetarium

Duration: 2 months

APPROVED BUDGET FOR THE CONTRACT

PARTICULARS		QTY	UNIT	PRICE	SUBTOTAL
I. NATIONAL MUSEUM OF FINE ARTS					
A.	Cameras	124	unit/s	1,250.00	155,000.00
B.	Server	5	unit/s	1,400.00	7,000.00
C.	IDF	7	unit/s	500.00	3,500.00
D.	MDF	1	unit/s	1,139.00	1,139.00
II. NATIONAL MUSEUM OF ANTHROPOLOGY					
A.	Cameras	71	unit/s	1,250.00	88,750.00
B.	Server	3	unit/s	1,400.00	4,200.00
C.	IDF	7	unit/s	500.00	3,500.00
D.	MDF	1	unit/s	1,139.00	1,139.00
III. NATIONAL MUSEUM PLANETARIUM					
A.	Cameras	10	unit/s	1,200.00	12,000.00
B.	Server	1	unit/s	1,400.00	1,400.00
C.	MDF	1	unit/s	1,139.00	1,139.00

SUMMARY

Museum	Cost
NATIONAL MUSEUM OF FINE ARTS	166,639.00
NATIONAL MUSEUM OF ANTHROPOLOGY	97,589.00
NATIONAL MUSEUM PLANETARIUM	14,539.00
Total Cost for 2 Months	278,767.00

Prepared by:


RESTY D. MORANCIL

Information Technology Officer I

Recommending approval:


ANA MARIA THERESA P. LABRADOR, Ph.D.

Deputy Director – General Museum

Approved by:


JEREMY R. BARNES, CESO III

Director General