

TERMS OF REFERENCE (TOR)

CCTV SURVEILLANCE PROJECT FOR BARANGAY MANRESA

I. **RATIONALE AND BRIEF BACKGROUND** – Due to the COVID 19 pandemic, there are more and more unwanted and unavoidable situations happening in society. To further assist the city to carry out its Peace and Order Programs, it is essential that frontline services such as the Barangays be immediately informed thru the right technology. This is purpose is not only to maintain peace and order, but also to react swiftly on emergency situations.

II. **PROJECT DESCRIPTION** – The equipment and devices will be deployed within the vicinity of Barangay Manresa. The project requires the complete set-up of an IP-Based Surveillance System over a private and secured network. The project shall include the complete set-up of a CCTV Surveillance Monitoring Platform. The Command Center will be established to monitor the installed IP Cameras.

III. **OBJECTIVE**
To assure peace, order and public safety of the constituents of the barangay.

IV. **PROJECT SCOPE OF WORK**
Supply and delivery of Cameras and other equipment and devices including but not limited to the following:

- Supply and installation of single mode outdoor optical cables
- Fixed IP Cameras including brackets and surge protection
- Data Cabinets used for indoor IDF/MDF including shelves, PDUs and other accessories.
- Remote Communication Boxes used for outdoor IDF including shelves, PDUs and other accessories
- Network Switches including Media Converters and/or SFP Modules
- Network Video Recorders including Hard Disk Drives
- Videowall Monitors including bracketry and connection cables, and
- Uninterrupted Power Supply.

FIELD EQUIPMENT

The Outdoor Field Equipment shall be composed of the following items depends on the location and instructions from the plottings in the location plans (See Annexes A and B):



Brgy. Manresa, Quezon City CCTV Location

ANNEX B

| CAM NO. | Recorder | Name |
|---------|------------|--|
| C1 | RECORDER 1 | SGT. RIVERA ST. COR. D. TUAZON ST. FACING SGT.RIVERA |
| C2 | RECORDER 1 | SGT. RIVERA ST. COR. D. TUAZON ST. FACING D. TUAZON |
| C3 | RECORDER 1 | SGT. RIVERA ST. COR. TAGDALIT ST. |
| C4 | RECORDER 1 | SGT. RIVERA ST. COR. OBUDAN ST. |
| C5 | RECORDER 1 | MAUBAN ST. COR. TAGDALIT ST. |
| C6 | RECORDER 1 | MAUBAN ST. COR. OBUDAN ST. |
| C7 | RECORDER 1 | MAUBAN ST. COR. SAPCOY ST. |
| C8 | RECORDER 1 | MAUBAN ST. COR. MATUTUM ST. |
| C9 | RECORDER 1 | MAUBAN ST. COR. LATUKAN ST. |
| C10 | RECORDER 1 | MAUBAN ST. COR. RAGANG ST. |
| C11 | RECORDER 1 | MAUBAN ST. COR. IGDALIG ST. |
| C12 | RECORDER 1 | SGT. RIVERA ST. COR. BANAWE ST. |
| C13 | RECORDER 1 | BANAWE ST. FACING PAGATAAN ST. |
| C14 | RECORDER 1 | BANAWE ST. COR. PANALTURAN ST. |
| C15 | RECORDER 1 | PANALTURAN ST. COR. IGDALIG ST. |
| C16 | RECORDER 1 | DEL MONTE AVE. COR.D. TUAZON |
| C17 | RECORDER 1 | ALONG DEL MONTE AVE. _1 |
| C18 | RECORDER 1 | ALONG DEL MONTE AVE. _2 |
| C19 | RECORDER 1 | ALONG DEL MONTE AVE. _3 |
| C20 | RECORDER 1 | G. ROXAS ST. FACING TAGDALIG ST. |
| C21 | RECORDER 1 | G. ROXAS ST. FACING OBUDAN ST. |
| C22 | RECORDER 1 | G. ROXAS ST. FACING LATUKAN ST. |
| C23 | RECORDER 1 | G. ROXAS ST. COR. RAGANG ST. |
| C24 | RBCORDER 1 | DEL MONTE AVE. COR. BANAWE ST. _1 |
| C25 | RECORDER 1 | DEL MONTE AVE. COR. BANAWE ST. _2 |
| C26 | RECORDER 1 | BANAWE ST. COR. G.ROXAS ST. |
| C27 | RECORDER 1 | BANAWE ST. FACING STA.ROSA ST. |
| C28 | RECORDER 1 | BINMAKA ST. COR. IGDALIG ST. |
| C29 | RECORDER 1 | ALONG V. VENTURA ST |
| C30 | RECORDER 1 | ALONG SGT. RIVERA ST. _1 |
| C31 | RECORDER 1 | ALONG SGT. RIVERA ST. _2 |
| C32 | RECORDER 1 | STO. DOMINGO ST. COR. SGT. RIVERA ST. |
| C33 | RECORDER 2 | STO. DOMINGO ST. COR PAGATAAN ST. |
| C34 | RECORDER 2 | ALONG STO. DOMINGO ST. |
| C35 | RECORDER 2 | G. ARANETA AVE. COR. MAUBAN ST. |
| C36 | RECORDER 2 | DEL MONTE AVE. COR. G. ARANETA AVE |
| C37 | RECORDER 2 | DEL MONTE AVE. COR. STO. DOMINGO AVE. _1 |
| C38 | RECORDER 2 | DEL MONTE AVE. COR. STO. DOMINGO AVE. _2 |
| C39 | RECORDER 2 | ALONG G. ROXAS ST. |
| C40 | RECORDER 2 | STO. DOMINGO ST. FACING STA. ROSA ST. |
| C41 | RECORDER 2 | DEL MONTE AVE. COR. BIAK NA BATO ST. _1 |
| C42 | RECORDER 2 | DEL MONTE AVE. COR. BIAK NA BATO ST. _2 |
| C43 | RECORDER 2 | BIAK NA BATO COR. G.ROXAS ST. |
| C44 | RECORDER 2 | BIAK NA BATO ST. COR. STA. ROSA ST. _1 |
| C45 | RECORDER 2 | BIAK NA BATO ST. COR. STA. ROSA ST. _2 |
| C46 | RECORDER 2 | ALONG PAGATAAN ST. |
| C47 | RECORDER 2 | BIAK NA BATO ST. COR. PAGATAAN ST. FACING BIAK NA BATO |
| C48 | RECORDER 2 | BIAK NA BATO ST. COR. PAGATAAN ST. FACING PAGATAAN ST. |
| C49 | RECORDER 2 | BIAK NA BATO ST. COR. PANALTURAN ST. _1 |
| C50 | RECORDER 2 | BIAK NA BATO ST. COR. PANALTURAN ST. _2 |
| C51 | RECORDER 2 | BETWEEN MAUBAN ST. & DAGOT ST. |
| C52 | RECORDER 2 | ALONG DAGOT ST. _1 |
| C53 | RECORDER 2 | ALONG DAGOT ST. _2 |

| | | |
|-----|------------|----------------------------------|
| C54 | RECORDER 2 | BLAK NA BATO ST. COR. DAGOT ST |
| C55 | RECORDER 2 | ALONG MAUBAN ST._1 |
| C56 | RECORDER 2 | ALONG MAUBAN ST._2 |
| C57 | RECORDER 2 | MAKATURING ST. FACING CHURCH |
| C58 | RECORDER 2 | BLAK NA BATO FACING PARK |
| C59 | RECORDER 2 | BLAK NA BATO COR. MAKATURING ST. |
| C60 | RECORDER 2 | BLAK NA BATO COR. BINMAKA ST. |

- 2MP Fixed IP Bullet Camera with Surge Protection.
- Remote Communication Box with minimum 4-port Industrial POE Switch (including Cabinet and Accessories, SFP modules, Fiber Terminal Box, patch cords and surge protector)

- Use of Wifi Access Point is permitted where fiber optic cable is not feasible.

NETWORK COMMUNICATION AND HEAD-END EQUIPMENT

All equipment shall be suitable for the working environments to where it should be deployed. Whereas the Head-End Equipment will function as the Central System for Management, Recording, Storage as well as Live and Playback Monitoring.

- 32-ch 4K Network Video Recorder with 12 TB Hard Disk Drive Storage Capacity.
- Video Wall CCTV Monitors, brackets and accessories
- Core Switch and/or POE Switch including 42U 600*800 Closed Data Cabinet, UPS, patch panels and accessories.

V. PROJECT STANDARDS AND REQUIREMENTS

1. RESPONSIBILITIES OF THE QUEZON CITY GOVERNMENT (QCG)

- a. WAN and Internet connectivity will be provided by the QCG
- b. During the installation of the outdoor field equipment in all locations within the city boundaries, traffic management shall be in full coordination and assistance by the concerned Department of QCG and the Barangay Administration.
- c. QCG will provide the needed 220VAC Mains wherever necessary to power up the CCTV System with proper grounding system.
- d. Storage of items delivered will be provided by QCG.
- e. The QCG will provide additional mounting post if necessary.
- f. QCG will process and secure the needed permits with the Pole/Post owners where cameras will be installed and where cables will pass.
- g. Poles, traffic lights post, lighting post, foot bridge, etc... which will be used for the camera mounting will be utilized. The QCG will provide additional mounting post when necessary.
- h. Any civil, electrical, mechanical or joinery works needed on site shall be provided by QCG.
- i. All other local government permits shall be provided by QCG.

2. RESPONSIBILITIES OF THE SERVICE PROVIDER

Winning Bidder shall comply with the following Scope of Work:

- a. Full Structured Cabling works for Outdoor Cameras
- b. All conducting works for indoor cameras
- c. Installation, testing and commissioning of IP CCTV System
- d. Connectivity of all offered cameras shall be wired and/or wireless transmission.

3. OTHER REQUIREMENTS

Other requirements must be considered as integral part of the bid proposal.

- a. Statement of warranty is a minimum of One (1) year onsite warranty on parts and services.
- b. Submit a certification that they are the Authorized Distributor of the brand being offered
- c. Single line diagram and camera locations reflected on a floor plan or site development plan
- d. Certificate of site inspection from the End-User
- e. List of existing service center and technical support
- f. Affidavit of Undertaking for the following:
 - Upgrades for new software version during warranty will be given at no additional cost
 - System maintenance is included during the warranty period
 - Provide training for the end-user
 - The proposed CCTV can be integrated seamlessly to the QC Unified Command Center
 - Must have at least 15 years of experience in the electronic security, surveillance industry
 - The offered brand for CCTV cameras and equipment must at least have been in the market for at least 20 years in experience in the Philippines Market (there should be a proof of company stability who manufactures the CCTVs)

VI. PROJECT IMPLEMENTER

Barangay Manresa shall be the Project Implementer on behalf of the Quezon City Government and shall be in-charge of ensuring the successful execution of the Project.

The Barangay Police Security Officer (BPSO) is responsible to assist Barangay Manresa in project monitoring and strict implementation of the requirements and guidelines in this Terms of Reference.

VII. PROJECT DURATION

Ninety (90) calendar days upon issuance of the Notice to Proceed.

VIII. WARRANTY

- a. One (1) year onsite warranty on parts and service.
- b. Includes a system maintenance during the warranty period

IX. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for this Contract (ABC) amounts to Seven Million Nine Hundred Forty Four Thousand One Hundred Twenty Nine Pesos and 40/100 [PHP7,944,129.40] VAT inclusive.

COST DERIVATION

| | |
|-------------------------------|----------------------|
| CCTV Camera: | 248,400.00 |
| Network Video Recorder: | 57,600.00 |
| Monitor: | 310,280.00 |
| Remote Communication Box: | 1,464,950.00 |
| Core Switch and Data Cabinet: | 117,649.00 |
| Project Installation Cost: | 5,745,250.40 |
| Total: | P7,944,129.40 |

X. TERMS OF PAYMENT

- 15% upon submission of project implementation plan which includes:
 - 1. Scope of work to be done
 - 2. Approved Plotting of camera locations
 - 3. Timeline / Gantt chart for work schedule
- 30% upon delivery of all major equipments
- 55% upon completion of project which includes Supply, delivery and installation of cables and conduits; Supervision, Installation, Termination, Testing and Commissioning; Project Management & Training.

XI. **PENALTIES FOR BREACH OF CONTRACT**

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offence and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

XII. **CANCELLATION OR TERMINATION OF CONTRACT**

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter negotiated procurement pursuant to RA 9184 and its IRR.

Reviewed and endorsed by:


ERRINA M. GRAYANI

Administrative Officer IV, Office of the City Mayor

TERMS OF REFERENCE (TOR)

CCTV SURVEILLANCE PROJECT FOR BARANGAY SAN ANTONIO

I. **RATIONALE AND BRIEF BACKGROUND** – Due to the COVID 19 pandemic, there are more and more unwanted and unavoidable situations happening in society. To further assist the city to carry out its Peace and Order Programs, it is essential that frontline services such as the Barangays be immediately informed thru the right technology. This is purpose is not only to maintain peace and order, but also to react swiftly on emergency situations.

II. **PROJECT DESCRIPTION** – The equipment and devices will be deployed within the vicinity of Barangay San Antonio. The project requires the complete set-up of an IP-Based Surveillance System over a private and secured network. The project shall include the complete set-up of a CCTV Surveillance Monitoring Platform. The Command Center will be established to monitor the installed IP Cameras.

III. **OBJECTIVE**
To assure peace, order and public safety of the constituents of the barangay.

- IV. **PROJECT SCOPE OF WORK**
- Supply and delivery of Cameras and other equipment and devices including but not limited to the following:
- Supply and installation of single mode outdoor optical cables
 - Fixed IP Cameras including brackets and surge protection
 - Data Cabinets used for indoor IDF/MDF including shelves, PDUs and other accessories.
 - Remote Communication Boxes used for outdoor IDF including shelves, PDUs and other accessories
 - Network Switches including Media Converters and/or SFP Modules
 - Network Video Recorders including Hard Disk Drives
 - Videowall Monitors including bracketry and connection cables, and
 - Uninterrupted Power Supply.

FIELD EQUIPMENT

The Outdoor Field Equipment shall be composed of the following items depends on the location and instructions from the plotings in the location plans (See Annexes A and B):

MAPPING INSIDE BARANGAY SAN ANTONIO, QUEZON CITY



Brgy. San Antonio, Quezon City CCTV Location

ANNEX B

| CAM NO. | Recorder | Name |
|---------|------------|---|
| C1 | RECORDER 1 | ALONG LINCOLN ST. _1 |
| C2 | RECORDER 1 | ALONG LINCOLN ST. _2 |
| C3 | RECORDER 1 | SAN JOSE ST. COR LINCOLN ST |
| C4 | RECORDER 1 | SAN JOSE ST. COR. TOLENTINO ST. FACING TOLENTINO ST |
| C5 | RECORDER 1 | SAN JOSE ST. COR. TOLENTINO ST. FACING SAN JOSE ST. |
| C6 | RECORDER 1 | ALONG W. RIVERSIDE ST. |
| C7 | RECORDER 1 | BESIDE SAN JUAN RIVER. _1 |
| C8 | RECORDER 1 | ALONG W. RIVERSIDE ST. NEAR TOLENTINO ST. _1 |
| C9 | RECORDER 1 | ALONG W. RIVERSIDE ST. NEAR TOLENTINO ST. _2 |
| C10 | RECORDER 1 | ALONG TOLENTINO ST |
| C11 | RECORDER 1 | ESKINITA NEAR SANTIAGO ST. _1 |
| C12 | RECORDER 1 | ESKINITA NEAR SANTIAGO ST. _2 |
| C13 | RECORDER 1 | ESKINITA NEAR SANTIAGO ST. _3 |
| C14 | RECORDER 1 | ESKINITA NEAR SANTIAGO ST. _4 |
| C15 | RECORDER 1 | ALONG SANTIAGO ST. _1 |
| C16 | RECORDER 1 | ALONG SANTIAGO ST. _2 |
| C17 | RECORDER 1 | ALONG CAPPILLAN ST. _1 |
| C18 | RECORDER 1 | ALONG CAPPILLAN ST. _2 |
| C19 | RECORDER 1 | ALONG CAPPILLAN ST. _3 |
| C20 | RECORDER 1 | SANTIAGO ST. COR. STA FE ST |
| C21 | RECORDER 1 | ALONG STA FE ST. |
| C22 | RECORDER 1 | NEAR R. FERNANDEZ ST. |
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| C25 | RECORDER 1 | CAPPILLAN ST. FACING STO. NINO ST. |
| C26 | RECORDER 1 | ALONG SAN ANTONIO ST. |
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| C29 | RECORDER 1 | SAN ANTONIO ST. COR. R. FERNANDEZ ST. |
| C30 | RECORDER 1 | SAN ANTONIO ST. COR. PIOPONGCO ST. |
| C31 | RECORDER 1 | ALONG W. RIVERSIDE ST. NEAR R. FERNANDEZ. _1 |
| C32 | RECORDER 1 | ALONG W. RIVERSIDE ST. NEAR R. FERNANDEZ. _2 |
| C33 | RECORDER 2 | ALONG W. RIVERSIDE ST. NEAR DE JESUS ST. |
| C34 | RECORDER 2 | ALONG CAPPILLAN ST. _4 |
| C35 | RECORDER 2 | ALONG GUERRERO ST. |
| C36 | RECORDER 2 | DE JESUS ST. COR CAPPILLAN ST. |
| C37 | RECORDER 2 | ALONG CRUZ ST. _1 |
| C38 | RECORDER 2 | ALONG CRUZ ST. _2 |
| C39 | RECORDER 2 | BESIDE SAN JUAN RIVER. _2 |
| C40 | RECORDER 2 | M.H. DEL PILAR ST. (NEAR THE RIVER) |
| C41 | RECORDER 2 | SAMONTE ST. COR. W. RIVERSIDE ST |
| C42 | RECORDER 2 | SAMONTE ST. COR. P. GARCIA ST |
| C43 | RECORDER 2 | ALONG BALER ST. |
| C44 | RECORDER 2 | ALONG JUDGE JUAN LUNA ST. |
| C45 | RECORDER 2 | JUDGE JUAN LUNA ST. FACING ANA MAIA ST. |
| C46 | RECORDER 2 | JUDGE JUAN LUNA ST. FACING DE JESUS ST. |
| C47 | RECORDER 2 | M.H. DEL PILAR ST. COR. STA. ANA ST. |
| C48 | RECORDER 2 | ALONG STA. ANA ST. |
| C49 | RECORDER 2 | ALONG RD A |
| C50 | RECORDER 2 | BATANGAS ST COR. SAN ANTONIO ST. |

- 2MP Fixed IP Bullet Camera with Surge Protection.
- Remote Communication Box with minimum 4-port Industrial POE Switch (including Cabinet and Accessories, SFP modules, Fiber Terminal Box, patch cords and surge protector)

- Use of Wifi Access Point is permitted where fiber optic cable is not feasible.
NETWORK COMMUNICATION AND HEAD-END EQUIPMENT

All equipment shall be suitable for the working environments to where it should be deployed. Whereas the Head-End Equipment will function as the Central System for Management, Recording, Storage as well as Live and Playback Monitoring.

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- e. The QCG will provide additional mounting post if necessary.
- f. QCG will process and secure the needed permits with the Pole/Post owners where cameras will be installed and where cables will pass.
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- h. Any civil, electrical, mechanical or joinery works needed on site shall be provided by QCG.
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2. RESPONSIBILITIES OF THE SERVICE PROVIDER

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- d. Connectivity of all offered cameras shall be wired and/or wireless transmission.

3. OTHER REQUIREMENTS

Other requirements must be considered as integral part of the bid proposal.

- a. Statement of warranty is a minimum of One (1) year onsite warranty on parts and services.
- b. Submit a certification that they are the Authorized Distributor of the brand being offered
- c. Single line diagram and camera locations reflected on a floor plan or site development plan
- d. Certificate of site inspection from the End-User
- e. List of existing service center and technical support
- f. Affidavit of Undertaking for the following:
 - Upgrades for new software version during warranty will be given at no additional cost
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VII. PROJECT DURATION

Ninety (90) calendar days upon issuance of the Notice to Proceed.

VIII. WARRANTY

- a. One (1) year onsite warranty on parts and service.
- b. Includes a system maintenance during the warranty period

IX. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for this Contract (ABC) amounts to Six Million Nine Hundred Twenty Six Thousand Two Hundred Fifty Seven Pesos and 66/100 [PHP6,926,257.66] VAT inclusive.

COST DERIVATION

| | |
|-------------------------------|----------------------|
| CCTV Camera: | 207,000.00 |
| Network Video Recorder: | 57,600.00 |
| Monitor: | 310,280.00 |
| Remote Communication Box: | 1,347,620.00 |
| Core Switch and Data Cabinet: | 96,628.00 |
| Project Installation Cost: | 4,907,129.66 |
| Total: | P6,926,257.66 |

X. TERMS OF PAYMENT

- 15% upon submission of project implementation plan which includes:
 - 1. Scope of work to be done
 - 2. Approved Plotting of camera locations
 - 3. Timeline / Gantt chart for work schedule
- 30% upon delivery of all major equipments
- 55% upon completion of project which includes Supply, delivery and installation of cables and conduits; Supervision, Installation, Termination, Testing and Commissioning; Project Management & Training.

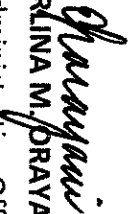
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Reviewed and endorsed by:


ERLINA M. DRAYANI
Administrative Officer IV, Office of the City Mayor