

TERMS OF REFERENCE

COMMISSIONING OF LIGHTING SYSTEM

I. Rationale and Brief Background

PAISD is mandated to keep the constituents of Quezon City well informed about the City government's plans and programs, to inspire their support for and participation in those plans and programs, and to assist in the information dissemination components of the city government's programs and projects.

II. Project Description

This project aims to enhance the capabilities of QC-PAISD by procuring a complete set of video and audio equipment systems for the studio room having the specifications stipulated of this TOR.

III. Project Scope of Work

The service provider shall provide the City with a system with the following specifications.

Deliverables:

A. Commissioning of lighting system

Objective: Lighting Systems – Integrate all lighting equipment, DMX signal, Lighting consoles configuration, and Electrical System into one functioning system suited for Video recording, quality level for Broadcast & Webcast.

- i. Supervise / Install the overhead lighting pipe battens and its electrical cables and electrical outlet.
- ii. Install / Wire the DMX cables and XLR connector's base on the requirements.
- iii. Install the wireless DMX systems and their accessories
- iv. Install the scenic background motorized roller & its ceiling mount accessories & with the green screen (Chroma Cloth) and other background cloth.
- v. Assemble all the lighting fixtures and their hardware parts & install electrical plugs
- vi. Install and wire the lighting console and its DMX distribution systems
- vii. Testing all the lighting fixtures if in good condition
- viii. Check the position of the on-can talent and stages sets before rigging
- ix. Check Grid battens and their electrical and DMX systems for their performance

- x. Mount all lighting fixtures to the Grid Battens base on the required position.
- xi. Position the fixtures and secure the fixtures with clamp and safety chain. Connect to the power source and plug the DMX connectors and configure the DMX addresses of individual lighting fixtures.
- xii. Set up & configure the lighting console. Program the lighting consoles run to test the consoles with all fixtures to various levels to determine the smoothness and function of the consoles. Check individual channels and their grouping of channels.
- xiii. Test all lighting fixtures to Minimum and maximum intensity levels to ensure that the systems work accordingly.
- xiv. Burn the systems for a couple of hours and documents all the test performance.
- xv. Training of personnel on the familiarity & operation of this lighting equipment installed
- xvi. Training on Lighting console operations and DMX distribution systems / addresses
- xvii. Training on Basic lighting in relation to video and webcast
- xviii. Training on safety with overhead equipment & electrical system

B. Commissioning of Video –Audio and lighting systems

Objective: Systems Integration, wiring and installation – Integrate all Video-Audio & Lighting into one functioning system suited for Video recording and with high quality for Broadcast & Webcast (Streaming).

- i. Mobilization of materials and manpower
- ii. Install and wire the overhead lighting pipe battens and its electrical/DMX cabling and electrical & DMX outlet.
- iii. Install / Wire the Video-Audio, Communication and DMX systems and their accessories
- iv. Install the scenic background motorized roller & its ceiling mount accessories & with the green screen (Chroma Cloth) and other background cloth.
- v. Assemble all the lighting fixtures and their hardware parts & install electrical plugs
- vi. Install and wire the lighting console and its DMX distribution systems
- vii. Testing all the lighting fixtures if in good condition
- viii. Check/inspect the Grid battens and their electrical and DMX connection
- ix. Mount all lighting fixtures to the Grid Battens base on the required position.
- x. Set up & configure the lighting console. Program the lighting consoles run to test the consoles with all fixtures to various levels to determine the

smoothness and function of the consoles. Check individual channels and their grouping of channels.

- xi. Energize the VIDEO-AUDIO equipment & make a system check
- xii. Setup the video switcher & cameras and check the video quality of the systems and its streaming signals.
- xiii. Set-up Audio consoles, speaker monitors and microphones and check the audio quality
- xiv. Test all lighting fixtures to Minimum and maximum intensity levels to ensure that the systems work accordingly.
- xv. Burn the whole systems for a couple of hours and documents all the test performance.
- xvi. Training of personnel on the familiarity & operation of technical equipment installed.
- xvii. Orient technical personnel on the systems wiring of facilities
- xviii. Train personnel on Video-Audio Switchers/mixers and its peripherals
- xix. Training on Lighting console operations and DMX distribution systems / addresses
- xx. Train the personnel on Basic Broadcast & lighting operations
- xxi. Train the personnel on various safety protocols in the said facility.

C. The system vendor will provide the necessary training for identified personnel of PAISD.

IV. Area of Coverage

The QC-PAISD Studio will support the needs of the Local Government of Quezon City and its constituents.

V. Project Standard & Requirements

A. Track Record

- i. Bidders must have Platinum status in PHILGEPS
- ii. Bidders must be a duly registered corporation with SEC filing or DTI registration
- iii. The bidding corporation must be able to fully deliver all components of the project within 30 days upon contract award.
- iv. The bidding corporation must be duly registered under the National Privacy Commission.
- v. The system vendor must be capable of providing a Proof of Concept to the end-user if asked to.
- vi. The bidders must have no pending case(s) against the government.

B. Organization

- i. The service provider must have their regular employee pool of specialists/engineers for the project.
- ii. The service provider must have its own regular employee pool of personnel for systems administration, deployment, proper quality assurance analysts and technical support staff for the project.

C. Training

The service provider will provide all necessary training for usage, administration, and management of the system to at least 5 users from PAISD for at least seven (14) days.

VI. Project Duration

The project duration shall be one (1) year from the date of the Notice to Proceed observing the schedule of delivery as stated below:

MILESTONES	DELIVERY PERIOD
Process Implementation Plan	5 calendar days from the date of the Notice to Proceed
Installation and Commissioning of Studio Audio, Video and Lighting Equipment	10 calendar days from the date of the Notice to Proceed
Training and Handover	7 calendar days
Project Support(Maintenance/Warranty)	1 year

VII. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is in the amount of Php2,781,000 (Two Million Seven Hundred Eighty-One Thousand Pesos Only)

VIII. Basis of Payments

MILESTONES	ACCEPTANCE CRITERIA	PERCENTAGE BILLING
Project Implementation Plan	Receipt of Document	15%
Project Turnover	Signoff from Identified Stakeholders	85%
TOTAL		100%

IX. Conditions and Penalties for Breach of Contract

A. Delivery

The failure of The Service provider to perform any of the obligations or covenants provided in this Section shall constitute a breach and shall make it liable for damages, without prejudice to the right of the CITY to seek other remedies as may be allowed by law.

The Service provider must deliver all system components within 10 days upon contract award. Failure to do so will be subject to penalties as prescribed by law.

B. Product Warranty

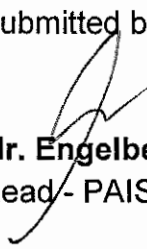
The following are the terms of the product/system warranty guaranteed by The Service provider:

- Hardware Component shall have one (1) year warranty upon implementation.
- Software Component shall have one (1) year warranty upon implementation.
- User manual and installer (if necessary) shall be provided for software components.

X. 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.

Submitted by:



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