



Republic of the Philippines
 Department of Finance
INSURANCE COMMISSION
 1071 United Nations Avenue
 Manila



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested PhilGEPS Registered suppliers to submit their lowest price quotation on the items listed below, subject to the provisions of attached Terms of Reference (TOR):

NAME OF PROJECT	Supply, Delivery, Installation, and Commissioning of Additional Units of Closed Circuit Television Camera
REFERENCE NO./PR NO.	2020-11-267
LOCATION	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
MODE OF PROCUREMENT:	Negotiated Procurement - Small Value Procurement (<i>Sec. 53.9, Revised Implementing Rules and Regulations of R.A. No. 9184</i>)
APPROVED BUDGET FOR CONTRACT (ABC)	One Hundred Seven Thousand Eight Hundred Pesos (Php107,000.00) <i>The bid shall not exceed the ABC.</i>
DELIVERY PERIOD	Within 10 working days from receipt of Notice to Proceed (NTP)
DEADLINE OF SUBMISSION OF QUOTATION/S	<u>10</u> December 2020, 2:00 PM

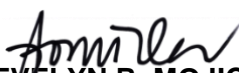
The **QUOTATION** with the enclosed Reply Slip and other requirements must be submitted **not later than 2:00PM, 10 December 2020** to the Administrative Division in the contact information below:

Contact persons: Mr. Crisostomo O. Ferrer – IC Administrative Officer III
co.ferrer@insurance.gov.ph

Mr. Tranquilino E. Espejon – IC Supervising Administrative Officer
te.espejon@insurance.gov.ph or tranqsespejon2015@gmail.com

Office Address: Administrative Division, Insurance Commission, 2nd Floor
 IC Main Office Bldg., 1071 United Nations Ave., Ermita, Manila

Telephone Nos.: 85238461 to 70 local 120/123; 85243548


REVELYN R. MOJICA
 Division Manger
 Administrative Division

Manila, 04 December 2020

TERMS OF REFERENCE

Supply, Delivery, Installation, and Commissioning of Additional Units of Closed Circuit Television Camera (P.R. No. 2020-11-267)

I. Scope

1. The supplier shall submit a best price quotation using attached Reply Slip for the **Supply, Delivery, Installation, and Commissioning of Additional Units of Closed Circuit Television Camera**.
2. The CCTV camera and related equipment must be brand new and meet the following minimum technical specifications:

Item No.	Unit/ Quantity	Descriptions
1	8 units	<p>CCTV/IP Dome Type Camera (Indoor) High Quality imaging with 2 MP Resolution 1/2.8" progressive scan CMOS Efficient H.265+ compression technology Clear imaging against strong back light (120dB true WDR technology) Water and dust resistant (IP67) and vandal proof (IK10) Shutter Speed: 1/3 s to 1/100,000 s IR Range: Up to 30m Maximum Resolution: 1920 x 1080 Video Bit Rate: 32 Kbps to 8 Mbps Simultaneous Live View: Up to 6 channels Communication Interface: 1 RJ45 10M/100M self-adaptive Ethernet port Power Supply: 12 VDC+-25%, PoE (802.3af, class 3) Power Consumption and Current: PoE (802.3af, 36V to 57V), 0.2 A to 0.1A, max. 6.5 W; 12 VDC, 0.4A, max. 5W Built-in micro SD/micro SDHC/micro SDXC card slot up to 128 GB</p> <p style="text-align: center;"><i>Inclusive of all mounting accessories and paraphernalia</i></p>
2	2 units	<p>CCTV/IP Bullet Type Camera with the following key features: 1/2.8" progressive scan CMOS 1920 x 1080@30 fps 2.8/4/6/8 mm fixed lens H.265+, H.265,H.264+,H.264 120dB WDR 2 Behavior analyses, and face detection Smart Event: Line crossing detection, intrusion detection BLC/3D DNR/ROI/HLC IP67 3-Axis adjustment Built-in micro SD/SDHC/SDXC card slot up to 128 GB Video Bit Rate: 32 Kbps to 16 Mbps IR Range: Up to 50m Security: Password protection, complicated password, HTTPS encryption, 802.1X authentication (EAP-TLS 1.2, EAP-LEAP, EAP-MD5), watermark, IP address filter, basic and digest</p>

Item No.	Unit/ Quantity	Descriptions
		authentication for HTTP/HTTPS, WSSE and digest authentication for ONVIF, TLS 1.2 <i>Inclusive of all mounting accessories and paraphernalia</i>
3	1 unit	4-Port 100 Mbps Long-Range Unmanaged PoE Switch Up to 300m Long Range PoE Transmission 4/8-Core Adaptive Power Supply 6KV Surge Protection MAC Address Table: 1K Switching capacity: 1Gbps Internal cache: 448Kbits PoE power pin: Supports 8-Core power supply, Ethernet cable 1/2/3/6 and 4/5/7/8 provide simultaneous power supply Max. port power: 30 W PoE Power Budget: 35 W Max power consumption: 38W Power Supply: 48 VDC, 0.8A Power consumption in idle: 3 W Gross weight: 0.48 Kg Net weight: 0.2 kg Dimension (LxHxD): 105mm x 27.6mm x 83.1 mm <i>Inclusive of all mounting accessories and paraphernalia</i>
3	1 unit	8-Port 100 Mbps Long-Range Unmanaged PoE Switch Up to 300m Long Range PoE Transmission 4/8-Core Adaptive Power Supply 6KV Surge Protection MAC Address Table: 2K Switching capacity: 1.8Gbps Internal cache: 1Mbits PoE power pin: Supports 8-Core power supply, Ethernet cable 1/2/3/6 and 4/5/7/8 provide simultaneous power supply Max. port power: 30 W PoE Power Budget: 60 W Max power consumption: 65W Power Supply: 48 VDC, 1.35A Power consumption in idle: 5 W Gross weight: 0.89 Kg Net weight: 0.35 kg Dimension (LxHxD): 170mm x 27.6mm x 93.1 mm <i>Inclusive of all mounting accessories and paraphernalia</i>

The brand/model of equipment as well as the manuals provided by its manufacturer with specifications shall be included in the quotation to be submitted by the interested supplier.

3. Scope of Work

- 3.1 The supplier shall provide all materials and miscellaneous consumables for use in the installation, testing and commissioning of the abovementioned units
- 3.2 **The supplier shall, under due diligence, conduct checks and/or on-site validation (Insurance Commission Building) to be able to consider the**

extent of all supplies and materials necessary aside from the above enumerated equipment. The supplier shall ensure that all supplier, materials, and equipment to be installed are configured to function compatible with the existing agency CCTV surveillance system.

- 3.3 The supplier shall employ skilled workers who are trained and experienced in the installation of CCTV camera to satisfactorily complete the project as specified, compliant with best practices and industry standards.
 - 3.1 Installation must be facilitated with utmost care using necessary equipment to ensure safety of personnel and properties including scaffoldings and ladders, as may be necessary.
 - 3.2 The supplier shall also conduct general cleaning after work, and shall be liable for any and all accidents, losses and/or damage resulting from inappropriate use of technology and/or installation methodologies.
 - 3.3 The supplier shall provide all necessary Personal Protective Equipment (PPE) for all of its workers/staff, such as, but not limited to appropriate gear, safety shoes, hardhats, vests, and the like.
4. Conduct of installation works at the Insurance Commission (IC) premises shall be limited to office hours only unless otherwise allowed under meritorious conditions, subject to filing of a request by service provider/supplier 1 working day prior to the said scheduled activities.
 5. The supplier/contractor shall be required to submit in advanced information about its personnel and equipment which are necessary in the implementation of the project.

II. TERMS OF PAYMENT AND RELATED PROVISIONS

1. The price quotation, to be denominated in Philippine Peso, shall include all taxes, duties and/or levies payable.
2. The quoted prices shall be considered fixed and not subject to price escalation during the contract implementation.
3. Price validity shall be for a period of thirty (30) days from the submission of the quotation.
4. Payment shall be made within fifteen (15) days after the complete delivery and acceptance of the items/services. The IC shall not be held liable for any delay in the payment under reasonable circumstances.

III. SPECIAL CONDITIONS

Qualifications of the Supplier/Bidder

1. The supplier/bidder must be a holder of valid business licenses from relevant government agencies.
2. The supplier/bidder must have business experience similar to the project to be implemented.

3. All prospective suppliers/bidders, prior to submitting their respective bids, are required to inspect and examine the site and surroundings involved in the Project, to arrive at the most reasonable costing for the needed labor, materials, equipment and services.

The site inspection and examination shall be allowed from 07 to 09 December 2020 at 8:00 A.M. until 12:00 NN. Any cost incurred during the site inspection shall be for the account of the prospective supplier/bidder. For this purpose, each prospective supplier/bidder shall submit a **Site Inspection Certificate (template attached)** issued by the Procuring Entity, which shall constitute part of the documentary requirement. Aside from actual site measurements, the prospective suppliers/bidders may be allowed to obtain a copy of installation site floor plan and other additional information not otherwise prohibited to be released during site inspection.

Delivery and Schedule of Services and Warranty

4. The supplier/bidder shall complete all activities related to **Supply, Delivery, Installation, and Commissioning of Additional Units of Closed Circuit Television Camera, including but not limited to:**
 - 4.1 mobilization/demobilization
 - 4.2 wiring installation and termination
 - 4.3 mounting of camera
 - 4.4 PoE termination
 - 4.5 activation and programming of the system
 - 4.6 testing and commissioning
 - 4.7 turn-over
5. The goods and services to be supplied must be provided with at least one (1) year warranty against defects, except when defect is due to catastrophe, accidents and negligence which are beyond the control of the supplier. Issues including malfunctions and defects must be addressed immediately upon request.

Limitation of Liability

6. Subject to the Insurance Commission's obligation to pay the price due to the supplier/bidder, either party's liability in contract, tort or otherwise (including negligence) arising directly out of or in connection with this Terms of Reference or the performance or observance of its obligations under this Terms of Reference and every applicable part of it shall be limited in aggregate to the Price.

Termination

7. The agreement between the Insurance Commission and the Supplier/Bidder shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date.
8. Either Party may terminate the agreement upon written notice if the other is in breach of any material obligation contained in this Terms of Reference, which is not remedied (if it is capable of being remedied) within fifteen (15) days of written notice from the other Party so to do.
9. Any termination of the agreement (howsoever occasioned) shall not affect any accrued rights or liabilities of either Party nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

Miscellaneous

10. The failure of either party to enforce its rights based on the agreement under these Terms of Reference at any time for any period shall not be construed as a waiver of such rights.
11. If any part, term or provision of these Terms of Reference is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
12. Neither Party shall be liable for failure to perform or delay in performing any obligation under these Terms of Reference if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, civil commotion or industrial dispute. If such delay or failure continues for at least five (5) days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by written notice to the other.
13. It is understood that all the relevant provisions of the Republic Act No. 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations shall apply, govern, and complement the agreement arrived at under these Terms of Reference.

IV. GENERAL CONDITIONS

1. These Terms of Reference shall be deemed an integral part of the bid.
2. Proof of PhilGEPS Registration is required to be submitted with the quotation.
3. The **quotation** shall be submitted personally or via email to the IC Administrative Division, Second Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila **not later 10 December 2020, 2:00PM. The email addresses where submissions can be forwarded to are reflected on the RFQ page.**
4. The bidder *with the lowest calculated proposal/quotation* shall undergo post-qualification and may be required to show proof of authenticity of the following, as appropriate:
 - a. Proof of PhilGEPS Registration;
 - b. Business Registration (SEC/DTI/CDA)
 - c. Mayor's Business Permit;
 - d. Certificate of Tax Registration issued by the Bureau of Internal Revenue; and,
and,
 - e. Latest Income/Business Tax Return.
5. The IC reserves the right to reject any or all quotations/bids, to annul the procurement process, to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.


REVELYN R. MOJICA
Division Manger
Administrative Division

REPLY SLIP

Name of Supplier : _____
Address : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

After having carefully read and accepted the conditions in the Request for Quotation, and Terms of Reference (TOR) for the **Supply, Delivery, Installation, and Commissioning of Additional Units of Closed Circuit Television Camera** (P.R. No. 2020-11-267), I/We quote you on the items at prices noted below:

Quantity	Unit	Item and Description	Unit Price	Total Price (VAT Inclusive)
1	Lot	Supply, Delivery, Installation, and Commissioning of Additional Units of Closed Circuit Television Camera		
Total Amount				
<i>Note:</i> 1. Total cost should not exceed ABC of One Hundred Seven Thousand Eight Hundred Pesos (Php107,000.00) 2. Price quotation is inclusive of 12% VAT, all other applicable taxes, and charges for labor and materials per scope of work.				

In compliance with the TOR, the **duly notarized Omnibus Sworn Statement** is enclosed. Copies of the following valid documents are likewise enclosed:

- a. Proof of PhilGEPS Registration;
- b. Business Registration (SEC/DTI/CDA)
- c. Mayor's Business Permit;
- d. Certificate of Tax Registration issued by the Bureau of Internal Revenue; and,
- e. Latest Income/Business Tax Return.

Signature Over Printed Name of Supplier/
Authorized Representative

Position: _____

Date : _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 2020 at _____, Philippines.

Bidder's Representative/Authorized Signatory



CERTIFICATE OF SITE INSPECTION

This is to certify that the _____ [Company Name] has conducted an ocular or site inspection on ___ December 2020, relative to the requirement of the project hereunder specified:

NAME OF PROJECT	Supply, Delivery, Installation, and Commissioning of Additional Units of Closed Circuit Television Camera
REFERENCE NO./PR NO.	2020-11-267
LOCATION	Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET FOR CONTRACT (ABC)	One Hundred Seven Thousand Eight Hundred Pesos (Php107,000.00)
IMPLEMENTING OFFICE	Administrative Division

Issued this _____ December 2020.

REVELYN R. MOJICA
IC Division Manger
Administrative Division