



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated August 25, 2015 for the Project, "Closed-Circuit Television (CCTV) System Maintenance and Monitoring Service," is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said Documents.

PARTICULARS	CLARIFICATION/AMENDMENT																								
<p>SECTION VI. SCHEDULE OF REQUIREMENTS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 90%;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2.</td> <td>Provision of two (2) CCTV Operators each on an eight-hour duty (6am-2pm; and 2pm-10pm)*</td> </tr> <tr> <td colspan="2" style="text-align: center;">Delivery Schedule</td> </tr> <tr> <td colspan="2" style="text-align: center;">Within five (5) calendar days from receipt of the Notice to Proceed</td> </tr> </tbody> </table> <p>*THE AS-GSD MAY ADJUST THE SCHEDULE OF THE EIGHT HOUR DUTY OF THE OPERATORS UPON PRIOR WRITTEN NOTICE TO THE SUPPLIER.</p>	Item	Description	2.	Provision of two (2) CCTV Operators each on an eight-hour duty (6am-2pm; and 2pm-10pm)*	Delivery Schedule		Within five (5) calendar days from receipt of the Notice to Proceed		<p>SECTION VI. SCHEDULE OF REQUIREMENTS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 90%;">Description*</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2.</td> <td>Provision of two (2) CCTV Operators each on an eight-hour duty (6 a.m.- 2 p.m.; and 2 p.m.- 10 p.m.)** FROM MONDAYS TO SATURDAYS (INCLUDING HOLIDAYS FALLING ON THESE DAYS)</td> </tr> <tr> <td colspan="2" style="text-align: center;">Delivery Schedule</td> </tr> <tr> <td colspan="2" style="text-align: center;">Within five (5) calendar days from receipt of the Notice to Proceed</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 90%;">Description*</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3.</td> <td>RESPOND TO EMERGENCY CALLS TO RESOLVES ISSUES</td> </tr> <tr> <td colspan="2" style="text-align: center;">Delivery Schedule</td> </tr> <tr> <td colspan="2" style="text-align: center;">AS NECESSARY</td> </tr> </tbody> </table> <p>*ALL SERVICES SHALL COVER TWELVE (12) MONTHS.</p> <p>**THE AS-GSD MAY ADJUST THE SCHEDULE OF THE EIGHT HOUR DUTY OF THE OPERATORS UPON PRIOR WRITTEN NOTICE TO THE SUPPLIER.</p> <p>Attached is the Revised Section VI. Schedule of Requirements.</p>	Item	Description*	2.	Provision of two (2) CCTV Operators each on an eight-hour duty (6 a.m.- 2 p.m.; and 2 p.m.- 10 p.m.)** FROM MONDAYS TO SATURDAYS (INCLUDING HOLIDAYS FALLING ON THESE DAYS)	Delivery Schedule		Within five (5) calendar days from receipt of the Notice to Proceed		Item	Description*	3.	RESPOND TO EMERGENCY CALLS TO RESOLVES ISSUES	Delivery Schedule		AS NECESSARY	
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<p>SECTION VII. TECHNICAL SPECIFICATIONS</p> <p>SCOPE OF SERVICES</p> <p>I. Monthly Preventive Maintenance of CCTV System</p> <p>xxx xxx xxx</p> <p>Other Terms and Conditions</p> <p>1. The Supplier shall submit a written report on a checklist format upon completion of the monthly preventive maintenance, signed by the Supplier's authorized technician:</p> <ul style="list-style-type: none"> • Condition of the CCTV equipment/peripherals • Recorded Discrepancies, if any • Action taken • Recommendations 	<p>SECTION VII. TECHNICAL SPECIFICATIONS</p> <p>SCOPE OF SERVICES (COVERING TWELVE [12] MONTHS)</p> <p>I. Monthly Preventive Maintenance of CCTV System</p> <p>xxx xxx xxx</p> <p>5. UPON COMPLETION OF THE MONTHLY PREVENTIVE MAINTENANCE, THE SUPPLIER SHALL SUBMIT A WRITTEN REPORT USING THE PRE-APPROVED CHECKLIST SIGNED BY THE SUPPLIER'S AUTHORIZED TECHNICIAN.</p> <p>xxx xxx xxx</p> <p>Other Terms and Conditions</p> <p>1. The Supplier shall submit a written report on a checklist format upon completion of the monthly preventive maintenance, signed by the Supplier's authorized technician:</p> <ul style="list-style-type: none"> • Condition of the CCTV equipment/peripherals • Recorded Discrepancies, if any • Action taken • Recommendations

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<p>2. In case of replacement of defective units, cables (wiring-layouts) parts and power supplies, the Supplier shall submit complete details/specifications and proposals/quotations for the purpose.</p> <p>3. Response time for emergency calls due to system failure shall not be later than four (4) hours upon notice during working hours and within forty eight (48) hours upon receipt of notice during non-working hours.</p>	<p>1. PRIOR TO CONTRACT IMPLEMENTATION, THE SUPPLIER SHALL SUBMIT, FOR AS-GSD'S APPROVAL, THE FOLLOWING:</p> <ul style="list-style-type: none"> i. PROCESS FLOW FOR THE PREVENTIVE MAINTENANCE AND HANDLING OF EMERGENCY CALL SITUATIONS; AND, ii. CHECKLIST FOR THE PREVENTIVE MAINTENANCE. <p>2. In case of replacement of defective units, cables (wiring-layouts) parts and power supplies, the Supplier shall submit complete details/specifications and proposals/quotations for the purpose.</p> <p>3. Response time for emergency calls due to system failure shall not be later than four (4) hours upon notice during working hours and within forty eight (48) hours upon receipt of notice during non-working hours.</p> <p>2. FOR EMERGENCY CALLS, THE SUPPLIER SHALL HAVE THE FOLLOWING RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • WITHIN FOUR (4) HOURS UPON RECEIPT OF THE EMERGENCY CALL – TECHNICIAN TO REPORT ON-SITE TO CHECK THE CCTV SYSTEM • WITHIN EIGHT (8) HOURS FROM THE RECEIPT OF THE EMERGENCY CALL, THE TECHNICIAN SHALL: <ul style="list-style-type: none"> i. IDENTIFY AND DIAGNOSE FAULTS IN THE CCTV SYSTEM;

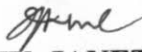
PARTICULARS	CLARIFICATION/AMENDMENT
	<p>ii. RESOLVE ISSUE/S NOT REQUIRING REPLACEMENT OF DEFECTIVE PARTS OR MATERIALS. OTHERWISE, SUBMIT A COMPLETE ITEM SPECIFICATION AND PRICE QUOTATION THAT MAY BE USED AS REFERENCE (COST OF LABOR AND MATERIALS) FOR THE REPLACEMENT OF DEFECTIVE PARTS OR UNIT OF THE CCTV SYSTEM; AND</p> <p>iii. SUBMIT A WRITTEN REPORT TO THE AS-GSD SIGNED BY THE AUTHORIZED TECHNICIAN.</p> <p>3. EXCEPT WITH PRIOR CONSENT OF THE DIRECTOR OR AUTHORIZED REPRESENTATIVE OF THE AS-GSD, THE SUPPLIER AND ITS PERSONNEL SHALL NOT AT ANY TIME COMMUNICATE TO ANY PERSON OR ENTITY ANY CONFIDENTIAL INFORMATION ACQUIRED IN THE COURSE OF THE SERVICES, NOR SHALL THE SUPPLIER AND ITS PERSONNEL MAKE PUBLIC THE RECOMMENDATIONS FORMULATED IN THE COURSE OF, OR AS A RESULT OF THE SERVICES. FOR PURPOSE OF THIS CLAUSE, "CONFIDENTIAL INFORMATION" MEANS ANY INFORMATION, KNOWLEDGE, CCTV DATA ACQUIRED BY THE SUPPLIER AND/OR ITS PERSONNEL ARISING OUT OF, OR IN CONNECTION WITH, THE PERFORMANCE OF THE SERVICES UNDER THIS CONTRACT THAT IS NOT OTHERWISE AVAILABLE TO THE PUBLIC.</p>

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	Attached is the revised Section VII. Technical Specifications.										
<p>Bid Form</p> <p>xxx xxx xxx</p> <table border="1" data-bbox="181 583 771 893"> <thead> <tr> <th>Particulars</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> <tr> <td>Monthly Preventive Maintenance of CCTV System</td> </tr> <tr> <td>CCTV Monitoring</td> </tr> <tr> <td>Total (inclusive of VAT)</td> </tr> </tbody> </table> <p>xxx xxx xxx</p>	Particulars		Monthly Preventive Maintenance of CCTV System	CCTV Monitoring	Total (inclusive of VAT)	<p>Bid Form</p> <p>xxx xxx xxx</p> <table border="1" data-bbox="803 575 1393 884"> <thead> <tr> <th>Particulars</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> <tr> <td>Monthly Preventive Maintenance of CCTV System*</td> </tr> <tr> <td>CCTV Monitoring</td> </tr> <tr> <td>Total (inclusive of VAT)</td> </tr> </tbody> </table> <p>NOTE: *INCLUSIVE OF LABOR COST OF EMERGENCY CALL RESPONSE DIAGNOSIS OF THE CCTV SYSTEM AND RESOLUTION OF ISSUE/S NOT REQUIRING REPLACEMENT OF DEFECTIVE PARTS OR MATERIALS.</p> <p>xxx xxx xxx</p> <p>Attached is the revised Bid Form.</p>	Particulars		Monthly Preventive Maintenance of CCTV System*	CCTV Monitoring	Total (inclusive of VAT)
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Other matters:

- For authentication purposes, all pages of the bid should be initialed by the authorized signatory.
- The “**No Contact Rule**” shall be strictly observed. Bidders are not allowed to call or talk to any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective September 1, 2015 right after the opening of bids.

For guidance and information of all concerned.


ATTY. JANET B. ABUEL
 Undersecretary
 Chairperson, DBM BAC

Section VI. Schedule of Requirements (Revised)

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description*	Delivery Date																											
1.	Monthly preventive maintenance of the following CCTV equipment and accessories installed in DBM Buildings I, II, and III: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">Unit</th> <th style="text-align: center;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">64</td> <td style="text-align: center;">units</td> <td>Mini Dome IT Camera</td> </tr> <tr> <td style="text-align: center;">11</td> <td style="text-align: center;">units</td> <td>Fixed IR Camera</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">units</td> <td>PTZ Camera</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">units</td> <td>Network Video Recorder (NVR)</td> </tr> <tr> <td style="text-align: center;">11</td> <td style="text-align: center;">units</td> <td>24-Port POE Switch (24x10/100)</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">units</td> <td>Control key board with joystick and Monitor</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">units</td> <td>Server</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">units</td> <td>Monitor</td> </tr> </tbody> </table>	Quantity	Unit	Description	64	units	Mini Dome IT Camera	11	units	Fixed IR Camera	2	units	PTZ Camera	1	units	Network Video Recorder (NVR)	11	units	24-Port POE Switch (24x10/100)	1	units	Control key board with joystick and Monitor	2	units	Server	2	units	Monitor	On the date specified by the Administrative Service-General Services Division (AS-GSD)
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3.	Respond to emergency calls to resolve issues	As necessary																											

* All services shall cover twelve (12) months.

** The AS-GSD may adjust the schedule of the eight hour duty of the operators upon prior written notice to the Supplier.

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date



Section VII. Technical Specifications (Revised)

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Items/Specifications	Bidder's Statement of Compliance
CCTV OPERATORS	
<p>The Supplier shall provide two (2) CCTV Operators with the following qualifications, who will be assigned in two (2) shifts to operate and monitor the CCTV:</p> <ul style="list-style-type: none"> a. Of good moral character and without criminal or police records; b. Must possess a Bachelor's Degree in Information Technology (IT); c. Physically and mentally fit, as evidenced by a medical certificate; and d. Duly trained and experienced in surveillance system (CCTV and video surveillance). <p>The submission by the Supplier of the Sworn Statement attesting compliance to the above-enumerated qualifications shall be required by the AS-GSD upon contract implementation.</p> <p>The CCTV Operators to be deployed to the DBM shall be subject to the approval of AS-GSD.</p>	
SCOPE OF SERVICES (covering twelve [12] months)	
<p>I. Monthly Preventive Maintenance of CCTV System</p> <ul style="list-style-type: none"> 1. Check all control equipment (DVRs, VCRs, monitors, multiplexers, video switchers, telemetry units, etc.) and CCTV system, to ensure accurate operation. 2. Visually inspect all major components of the control equipment and connections of the CCTV for signs of deterioration or damage, and accordingly submit recommendations to the Building and Grounds Supervisor for parts that need repair or replacement. 3. Check environmental conditions for adverse effects, including growth or shrubbery obscuring camera views. 4. Check if camera is aligned to user specifications, correct field of view, and all alarm presets, and effect the corresponding adjustment, as may be necessary. 	

[Handwritten signature] 3

Items/Specifications	Bidder's Statement of Compliance
<p>5. Upon completion of the monthly preventive maintenance, the supplier shall submit a written report using the pre-approved checklist signed by the supplier's authorized technician.</p> <p>II. CCTV Monitoring</p> <p>The CCTV Operator shall:</p> <ol style="list-style-type: none"> 1. Undertake CCTV monitoring based on an eight-hour duty (i.e., 6am-2pm; 2pm-10pm). 2. Ensure the good quality of recording and that the time and date settings of the system are updated, and effect corresponding adjustment, if necessary. 3. Ensure the satisfactory transmission of images to remote site, if applicable. 4. Ensure that NVRs are well connected and configured for optimal recording experience (i.e., check for system errors, video loss, network connection failure, and other system alerts). 5. Maintain data file/records to ensure easy retrieval when needed. 6. Configure motion-based or continuous recording options, if necessary. 	
OTHER TERMS AND CONDITIONS	
<ol style="list-style-type: none"> 1. Prior to contract implementation, the Supplier shall submit, for AS-GSD's approval, the following: <ol style="list-style-type: none"> i. Process flow for the preventive maintenance and handling of emergency call situations; and, ii. Checklist for the preventive maintenance. 2. For emergency calls, the Supplier shall have the following responsibilities: <ul style="list-style-type: none"> • Within four (4) hours upon receipt of the emergency call – technician to report on-site to check the CCTV system • Within eight (8) hours from the receipt of the emergency call, the technician shall: <ol style="list-style-type: none"> i. Identify and diagnose faults in the CCTV system; ii. Resolve issue/s not requiring replacement of defective parts 	

or materials. Otherwise, submit a complete item specification and price quotation that may be used as reference (cost of labor and materials) for the replacement of defective parts or unit of the CCTV system; and

iii. Submit a written report to the AS-GSD signed by the authorized technician.

3. Except with prior consent of the Director or authorized representative of the AS-GSD, the supplier and its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall the supplier and its personnel make public the recommendations formulated in the course of, or as a result of the services. For purpose of this clause, "confidential information" means any information, knowledge, CCTV data acquired by the supplier and/or its personnel arising out of, or in connection with, the performance of the services under this contract that is not otherwise available to the public.

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

**Signature Over Printed Name of
Representative**

Date

J M

**Bid Form
(Revised)**

Date: _____

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide **Closed-Circuit Television (CCTV) System Maintenance and Monitoring Service** in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* details is shown below:

Particulars	Monthly Cost	Total Cost
	Inclusive of VAT	
Monthly Preventive Maintenance of CCTV System*		
CCTV Monitoring		
Total (inclusive of VAT)		

NOTE: *Inclusive of labor cost of emergency call response diagnosis of the CCTV System and resolution of issue/s not requiring replacement of defective parts or materials.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

