

## TECHNICAL SPECIFICATIONS

Nature of Project : Supply, Delivery and Installation of CCTV

Location : Civil Service Commission – Central Office (CSC-CO)  
IBP Road, Constitution Hills, Diliman, Quezon City

Approved Budget for the Contract: Php500,000.00 (inclusive of government taxes)

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### A. RATIONALE

The CSC-CO compound is 3.8 hectares of land which houses the Main Building consisting of five (5) floors starting from the Basement to the Main Building Roofdeck; ERPO 3-storey building with roof deck; Multipurpose Court; Covered Parking Area; IRMO Library; IRMO and the 4-storey CSC Resource Center Building and the surrounding garden and mini forest within the perimeter fence.

The CSC-CO requires the installation of an outdoor CCTV to aid in safeguarding and securing the above-cited buildings and facilities, properties and personnel of the Commission.

The project requires the supply, delivery, and installation of the CCTV to provide recorded incidents relative to safeguarding and securing the whole CSC Compound from unauthorized physical access which may result in unlawful incidents or other disturbances within the CSC-CO premises. It may also help in determining the accountability and responsibility of CSC management, employees, and other stakeholders as regards breaches in security.

The procurement shall be in accordance with the general provisions, specifications, and other requirements of the CSC and the guidelines under the Revised Implementing Rules and Regulations (IRR) of R.A. 9184, otherwise known as "The Government Procurement Reform Act (GPRA)". Specifically, the procurement of the CCTV is contained in the duly approved Annual Procurement Plan (APP), Approved Budget for the Contract (ABC), and Procurement Project Management Plan (PPMP) of the Commission for 2022.

### B. GENERAL PROVISIONS

1. The intent of this specification is to prescribe the complete supply and delivery and installation of the CCTV for the CSC-Central Office (CO), which the prospective supplier will undertake in full compliance with CSC requirements. If there is any apparent contradiction or ambiguity between sections of these specifications, the supplier shall bring the matter to the attention of CSC during the pre-bid conference and shall obtain their decision as to the true meaning or intention before

proceeding with the affected supply, delivery, and installation work.

2. All exceptions or alternatives to the specifications shall be clearly listed or enumerated. As a matter of preference, however, CSC shall consider ALTERNATIVES only after considering the bids that comply fully with the specifications.
3. Supplier's bid shall be accompanied by a Bid Security in the amount indicated in the instructions to Bidders. The Bid Security shall be submitted together with the bid proposal and requirements.
4. The CSC reserves the right to have CSC inspectors or designated representatives inspect the materials upon delivery prior to the actual installation. CSC has the right to accept/reject said delivery.

#### **C. SPECIAL PROVISIONS**

1. **Security Arrangement:** The Supplier shall comply with the security regulations of the CSC. At least one (1) week prior to the start of the work performance, the Supplier shall request the gate passes for its employees. Upon completion of the project and prior to full payment, the Supplier shall surrender the gate passes to the BGMD.
2. **Accountability on Human Resource:** There shall be no employer-employee relationship between the Supplier and/or its personnel and the CSC. The Supplier shall have the entire control and supervision of the work and personnel herein agreed upon. The Client shall in no manner be answerable or accountable for any accident, injury of any kind, or death which may occur to any personnel of the Supplier during the time of the performance of the services under this agreement, nor for any wage, injury, loss or damage arising from the negligence or carelessness of the Supplier or any of its personnel, nor for any amount of claim or liability, civil or criminal, pertaining to any license, tax and permit, all of which shall be for the account of the Supplier. The Supplier hereby covenants and agrees to assume all liabilities described above and to render the Client absolutely free therefrom.
3. **Accountability on Property Damages:** In case any CSC property is lost, damaged, or destroyed during the period of installation after it has been determined that the worker/s of the Supplier is at fault, it shall pay the CSC the cost of the lost/damaged items, otherwise, the CSC shall withhold such amount from the Supplier's payment.

#### **D. GENERAL SPECIFICATIONS**

This includes the Technical Specification, Requirements, and the Approved Budget for the project.

The project has an Approved Budget of Five Hundred Thousand Pesos (P500,000.00).

1. The Supplier shall conduct an ocular inspection at the CSC-CO compound prior to the submission of the bid proposal and requirements, to determine and consider the locations of cameras as provided by the client.
2. The Supplier shall supply, deliver, and install the CCTVs in the designated locations identified during the ocular inspection.
3. The Supplier shall provide the equipment and accessories such as, but not limited to the following, to ensure the proper serviceability and purpose of the project.
  - Network Video Recorder (NVR) 16 Channel 4 SATA
  - Hard Disk Drive 10TB Sata
  - 4MP IR Bullet IP Camera (16 Units)
  - 16 Ports PoE+ Gigabit Switch
  - 43" Full HD Monitor HDMI/VGA input with Built-in Speaker
  - CAT6 UTP Cable
  - RJ45
  - Moldings/Box and Junction Box and/or Metal Enclosure (for switch port, server, Camera)
  - PVC Pipes ½", ¾", LB ½, ¾"
  - Metal Clamps
4. The supply, delivery, and installation of (16 IP Cam) 16 channels CCTV, along with its hardware, materials, and accessories, shall have a minimum warranty of two (2) years against manufacturing defects and service warranty.
5. The supplier shall conduct training to CSC Focal Persons on the technical aspect and proper operation of the CCTV system.
6. The supplier shall conduct the installation within thirty (30) days from the date of acceptance of the Purchase Order (PO). In case of force majeure, the supplier may request an extension on the process of installation.

#### **E. PAYMENT AND DELIVERY TERMS**

Upon submission of the complete documents for payment, it shall be subjected to the usual Accounting and Auditing Rules of the CSC-CO, within a period of 10 to 15 Government Working Days and the CSC-CO shall pay the same through Check and shall deduct the corresponding amount from the gross bill in compliance with the existing Bureau of Internal Revenue (BIR) regulations.

#### **F. PRICE QUOTATION VALIDITY**


The bid price quotation shall be valid for a period of one year or within the whole duration of this agreement.

**G. TAXES**

Any and all taxes, fees, charges, imposts, and other legal execution due or that may become due under this agreement shall be for the account of the Winning Supplier and shall be included in the bid price.

The Civil Service Commission as a government collecting agency for the Bureau of Internal Revenue shall deduct allowable government taxes.


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