

PROJECT : **QUARTERLY PREVENTIVE MAINTENANCE OF CLOSED CIRCUIT TELEVISION (CCTV) FOR 3rd AND 4TH QUARTERS AT VARIOUS SSS BRANCH OFFICES UNDER LUZON CENTRAL 2 DIVISION**

SUBJECT : **TERMS OF REFERENCE (TOR)**

A. SCOPE OF WORK

Shall do the routine check-up visits on a **QUARTERLY** basis for the duration of the contract and perform the following activities:

1. General check-up of the system including wiring and cables:
 - 1.1 Inspection of the surrounding environment and measurement of CCTV control room temperature.
 - 1.2 Check monitoring status of each camera.
 - 1.3 Check status of Network Video Recording (NVR).
 - 1.4 Check status of each Hard Disk Drive (HDD) to make sure it is in recording mode.
 - 1.5 Check the current size of free and used storage of each HDD and record each.
 - 1.6 Check connection of NVR to monitor to ensure the connection is not loose.
 - 1.7 Visual inspection of CCTV monitor for normal operation.
2. Check-up of the NVR
 - 2.1 Physical inspection of the NVR case and cover.
 - 2.2 Visual inspection of parts and components.
 - 2.3 Shutdown of the system before cleaning the internals of the NVR.
 - 2.4 General cleaning/ vacuuming of the external and internal of the NVR including the cooling fans and tightening of electrical/electronic connections.
3. Check-up of the Power-over-Ethernet (PoE)
 - 3.1 Visual inspection of parts and components.
 - 3.2 General cleaning/ vacuuming of the PoE. Make sure the CCTV system is shutdown before cleaning the PoE.
 - 3.3 Check integrity of connections of all RJ45 connected to the PoE and cable entry points for loose wiring.
 - 3.4 Conduct continuity test of all ports.
4. Check-up of CCTV camera, camera housing and monitor
 - 4.1 Camera lens focus is adjusted properly.
 - 4.2 Visual check of monitor and check the connection of monitor to NVR to ensure no loose connections.
 - 4.3 Physical cleaning of CCTV monitor and cameras.
 - 4.4 Testing continuity of cables of each runs from cameras to PoE, PoE to NVR and NVR to monitor through cable continuity test.
 - 4.5 Adjustment of camera field of view as per SSS branch's requirements.
 - 4.6 Check to make sure the interior of the camera is clean and dry.
 - 4.7 Make sure the HDMI cable or VGA cable is transmitting adequate video signal to NVR. Signal should be free of distortion, eletro-magnetic interference (EMI) and hum-bars.
5. Performance test
 - 5.1 Turning-on of the CCTV system and check all components for normal operation of the system.
 - 5.2 Run and monitor the system for at least 30mins to ensure all components are functioning.
 - 5.3 Submit report for all the testing done and recommendations for any parts or components that are needed to be replaced.

B. FREQUENCY OF PREVENTIVE MAINTENANCE

The conduct of Preventive Maintenance shall be conducted once every applicable quarter and shall have an interval of at least three (3) months but not to exceed the applicable period.

C. REMEDIAL SERVICES

For emergency calls due to unexpected and unintentional shutdown, malfunctioning or breakdown of the system, technicians are available 24 hours a day, 7 days a week. Emergency call shall be attended to within the two (2) hours upon receipt of notice, either through phone (hotline), electronic communication or written letter, the service provider must address the problem by making a phone call to the concerned unit. Inspection/check-up of the system shall be conducted and the service provider is required to submit a service report indicating technical recommendation and diagnosis within seventy-two (72) hours after the call.

D. MODE OF PAYMENT

Progress Billing; Quarterly, upon submission of Sales Invoice and Service Reports

E. TECHNICAL REQUIREMENT OF THE SERVICE PROVIDER

The service provider shall submit a list of qualified technical personnel nominated to conduct the preventive and remedial services supported with certificate of training in the operation, maintenance and/or repair of CCTV system.

F. PENALTY

Failure to comply the works within the specified schedule, a liquidated damage will be imposed against the service provider in the amount equivalent to 1/10 of 1% of the project cost per calendar days of delay.

G. OTHERS

1. All repairs to be conducted on the CCTV system shall be reported first to BSSD.
2. The service provider shall submit to Branch Support Services Department (BSSD) and branch concerned a service report indicating technical recommendations/advice for any action necessary to maintain and improve the reliability of the equipment.

Prepared by:



JOHN CARLOT J. TAGUINOD
Junior Engineer, BSSD

Reviewed by:



TEDDY N. CARREON
CEO-III, BSSD

Noted by:



ELPIDIO S. DE CHAVEZ
Department Manager III, BSSD

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SUBJECT : COST ESTIMATE

Item No.	SSS Branches	3rd Quarter	4th Quarter
1	ANGELES	4,117.50	4,117.50
2	BALIUAG	4,117.50	4,117.50
3	BOCAUE	4,117.50	4,117.50
4	MALOLOS	4,117.50	4,117.50
5	MEYCAUYAN	4,117.50	4,117.50
6	OLONGAPO	4,117.50	4,117.50
7	PAMPANGA	4,117.50	4,117.50
Approved Budget for the Contract =		28,822.50	28,822.50

Breakdown

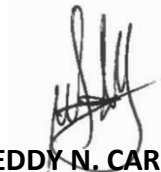
Third quarter = ₱ 28,822.50
Fourth quarter = ₱ 28,822.50
Grand Total = ₱ 57,645.00

Prepared by:



JOHN CARLO T. TAGUINOD
Junior Engineer, BSSD

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SUBJECT : BIDDER'S PROPOSAL

Item No.	SSS Branches	3rd Quarter	4th Quarter
1	ANGELES		
2	BALIUAG		
3	BOCAUE		
4	MALOLOS		
5	MEYCAUYAN		
6	OLONGAPO		
7	PAMPANGA		
Total Bid Cost =			

Breakdown

Third quarter = ₱ _____
Fourth quarter = ₱ _____
Grand Total = ₱ _____

Remarks: Please provide your quotation in every pay item

Note: The SSS shall withhold the VAT from the amount payable to these supplier in accordance with the BIR rules and regulations.

Warranty Period: _____
Price Term: _____
Delivery Term: _____
Price validity: Three (3) months

Owner/Company Representative
(Signature Over Printed Name)

Please indicate below your Business Name,
Address and Telephone Number and Date Received

Your Business SSS No. _____
B.I.R TIN No. _____
Date Received: _____

(Business Name)

(Address and Telephone Number)