



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

**UPGRADING OF CCTV SURVEILLANCE SYSTEM AT
CAAP MAIN OFFICE**

BID NO. 23-024-07

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”



DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



INVITATION TO BID

FOR UPGRADING OF CCTV SURVEILLANCE SYSTEM AT CAAP MAIN OFFICE **BID NO. 23- 024-07**

1. The Civil Aviation Authority of the Philippines (CAAP), through the Corporate Operating Budget (COB) for FY 2023 intends to apply the total sum of **Sixteen Million Eight Hundred Thousand Eight Hundred Seventy-Nine Pesos (PhP 16,800,879.00)**, being the **Approved Budget for the Contract (ABC)** to payments under the contract for **UPGRADING OF CCTV SURVEILLANCE SYSTEM AT CAAP MAIN OFFICE** with **BID NO. 23-024-07**.

ITEM	DESCRIPTION	Approved Budget of the Contract (ABC)	Cost of Bid Documents
1	Upgrading of CCTV Surveillance System at CAAP Main Office	Php 16,800,879.00	Php 28,000.00

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **CAAP** now invites bids for the above Procurement Project. Delivery of the Goods is required within **one hundred twenty (120) calendar days**. Bidders should have completed, within **Five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
5. Prospective Bidders may obtain further information from **BAC Secretariat of CAAP, MIA Road, Pasay City** and inspect the Bidding Documents at the address given below during **office hours from 8:00 A.M. to 5:00 P.M. (Monday to Friday)**.
6. A complete set of Bidding Documents may be acquired by interested Bidders on **25 July 2023 until the deadline of submission of bids** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php 28,000.00 (inclusive of 12% VAT)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **by presenting the official receipt in person/through email**.

7. The **CAAP** will hold a Pre-Bid Conference¹ on **03 August 2023 at 9:30 AM** through video conferencing or webcasting *via Google Meet*, which shall be open to prospective bidders, who will coordinate with the BAC Secretariat for the Google Meet link.
8. Bids must be duly received by the BAC Secretariat through **manual submission at the office address indicated below**, on or before **17 August 2023 at 9:30 AM**. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **17 August 2023 at 9:30 AM** at the given address below and/or via **video conferencing Google Meet application**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. The **CAAP** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

ENGR. GARY M. JADIE

Head, BAC Secretariat

BAC Office

4/F, Admin Building, CAAP Compound, MIA Road

corner Ninoy Aquino Avenue, 1300 Pasay City

Telephone No.: (02) 7944-2358 / 7944-2230

Website: **www.bac@caap.gov.ph**

13. You may visit the following websites:

For downloading of Bidding Documents: <https://www.philgeps.gov.ph>
<https://www.caap.gov.ph>

CAPTAIN EDGARDO G. DIAZ
Chairperson, BAC



Section II. Instructions to Bidders



1. Scope of Bid

The Procuring Entity, **Civil Aviation Authority of the Philippines (CAAP)** wishes to receive Bids for the **Upgrading of CCTV Surveillance System at CAAP Main Office, with BID NO. 23-024-07.**

The Procurement Project (referred to herein as “Project”) is composed of one (1) lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2023** in the amount of **Sixteen Million Eight Hundred Thousand Eight Hundred Seventy-Nine Pesos (PhP 16,800,879.00).**

2.2. The source of funding is the Corporate Operating Budget.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.



9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **Three (3) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:



- i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
- a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *120 calendar days from the opening of bids*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 14.3. The Bid Securing Declaration shall automatically expire in the following instances:
a) Upon expiration of the bid validity period, or any extension thereof pursuant to Section 28.2 of the IRR; b) When all bidders are declared ineligible or post-disqualified and, upon receipt of the notice therefor, either failed to timely file a request for reconsideration or filed a waiver to avail of said right; c) When the bidder declared as the Lowest Calculated and Responsive Bidder/Highest Rated and Responsive Bidder, has furnished the performance security and signed the contract.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows as one Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporate

Bid Data Sheet

ITB Clause	
5.3	<p>The Bidder must have completed within at least a period of Five (5) years prior to the submission and receipt of bids, a single contract that is similar to the project, equivalent to at least “Fifty Percent (50%)” of the ABC or have at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least “fifty percent (50%)” of the ABC, with the largest of these similar contracts being equivalent to at least “twenty five percent (25%)” of the ABC.</p> <p>For this purpose, “Similar Contracts” shall refer to contract involving the</p> <ol style="list-style-type: none"> a. Supply, Delivery, Installation, and Commissioning of CCTV Surveillance and Command Center Systems; b. Completed within Five (5) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
10.1	<p>Bidder shall submit all eligibility and technical documents as specified in Section VIII. Checklist of Technical and Financial Documents:</p> <p>Class “A” Documents <u>Legal Documents</u></p> <ol style="list-style-type: none"> a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or b. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; and c. Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and d. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and <p>In connection to GPPB Circular 07-2017 dated 31 July 2017, the bidder shall have the following options:</p> <ol style="list-style-type: none"> e. Submit the Certificate of PhilGEPS Registration and Platinum Membership including its Annex “A” in lieu of the uploaded Class “A” Eligibility Documents identified in Section 8.5.2 of the Revised Page 18 of 188 Implementing Rules and Regulations of Republic Act 9184 (Revised IRR of RA 9184), provided that all Class “A”

	<p>Eligibility Documents listed under the aforesaid Annex “A” are all uploaded and maintained current and updated in the PhilGEPS Registry.</p> <p>f. Submit a combination of the PhilGEPS Registration and Platinum Membership including its Annex “A” and Class “A” Eligibility Documents identified in Section 8.5.2 of the Revised IRR of RA 9184.</p> <p>g. In the event that aforesaid Class “A” Eligibility Document(s) listed in the Annex “A” of the PhilGEPS Registration and Platinum Membership is/are reflected to be outdated, the bidder shall submit such current and updated Class “A” Eligibility Document(s).</p> <p>h. Submit all the Class “A” Eligibility Documents only, provided that the PhilGEPS Registration and Platinum Membership shall be submitted as a Post-Qualification requirement in accordance with Section 34.2 of the Revised IRR of RA 9184.</p> <p><u>Technical Documents</u></p> <p>i. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. ((BF-Form 1); and</p> <p>j. Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules. ((BF-Form 2); and</p> <p>k. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration; and</p> <p>l. Project Requirements, which shall include the following:</p> <ol style="list-style-type: none"> 1. Certificate of Satisfactory Performance from at least Three (3) previous and current clients for the last Three (3) years (CY 2020 to present) prior to opening and submission of bids; 2. Certificate from Manufacturer or Principal as Authorized Distributor of the CCTV Systems Cameras and its network components/devices offered. 3. The assigned Project Manager for this project must have a Project Management Certification and shall be at least a Professional Electronics Communication Engineer or Professional Electrical Engineer. 4. Minimum PCAB License required must have a License Particular – Specialty in Electrical or Communication Facilities
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	<p>Minimum Principal Classification should be at least “C or D” and Size Range (Specialty) should be at least “Small B”.</p> <ol style="list-style-type: none"> 5. The bidder is required to have and submit a Value-Added Service (VAS) Certification issued by the National Telecommunication Commission for future networking requirements. 6. Bidder must be certified by National Privacy Commission as Data Privacy Act Compliant. Proof of certification must be presented. <p>m. Original duly signed Omnibus Sworn Statement (OSS) (Annex “B” Form 7); and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder; and</p> <p>n. Per CAAP Memorandum dated 17 September 2018 re: Disqualification of Prospective Bidders with Pending Case against the Government in the procurement activities of the CAAP, all prospective bidders shall be required to submit the ff:</p> <ol style="list-style-type: none"> 1. Certification, under oath, attesting that they have no pending case(s) against the Government, in addition to the eligibility requirements as prescribe under the 2016 Revise Implementing Rules and Regulation (R-IRR) of RA No. 9184; 2. Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pendency of any cases of prospective bidders against the Authority; and 3. Bid Bulletin (if applicable). <p>o. Authority to Conduct Site Inspection (BF-Form 6) duly signed by ADG II/Chief, CSIS or his authorized representative and Certificate of Site Inspection (BF-Form 7) duly signed by the CSIS Representative are required to be submitted.</p> <p>This shall include all of the following documents as attachment to the Certificate of Site Inspection and shall form part of the bidder’s technical documents:</p> <ol style="list-style-type: none"> p. Photocopy of company ID of the person who conducted the Site Inspection; and q. Photocopy of the facility Visitor’s Logbook.
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	<p><u>Financial Documents</u></p> <ul style="list-style-type: none"> r. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and s. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC). <p>Class "B" Documents</p> <ul style="list-style-type: none"> t. If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. <p>Bids not complying with the above instruction shall be disqualified</p>
10.2	<p>The Statement of all Ongoing Government and Private Contracts, including contracts awarded but not yet started within the last Five (5) years prior to the deadline for the submission and receipt of bids. (BF-Form 3)</p> <p>Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid. The SLCC shall be equivalent to at least Fifty Percent (50%) of the ABC or two (2) Similar Completed Contracts and the aggregate contract amounts should be equivalent to at least "fifty percent (50%)" of the ABC, with the largest of these similar contracts being equivalent to at least "twenty five percent (25%)" of the ABC, and completed within the last Five (5) years prior to the deadline for the submission and receipt of bids. (BF-Form 4)</p> <p>Bids not complying with the above instruction shall be disqualified.</p>
12.0	<p>The price of the Good shall be quoted DDP to CAAP Sites or applicable International Commercial Terms (INCOTERMS) for this Project.</p>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than Php _____ which is equivalent to 2% of the ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php _____ which is equivalent to 5% of the ABC if bid security is in Surety Bond.
15.0	<p>1. Each and every page thereof shall be initialed/signed by the duly authorized representative/s of the Bidder.</p>

	<p>Submitted Eligibility, Technical and Financial documents shall be properly marked with index tabs (ear tab) and must be sequentially paginated in accurate order in the form i.e. “page 3 of 100”. Pagination should be sequential based on the entire span of the whole documents inside the envelope.</p> <p>2. Each Bidder shall submit one (1) original copy of the first and second components of its bid. All pages of the bid proposal, shall be signed or initialed by Principal Bidder or the Bidder’s Authorized Representative.</p> <p>Bids not complying with the above instruction shall be disqualified.</p>
19.1	The Bidder must render its statement of Compliance/Conformity with Bidding Documents as enumerated and specified in Section VI. Schedule of Requirements and Section VII. Technical Specification.
19.3	Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of the bidding, evaluation and contract award.
19.5	NFCC Computation or a committed Line of Credit from a universal or commercial bank (BF-Form 5)
20.1	<p>Other appropriate documents required to be submitted during post-Qualification:</p> <ol style="list-style-type: none"> 1. Latest Income and Business Tax Returns (Tax Return filed through the Electronic Filing and Payment System); 2. Certificate of PHILGEPS Registration; and 3. Other appropriate licenses and permits required by law as stated in the bidding Documents. <p>Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. CAAP shall thereafter award the contract to the next Lowest Calculated Responsive Bid.</p>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project or Framework Agreement. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1.0	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to the Contract are DDP delivered to CAAP, MIA Road, Pasay City. In accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are delivered to CAAP, MIA Road, Pasay City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is the ADG II, CSIS or his/her representative.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; c. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and d. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

	<p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ul style="list-style-type: none"> a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and b. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price. <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of three (3) years.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within three (3) months of placing the order.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p>

	<p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classification</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
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2.2	Not applicable.
4.0	<p>The Inspections and Tests that will be covered are the following:</p> <ol style="list-style-type: none"> 1.) Physical condition of Goods; 2.) Conformity of Goods to the Technical Specifications; 3.) Authenticity of Goods; and 4.) Whether Goods delivered are functioning. <p>The inspections and tests that will be conducted shall include but not limited to physical inspection and inventory, or whatever additional tests that the Technical Inspection Team may require</p>

FOR PUBLICATION

Section VI. Schedule of Requirements

To be delivered schedule expressed as weeks/months stipulated hereafter a delivery date which is the date of delivery to the Project Sites.

Item Number	Description	Qty	Total	Delivered, Weeks/Months
1	UPGRADING OF CCTV SURVEILLANCE SYSTEM AT CAAP MAIN OFFICE	1 lot	1 lot	One Hundred (120) calendar days upon receipt of Notice to Proceed

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

SECTION VII. TECHNICAL SPECIFICATIONS

INSTRUCTIONS:

- ① The specifications given are the minimum requirements unless indicated otherwise. A Bidder's proposal must match or exceed the specifications.
- ② Bidders must state here either “**Comply**” or “**Not Comply**” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1 (a)(ii) and/or **GCC** Clause 2.1 (a)(ii).

UPGRADING OF CCTV SURVEILLANCE SYSTEM AT CAAP MAIN OFFICE

BIDDING DOCUMENT COMPETITIVE PUBLIC BIDDING

Terms of Reference



1. Background

The envisioned project is an operational framework based on an “Industrial Grade True Enterprise” concept in which all modes of connectivity are integrated and seamless into one cohesive and centralized solution. Such category is essential for a robust and resilient systems solution against adverse effects of terrorism, cyber security, theft, trafficking, and other crimes.

1.1 Executive Summary

Following the tragic events of 9/11, the civil aviation community was required to reconsider the methods and procedures in place to protect the civil aviation infrastructure from acts of unlawful interference.

The ICAO High-Level Ministerial Conference on Aviation Security in February 2002 resulted in the endorsement of a global strategy for strengthening aviation security worldwide. Amendment 10 and 11 of Annex 17 – Security saw the emergence of a multitude of additional Standards and Recommended Practices requiring Contracting States to implement a variety of new aviation security procedures.

Very often security incidents continue to occur not because the new security measures implemented are inefficient, but because basic security requirements such as airport perimeter barriers and access control points do not meet international standards.

In addition, the Data Privacy Act of 2012 mandates the protection of the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information and communications systems in the government and in the private sector are secured and protected.

Clearly, striking the balance between protecting all necessary assets and infrastructure thru any means whether electronic or physical must be approached with the best interest of the public in mind. It is therefore imperative that compulsory in designing any security solution balances all of these parameters in data privacy without sacrificing all security risk mitigating approaches.

1.2 Rationale and Background

In today’s security challenges faced by government agencies handling critical infrastructures and facilities, majority of the solutions taken are usually more of a reactionary response rather than a proactive one. As a result, management of security becomes a complex operation of monitoring several if not too many stand - alone systems.

By monitoring these separate specialty systems such as CCTV, Intrusion, Access, and even Building Management Systems; significant operational cost is incurred just to maintain and ensure these systems are utilized at their optimum. Further, technology changes make long term funding for the project on security systems difficult and risky.

It is therefore important that in designing and implementing perimeter and in-building security utilizing video surveillance and analytics; that it is anchored on a future proof, holistic, open and integrated platform approach.



Also, by having all security systems everything on the network, it should be able to provide multiple levels of encryption and network security. It is therefore imperative that the chosen surveillance solution is resilient and is able to withstand various types of cybersecurity threats and attacks both internally and externally.

Further, with the increasing need to rationalize the operation of security as a whole by centralizing the control of the security monitoring, that a truly enterprise video management platform with the ability to transmit video to a central location with low latency should be preferred. It should be able to utilize the lowest bandwidth with multiple levels of encryption and redundancy as possible.

In general, this should provide the CAAP opportunities to save a lot on management, operational and manpower resources that translate to huge financial savings which can be utilized for other important investment in the future.

1.3 Vision Response:

With the increasing need to institute corrective measures that are responsive to the CAAP's security requirements of today. A comprehensive Command and Control Center facility focused on video surveillance and analytics is adopted:

1.3.1 IP based camera system integrated with Intelligent Analytics System for constant monitoring and surveillance

- a. Video Content Analytics
- b. Automatic Number Plate Recognition (Tested to Philippines specifications)/License Plate Recognition (LPR)
- c. Facial Recognition - Live and Database Recording (ready)
- d. Recording & Storage management (fail-over ready)
- e. Video Management System

1.3.2 Central Video Monitoring

1.3.3 Networking for all Terminals including Active/Passive components.

The System should shall have the capability to integrate to IP Based Alarm and Access Systems and other 3rd party perimeter security hardware and software that can provide a real-time status summary of all events on a single user interface or platform including video. Alarms can be sorted and displayed according to priority, give operators an excellent overview of the status of the entire system.

The System shall also monitor the health of all the Security System including CCTV Components such as Cameras or Edge Devices to Digital/Network Video Recorders, Hard Drives across the network. When critical events such as camera loss or hard drive errors are detected, the health client reports these events to the Central Server which can then alert the operators or administrators through E-mails, SMS or on-screen alerts.

Most importantly, the system should also be able to integrate to existing cameras installed at all terminals, if need be, without having the need to redate or purchase additional system infrastructure to accommodate legacy video systems.



With just the additional purchase of licenses or additional storage hardware, the system should be able to manage the cameras at terminals without going thru the expensive route of development or purchasing another separate video management system.

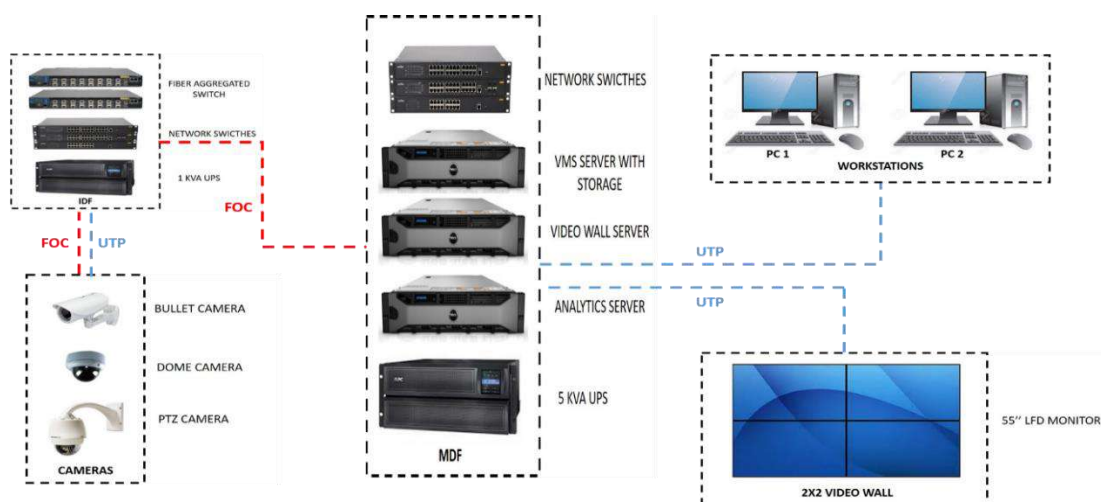
The video management system should also aid in facilitating investigation summary of all video events in one single and seamless video file that through a cut list of all video or image in one seamless encrypted file for distribution to authorities.

2. Scope of Work:

Given the logistical and financing challenge to implement the upgrade to the facilities under CAAP Main Office, it is proposed that the following facilities/buildings shall be part of the initial roll- out.

1. Administrative Building (Main Building)
2. Annex Building
3. Flight Standard Inspectorate Service (FSIS) Building
4. Technical Center Building
5. AFC/MACC Building
6. Supply Building
7. Multi-Level Parking
8. Vicinity (Other Areas)

2.1 GENERAL CONCEPT OF OPERATIONAL FRAMEWORK:



****Note:** For security purposes, actual design/layout will be given to the bidder during site survey.

2.2 PROJECT ESTIMATES

2.2.1 APPROVED BUDGET COST AND BILL OF QUANTITIES:

The **Civil Aviation Authority of the Philippines (CAAP)**, through its Corporate Operating Budget (COB) for CY 2023 intends to apply the sum of **SIXTEEN MILLION EIGHT HUNDRED THOUSAND EIGHT HUNDRED SEVENTY-NINE PESOS (PhP 16,800,879.00)** inclusive of VAT, being the Approved Budget for the Contract (ABC) to payments under the contract for the **UPGRADING OF CCTV SURVEILLANCE SYSTEM AT CAAP MAIN OFFICE**.

Bids received in excess of the ABC shall be automatically rejected at opening of the financial proposal.

Bill of Materials:

Qty	Unit	Description
<i>CCTV Cameras and PTZ Controllers</i>		
57	units	Outdoor Bullet Cameras (8MP)
118	units	Indoor Dome Camera (4MP)
20	units	PTZ Camera with 40x optical zoom (4MP)
1	unit	Panoramic/Fish Eye Cameras (12MP)
2	units	4 MP IR Face Recognition (FR) Varifocal Dome Network Camera
2	units	4MP License Plate Recognition/ Automatic Number Plate Recognition (ANPR) Camera
2	units	PTZ keyboard controller
<i>Network Video Recorder and Storage</i>		
7	units	Network Video Recorder 32CH for 7 locations (Site/Bldg) with Recording-

28	units	HDD/10TB/SATA/RAID (Each NVR Has 4 HDD Units)
1	unit	Network Video Recorder 64CH for Command Center with Recording
16	units	HDD/10TB/SATA/RAID (Each NVR Has 16 HDD Units)
1	unit	Hybrid Network Attached Storage Server (NAS)
24	units	HDD/10TB/SATA/RAID for NAS (240 TB HDD)
<i>Software and Licenses for analytics</i>		
1	lot	Video Camera Licenses up to 204 cameras manageable (Including 2 FR, 2 LPR/APNR)
2	units	Face Recognition Analytics Licenses
2	units	LPR/APNR Single Channel Licenses
<i>Data Cabinets, Network Server and Switches</i>		
1	unit	Video Management Server/Platform Server
<i>IDF Cabinets Components and Switches</i>		
19	units	24-Port 10/100/1000T 802.3at PoE with 4-port shared 100/1000X SFP + 4-Port 10G SFP+ Stackable Managed Gigabit Switch (370W, Multicast Routing: PIM-DM/SM, DVM RP), 220 Vac
19	units	Cat.6 1U 19" UTP Patch Panel 24 Port Dual IDC With Back Bar 4, UL-listed
19	units	19" Cable Manager metal material, horizontal
19	units	Cable Manager, Vertical Plastic
19	units	12RU 600mm Wide x 600mm Deep Equipment Rack
19	units	2000VA / 1200Watts; with LED Display; 6 Sockets; with battery; with USB port (Line Interactive)
19	units	4 ports Fiber distribution panel SC coupler, contain LC coupler and pigtail, plastic
<i>Command Center Video Wall</i>		
18	units	55" LFD, 1080p 500nit, 24/7, 2.25mm(U/L), 1.25mm(R/B), 21.2kg, VESA 600X 400, Haze 25%, DP 1.2 Digital Daisy Chain
18	units	Front-maintenance wall-mounted bracket, suitable for all 55" LFD models.
18	units	HDMI cable, 10 meters, high speed- For each 55" LFD monitors
1	unit	Video wall Decoder
<i>Operator Workstation</i>		
3	Units	i7 16GB 512SSD+2TBHDD NVIDIA(R) GeForce RTX(TM) 3060 12GB GDDR6 (LHR) No ODD 1675 Model Dell XPS Desktop 8960 Processor 13th Gen Intel® Core i7-13700 processor (16-Core, 24MB Cache, 2.1GHz to 5.1GHz) Power Supply 460W Graphite Memory 16GB DDR5, 1x16GB, at

		4800MHz Max Memory up to 64GB (additional memory sold separately) Hard Disk Drive 512GB M.2 PCIe NVMe SSD (Boot) + 2TB 7200RPM 3.5" SATA HDD (Storage) Graphics NVIDIA(R) GeForce RTX(TM) 3060 12GB GDDR6 (LHR)-with 24" Monitor or any equivalent
3	units	2000VA /1200 watts 230V w/internal battery (UPS), 2 outlets with USB port
3	units	Furniture for operator workstation/ Desk & Chair
<i>MDF Data Cabinets Components</i>		
1	unit	42U equipment rack
1	unit	Layer 3 24-Port 100/1000X SFP + 8-Port Shared TP + 4-Port 10G SFP+ Stackable Managed Switch (100~240V AC, 36-75V DC)
1	unit	Cat.6 1U 19" UTP Patch Panel 24 Port Dual IDC With Back Bar 4, UL-listed
1	unit	19" Cable Manager vertical, plastic
1	unit	Cable Manager metal material, horizontal
1	unit	8 ports Fiber distribution panel SC coupler, contain LC coupler and pigtail
1	unit	UPS On-Line 6000VA/6000W (.9 pf) LCD 20 x 12v 5AH Internal Terminal Input and Output / SNMP Slot / External Battery Port / USB / RS232
<i>Door Access Terminal</i>		
2	units	Face Recognition Terminal - (Stand Alone Access Door for the Command Center & Conference)
<i>Rough-in & Installation for Command Center and Eight (8) Sites (Wire and Cable Power and Data Cabling)</i>		
1	lot	CAT 6 24AWG/4Pairs UTP Cable
1	lot	Power Cabling
1	lot	Fiber Optic Cable 8 core single mode with include peripherals
1	lot	Rough-ins materials and pipes including harnessing and tagging / labelling
1	lot	Installation of Device, equipment & material installation, Fiber optic cable, cable pulling and laying / CCTV installation for CAAP Buildings
1	lot	Labor and Engineering
1	lot	Testing, Configuration and Commissioning
1	lot	Project Management
1	lot	Training and Transfer of Technology

3. GENERAL SCOPE OF WORK/BID REQUIREMENT:

3.1 Supply, Delivery, Installation and Commissioning of CCTV Cameras.

3.2 Provide a High-Definition Video Wall (55" LFD Monitors) with Decoders and Controllers.



3.3 Supply, Delivery and Installation of Video Wall, Workstation console, furniture and other requirements for CCTV Command Center.

3.4 Supply and Delivery and Installation of Video Recording Servers and Video Management Software.

3.5 Training and Transfer of Technology for all components of the project including training, users, technical operation manuals.

3.6 Important Requirement/s:

3.6.1 Cameras, Video Management Software/System (VMS) and Network Video Recorders (NVR), Encoders must be in one platform and therefore must have the ability to integrate with existing Alarm/Security and Access Systems.

3.6.2 The Contractor shall within ten (10) calendar days after issuance of Notice to Proceed, submit to the CAAP for approval of the brands of components and other accessories to be supplied including all shop drawing for its installation and a list of materials (with description and specifications) proposed to be used in the project. All components and other accessories to be installed without prior approval of CAAP shall be at the risk rejection.

3.6.3 The manufacturer should have a minimum of twenty (20) years' experience in the manufacture of digital video recording systems specifically for security surveillance applications.

3.6.4 Certificate from Manufacturer or Principal as Authorized Distributor or Exclusive Partner of the CCTV Systems Cameras and its network components/devices offered.

3.6.5 The assigned Project Manager for this project must have a Project Management Certification and shall be at least a Professional Electronics Communication Engineer or Professional Electrical Engineer.

3.6.6 Minimum PCAB License required must have a License Particular – Specialty in Electrical or Communication Facilities Minimum Principal Classification should be at least “C or D” and Size Range (Specialty) should be at least “Small B”.

3.6.7 The bidder is required to have and submit a Value-Added Service (VAS) Certification issued by the National Telecommunication Commission for future networking requirements.

3.6.8 Bidder must be certified by National Privacy Commission as Data Privacy Act Compliant. Proof of certification must be presented

3.6.9 Manufacturer of all CCTV equipment, Network Switches, and Servers must be CE or UL & ISO Certified.

- 3.6.10** Video Management System must be a truly enterprise platform showing capable of handling thousands of cameras in a single platform that can prove backward compatibility and future readiness.
- 3.6.11** Warranty and Maintenance Coverage: Three (3) Years on equipment and One (1) year on services. Quarterly preventive maintenance shall be performed as part of the warranty agreement. A technical hotline provided by the manufacturer or one of his representatives shall be available 24/7 free of charge.
- 3.6.12** The bidder shall submit a five (5) year maintenance strategy including spare part delivery or functional replacement for all equipment offered after the warranty period.
- 3.6.13** The bidder must conduct on-site inspection/survey and shall include all of the following documents and shall form part of the bidder's technical documents:
1. Certification from CAAP that on - site inspection was conducted by the bidder. Bidder must present its Authority to Conduct Site Inspection duly signed by the ADG II, CSIS at the site prior to inspection.
 2. Photocopy of company ID of the person who conducted the site inspection.
 3. Photocopy of the CAAP Visitor's logbook.
- 3.6.14** For security purposes, only bidders who presented a proof of purchase of bidding documents (photocopy or original copy of receipt) is allowed to conduct on-site inspection/survey and will be provided with the CCTV Layout Plan for Cameras.

4. DETAILED TECHNICAL SPECIFICATIONS

4.1 Cameras

4.1.1 PTZ Camera (4MP) – Dual Camera (Bullet and PTZ)

High definition environmental PTZ dome cameras with 40x optical zoom capability shall be utilized on strategic areas wherein more detailed monitoring or auto-tracking is required. Should have a Guard Tour functionality directing the camera to 300 presets positions. The camera should offer shock detection, automatic defog, and built-in video analytics, such as highlight compensation, object removed, enter/exit detection, auto- tracking, and Active Gatekeeper or any equivalent.

PTZ Camera (4MP) - Dual Camera (Bullet and PTZ)
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<i>Specifications:</i>

Bullet channel- 1/1.8" Progressive Scan CMOS, PTZ channel - 1/1.8" Progressive Scan CMOS; Bullet channel- Color: 0.0005 Lux @ (F1.0, AGC ON), B/W: 0.0001 Lux @ (F1.0, AGC ON), 0 Lux with light, PTZ channel- Color: 0.0005 Lux @ (F1.2, AGC ON), B/W: 0.0001 Lux @ (F1.2, AGC ON), 0 lux with IR
Minimum of 40X optical zoom and 16X digital zoom;
1/1 s to 1/30000 s Shutter Time, Day and Night IR cut filter for Bullet channel- Color, PTZ channel- IR cut filter
Focal - Minimum for Bullet channel 2.8 mm, PTZ channel 5.9 to 247.8 mm, FOV - Bullet channel horizontal field of view: $190^{\circ} \pm 5^{\circ}$, vertical field of view: $50^{\circ} \pm 5^{\circ}$, diagonal field of view: $198^{\circ} \pm 5^{\circ}$, PTZ channel horizontal field of view: 56.6° to 3.1° , vertical field of view: 34.2° to 1.1° , diagonal field of view: 67.1° to 2.3° ; Focus: Auto, Semi-auto, Manual
Pan - PTZ channel 0° to 360° ; Tilt (Minimum) - Bullet channel 7° to 17° , PTZ channel -20° to 90° ; Pan Speed (Minimum) - PTZ channel pan speed: configurable from 0.1° to $160^{\circ}/s$, preset speed: $240^{\circ}/s$; Tilt Speed - Bullet channel tilt speed configurable, PTZ channel tilt speed: configurable from 0.1° to $120^{\circ}/s$, preset speed $200^{\circ}/s$, Presets: 300
Main Stream - Bullet channel 60 Hz: 24 fps (3840×1080), PTZ channel 60 Hz: 30 fps (2560×1440 , 1920×1080 , 1280×960 , 1280×720); Sub-Stream - Bullet channel 60 Hz: 24 fps (1920×536), PTZ channel 60 Hz: 30 fps (704×480 , 640×480 , 352×240)
Video Compression - Main stream: H.265+/H.265/H.264+/H.264, Bit Rate: 32 Kbps to 16 Mbps; WDR for PTZ at 120 dB
PTZ camera with minimum 40x optical zoom, outdoor-ready, IP66, IK10 and NEMA 4x-rated.

4.1.2 Outdoor Bullet Network Cameras (8MP)

The camera must have an integrated RJ45 Ethernet connection and supports Power over Ethernet (PoE). WDR ensures that details in both the dark and bright areas of a scene are visible. HDMI support enables live streaming to an HDTV monitor for e.g. public viewing. The camera can be mounted on walls or ceilings and with its 3-axis camera angle adjustment it can be easily leveled and directed in any direction.

Outdoor Bullet Cameras (8MP)
<i>Specifications:</i>
1/2" Progressive Scan CMOS H.265+/H.265/H.264+/H.264/MJPEG
Color: 0.014 lux@(F1.6, AGC ON), 0 lux with IR 20fps(3840×2160), 25fps/30fps (3072×1728 , 2560×1440 , 2048×1536 , 1920×1080)
VCA functions, 3 streams, 3D DNR, BLC, ICR, EXIR, DC12V&PoE

Built-in IR illumination and dust- and vandal resistant casing for easy outdoor mounting on wall or ceiling. 2.8 mm

4.1.3 **Indoor Dome Network Cameras (4MP)**

The vari-focal camera must have an integrated RJ45 Ethernet connection and supports Power over Ethernet (PoE). WDR ensures that details in both the dark and bright areas of a scene are visible. HDMI support enables live streaming to an HDTV monitor for e.g. public viewing. The camera can be mounted on walls or ceilings and with its 3-axis camera angle adjustment it can be easily leveled and directed in any direction.

Indoor Dome Cameras (4MP)
<i>Specifications:</i>
1/1.8" Progressive Scan CMOS, Maximum Resolution: 2560 × 1440, Minimum Illumination - Color: 0.0005 Lux @ (F1.2, AGC ON),B/W: 0.0001 Lux @ (F1.2, AGC ON),B/W: 0
1 s to 1/100,000 s Shutter Time, Day and Night IR cut filter, Pan: 0° to 355°,tilt: 0° to 75°,rotate: 0° to 355°
Focal: Minimum 2.8 to 12 mm, horizontal FOV 107.4° to 39.8°, vertical FOV 56° to 22.4°, diagonal FOV 130.1° to 45.7°, 8 to 32 mm, horizontal FOV 42.5° to 14°, vertical FOV 23.4° to 8°, diagonal FOV 49.7° to 17°, Focus: Auto,Semi-auto,Manual
Main Stream - 60 Hz: 60 fps (2560 × 1440, 1920 × 1080, 1280 × 720), Sub-Stream - 60 Hz: 30 fps (704 × 480, 640 × 480)
Video Compression: H.265+/H.265/H.264+/H.264,
Vari-focal with Built-in IR illumination and dust- and vandal resistant casing for easy indoor mounting on wall or ceiling. 2.8 - 12mm

4.1.4 **Panoramic/ Fish Eye Network Cameras (12MP)**

The camera must have an integrated RJ45 Ethernet connection and supports Power over Ethernet (PoE). WDR ensures that details in both the dark and bright areas of a scene are visible. HDMI support enables live streaming to an HDTV monitor for e.g. public viewing. The camera can be mounted on walls or ceilings and with its 3-axis camera angle adjustment it can be easily leveled and directed in any direction.

Panoramic/ Fish Eye Network Cameras (12MP)
<i>Specifications:</i>
Minimum Illumination: Color: 0.05 lux @ (f/2.2, AGC on), B/W: 0.01 lux @ (f/2.2, AGC on), 0 lux with IR
1.29 mm lens, f/2.2; horizontal field of view: 180°, vertical field of view: 180°
Main stream: H.265+/H.265/H.264+/H.264
Up to 50 ft (15 m) IR Range

4.1.5 Facial Recognition (4MP) Vari-focal Dome Camera:

The vari-focal camera must have an integrated RJ45 Ethernet connection and supports Power over Ethernet (PoE). WDR ensures that details in both the dark and bright areas of a scene are visible. HDMI support enables live streaming to an HDTV monitor for e.g. public viewing. The camera can be mounted on walls or ceilings and with its 3-axis camera angle adjustment it can be easily leveled and directed in any direction

Facial Recognition Vari-focal Dome Cameras (4MP)
<i>Specifications:</i>
1/1.8" Progressive Scan CMOS, Maximum Resolution: 2560 × 1440, Minimum Illumination - Color: 0.0005 Lux @ (F1.2, AGC ON), B/W: 0.0001 Lux @ (F1.2, AGC ON), B/W: 0
1 s to 1/100,000 s Shutter Time, Day and Night IR cut filter, Pan: 0° to 355°, tilt: 0° to 75°, rotate: 0° to 355°
Focal: Minimum 2.8 to 12 mm, horizontal FOV 107.4° to 39.8°, vertical FOV 56° to 22.4°, diagonal FOV 130.1° to 45.7°, 8 to 32 mm, horizontal FOV 42.5° to 14°, vertical FOV 23.4° to 8°, diagonal FOV 49.7° to 17°, Focus: Auto, Semi-auto, Manual
Main Stream - 60 Hz: 60 fps (2560 × 1440, 1920 × 1080, 1280 × 720), Sub-Stream - 60 Hz: 30 fps (704 × 480, 640 × 480)
Video Compression: H.265+/H.265/H.264+/H.264,
Vari-focal with Built-in IR illumination and dust- and vandal resistant casing for easy indoor mounting on wall or ceiling. 2.8 - 12mm

4.1.6 License Plate Recognition-High Speed/ Automatic Plate Number Recognition (APNR) Camera (4MP)

Camera series, based on deep learning, consists of protective cover, lens, camera, LED and power supply, offers high-definition Progressive Scan CMOS, and integrates intelligent recognition algorithms for specific applications such as entrance management, road safety enforcement, in-vehicle monitoring, parking lot control, etc.

License Plate Recognition-High Speed/ Automatic Plate Number Recognition (APNR) Camera (4MP)
<i>Specifications:</i>
1/3" Progressive Scan CMOS, Max Resolution: 2688*1520, Minimum Illumination: Color: 0.022Lux@(F1.2, AGC ON), B/W: 0.011Lux@(F1.2, AGC ON)
1 s to 1/100,000 s Shutter Time, Day and Night IR cut filter
Minimum Bit Rate atleast 32 Kbps to 16 Mbps; Atleast 3.1 to 6mm vari-focal lens

4.2 Video Management System:

The IP-based CCTV Surveillance System equipped with a Video Management System and Recording shall be modular and expandable to be incorporated to the CCTV Central Monitoring and Management.

Key Features

Home Page

- a. Provide three predefined home page modes on Web Client, including system installation and management mode, security control and management mode, and attendance management mode
- b. Supports customizing home page mode on Web Client
- c. Supports customizing control panel on Control Client
- d. Supports switching Home page mode for visualization and non-visualization management
- e. Providing different report dashboards for resource status, intelligent analysis results, access records, vacant parking spaces, alarms, etc., on the Home page of Web Client
- f. Provide wizards for video management, access control, vehicle management, alarm detection, and digital signage management on Web Client;

Live View and Playback

- a. Up to 256 channels live view simultaneously
- b. Custom window division configurable
- c. Viewing maps and real-time events during live view and playback
- d. Stream type self-adaptive, transcoded playback, and frame- extracting playback
- e. Fisheye dewarping of multi-channel
- f. Controlling PTZ in visualization way
- g. Supports decoding stream from cameras with high-definition, camera

Recording and Storage

- a. Recording schedule for continuous recording, event recording and command recording
- b. Storing videos on encoding devices, Hybrid SANs, and/or cloud storage servers
- c. Providing main storage and auxiliary storage
- d. Providing video copy-back
- e. Storing alarm pictures on NVRs, Hybrid SANs, cloud storage servers, and/or VMS server
- f. Supports search of VCA event related videos, video footages, and event triggered video footages.

Event and Alarm Management

- a. Camera linkage, alarm pop-up window and multiple linkage actions
- b. Multiple events for video security, access control, resource group, resource maintenance, etc.
- c. Supports adding combined alarms in a visualization way

Security Control

- a. Real-time alarm management for added security control panels



- b. Adding zone as hot spot-on E-map and viewing the video of the linked camera
- c. Provides multiple types of credentials, including card number, face, and fingerprint, for composite authentications
- d. Event and alarm linkage with added cameras, including pop-up live view, captured picture
- e. Subscribing the events that the Control Client can display in real-time
- f. Acknowledging the received alarm on the Control Client

Entrance and Exit Control

- a. Managing parking lot, entrances and exits, and lanes.
- b. Supports linking a LED screen with lane for information display
- c. Setting entry & exit rules for vehicles in the vehicle lists as well as vehicles not in any vehicle lists
- d. Entrance and exit control based on license plate recognition, card, or video intercom
- e. Viewing real-time and history vehicle information and controlling barrier gate manually on the Control Client

Temperature Screening

- a. Displaying the skin-temperature and whether wearing a mask or not about the recognized persons in real time
- b. Triggering events and alarms when detects abnormal temperature and no mask worn
- c. Viewing reports about skin-surface temperature and mask-wearing

Face and Body Recognition

- a. Displaying the information of the recognized persons in real-time
- b. Searching history records of recognized persons, including searching in captured pictures, searching matched persons, searching by features of persons, and searching frequently appeared persons

Intelligent Analysis

- a. Supports setting resource groups and analyzing data by different groups
- b. Supports intelligent analysis reports including people counting, people density analysis, queue analysis, heat analysis, pathway analysis, person feature analysis, temperature analysis, and vehicle analysis
- c. Displaying the number of people in specified regions in real-time

Third-Party Integration

- a. Able to Send the original data such as attendance data to a third-party database (Microsoft® SQL Server, MySQL, PostgreSQL, or Oracle), thus the client can access third-party Time & Attendance and payment system

Network Management

- a. Managing network transmission devices such as switches, displaying the network connection and hierarchical relationship of the managed resources by a topology



- b. Viewing the network details between the device nodes in the topology, such as downstream and upstream rate, port information, etc. and checking the connection path
- c. Exporting the topology and abnormal data to check the device connection status and health status

4.3 Video Wall Management System

Depending on the size of the monitoring room and number of cameras to be viewed, the Video Wall is proposed to be with 1X2 or 2x2. The screens shall be a minimum 55" LFD 24x7 screens driven by small form factor PCs. The Video Wall is dedicated for IP-CCTV Video Management System use only.

4.3.1 Command Center Video Wall Monitor

Command Center Video Wall Monitor
<i>Specifications:</i>
55" LFD, 500nit, 24/7, 2.25mm(U/L), 1.25mm(R/B), 21.2kg, VESA 600X400, Haze 25%, DP 1.2 Digital Daisy Chain
Front-maintenance wall-mounted bracket, suitable for all 55" LFD models.
HDMI cable, 10 meters, high speed- For each 55" LFD monitors

4.3.2 Video Wall Controller for Command Center

Video Wall Decoder
<i>Specifications:</i>
<p>Transceiver unit (8monitors, 2 source)/DTB-EL sentinel key (control PC)/System Configuration/System Set up / 24-port POE switch/iPAD Pro from loaded with control software/Linksys SMART Wi-Fi Dual Band AC1900 Gb router or any equivalent.</p> <p>The Video Wall Controller provides a visual user interface that allows the operators and decision-makers to preview all systems data source and video content to ensure the correct source is switched to the required videowall intuitively.</p> <p>Video wall control over IP via node (selectable encoder & decoder in single unit).</p> <p>Decentralized architecture, no central processing to eliminate single point of failure</p> <p>Scalability and connectivity</p> <p>Flexible to re-size, re-position and overlap pictures by drag & drop control</p> <p>Video wall lay-out and control scenario preset & recall</p> <p>Seamless operator access for computers and sources and share/cast to other operators or videowall</p>

User-friendly wireless control via tablet

Video input 1 x HDMI, Video output 1 x HDMI

Audio 1-In + 1-Out, Ethernet RJ-45, RS-485 built-in, RS-232 built-in, IR & IO ports 3, Power POE, Video compression: H.264

Resolution 1920 x 1200, Bit rate Configurable 4 to 20 Mbps per stream, Latency up to 31 ms.

4.4 Equipment, Materials and Installation Requirements:

4.4.1 MDF Data Cabinets Components:

Data Cabinet and Network Switch for Command Center
<i>Specifications:</i>
Layer 3 24-Port 100/1000X SFP + 8-Port Shared TP + 4-Port 10G SFP+ Stackable Managed Switch (100~240V AC, 36-75V DC), 24 100/1000BASE-X mini-GBIC/SFP ports, Eight 10/100/1000BASE-T RJ45 copper ports, shared with Port-1 to Port-8, 4 10GBASE-SR/LR SFP+ ports, compatible with 1000BASE-SX/LX/BX SFP, RJ45 to DB9 console interface for switch basic management and setup, 1 USB2.0 interface for configuration and firmware storage
Cat.6 1U 19" UTP Patch Panel 24 Port Dual IDC With Back Bar 4, UL-listed
19" Cable Manager metal material, horizontal
42U equipment rack
Cable manager, vertical, plastic
8 ports Fiber distribution panel SC coupler, contain LC coupler and pigtail
6KVA 6000-C 6000VA / 5400W (.9 pf) LCD 20 x 12v 5AH Internal Terminal Input and Output / SNMP Slot / External, Battery Port / USB / RS232

4.4.2 IDF Cabinets Components and Switches:

Data Cabinet Component for 7 locations
<i>Specifications:</i>
Layer 3 24-Port 10/100/1000T 802.3at PoE with 4-port shared 100/1000X SFP + 4-Port 10G SFP+ Stackable Managed Gigabit Switch (370W, Multicast Routing: PIM-DM/SM, DVM RP), 220 Vac
Cat.6 1U 19" UTP Patch Panel 24 Port Dual IDC With Back Bar 4, UL-listed
19" Cable Manager metal material, horizontal
Cable manager, vertical, plastic
12RU 600mm Wide x 600mm Deep Equipment Rack
2000VA / 1200Watts; with LED Display; 6 Sockets; with battery; with USB port (Line Interactive)
4 ports Fiber distribution panel SC coupler, contain LC coupler and pigtail, plastic

4.4.3 Operator Workstation:

4.4.3.1 PC Workstation with 23.8" Monitor:

PC/Desktop Computer:
<i>Specifications:</i>
13th Gen Intel® Core i7-13700 processor (16-Core, 24MB Cache, 2.1GHz to 5.1GHz) Power Supply 460W Graphite Memory 16GB DDR5, 1x16GB, at 4800MHz Max Memory up to 64GB or any equivalent

4.4.4 Face Recognition Door Access Control

Face Recognition Terminal - (Stand Alone Access Door for the Command Center & Conference)
<i>Specifications:</i>
Max.1500 faces capacity, Max.3000 fingerprints capacity, and Max.3000 cards
Face Recognition Terminal, 4.3-inch LCD touch screen, 2 Mega pixel wide-angle lens, Built-in Mifare card reading module
Two-way audio with client software, indoor station, and main station; Supports TCP/IP, Supports ISAPI, ISUP5.0, Configuration via the web client
Face Recognition Distance: 0.3 m to 1.5 m, Duration < 0.2 s/User, Accuracy rate ≥ 99%, Supports mask recognition

Face Recognition Terminal - (Access Control Base Package) Software
<i>Specifications:</i>
Access Control Base package - including prerequisites for door expanding, all fundamental features of ACS and 2 doors manageable.
Supported: Person/Person Group Management, Access Event Monitoring\Retrieve, Access Level Management, etc.
Access Control Roughing-ins Materials

4.4.5 Lightning Arrester:

<u>Lightning Arrester: (For PTZ Cameras)</u>
<i>Specifications:</i>
Stainless Steel Material, Operating Temperature Range: -30 to 100 °C
Effective Projected Area: at least 250 mm ² , non-radioactive



No external power required; UL listed

4.4.6 PTZ Controller:

PTZ Camera Controller/Joystick:
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<i>Specifications:</i>

PTZ keyboard controller; RS485, 128 x 64 screen, used to control DVR, NVR and PTZ dome, 4-axis joystick with keypad

4.4.7 Hybrid Network Storage Server (NAS):

Hybrid Network Storage Server (NAS) HDD included:
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<i>Specifications:</i>

Huge Capacity and High Density

3U chassis provides up to 240 TB capacity

High-density design reduces the installation space requirement and transportation cost
--

Low consumption, For 20 TB enterprise HDD, lower consumption for each terabyte
--

Security and Reliability, iRAID technology and N + M redundant mechanism allow up to 2 error HDDs in a single RAID
--

HDD encryption technology protects data security network interfaces, 4U chassis model that supports 24 HDDs

4.4.8 Software and Licenses:

Software Licenses including Analytics (APNR/FR):

<i>Specifications:</i>

Video Camera Licenses up to 204 cameras manageable (Including 2 FR, 2 LPR/APNR)

Face Recognition Analytics Licenses

LPR/APNR single channel license for high speed
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4.4.9 Network Video Recorder:

Network Video Recorder 32CH for 7 locations (Site/Bldg) with Recording

<i>Specifications:</i>

Maximum 32 IP cameras



32 IP cameras, M-JPEG, H.264, H265, 16 HDD bays, GPU or any equivalent; Minimum of 90 cd Retention;
10TB HDD (4 units of 10TB each NVR TOTAL 40TB EACH NVR) for 7 sites/buildings

Network Video Recorder 64CH for Command Center with Recording
<i>Specifications:</i>
Maximum 64 IP cameras, 16HDD bays
64 IP cameras, M-JPEG, H.264, H265, 16 HDD bays, GPU or any equivalent; Minimum of 90 cd Retention;
10TB HDD (16 units of 10TB each NVR TOTAL 160TB EACH NVR) for NVR for Command Center

4.4.10 Video Management Server/Platform Server:

Video Management Server/Platform Server
<i>Specifications:</i>
Windows Server 2019, Standard or any equivalent
E2124×1/16GB DDR4/1T 7.2K SATA×2 (RAID_1) /SAS_HBA/1GbE×2/250W/1U/win Svr 2016 Std or higher
Simple to install, manage and deploy, including Video Management System Software

4.5 Civil, Wiring, Roughing –Ins Works As May Be Required:

Where wiring must be between buildings, or outside anywhere, it shall be underground and shall be designed and installed to be weather proof. Underground conduit must be 61 centimeters deep (where the conduit crosses a road, driveway, parking lot, or any paved surface it must be at least 81 centimeters deep) and be encased in concrete at least ten centimeters (10cm) thick. All underground works shall be restored with proper compaction, and proper materials (sand, gravel, etc.)

All underground works that crosses pavement shall also be restored with a minimum of 20.32 cm. of concrete on the surface, and a larger if used by heavy vehicles. All conduits that are on the outside walls of any and all buildings shall be properly installed and secured. Stainless steel pull boxes shall be installed in appropriate places. All conduits that are located on the outside walls, windows ledges, or any other place outside shall be fully encased in concrete at least 7.62 cm. thick on all sides. The concrete encasement shall be properly finished and painted (minimum of 2 coats) to match the color and type of building. No conduit or cable shall be installed on the roof of any building. Inside buildings, where possible, conduits shall go in ceilings and walls. Where not possible or too costly, they may go on walls or ceilings.

All conduits shall be placed where they are least visible and least likely to be damaged. All conduits shall be installed to make the joints entirely watertight and pest (termite) proof (including pull box connections). All exposed conduits must be covered with wood false beams using marine plywood. These false beams and any other civil works accomplished must be painted (2 coats minimum) to match the color of the walls and/or ceiling.

The supplier is responsible for any damage done to the building(s) during installation. The Supplier must restore/repair any damage to the buildings. Cabling coming from the ceiling conduits going to the outlets (nodes) on the wall may be installed with molding strip that properly protects the cables. The molding strips must have covers that properly secure the cable and shall fully encase the cable and the molding strip must be installed to a pull box in the ceiling connecting to the conduit. There shall be no gaps anywhere and flexible insulation to protect the cable in lieu of the molding strip is not allowed. Tape shall not be used to fill gaps. All cabling shall be in molding strips or conduits with no exposed cabling whatsoever. Pull boxes must be installed at all reasonable and logical place in the conduit. Pull boxes must be stainless steel where they are exposed or outside of a building (including outside building walls). The size of the pull boxes is dependent on the number of cables in the conduit, but as minimum must be 75 mm by 75 mm.

For underground wiring (communications, electrical, or any type) handholds are required. Hand holes shall be box-shaped, using reinforced concrete (reinforce bars must be a minimum of .12 mm thick, larger preferred, and at least every 10.16 cm). They shall have a concrete slopped floor with drain, with gravel underneath for proper draining. All concrete walls and floors shall be a minimum of 10.16 cm. thick. These should be placed whenever possible in non-vehicular areas. Hand holes must be at a minimum .61m x .91m x .91m (inside dimensions).

The hand-hole covers must be reinforced concrete or steel plate (12 mm thick minimum) that are sealed, and support the weight of a vehicle. The covers must be designed in a manner that provides weatherproofing. The grounding and bonding must follow the Philippine Electrical Code, hand holes are required at service entrance, service exits, branches in conduits, a bend of 90 degrees or more, and straight runs every 30 meters.

4.5.1 Physical Cable Installation

Cable pathways

- Pathways shall be designed and installed to meet applicable local and national building and electrical codes or regulations.
- Grounding / Earthing and bonding of pathways shall comply with applicable codes and regulations.
- Pathways shall not have exposed sharp edges that may come into contact with telecommunications cables.
- The number of cables placed in a pathway shall not exceed manufacture specifications, nor, will the geometric shape of a cable be affected.
- Pathways shall not be located in elevator shaft.

Cable routing

- All horizontal cables, regardless of media type, shall not exceed 90 m (295 ft.) from the telecommunications outlets in the work area to the horizontal cross connect.
- The combined length of jumpers, or patch cords and equipment cables in the telecommunications room and the work area should not exceed 10 m (33 ft.) unless used in conjunction with a multi-user telecommunications outlet.
- Horizontal pathways shall be installed or selected such that the minimum bend radius of horizontal cables is kept within manufacturer specifications both during and after installation.
- In open ceiling cabling, cable supports shall be provided by means that is structurally independent of the suspended ceiling, its framework, or supports. These supports shall be spaced no more than 1.5 m (5 ft.) apart.
- Telecommunications pathways, spaces and metallic cables, which run parallel with electric power or lighting, which is less than or equal to 480 Vrms, shall be installed with a minimum clearance of 50 mm (2 in.).
- The installation of telecommunications cabling shall maintain a minimum clearance of 3 m (10 ft.) from power cables in excess of 480 Vrms.
- No telecommunications cross-connects shall be physically located within 6 m (20 ft.) of electrical distribution panels, step down devices, or transformers, which carry voltages in excess of 480 Vrms.
- 4-pair UTP cables shall be run from the telecommunications room serving that floor to every individual information outlet. The customer prior to installation of cabling shall approve all cable routes.
- The contractor shall observe the bending radius and pulling strength requirements of the 4-pair UTP and fiber optic cable during handling and installation.
- Each run of UTP cable between horizontal portions of the cross-connect in the telecommunication room and the information outlet shall not contain splices.
- In the telecommunications room where cable trays or cable racking are used, the contractor shall provide appropriate means of cable management such as reusable color-coded hook and loop cable managers (ties) to create a neat appearance and practical installation. In a false ceiling environment, a minimum of 3 inches (75 mm) shall be observed between the cables supports and the false ceiling.
- Continuous conduit runs installed by the contractor should not exceed 30.5 m (100 ft.) or contain more than two (2) 90 degree bends without utilizing appropriately sized pull boxes.
- All horizontal pathways shall be designed, installed and grounded to meet applicable local and national building and electrical codes.
- The number of horizontal cables placed in a cable support or pathway shall be limited to a number of cables that will not cause a geometric shape of the cables.
- Maximum conduit pathway capacity shall not exceed a 40% fill. However, Perimeter and Furniture fill is limited to 60% fill for move and changes.

- Horizontal distribution cables shall not be exposed in the work area or other locations with public access.
- Cables routed in a suspended ceiling shall not be draped across the ceiling tiles. Cable supports shall be mounted a minimum of 75 mm (3 in.) above the ceiling grid supporting the tiles.

Work area termination

- All UTP cables wired to the telecommunications outlet/connector shall have 4-pairs terminated in eight-position modular outlets in the work area. All pairs shall be terminated.
- The telecommunications outlet/connector shall be securely mounted at planned locations.
- The height of the telecommunications faceplates shall be to applicable codes and regulations.

Pulling tension

- The maximum cable pulling tension shall not exceed manufacturer's specifications.

Bend radius

- The maximum cable bend radii shall not exceed manufacturer's specifications.
- In space with UTP cable terminations, the maximum bend radius for 4-pair cables shall not exceed four times the outside diameter of the cable and ten times for multi-pair cable. This shall be done unless this violates manufacturer's specifications.
- During the actual installation, bend radius on 4-pair cable shall not exceed eight times the outside diameter of the cable and ten times for multi-pair cable. This shall be done unless this violates manufacturer's specifications.

Slack

- In the work area, a minimum of 300 mm (12 in.) should be left for UTP, while 1 m (3 ft.) be left for fiber cables.
- In telecommunications room a minimum of 3 m (10 ft.) of slack should be left for all cable types. This slack must be neatly managed on trays or other support types.

Cable tie wraps

- Tie wraps shall be used at appropriate intervals to secure cable and to provide strain relief at termination points. These wraps shall not be over tightened to the point of deforming or crimping the cable sheath.

Grounding

- All grounding / earthing and bonding shall be done to applicable codes and regulations

Fire protection

- Properly installed fire stop system shall be installed to prevent or retard the spread of fire, smoke, water, and gases through the building. This requirement applies to openings designed for telecommunications use that may or may not be penetrated by cables, wires, or raceways.
- Fire stops shall be done to applicable code.

Workmanship

- All work shall be done of the highest standards in the telecommunications industry. All equipment and materials are to be installed in a neat and secure manner, while cables are to be properly dressed. Workers must clean any debris and trash at the close of each workday.

4.5.2 Electrical Installation

The CCTV System must run in a complete independent electrical circuit. It cannot use the same circuit breaker used by the airport terminal. The independent electrical connection must tap directly from the main commercial feeder line and distributed to the command center up to the individual CCTV cameras. The electrical circuit must also connect to the Diesel Generator Set so that there will be no interruption of electrical supply.

Electrical/power cabling for Camera and other network devices as maybe required:

4.5.3 Panel boards

The Supplier shall furnish and install the necessary panel boards of multi-breaker type including the breakers. Circuit breakers shall be tropicalized and shall be of the magnetic thermal type with ratings and number of poles as indicated in the plans. Panel boards to be used shall be flush-mounted and shall be set plumb in symmetry with the surrounding objects. Panel boards shall be installed in a perfectly fit cabinet of appropriate size provided with stop-in-door trim and good quality cylinder locks. The box enclosure shall be made from 2.0mm thick B.I.

4.5.4 Conduit Works

Electrical Metallic Tubing (EMT) system is required for this project except where flexible conduit necessary for connections to equipment in the cabinets. Standard conduits shall be used and shall be sheradized or zinc coated galvanized rigid steel conduit pipes. Conduit runs shall be concealed in drop ceilings and/or embedded in concrete structures where concealment is not possible. No conduit of less than 15 mm nominal diameter shall be installed in lieu of a larger size. Conduit runs shall be continuous from outlet to outlet and no running thread shall be used in any conduit runs. Conduit shall be saved and properly reamed and threaded. All joints shall be screwed tight and butted in couplings. Conduit shall enter knockouts of conduit boxes and cabinet squarely. Locknuts shall be screwed tight to insure electrical continuity or raceway grounding. Bends and offset shall be made with approved

hickey or conduit bending apparatus. The use of pipe tee or vise for bending conduit shall not be permitted. Conduits which have been deformed or crushed in any manner, shall not be installed.

The supplier shall cap or plug effectively in accordance with approved methods the ends of all conduits, which are to be left empty within the cabinet and conduit boxes so as to prevent the entrance of white ants and dirt within the conduit system. The cap shall be so placed that it can be easily removed when so desired.

4.5.5 Wires and Wiring Methods

All conductors shall be soft drawn copper conductors having conductivity of not less than 98% of that of pure copper. They shall be products of BPS-approved manufacturer such as Phelps Dodge, American, and Columbia and approved equivalents. Wiring for all systems shall be in G.I. rigid steel conduits or EMT using type “THW”/ “THHN” conductors. Conduit shall be embedded in columns, walls, and toppings of floor slabs to allow flush mounting of various electrical devices. Conduit to be used for lighting system may be concealed inside the ceilings. Proper fittings shall be provided to ends of the conduit or EMT. Wiring installation through wooden double-walled partition will use galvanized RS conduits. In all cases, the wiring installations shall be concealed from view. All conduits and conduit fittings shall be galvanized or sheradized and shall conform to BPS/UL standards. Minimum size of conduits to be used shall be 15mm nominal diameters or shall be as indicated on the plans. The smallest size of the conductor to be used shall be 2.0 sq.mm, THW. Larger size than 2.0 sq.mm shall be indicated on the plans. Circuit homeruns for power shall be 3.5 sq.mm or as indicated in the plans. All splices, taps and joints for all systems using conductors up to 14 sq.mm shall be electrically and mechanically secured before wrapping them in insulating tape up to a thickness equal to that of the insulation of the conductor. For conductors larger than 14 sq.mm, proper type solderless connectors shall be used and shall be properly protected with both plastic and friction tapes to provide proper insulation.

4.5.7 Grounding Installation

The supplier shall furnish and install all ground cables, connection ground rods and all other materials required for a permanent and effective grounding system for the project. Grounding, in general, shall conform to the provisions of the Philippine Electrical Code and as recommended by the equipment manufacturer. All enclosures for electrical equipment regardless of voltage shall be grounded. Each shall be grounded in a common grounding system. Grounding rods shall be copper clad steel with minimum diameter of 20mm and minimum length of 3000mm. Ground clamps shall be of high compression, solderless cast design frame of higher copper alloy bronze with minimum thickness of 4.7 mm and hardware made from silicon bronze. The clamps shall be of shape and size to fit the point of application and type of connection to be made from cable to rod, pipe and curved or flat surfaces. Connections shall be such that the clamps and connections can be inspected and checked for maintenance purposes.

4.5.8 Command Center, Security System, Surveillance System and Data Center Design

Must provide as built designs and engineering designs for all components within the command center, Data Center and Outdoor Camera locations.

5. OTHER CONSIDERATIONS PRIOR TO ACCEPTANCE:

5.1 Testing and Commissioning

Shall be carried out once all materials and equipment has been fully installed and tested. No commissioning shall be commenced without prior approval of the authorized personnel of the project.

5.2 Training and Transfer of Technology

The Contractor shall provide technical training for all assigned technical personnel and user training for all personnel who will use the system.

The following training will be provided:

- 1) User and Administrator Training
- 2) IP Camera Operation including settings for Video Analytics
- 3) Video Management System
- 4) Outdoor and indoor Installation of equipment and Fiber Optic Network
- 5) Installation, Configuration and troubleshooting of all equipment
- 6) Switches and Server Training
- 7) Technical Troubleshooting

Training of Personnel:

CSIS Manila	20 pax for User Training
CSIS Manila	6 pax for Technical Training

Duration of Training:

User Training: 3 weeks (or if deem necessary to extend)

Technical Training: 4 weeks (or if deem necessary to extend)

5.3 Warranty Period

The Contractor shall provide technical personnel that will report to the CAAP Security for one (1) year to assist the office on an on-call basis, three (3) years equipment and one (1) year on services. Quarterly preventive maintenance shall be performed as part of the warranty agreement. A technical hotline provided by the manufacturer or one of his representatives shall be available 24/7 free of charge.

The Contractor shall also ensure one (1) personnel that will provide the trouble-shooting, preventive maintenance and help in the implementation and operation of the system installed including continuous training on new personnel.

5.4 Intellectual Property Rights and Transfer of Technology

The Contractor shall grant the purchaser personal, non-exclusive, non-transferable rights to use the security and surveillance software only in connection with this project, such right referred to as license to Use. All specification, plans, drawings, pattern, sample or information furnished by or on behalf of the Procuring Entity shall be turnover by the Contractor upon receipt of project completion and acceptance.

5.5 As – Built Drawing

The Contractor shall supply to CAAP As-Built Drawings (in A1 or otherwise agreed by both parties) of the Works, including electronic files (in PDF file and in AutoCAD File), showing all Works as executed, within thirty (30) days after the Date of Completion. The PDF file shall be the official and binding electronic copy of the As-Built Plans of the Project. The AutoCAD File shall be for the exclusive use of the CAAP only and shall not be shared or given to third parties without the prior written consent of the CAAP.

5.6 Operating and Maintenance Manual

The Contractor shall prepare and submit a Complete Operating and Maintenance Manual to the CAAP for approval, 30-60 days prior to the scheduled date of training.

All manuals shall be written in the English language and all drawing drawn to SI/metric units. Documents shall be made in well-structured manner relevant to the System and its Sub-systems.

All manuals shall be provided in electronic format, and copies of properly bound oil and dirt resistant hard copies. The material for the hard copies shall be approved by the CAAP.

A. Maintenance Manuals

The maintenance manuals shall provide all necessary detail to perform the work required, and shall include the judicious use of diagrams, drawings, photographs, illustrations, etc., as appropriate for the task at hand, including necessary safety precautions. Detailed maintenance and troubleshooting procedures and test and repair procedures shall be provided for all electronic assemblies and circuit boards. Manuals shall identify all tools (special and standard) needed to perform the work. This listing of tools shall be provided in the section describing the discrete task being performed.

Scheduled Maintenance Manual shall describe all work and inspections to be performed according to pre-set time periods or operating hours. An appropriate troubleshooting guide and/or parts repair /replacement shall be provided.

B. Operating Manuals

The Operating Manuals shall contain all information required for the proper operation of the system, including all related sub-system. The operating manuals shall include general system familiarization material and the location, function and operation of all controls, switches, indicators, and user interfaces.

Bids not complying with the any of the items in the Terms of Reference (TOR) shall be disqualified.



Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or
- ☐ (a.1) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, and
- ☐ (a.2) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and
- ☐ (a.3) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **(BF – Form 1)**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **(BF – Form 2)**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration;
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after sales/parts, if applicable;
- ☐ (f) Latest official OEM Equipment Technical Characteristics, Specifications and/or Sales Materials reflecting all performance and functional specifications of proposed equipment. (the language that shall be used be in English)
- ☐ (g) Certificate from Manufacturer or Principal as Authorized Distributor of the CCTV Systems Cameras and its network components/devices offered.;
- ☐ (h) Certificate of Satisfactory Performance from at least Three (3) previous and current clients for the last Three (3) years (CY 2020 to present) prior to opening and submission of bids;



- ☐ (i) Minimum PCAB License required must have a License Particular – Specialty in Electrical or Communication Facilities Minimum Principal Classification should be at least “C or D” and Size Range (Specialty) should be at least “Small B”
- ☐ (j) Project Management Certification at least a Professional Electronics Communication Engineer or Professional Electrical Engineer;
- ☐ (k) Value Added Service (VAS) Certification issued by the National Telecommunication Commission for future networking requirements;
- ☐ (l) Bidder must be certified by National Privacy Commission as Data Privacy Act Compliant. Proof of certification must be presented;
- ☐ (m) Authority to Conduct Site Inspection duly signed by ADG II/Chief, CSIS or his duly authorized representative; **(BF-Form 5)**;
- ☐ (n) Certificate of Site Inspection duly signed by the CSIS Representative. **(BF-Form 6)**;
- ☐ (o) Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder; **(BF – Form 3)**
- ☐ (p) Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pendency of any cases of prospective bidders against the Authority;
- ☐ (q) Certification under oath attesting that they have no pending case(s) against the Government, in addition to the eligibility requirements for bidders as prescribed under the Revised Implementing Rules and Regulations (Revised IRR) of RA 9184.
- ☐ (r) Bid Bulletin (if applicable)

Financial Documents

- ☐ (s) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and
- ☐ (t) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

☐ (u) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

☐ (v) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

☐ (w) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity

II. FINANCIAL COMPONENT ENVELOPE

☐ (x) Original of duly signed and accomplished Bid Form; **(BF – Form 7)**

☐ (y) Original of duly signed and accomplished Financial Proposal Submission Sheet; **(BF – Form 8)**

☐ (z) Bill of Quantities; **(BF – Form 9)**

☐ (A.1) Good Offered from Abroad; **(BF – Form 10)** and

☐ (A.2) Good Offered within the Philippines **(BF – Form 11).**

**STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS INCLUDING
CONTRACTS AWARDED BUT NOT YET STARTED**

NAME OF CONTRACT TO BE BID: **UPGRADING OF CCTV SURVEILLANCE SYSTEM AT CAAP MAIN
OFFICE**

This is to certify that _____ has the following ongoing government and private contracts including contracts awarded but not yet started within the last Five (5) years:

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name & Address	Kind of Goods	Amount of Contract	Value of Outstanding Contract	Date of Delivery
I. GOVERNMENT	NONE						
II. PRIVATE							

INSTRUCTIONS:

- State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar to the project called for bidding) as of the day before the deadline of submission and opening of bids.
- If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.

Note: The supporting documents stated below shall be presented during the Post-qualification. Failure to comply shall be grounds for the disqualification of the bidder:

- 1.) Notice of Award;
- 2.) Notice to Proceed; and
- 3.) Contract Agreement.

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date



**STATEMENT OF THE BIDDER'S SINGLE LARGEST COMPLETED
CONTRACT (SLCC) OR TWO (2) SIMILAR COMPLETED CONTRACTS**

NAME OF CONTRACT TO BE BID: **UPGRADING OF CCTV SURVEILLANCE SYSTEM
AT CAAP MAIN OFFICE**

This is to certify that _____ has the following Single Largest Completed Contract (SLCC) similar to the contract to be bid equivalent to at least Fifty Percent (50%) of the Approved Budget to the Contract (ABC) or at least two (2) Similar Completed Contracts and the aggregate contract amounts should be equivalent to at least “fifty percent (50%)” of the ABC, with the largest of these similar contracts being equivalent to at least “twenty five percent (25%)” of the ABC and completed within the last Five (5) years:

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name & Address	Kind of Goods	Amount of Completed Contract	Date of Delivery	End-User's Acceptance

Instructions:

- Cut-off date: The day before the submission and opening of bids.
- In the column for “**End-user's Acceptance**”, indicate the date of acceptance or Official Receipt.

Note: The supporting documents stated below shall be presented during the Post-qualification. Failure to comply shall be grounds for the disqualification of the bidder.

- Contract Agreement; and
- Certificate of Performance

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date

OMNIBUS SWORN STATEMENT

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

AFFIDAVIT

I, _____, of legal age, _____, _____, and residing at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of _____ with office address at _____;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **UPGRADING OF CCTV SURVEILLANCE SYSTEM AT CAAP MAIN OFFICE** of the **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)**, as shown in the attached duly notarized Secretary's Certificate.
3. _____ 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. _____ is authorizing the Head of the CAAP or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of _____ is related to the Head of the CAAP, 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. _____ complies with existing labor laws and standards; and
8. _____ 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 **UPGRADING OF CCTV SURVEILLANCE SYSTEM AT CAAP MAIN OFFICE**.



9. _____ 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 ____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her Passport, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____



FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached Income Tax Return and Audited Financial Statement, stamped "RECEIVED" by the Bureau of Internal Revenue (BIR) or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

Item No.	Particular	Year 2021

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (Current Assets – Current Liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = Php _____

K = 15 regardless of the period or duration of the project.

Or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: _____ Amount: _____

Herewith attached are certified true copies of the Income Tax Return and Audited Financial Statement stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

Name of Bidder

Bidder's Authorized Representative
(Signature over Printed Name)

Date



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

AUTHORITY TO CONDUCT SITE INSPECTION

**PUBLIC BIDDING FOR THE UPGRADING OF CCTV SURVEILLANCE SYSTEM AT
CAAP MAIN OFFICE (BID NO. 20 – __ – __)**

This is to authorize _____ of the
Name & Position of Bidder's Authorized Representative
_____ to conduct Site Inspection in
Name of Bidder
at CAAP Main Office.

Issued this _____ day of _____ 20____ at CAAP Main Office, Old
Mia Road, Pasay City, Metro Manila.

MGEN RICARDO C BANAYAT AFP (RET)
ADG II, CSIS





Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Date: _____

CERTIFICATE OF SITE INSPECTION

This is to certify that _____ represented by
Name of Bidder
_____ has conducted Site
Name of Authorize Representative
Inspection/Survey at CAAP Main Office on _____ in connection with their intention
Date of Site Inspection
to participate in the Public Bidding for the **Upgrading of CCTV Surveillance System at CAAP Main
Office (BID NO. 20 – __ – __)**.

(Signature)

(Name of CSIS Representative/ Position)

(Date)



BID FORM

Date: _____
Invitation to Bid No.: _____

To: Civil Aviation Authority of the Philippines (CAAP)
MIA Road corner Ninoy Aquino Avenue, Pasay City, 1300
CAAP Bids and Awards Committee
Telephone No.: (02) 944-2358
E-mail: bac@caap.gov.ph

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to the Upgrading of CCTV Surveillance System and Command Center at CAAP Main Office/ *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of _____ or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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 for **ITB** Clause 14.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:²

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

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.

² Applicable only if the Funding Source is the ADB, JICA or WB.



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

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 10.1 of the Bidding Documents.

We likewise certify/confirm that the undersigned is granted full power and authority by the _____ to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf **UPGRADING OF CCTV SURVEILLANCE SYSTEM AT CAAP MAIN OFFICE** of the **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)**.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____



FINANCIAL PROPOSAL SUBMISSION SHEET

Date: _____

CAPTAIN EDGARDO G. DIAZ

*Chairperson, Bids and Awards Committee
Civil Aviation Authority of the Philippines
MIA Road corner Ninoy Aquino Avenue,
1300 Pasay City, Metro Manila*

We, the undersigned, offer to provide for the **UPGRADING OF CCTV SURVEILLANCE SYSTEM AT CAAP MAIN OFFICE** in accordance with your Bidding Documents for CAAP. Our Financial Proposal is for the sum of _____ This Financial Proposal shall be binding upon us up to the expiration of the Bid Validity period on **(120th day from the Opening of Bids)**.

We acknowledge and accept the CAAP's right to inspect and audit all our records relating to our Bid, irrespective of whether or not we enter into a contract with it as a result of this Bid.

We confirm that we have read, understood and accept the contents of the above mentioned Bidding Documents as well as any and all Supplemental/Bid Bulletins issued and other attachments and inclusions included in the Bidding Documents provided.

We acknowledge that the CAAP is not bound to accept any Bid received by it.

Yours sincerely,

Name & Position of Signatory

Name of Bidder

Address



BILL OF QUANTITIES

Project: **UPGRADING OF CCTV SURVEILLANCE SYSTEM AT CAAP MAIN OFFICE**

Item No.	Description	Quantity	Unit	Unit Cost	Total

TOTAL BID AMOUNT (Php)

TOTAL BID AMOUNT IN WORDS

SUBMITTED BY:

Signature: _____

Printed Name: _____

Position: _____

Name of Company: _____

Date: _____



For Goods Offered From Abroad

Name of Bidder _____. Invitation to Bid³ Number _____. Page ____ of ____.

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

³ If ADB, JICA and WB funded projects, use IFB.

For Goods Offered From Within the Philippines

Name of Bidder _____. Invitation to Bid⁴ Number __. Page . of ____.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Cost of local labor, raw material, and component ²	Total price EXW per item (cols. 4 x 5)	Unit prices per item final destination and unit price of other incidental services	Sales and other taxes payable per item if Contract is awarded	Total Price delivered Final Destination (col 8 + 9) x 4

⁴ If ADB, JICA and WB funded projects, use IFB.

