



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
سفارة جمهورية الفلبين
MANAMA

REQUEST FOR QUOTATIONS

The Philippine Embassy in Manama, Kingdom of Bahrain invites reputable companies to provide quotations for the provision of CCTV Surveillance Services to provide real-time monitoring of its premises. Attached, is the Terms of Reference for CCTV Surveillance Services for 2016-2017 of the Embassy.

The Approved Budget for the Contract for the CCTV Surveillance Services for one (1) year is BD3,700 (Bahrain Dinars).

Quotations are to be submitted *on or before 28 December 2016* through email at: manamape@batelco.com.bh or personally at Villa No. 939, Road No. 3220, Block 332, Mahooz, Manama, Kingdom of Bahrain.

The Embassy will notify the company which has been selected in accordance with the procurement regulations, through email, personally and/or over the phone after deliberations have been completed.

For additional details, inquiries and clarification regarding the above quotation, you may communicate with Mr. Suhod V. Sinsuat, Administrative Officer, of the Embassy, from Tuesday, 20 December 2016, to Tuesday, 27 December 2016, during office hours (8:00 a.m. – 3:00 pm) through tel.: +973 17721234 and email: manamape@batelco.com.bh.



20 DEC 2016



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

سفارة جمهورية الفلبين


MANAMA

TERMS OF REFERENCE CCTV SURVEILLANCE SERVICES FOR 2016-2017

I.	BACKGROUND The Embassy of the Republic of the Philippines in the Kingdom of Bahrain intends to procure CCTV Surveillance services from a private entity to provide real-time monitoring of its premises, especially during night time.	
II.	OBJECTIVE To provide 24/7 monitoring services to the Embassy from a company that has the necessary manpower, equipment, training and experience to ensure the needed protection of the Embassy's assets and interests.	
III.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
	A. Qualifications of the Contractor 1. The Contractor shall be a corporation or company duly organized, existing and licensed to provide surveillance services under the laws of the Kingdom of Bahrain.	
	2. The Contractor shall have the necessary manpower, equipment, training and experience in monitoring and surveillance.	
	B. Duties of the Contractor 1. The Contractor shall render twenty-four hours/seven days a week services to real-time monitoring of the Embassy premises as well as its immediate surroundings.	
	2. Inform the Embassy of any threats, hazards, risks, as well as sabotage, theft, pilferage, robbery, and other unlawful acts at the time such events occur.	
	3. The Contractor shall install a CCTV system for real-time monitoring, with the following specifications: <ul style="list-style-type: none">Seven (7) weatherproof outdoor bullet-type cameras with pan tilt zoom at 180 degrees rotation	

	<ul style="list-style-type: none"> • Eight (8) indoor dome-type 700 TVL high resolution cameras with zoom capability • One (1) Digital Video Recorder • 16-Channel network-ready DVR, capable of storing up to a month's recordings from fifteen (15) security cameras • Two (2) 24" LCD monitor 	
	<p>4. The Contractor shall guarantee that all equipment listed above are delivered to the Embassy within seven (7) working days upon receipt of a Notice to Proceed issued by the Embassy.</p> <p>The Contractor shall immediately conduct site assessment and system-testing procedures before the Embassy accepts the CCTV system for installation.</p> <p>The Embassy has the right to refuse acceptance of inoperable equipment.</p> <p>Failure by the Contractor to deliver within the prescribed period shall be a ground for cancellation of the contract.</p>	
	<p>5. The Contractor shall bear the cost of repair, maintenance, loss and replacement of any equipment.</p>	
	<p>6. The Contractor shall assign personnel who would be in-charge of off-site monitoring of the Embassy premises through the CCTV system.</p> <p>In case of security concerns, the designated personnel shall immediately report the same to the Embassy's Administrative Officer and Security Officer or in his absence, a designated alternate security personnel.</p>	
	<p>7. There shall be no employer-employee relationship between the Embassy and the designated personnel by the Contractor.</p>	
<p>IV.</p>	<p>CONTRACT DURATION</p> <p>The Contract shall be signed within seven (7) upon the Contractor's receipt of the Notice of Award and Notice to</p>	

	Proceed issued by the Embassy. The Contract shall take effect upon signing and shall be for a period of twelve (12) months.	
V.	<p>RESERVATION</p> <p>The Embassy reserves the right to amend and revise the contract in the event that the Embassy building should undergo any renovations during the duration of the contract which could affect its implementation and operation.</p>	
VI.	<p>CONFIDENTIALITY</p> <p>All recorded data and information shall be kept confidential by the Contractor and its personnel, and shall not be shared with any third party by any means.</p> <p>Breach of confidentiality shall constitute a violation of the contract and shall be a ground for its termination by the Embassy. The Contractor shall refund the Embassy the total amount of the contract price and shall be liable for damages incurred.</p>	
VII.	<p>TERMS OF PAYMENT</p> <p>The Approved Budget for the Contract is BHD3,700.000¹.</p> <p>Fifty percent (50%) of the total contract price shall be paid upon delivery and system-testing. The remaining Fifty percent (50%) shall be paid thirty (30) days after the CCTV system has been installed and after issuance of a Certificate of Acceptance by the Embassy.</p> <p>The Contractor shall issue the appropriate invoices and receipts.</p>	


ALFONSO A. VER
 Ambassador and Head
 Of Procuring Entity

¹ Based on the allotment for professional services.