**TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS**

**FOR THE PROCUREMENT OF VARIOUS FURNITURE, FIXTURE AND EQUIPMENT UNDER THE ANNUAL EQUIPMENT PROCUREMENT PROGRAM**

**FOR CY 2017**

1. **INTRODUCTION**

These Terms of Reference (TOR ) and Technical Specifications refer to the eight (8) items of goods to be procured under the Annual Equipment Procurement Program for CY 2017.

1. **BUDGET**

The Philippine Ports Authority through its CY 2017 corporate funds intends the sum of Three Million Four Hundred Twenty Thousand Pesos (Php 3,420,000.00), being the Approved Budget for the Contract (ABC), for the procurement of the following equipment :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item  No. | Quantity | Item/Description | Unit Price | Approved Budget for the Contract (ABC), (Total Amount) |
|  |  | **Office Furniture & Fixtures** |  |  |
| 1 | 6 | Filing Cabinet with safe vault, wrinkled, 4 drawers, color : gray | Php 20,000.00 | Php 120,000.00 |
|  |  | **SUB-TOTAL** |  | **Php 120,000.00** |
|  |  | **Office Equipment** |  |  |
| 2 | 14 | Airconditioner, Package Type, 3 tonner aircon | 75,000.00 | 1,050,000.00 |
| 3 | 5 | Airconditioner, Package Type, 5 tonner aircon | 100,000.00 | 500,000.00 |
| 4 | 1 | Airconditioner, split type, 3 tonner | 75,000.00 | 75,000.00 |
| 5 | 1 | Airconditioner, split type, 2.5 tonner | 50,000.00 | 50,000.00 |
| 6 | 1 | Airconditioner, split type, 1.5 tonner | 40,000.00 | 40,000.00 |
| 7 | 7 | Airconditioner, window type, 2 HP | 25,000.00 | 175,000.00 |
| 8 | 1 | Washing Machine, 10 kgs. | 25,000.00 | 25,000.00 |
| 9 | 5 | Television set, 40”, LCD flat TV, cable ready | 37,000.00 | 185,000.00 |
| 10 | 1 | CCTV Camera System | 800,000.00 | 800,000.00 |
| 11 | 4 | Public Address System  Powered speaker with  amplifier and microphones | 25,000.00 | 100,000.00 |
| 12 | 1 | Upgrading of Lightning Arrester-Baseport | 300,000.00 | 300,000.00 |
|  |  | **SUB-TOTAL** |  | **Php 3,300,000.00** |
|  |  | **TOTAL** |  | **Php 3,420,000.00** |

1. **GENERAL SPECIFICATIONS**

|  |  |  |
| --- | --- | --- |
|  |  | **Minimum Requirements** |
|  | **OFFICE FURNITURE & FIXTURES** |  |
| 1 | FILING CABINET WITH SAFE VAULT | |  | | --- | | Dimension : 51” height x 18.5” width x 28.5”  Depth  Color : wrinkled gray  Gauge : 20  Finish : Enamel painted  Features : with centralized locking mechanism, complete with lock, duplicate key and card holders and comes with built-in handles. Top compartment is safe/vault, provided with combination lock, lower drawers are fully suspended on local bearings, standard and legal size.  No. of Drawers : 4 including safe vault. | |  | |
|  | **OFFICE EQUIPMENT** |  |
| 2 | AIRCONDITIONER | Package type, floor standing, 3-tonner, without installation cost.  Specifications : Non-inverter, high cooling performance, anti-rust design, strong and robust casing materials. Cooling capacity : 37,980 kJ/Hr, system power input : 3,920 Watts, energy efficiency ratio : 9.7 kJ/W-Hr, Unit Dimentions ( W x H x D) 508 x 1,830 x 267mm, sound level (low) 52.0dB(A).  Air-cooled standard pipe configuration. |
| 3 | AIRCONDITIONER | Package type, floor standing, 5-tonner, without installation cost.  Specifications : Non-inverter, high cooling performance, anti-rust design, strong and robust casing materials. Cooling capacity : 37,980 kJ/Hr, system power input : 3,540 Watts, energy efficiency ratio : 10.7 kJ/W-Hr, Unit Dimentions ( W x H x D) 508 x 1,830 x 267mm, sound level (low) 52.0dB(A).  Water-cooled configuration. |
| 4 | AIRCONDITIONER | Wall mounted split type , standard aircon, 3 tonner  2-way auto swing, with bio filter that catches airborne dust, with power for cooling, turbo feature and energy savings capacity. |
| 5 | AIRCONDITIONER | Wall mounted split type , standard aircon, 2.5 tonner  2-way auto swing, with bio filter that catches airborne dust, with power for cooling, turbo feature and energy savings capacity. |
| 6 | AIRCONDITIONER | Wall mounted split type , standard aircon, 1.5 tonner  2-way auto swing, with bio filter that catches airborne dust, with power for cooling, turbo feature and energy savings capacity. |
| 7 | AIRCONDITIONER | Window type, 2 HP Manual  Key Feature : With anti-corrosive fin condenser, energy saving mode, air deflection control, EER ( as high as 10.5 kJ/Wh), cooling capacity 19,100 kJ/h, powerful mode operation, ventilation control, auto air swing, |
| 8 | WASHING MACHINE | Fully automatic washing machine. Functionality – fully automatic, Display : Digital , Wash capacity : 10 kgs. FRONT LOAD. |
| 9 | TELEVISION SET | Slim, Full HD, 40” Inch LED TV. Connectivity: HDMI, USB, picture display 1920 x 1080 pixel, quad core processor. Wi-Fi ready TV. Color : black. |
| 10 | CCTV CAMERA SYSTEM  ( 1 LOT ) | CCTV Camera System composed of the following :  - 2 units 49-inch Smart LED TV ( 2017 model)  - 23 pcs. Mini Bullet Camera ( 2 MP/POE IP CCTV Camera)  -10 pcs. Dome IP Camera ( 3 MP 1080P HD )  - 5 pcs. Dome Network IR PTZ Camera ( 2 MP 20X)  - 1 pc. Hard Drive ( 3-terrabyte, 32 channels POE NVR )  Note :  1. Area for CCTV Installation is more or less 61,000 square  meters.  2. **See Annex A for Proposed specifications**, composition  and Location of the CCTV Camera System.  3. **Actual inspection of the area is strictly required.** |
| 11 | PUBLIC ADDRESS SYSTEM | Portable Sound System  Feature : - LCD display, wireless microphone, lapel, 12V DC  IN, 220V AC, 5 band equalizer, rechargeable  Battery, USB Port, SD Port, FM Radio and  Remote Control.  Specifications :  Power – 400  Impedance : 4῀8 Ohms  Sensitivity : 103dB/W/M  Fre. Response : 40Hz – 20kHz  Dimension :  Woofer : 15”  Tweeter : 11” x 81/2”  Cabinet ( LxWxH) : 450x335x695mm |
| 12 | UPGRADING OF LIGHTNING ARRESTER – BASEPORT | Upgrade of TVSS / SPD protection inside the building, PMO Admin. Building – Baseport  - Main : Surge Protection Device, ADSx2F-100-240S, 2P+G,  100kA, 230V, 20 warranty  Branch : Surge Protection Device, ADSx2F-050-240S  - 2P+G, 50kA, 230V, 20 Warranty  - ECB: 100A, 2P, 25kAIC, 230V,MCCB in Metal Enclosure  - ECB : 63A, 2P, 25kAIC, 230V, MCCB in Metal Enclosure  - Installation, Testing and Commissioning  - Wires and Consummables |

**D. DELIVERABLES**

**D.1 WARRANTY**

The Furniture, Fixtures and Equipment shall be covered by warranty on all parts, components, and after sales services for a period of one (1) year after its inspection and acceptance by the Procuring Entity.

**D.2** **DOCUMENTATION**

1. To be included in the Technical Bid Documents

1.1For furniture, fixtures and equipment – brochures

showing the specifications of the product being offered.

1.2 For CCTV Camera System and Lightning Arrester –

brochures showing actual photo and specifications of the

product offered.

2. Submission of Warranty Certificate.

**E. INSPECTION AND TESTS**

The Philippine Ports Authority-PMO Palawan shall have the right to inspect and/or test the goods to confirm conformity with the Contract. The winning bidder shall furnish test equipment, instrumentation, personnel and supplies necessary to perform all testing. PPA- PMO Palawan shall be given a five (5) working day notice prior to tests.

**F. MAINTENANCE/TECHNICAL SUPPORT**

* During the warranty period, the vendor shall provide highly technical personnel to service all the equipment including its components/peripherals whenever hardware breakdown and/or any related problem should occur.
* On call support shall be available 24 hours a day, 7 days a week. A one (1) hour response from time of the call (through telephone call) shall be provided.
* On-site support must have a response time of not more than 4 hours from the time of the call in cases when the phone support could not solve the problem.
* On hardware repair, testing shall be done on-site to know the extent of the problem. All components beyond repair shall be replaced at no cost during the warranty period. Service units should be available for the system and peripherals a day after testing and diagnosis for replacement of the defective unit(s).
* The winning bidder must provide expert personnel to service the equipment whenever any related problem should occur.

**G. AVAILABILITY**

* The winning bidder must provide pro-active maintenance support that automatically generates report and ends notification to the manufacturers 24/7 call support centers in cases of system abnormality so that component will be replaced and errors will be fixed before failure occurs.
* Hardware components that cannot be repaired must be provided with a service unit. Service unit and/or replacement parts must be available at all times.
* The component(s) that has been replaced must be operational within four (4) hours including response time of two (2) hours.

**RECOMMENDING APPROVAL :**

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