Bids and Awards Committee

Provincial Capitol, City of San Fernando, (P) / (045) 435-5901

OCT 1 0 2024

RFQ No. **241007**

P.R. No. / Date / End User / Purpose:

(24-5134 10/1/2024 PDRRMO **For Preventive Maintenance Services, Provisions for Connectivity and Cloud Server and Disaster Recovery for the Integrated Control and Command Center**)

REQUEST FOR QUOTATION
Small Value Procurement

Company Name: _____

Address: _____

Tel. No.: _____

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this Office duly signed by you or your representative not later than ___4:00 p.m.   OCT 1 5 2024___

APPROVED BUDGET FOR
THE CONTRACT (ABC):
PhP 590,000.00

FRANCIS V. MASLOG
CHAIRPERSON
Bids and Awards Committee

TERMS AND CONDITIONS

- All quotations may be typewritten or handwritten, placed in a sealed envelope.
- All quotations shall be valid for one hundred twenty (120) calendar days from the deadline of the submission of the same.
- Any erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative.
- Interested suppliers are required to submit their valid current Mayor's Permit, PhilGEPS Registration Number, and Income/BIR Tax Return (for ABCs above P500,000.00) upon submission of quotation. In lieu of the Mayor's Permit and PhilGEPS Registration Number, the PhilGEPS Certificate of Platinum Membership may be submitted. For new businesses, submit the BIR Certificate of Registration and latest quarterly return or percentage tax..

- The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay.
- The Provincial Government of Pampanga reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/s.
- The PGP also reserves the right to waive any required formality in the proposals received, and select the proposal which it determine to be the most advantageous to the government.

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	1	lot	Preventive Maintenance Services, Provisions for Connectivity and Cloud Server and Disaster Recovery for the Integrated Control and Command Center **See attached Terms of Reference**		

			Total Lot Price		

Note: The winning supplier shall submit a duly signed and notarized Omnibus Sworn Statement prior to notice of award.

THE BIDS AWARDS COMMITTEE:

Having carefully read and accepted your Terms and Conditions, including the technical specifications, I/We offer to supply/deliver the item/s as noted above.

_____
Supplier's authorized representative signature over printed name
Designation: _____
Contact No.: _____
Email Address.: _____

_____
BAC CANVASSER

May

TERMS OF REFERENCE

PREVENTIVE MAINTENANCE SERVICES AND PROVISION FOR CLOUD SERVER AND DISASTER RECOVERY FOR THE INTEGRATED COMMAND AND CONTROL CENTER

PROJECT DESCRIPTION

Four (4) Months Preventive Maintenance (PM) Services and Provision of Cloud Server and Disaster Recovery for the Integrated Control and Command Center including supply of technical supervision, labor, materials tool equipment and other consumables.

OBJECTIVE

To ensure the continuous and good working operating conditions of the Integrated Control and Command Center

I. **COVERED SITES / AREAS:**

1. **One (1) Command and Control Center**
    - PEO Compound, Sindalan, City of San Fernando Pampanga

2. **Five (5) Hydromet Stations**
    - Hydromet Bacolor Cabalantian Gugu Bridge
    - Hydromet Arayat San Agustine Bridge
    - Hydromet Porac Manibaug Pasig Bridge
    - Hydromet Apalit Sulipan Bridge
    - Hydromet Sta Cruz Lubao Bridge

3. **Three (3) LPR License Plate Recognition**
    - LPR Porac Manibaug Pasig (Landmark: Manibaug Elementary School)
    - LPR Lubao Conception (Landmark: RQP Trading Hardware Store)
    - LPR San Fernando (Landmark: Existing Footbridge near BPI and Mitsubishi)

4. **Nineteen (19) Municipalities**
    - Mexico Municipal Hall
    - Sasmuan Municipal Hall
    - Masantol Municipal Hall
    - Minalin Municipal Hall
    - Sta Rita Municipal Hall
    - Santo Tomas Municipal Hall
    - Floridablanca Municipal Hall
    - Magalang Municipal Hall

- Candaba Municipal Hall
- San Simon Municipal Hall
- San Luis Municipal Hall
- Santa Ana Municipal Hall
- Macabebe Municipal Hall
- Lubao Municipal Hall
- Guagua Municipal Hall
- Baacolor Municipal Hall
- Arayat Municipal Hall
- Porac Municipal Hall
- Apalit Municipal Hall

GENERAL SCOPE OF WORK
- 24/7 Telephone Support
- Remote or On-site Response (Available Monday-Sunday 8:00 am to 6:00pm)
- Checking the history of system since last maintenance visit
- Visual inspection of all the major components for signs of deterioration/damage
- Checking of time and date settings of equipment and updating of the setting with the latest firmware and software.
- Checking the integrity of the cabling, termination, and sample checking of external insulation for damage.
- Checking of all the control equipment for correct operation and programming adjustments
- Cleaning of the camera lenses & housings as necessary
- Checking of the lenses for correct focusing and adjusting as necessary
- Checking of the lenses for correct field of view and adjusting as necessary
- Checking for the satisfactory transmission of viewing
- Inspection of the brackets, housings & associated fittings for corrosion or damage
- Ensuring that clamping bolts/brackets are tightened correctly
- Repair of any minor faults
- Monthly full reporting of maintenance visits (Record all data, submit test report, remarks and recommendations for upgrades or replacements)
- The provider shall start after the current contract on preventive maintenance

DETAILED SCOPE OF WORK

1. COMMAND AND CONTROL CENTER
A. Checking and Cleaning of all devices such as
- Biometric Access Control for Main Door
- Pin Code Access Control for Server Room
- CCTV Dome Camera
- Application Server
- Storage Server
- Operation Workstation PC
- Network Monitoring PC

- Main Display Monitors
- Sub Display Monitors
- 10 KVA Data Center UPS
- 38KVA Generator Set
- Command and Control Center Monitor Console
- PABX System
- Data Cabinet
- 16 Channel Smart Network Video Recorder
- 12 Channel LPR Network Video Recorder
- Cloud Core with Firewall
- 24 port POE Switch
- 24 Port Distribution Network Switch
- Dual Access Point
- Station Antenna
- Base Station IP Radio Antenna
- Accelerograph Instrument

SCOPE OF WORK:

- Main console and sub console cleaning of cavities, wires, cables, electrical equipment, accessories and console equipment
- Debris, dust, grime, and mold removal
- Cleaning of all cameras, lenses, and housing surfaces
- Checking of main power supplies to include UPS Charging rates
- Keyboard disinfecting
- Deep console cleaning
- Hinge repairs and console alignment
- Server Cable Management
- Maintain the connectivity / communication with the Telecommunications to avoid downtime during monitoring, especially during typhoon.
- Report all defective FOC Cable, Modems, Power Supply, and etc. to Telco for immediate replacement.
- Wireless antenna alignment for possible misalignment during Typhoon
- Checking of the ISP Connectivity onsite and coordinating to the Telecommunication Companies if disconnected.
- Keeping equipment in top condition
- Physical inspection of the equipment
- Record all data, submit test report, remarks/findings and recommendations

2. **FIVE (5) HYDROMET STATION**

Hydromet Devices
- Weighing Rain Gauge
- Water Radar Level Sensor
- Temperature and Humidity Sensor
- Data loggers Remote Terminal Unit

- Centralized Power Supply 24V 10A
- 5 Port Managed Switch
- Outdoor Bullet IP Camera
- Station Antenna
- Base Station IP Radio Antenna
- Remote Station Connectivity
- Station Panel Box
- Base Station Panel Box
- Photovoltaic Panel
- Wind Turbine
- Charge Controller
- Battery System
- HMS Grounding System
- HMS Station Pole
- Air Raid Siren

SCOPE OF WORK

- Cleaning and Calibrating of the Weighing Rain Gauge's Base plate, Collecting bucket, Bucket support, and pipe housing.
- Cleaning and Calibrating of Water radar level sensor, Beam sensor, and housing.
- Cleaning of the Temperature and humidity sensor and the housing sensor.
- Regular system checking of the managed switch and upgrading with the most current firmware.
- Cleaning of all the outdoor bullet camera lenses and housing surfaces.
- System checking of the station antenna and upgrading with the most current firmware.
- System checking of the base station IP radio antenna and upgrading with the most current firmware
- Station panel box cleaning – removal of dust, debris, grime and mold.
- Base station panel box cleaning – removal of dust, debris, grime and mold.
- Photovoltaic panel cleaning – removal of dust, debris, grime and mold.
- Wind turbine cleaning – removal of dust, debris, grime and mold.
- Charge controller system check and cleaning (removal of dust, debris, grime andmold).
- HMS grounding system continuity test.
- Checking of antenna connectivity link from the Hydromet station to the Municipal Hall.
- Record all data, submit test report, remarks / findings and recommendations

Hydromet Radio Wireless Communication

- Keeping equipment in top condition
- Physical inspection of the equipment
- Ensure correct receiving and transmitting frequencies
- Checking of the reflected power in the antenna lines of mobile radios and

repeaters
- Upgrading with the most current firmware
- Antenna Alignment for possible misalignment during Typhoons
- Record all data, submit test report, remarks / findings and recommendations

Hydromet Closed Circuit Television - (CCTV)
- Checking of time and date settings of equipment and updating the settings with the latest firmware and software
- Cleaning of all cameras, lenses, and housing surfaces
- Checking of the CCTV Camera alignment for possible misalignment during Typhoons
- Checking the integrity of all cabling, termination, and sample checking external insulation for damage.
- Reporting of all defective FOC Cable, Modems, Power Supply, and etc. to Telco for immediate replacement
- Cleaning and cable fixings for security.
- Cleaning of all cameras, lenses, and housing surfaces
- Checking of all glands and seals on external equipment.
- Checking if cameras are aligned to user's specification and correct field of view and make adjustments if necessary.
- Checking of brackets and fixing corrosions or damage. Checking and tightening of all the clamps and bolts/brackets.
- Checking the quality of recording during day and night time modes.
- Checking the signal transmission of images to remote sites.
- Checking and cleaning of all POE switches
- Ensure that all cables are operational
- Record all data, Submit test report, remarks / findings and recommendations

Hydromet Solar Panel and Wind Turbine
- Checking of the solar panels if they are clean and secured, as explored in a few other blogs.
- Cleaning of solar panels and wind turbine should be part of the routine
- Checking if solar panels and wind turbine aren't corroded.
- Checking if the wiring hasn't been damaged.
- Checking if the access to isolator switches is clear
- Conduct of regular electrical checks and system fault checks.
- Check and cleaning of the barriers.
- Checking of solar and wind turbine controllers, breakers, and surge protection
- Checking if the wind turbine latch is damaged due to the storm
- Submit remarks / findings and recommendations

Hydromet Technical Shelter
- Cleaning of all equipment's air vents and Technical Shelter inside and outside
- Repainting and fixing of guying support or add as needed

removal or plants or grasses that grow on the mesh wire fence of the technical shelter
- Sweeping and removal of dust inside the technical shelter
- Plastering of the holes in the roof in case it leaks for protection from the rain
- Checking of main power supply from the grid and coordination with the cooperative for possible disconnection.
- Coordination with the MDRRMO for electrical billing/payment
- Submit remarks / findings and recommendations

3. **THREE (3) LPR STATION**

   LPR Devices
   - License Plate Recognition Camera
   - 5 Port Managed Switch
   - 2KVA Online UPS
   - Telco Modem
   - Centralized Power Supply 12V 30A

   SCOPE OF WORK
   - Checking of time and date settings of equipment and updating the settings with the latest firmware and software
   - Checking of CCTV camera alignment for possible misalignment during Typhoons
   - Checking the integrity of all cabling, termination, and sample checking external insulation for damage.
   - Reporting of all the defective FOC Cable, Modems, Power Supply, and etc. toTelco for immediate replacement
   - 2KVA online UPS cleaning and system checking for the charging
   - Checking of main power supplies to include UPS Charging rates
   - Checking of main power supply from the grid and coordination with the cooperativefor possible disconnection
   - Coordination with the MDRRMO for electrical billing/payment
   - Cable fixings for security
   - Checking of all glands and seals on external equipment.
   - Checking if cameras are aligned to user's specification, and correct field of viewand make adjustments if necessary
   - Checking of the brackets and fixing corrosions or damage. Checking and tightening of all the clamps and bolts/brackets
   - Checking the quality of recording during day and night time modes.
   - Checking the signal transmission of images to remote site
   - Checking and cleaning of all POE switches
   - Ensure that all cables are operational
   - Checking of ISP Connectivity on site and coordination to the

- LPR Vertical Post Clearance
  - Repaint all with rust
  - Remove all hangers to prevent accident
  - Keep the vertical post clearance strong

4. **NINETEEN (19) MUNICIPALITIES DEVICES**
   - Outdoor Bullet IP Camera
   - POE Injector
   - 5 Port Managed Switch
   - Telco modem/router
   - 1KVA Online UPS
   - Communication Pole

SCOPE OF WORK
- CCTV checking of time and date settings of equipment and updating the settingswith the latest firmware and software
- Cleaning of all cameras, lenses, and housing surfaces
- Checking of the CCTV Camera alignment for possible misalignment during Typhoon
- Checking the integrity of all cabling, termination, and sample checking of external insulation for damage.
- Reporting of all the defective FOC Cable, Modems, Routers, Power Supply and etc. to Telco for immediate replacement
- 1KVA online UPS cleaning and system checking for the charging
- Checking of main power supplies to include UPS charging rates
- Cable fixings for security
- Checking of all glands and seals on external equipment.
- Checking if cameras are aligned to user's specification, and correct field of viewand make adjustments if necessary
- Checking of brackets and fixing corrosions or damage. Checking and tightening of all the clamps and bolts/brackets
- Checking the quality of recording during day and night time modes.
- Checking the signal transmission of images to remote sites
- Checking and cleaning of all POE adaptor
- Ensure that all cables are operational
- Checking of the ISP Connectivity on site and coordination to the Telecommunication Companies if disconnected.

SCOPE OF WORK
- Visually inspect all major components for signs of deterioration/damage
- Repair any minor faults about network
- Troubleshooting, diagnosing and resolving hardware, software, and other network and system problems.
- Monitoring Network Switches Connection
- Replacing faulty network hardware components when required.
- Monitoring network performance to determine if adjustments need to be made.
- Coordinating computer network access and use.
- Providing network administration and support
- Monthly Checking and Monitoring of Data Transport Connection per site (Remote Checking)
- Physical checking and configuration of the devices
- Point to point network monitoring such as radio antenna connectivity
- VPN Monitoring on site via remote desktop
- Bandwidth monitoring on ISP command center and other sites
- Data transport monitoring on site

6. SYSTEM PROGRAMS

SCOPE OF WORK
- Configuration of the system and hosting needs in the virtual environment and physical servers
- Provide application, cloud, network, database, and system administration support
- Putting into place the administration support, incident management and problem management protocols and reports
- Cloud Server and Disaster Recovery with at least 8 CPUs, at least 16GB Memory, at least 320GB SSD Storage, at least 500GB Backup, and at least 10TB Transfer

II. ADDITIONAL CONSIDERATIONS
- Schedule inspections and maintenance more frequently during periods of extreme weather conditions.

III. MANPOWER
A. I.T PROJECT MANAGER
- Shall oversee the overall monitoring service and support.
B. ELECTRICAL ENGINEER
- Shall install and test electrical works

- Responsible for maintaining the day-to-day operation of computer networks. These networks typically include an intranet, extranet, local areanetwork (LAN), and wide area network (WAN)

D. IT ENGINEER
- Manage and implement active devices and information technology (IT) systems. Responsible for the configurations of the system.

E. SYSTEM ADMINISTRATOR
- Responsible for the maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization.

F. TECHNICAL PERSONNEL
- Responsible for hardware installation.

IV. REQUIREMENTS
- The supplier shall have an existing registered office in the province of Pampanga.

SUMMARY OF SITES / SERVICES:

1. COMMAND AND CONTROL CENTER
2. FIVE (5) HYDROMET STATION
3. THREE (3) LPR STATION
4. NINETEEN (19) MUNICIPALITIES DEVICES
5. NETWORK CONNECTIVITY
6. SYSTEM PROGRAMS CLOUD SERVER STORAGE

TERMS OF PAYMENT
For and in consideration of the full and satisfactory execution and performance by the Supplier of the obligation under this TOR, the Procurement Entity shall pay the Supplier every month.

I hereby certify to comply with all the above Terms of Reference.

_____
Signature over printed name of authorized representative
Designation   : _____
Company   : _____