

**ANNEX “A”**  
**TERMS OF REFERENCE**

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<p>Project details:</p>	<p>The Visayas Media Hub (VMH) will house the Communications arm of the government in the Central Philippines and will cater to tailor-fitted news and information for its regions.</p> <p>The project will complete the triumvirate of the Main Government Broadcast hubs in Luzon, Visayas, and Mindanao.</p> <p>Having a centralized and integrated facility for government media entities will ensure close coordination among themselves which in turn will result in reaching wider and more effective information dissemination for the Visayas region. With its modern high-definition equipment, the VMH will serve as the central broadcast source of the government serving different regions in the Visayas. It will also serve as a disaster recovery broadcast center for nationwide television coverage.</p> <p>The Office of the President - Presidential Communications Office (OP-PCO) will take the lead in managing and maintaining the facility. Much like the Mindanao Media Hub in Davao City, the VMH will also house field offices of OP-PCO attached agencies/government media such as the People's Television Network, Inc. (PTNI), Bureau of Broadcast Services (BBS), Philippine Information Agency (PIA), Philippine News Agency (PNA), and Radio Television Malacañang (RTVM). Further, there will be allotted offices for the following agencies: (1) Department of Information and Communication Technology, (2) Bureau of Communications Services, (3) National Printing Office, APO Production, Inc., among others.</p>
<p>Part III:</p>	<p><b>Supply, Delivery, and Testing of Mirrorless and Full-frame Cinema Cameras with Complete Accessories</b></p>
<p>ABC:</p>	<p>Eighteen Million Eight Hundred Seventy-Eight Thousand Seven Hundred Sixty Pesos (PHP 18,878,760.00)</p>

## **1. SUPPLIER/DEALER ELIGIBILITY REQUIREMENTS**

### **1. Legal Documents**

1.1 Government Permits and Clearances, PhilGEPS Certificate, Platinum Membership

1.1.1 Government permits and clearances including National Tax Clearance Certificate, Business Permits Company SEC Registration, Audited Financial Statements

## **2. TECHNICAL**

### **2.1 Track Record Certifications**

2.1.1 The equipment provider/bidder must have a track record of **Supplying, Delivering, and Testing of Mirrorless and Full-frame Cinema Cameras with Complete Accessories** for a minimum of FIVE (5) years.

2.1.2 The equipment provided/bidder must have a track record of audio/video/computer base broadcast equipment for similar projects of Supply, Delivery, Integration, Installation, Training and Commissioning for a minimum of FIVE (5) years.

2.1.3 The equipment provider/bidder should have an existing or valid certificate of exclusive/distributorship/authorized dealer as proof from the manufacturer.

2.1.4 The equipment provider/bidder must show Purchase orders, Single contracts of similar items procured within the last FIVE (5) years. The previous POs or contracts shall be at least Fifty (50%) of the Approved Budget for the items to be bid.

2.1.5 The equipment provider/bidder is required to provide/show a proof of confidence on their previous project, product and/or system offered to installed, local or abroad and provide a satisfactory performance certificate from the present clients/end-user/company.

2.1.6 Certification from the principal that the provider/bidder is authorized to transact with PCO and no other gathered information on their past/previous/present project.

2.1.7 Certification from the principal that the equipment provider/bidder has the technical knowledge capability for a 24/7, 365 days a year equipment repair, maintenance and support service.

## **3. Special Conditions of the Contract**

3. 1. Payment Terms: Best Payment Terms in Philippine Pesos delivered to site.

### 3.2 Scope of Work and Instruction to Bidder

## **4. Technical Service & Training**

4.1 A One (1) week actual training after installation for actual operation and maintenance on site will be held with emphasis on basic adjustments and diagnostics of the equipment.

4.2 The equipment & accessories supplied and delivered should be fully tested at the factory before the shipment. Failed to operate or was subjected for repair during the set-up and installation, integration and training is required for replacement.

4.3 Equipment & accessories supplied failed to operate during operation or were subject to repair within the warranty period should be replaced by a temporary service unit by the bidder/integrator.

## **5. Technical Support & Warranty**

5.1 All hardware and software shall have a minimum of one (1) year free replacement warrant with extended one (1) year warranty support service-on-site is included on the proposal.

5.2 The bidder/integrator shall have 24/7 telephone (or) e-mail technical support and shall provide all the service needed to facilitate the communication from local or international technical support teams dividing the warranty period.

5.3 The bidder/integrator shall provide the temporary/compatible replacement service unit for defective equipment, during the warranty period to ensure the integrity of the whole studio audio system project in case some supplied/installed equipment failed to operate or was subjected for repair within the warranty period.

5.4 The bidder/integrator shall ensure the proper actual testing and procedure with hard copy template as guide for studio audio system from input/output signal source, during actual operation on all audio equipment and accessories for successful commissioning and Acceptance.

5.5 The proposed actual testing/operation procedures shall include all the features and functionality parameters of all audio equipment and accessories, including the individual cable number & name tag, as part of the cable management system.

5.6 The bidder/integrator shall provide the comprehensive on-site training to operate the machine. They are also required to provide their own technical personnel to train the studio production crew in the whole audio system, set-up and operation

5.7 During warranty period, the bidder/integrator shall provide the necessary preventive maintenance, support/service, calibration/adjustment, repair/rectification of problems encountered and software updates free of charge

5.8 The bidder/integrator must submit the detailed technical specifications of studio audio system design based on the conceptual view provided in the succeeding pages

NOTE: The above-mentioned eligibility requirements are in addition to the eligibility requirements under R.A. 9184.

6. Approved Budget for the Contract (ABC) of **Eighteen Million Eight Hundred Seventy-Eight Thousand Seven Hundred Sixty Pesos (PHP 18,878,760.00)** for the **Supply, Delivery, and Testing of Mirrorless and Full-frame Cinema Cameras with Complete Accessories**

## **7. Delivery Period**

The equipment provider/bidder shall deliver the goods at **Presidential Communications Office (PCO) New Executive Building, Malacañang Compound, San Miguel, Manila. Within Ninety (90) days** from the issuance of **Notice to Proceed**.

