

ANNEX “A”

Terms of Reference

TERMS OF REFERENCE

Project details:	<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>
Part VI:	<p>Design, Supply, Delivery, Installation, Supervision, Integration, Training, Testing and Commissioning of Lighting Facilities for the Multi-Purpose Studio for the Visayas Media Hub</p>
ABC:	<p>Twenty-Four Million Seven Hundred Twenty Thousand Pesos Only (PHP24,720,000.00)</p>
Objective	<p>The objective is to build a dynamic and modern studio lighting system which caters to the variety of program productions. Finding the way to the latest art of lighting technology, the current bi-color (daylight and tungsten) studio lighting system will emerge into a dynamic multi-mixing color of lights suited for different types of shows.</p>

A. 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 bidder must have a track record to Supply, Delivery, Integration, Installation, Training and Commissioning of a complete digital processing multi-purpose lighting system with standard and optional accessories to include from hardware/software, cable/connector and tools/test instrument as part of a multi-purpose studio for the Visayas media hub for a minimum of FIVE (5) years.

2.1.2 The bidder must show track records of multi-purpose lighting systems for similar projects of Supply, Delivery, Integration, Installation, Training and Commissioning for a minimum of FIVE (5) years.

2.1.3 It shall be the responsibility of the winning bidder to supply and install a complete working system. Any additional equipment, interface modules or cards or wiring needed in order to meet the requirements, *even if not specifically mentioned herein or on the drawings and attached document*, shall be supplied and installed by the winning bidder without claim for additional payment.

2.1.4 The bidder should have a certificate of exclusive distributorship/authorized dealer as proof from the manufacturer.

2.1.5 The bidder must show Purchase orders, Single largest completed contract 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 bided.

2.1.6 The bidder is required to provide/show a proof of capability on their previous project, product and/or system offered to be installed, local or abroad and provide a satisfactory performance certificate from the present clients/end-user/company. The bidder must show proof of its technical knowledge and capability for system/equipment repair, maintenance and support service.

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

3. EQUIPMENT SPECIFICATIONS

3.1 Provision of a complete conceptual design, wiring diagram and other detailed technical specification of the required equipment being supplied. See attached list of equipment in **Section VI. Schedule of Requirements** with detailed Technical Specifications.

3.2 Every item/equipment tendered with required accessories shall be defined and itemized and also supported by clear and colored pictures. The winning bidder shall provide three (3) original-colored copies of the provided brochure. Required specifications shall be highlighted in the provided brochure; *example*, Required Luminance Required CRI, etc.

4. PROJECT INCLUSION

4.1 Design, Supply, Delivery, Installation, Supervision, Integration, Training, Testing and Commissioning of Lighting system stated in the Schedule of requirements

4.2 Design, supply and installations of Lighting Grid

4.3 Positioning the Cyclorama and chroma Clothes

4.4 Masonry works for exhaust fans in a dimmer room

4.5 Configuration of electrical wiring

4.6 Fabrication and Installation of floor box panel for floor lighting requirement.

4.7 Restoration of all altered parts of the building during installation including painting

4.8 Testing and Commissioning of Supplied Fixtures and Lighting Console

4.9 On-Site Operational and Maintenance Training

4.10 Three (3) Months on site technical operational support

4.11 Winning Bidder must provide secure storage for all supplies during the delivery period.

5. PRICE INCLUSION

5.1 Cost of Studio Lighting Systems, Console Table, Audio/Video Monitoring including shipment, and government taxes

5.2 Installation, integration and commissioning

5.3 Cost of Engineering & Technical Services with on-site Support

5.4 Cost of Training

i. Training Services (On-site Training)

ii. Equipment Operation

iii. Equipment Maintenance and Repair

iv. Bidders must include the Cost breakdown in their financial components.

5.5 Cost of Warranties

v. Warranty on Equipment

vi. Warranty on Installation and Workmanship

6. PROOF OF CONCEPT OF TENDER

6.1 The bidder shall prepare a Concept of Tender and Technical Proposal through a PowerPoint presentation or an AVP (AVP must be made by sketch up or alike software with accurate scales). This presentation shall only be made after passing the Eligibility and Financial requirements under R.A. 9184. This will be done during the *Post Qualification*. The

presentation must be in 3D setup which shows the total look of studio lighting grids, pantograph, lights, console table and display monitors, racks, and wirings.

- 6.2 The Procuring Entity and the members of the Bids and Awards Committee (BAC), Technical Working Group (TWG) and End Users have the full right to change, rearrange, modify, accept or not accept the submitted proposal of the bidder. *(This item 9.b does not subject for disqualification; the bidder is required to re-submit the proposed design based on the recommendation of the end user within two (2) calendar days from the date of presentation).*

7. DELIVERY AND INSTALLATION SITE

Visayas Media Hub, Barangay Subangdaku, Mandaue City, Cebu

8. PROJECT PLANNING

The bidder shall include in its technical proposal the description, strategy, and approach of the project. The bidder must ensure that the design, supply, installation, integration, and commissioning conform to the purpose (i.e. News Broadcast, Entertainment, Digital Media Production) for which the lighting system shall be used.

The winning bidder must provide a Gantt Chart and final commissioning table which must be strictly followed.

9. DETAILED SYSTEMS DRAWINGS AND DESIGN (Conceptual)

NOTE: All of these conceptual drawings and design shall be included in the Technical Component envelope upon submission of Bid.

1. ANNEX-A Electrical wiring
2. ANNEX-B Dimming control wiring
3. ANNEX-C Control and monitoring wiring
4. ANNEX-G Rack placement
5. ANNEX-H Lighting grid (battens) placement
6. ANNEX-I Pantograph placement
7. ANNEX-J Position of Cyclorama Cloth White and Green
8. ANNEX-J Any possible civil works

10. GENERAL DESCRIPTION

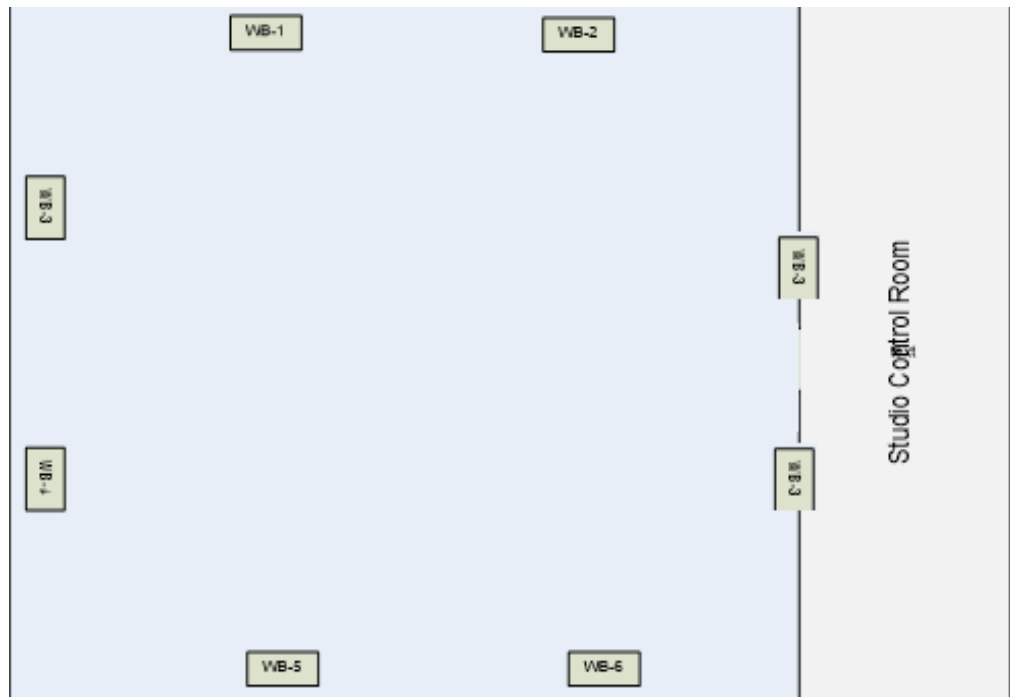
The Studio Lighting Equipment is envisioned to be equipped with a high broadcast quality platform. It can also handle multi program format and is designed for "LIVE" and taped news, public affairs, sports, and entertainment shows and programs.

The objective is to build a dynamic and modern studio lighting system which caters to the variety of program productions. Finding the way to the latest art of lighting technology, the traditional bi-color (daylight and tungsten) studio lighting system will emerge into a dynamic multi-mixing color of lights suited for different types of shows.

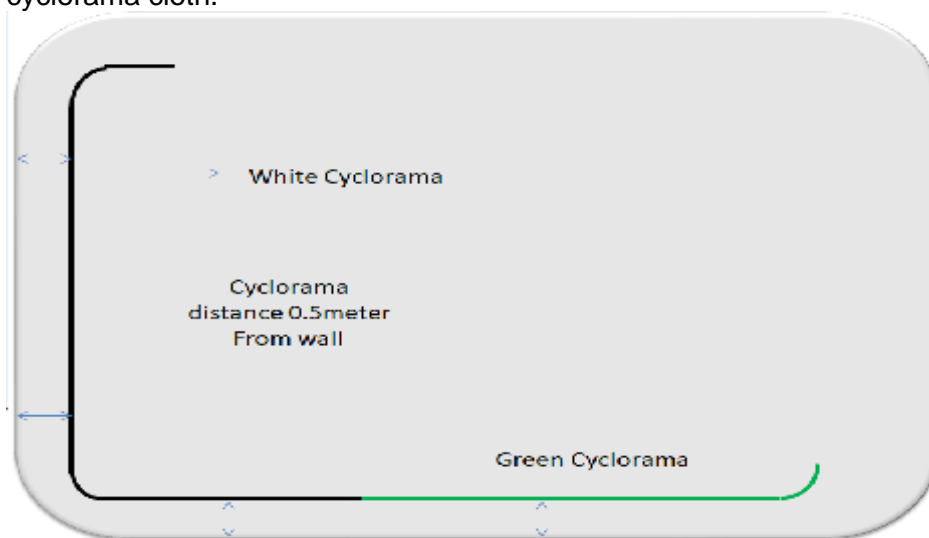
11. GENERAL REQUIREMENTS

The Bidder shall provide equipment for the studio that has "EQUIVALENT OR SUPERIOR" technical specifications than the equipment technical specifications stated herein. (The detailed technical specification mentioned in the table is a minimum requirement), the bidders are encouraged to supply superior and top of the line studio lighting facilities.

- 11.1 All items, cables and other installation materials and tools required for the successful installation of the systems and equipment shall be supplied by the system integrator.
- 11.2 Cables and connectors shall be of high quality and from respectable manufacturers. Unbranded products shall not be accepted.
- 11.3 The winning bidder/system integrator shall submit samples of all the cables and connectors offered together with their specifications for the Procuring Entity's approval before installation.
- 11.4 The winning bidder/system integrator shall ensure that all the cables are grouped and laid properly and neatly according to the signals being carried. Separate groups shall be formed for power cables, control cables, video cables, low level audio or microphone cables, high level or line level audio cables, intercommunications cables LAN cables.
- 11.5 All cables, especially those at the racks, shall be arranged in a tidy and orderly manner.
- 11.6 All cabling and wiring shall have a proper coding system, which will be provided by PCO to standardize the cable color coding in all PCO stations nationwide.
- 11.7 The bidder must show proof of its technical knowledge and capability for system/equipment repair, maintenance and support service.
- 11.8 A properly and correctly documented cable schedule shall be supplied on a standard software package after the completion of the installation. Two sets of the final cable schedule shall be supplied in a properly bound volume.
- 11.9 All installation materials left after completing the project will remain as PCO property and shall not be brought out by the winning bidder.
- 11.10 The winning bidder shall closely supervise the installation to ensure that all cabling is arranged.
- 11.11 The bidder must provide and install exhaust fan in studio-A and Studio-A dimmer room, and studio-B and studio-B dimmer room with sufficient power to cool the dimmer rooms.
- 11.12 The bidder must install the supplied studio lighting system in the Multi-Purpose Studio. Also, the bidder shall provide needed third party hardware, software and all needed accessories and materials for the integration at their own cost.
- 11.13 The bidder must provide DMX patch and AC box (patch bay) to the following areas for floor lights:
 - a. Two (2) boxes with at least 6 sockets (DMX Controlled) per box for every side of the studio floor of the Multi-Purpose Studio. (See attached drawing).



- b. The table of requirements listed below is the minimum estimated quantity for the studio lighting. Bidder must provide their proposed design for the studio and include it in the submitted documents.
- i. Bidder shall illuminate the Multipurpose Studio. (Please refer to the conceptual drawing on ANNEX-B).
 - ii. ANNEX-B – Winning Bidder/System Integrator must illuminate the area indicated below
 1. Multi-purpose Studio must illuminate the whole area (see drawing)
- c. Cyclorama Placement. The bidder is required to conduct site evaluation for actual measuring, inspections and planning. The white cyclorama must be placed at 500mm from the wall. The green chroma cloth must be covered start from 1 meter from wall of PCR to the end of corner in that side, overlapped to the white cyclorama cloth.



- d. The bidder must ensure the support of C-Tracks, Battens and lighting grid.

12. TECHNICAL SUPPORT & WARRANTY

12.1 The bidder shall issue a Notarized Warranty Certificate on equipment and accessories supplied, delivered, for two years (2) from date of final acceptance. The bidder and the manufacturer shall also issue a Notarized Certification that after the warranty period PCO shall have the right to procure any spare parts directly to the manufacturer.

12.2 All hardware and software shall have a minimum of one (1) year free replacement warranty with extended one (1) year warranty support service-on-site.

12.3 The winning bidder shall have 24/7 telephone and e-mail technical support services and shall provide all the services needed to facilitate the communication from local or international technical support teams during the warranty period.

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

12.5 The winning bidder shall ensure the proper actual testing and shall provide operating manuals/procedure as guide for studio lighting system for successful commissioning and acceptance.

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

12.7 The winning bidder 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 lighting system, set-up, and operation

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

12.9 The winning bidder must submit the detailed technical specifications of studio lighting system design.

13. TECHNICAL SERVICE & TRAINING

13.1 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.

13.2 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.

13.3 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.

13.4 Prior to the official turn-over of the project, the supplier / manufacturer shall organize and conduct a comprehensive technical training to at least ten (10) personnel of the PCO and its attached agencies regarding the operation, troubleshooting, and maintenance of the transmitter system. The cost that will be incurred for the training shall be for the account of the supplier, which includes travel expenses and accommodation for at least ten (10) personnel from Manila.

13.5 An on - site comprehensive training seminar on operations, calibrations, techniques, and maintenance of equipment shall be given to the transmitter engineers and technicians in conjunction with the proof of performance at designated transmitter site. Schedule of the aforesaid must be coordinated with PCO.

14. DELIVERY PERIOD

The equipment provider/bidder shall **Design, Supply, Delivery, Installation, Supervision, Integration, Training, Testing and Commissioning of Lighting Facilities for the Multi-Purpose Studio for the Visayas Media Hub** at Barangay Subangdaku, Mandaue City, Cebu within Ninety (90) days from the issuance of Notice to Proceed.

Below is the Annex from Section VII. Technical Specifications.

11.0 LIGHTING SYSTEM INSTALLATION DETAILS

ITEM	DESCRIPTIONS
11.0 LIGHTING CONSOLES, SPLITTERS, CONNECTORS & DATA CABLES	
11.1	Lighting Console w/ Accessories
	Must provide complete control of conventional and moving lights, DMX Out Ports, Touch screen capable interface motorized sub masters and grand master faders with at least 22" inches monitor.
	<p>Manual Control: Must be controlled the following manually.</p> <ul style="list-style-type: none"> • Channel selection from keypad and/or multi-touch direct selects • Intensity set with level wheel, keypad, level button • Select Last recalls last sequential channel selection set • Select Manual selects all channels with manual values parameters • Capture • Recall-from and Copy-to commands • About provides detailed view of selected channels or record targets • Undo

	<ul style="list-style-type: none"> Highlight and Lowlight, with optional user-definable Dim Lamp controls.
11.2	At least 6-output Rack Mounted 100-240V AC 60HZ DMX RDM Splitter
12.0 PANTOGRAPH SYSTEM	
12.1	The Pantograph System must extend to at least 6 meters with working load up to 60 kg.
12.2	<p>Pole Operated Pantograph 6 mtrs length maximum working load 20-30 mtrs KGS close length 890 mm top 28mm mounting spigot 28mm bottom mount power socket CEE 17 Panel mount 2P +E 16A 220V receptacle power cable 3 X 2.5mm squared & XLR 5 pins connector.</p> <p>It may include the provision of additional customized Pantographs of adjustable lengths with 28mm spigot.</p>
12.3	Super Wind-Up Steel Roller Stand-3 section with spigot, twist lock mid spreader
12.4	
12.5	Operating Pole at least 3.5 meters length super lightweight
12.6	Analog Lightmeter can measure from F1.7 to F11 Lens aperture lighting requirements.
12.7	Pantograph roller
12.8	Fixing Bracket for rail pipe
12.9	Rails
13.0 LIGHTING GRID BATTENS AND MATERIALS	
13.1	Lighting Grid (Battens) The Lighting Grid must be extended up to 1 foot from all Air-conditioning Ducts.
14.0 INSTALLATION MATERIALS	
14.1	Installation, cables, connectors, cable trays, knot & bolts, Electrical Wires, Mounting Support etc. all accessories needed for installations.
	Miscellaneous
	Circuit Breakers and Electrical lugs.
14.2	All Wall Box panels must be placed in the studio flooring Six (6) inches from the Floor bracket of Cyclorama; it must be accessible when used. Wall box panel must be made of metal. Two (2) boxes with at least 6 sockets (DMX Controlled) per box for every side of the studio floor of the Multi-Purpose Studio.
14.3	Exhaust Fan to be installed to Studio Dimming room serve as support for cooling system, (if needed)
15.0 LIGHTING CONTROL SYSTEM MONITORING	
15.1	At least 19 inches (or bigger) Broadcast Grade Confidence monitor
15.2	Console table Lighting console table and swivel chair shall be included in the lighting facilities it must be the same in PCR console table. (See Studio PCR Console table as reference). All Monitors must be mounted to the wall.
15.3	Swivel chair without armrest
15.4	Speaker monitoring
16.0 CYCLORAMA CLOTH	
16.1	White Cyclorama Cloth must be placed close to 500mm from each wall. 1 Lot fixed & tracks for cyclorama cloth & accessories
16.2	The Green fabric flame retardant (Green Chroma Cloth) must be covered starting from 1 meter from the wall of PCR to the end of the corner on that side, overlapped to the white cyclorama cloth. It shall be One (1) Whole Fabric, joint fabric is not acceptable.