

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 II:</p>	<p>Supply, Delivery, Integration, Installation, Training, Testing and Commissioning of High-Definition Multipurpose Studio Audio and Video Equipment, Systems and IP-Based Technical Production Communications System for the Visayas Media Hub Project</p>
<p>ABC:</p>	<p>One Hundred Twenty Million Nine Hundred Eighty Thousand Four Hundred Seventy-Four Pesos (PHP 120,980,474.00)</p>
<p>Objective</p>	<p>To provide the digital process audio and video system in Cebu with modernized audio and video equipment for recording / live operation on-air through analog to digital processing of broadcast type digital audio and video mixing consoles with accessories.</p> <p>The equipment and accessories to be procured will be used to enhance the capabilities of the government to disseminate information through the production of programs and contents for the Filipino people, featuring the activities of the Presidency and the entire Government.</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 in Supplying, Delivering, Integrating, Installing, Training and Commissioning of a complete digital processing audio and video system with standard and optional accessories to include from hardware/software, cable/connector and tools/test instrument as part of studio audio system for the Visayas media hub 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 and/or authorized dealership 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 install, 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. Equipment Specifications

2.2.1. Provision of a complete conceptual view, block diagram and other detailed technical specification of the required equipment being supplied (See attached List of Broadcast Equipment with detailed Technical Specifications)

4. Special Conditions of the Contract

4.1. Payment Terms

4.2 Best Payment Terms in Philippine Pesos delivered to site.

5. Scope of Work and Instruction to Bidder

5.1 To Supply, Delivery, Integration, Installation, Training, Testing and Commissioning of High-Definition Multipurpose Studio Audio and Video Equipment, Systems, and IP-Based Technical Production Communications System for the Visayas Media Hub Project.

5.2 The bidder/integrator must supply all the required equipment and accessories for the completion of operation on the list from hardware/software, cable/connectors, modules/interface cards and all necessary additional service work needed to deliver the full set-up of the digital processing audio and video system.

5.3 The bidder/integrator with experience in digital processing audio and video systems is required to visit the premises of Visayas Media Hub to assess the requirements needed on-site for actual operation and workflow.

5.4 All the newly purchase audio and video equipment with included accessories should be installed in the Visayas Media Hub (Multipurpose Studio-1) starting from studio floor, production control room, audio control booth, including the wiring of studio mput/output signal source wired to technical operation center with dedicated audio equipment rack for Studio.

5.5 The new equipment with included accessories and the same wiring should be install in Visayas Media Hub (News Studio-2) starting from the studio Now, production control room, audio and video-control booth, including the wiring of studio input/output signal source wired to technical operation center with dedicated audio equipment rack for Studio.

5.6 All audio and video equipment with included accessories for (Studio-1&2) from Studio floor, Studio audio booth, Production control room up to (TOC/MCR) with dedicated audio equipment on a specific location and arrangement from input/output signal source should be in placed in a dedicated equipment rack with equipment tray & blank panel.

5.7. All audio and video/other cable interconnection lines from wired microphone (Low & High) line level signal, Studio-to-studio tie-lines, TOC-to-studio tie lines & Ethernet cables should be installed in the designated area/location with the same wiring on both studios.

5.8 Location of digital audio and video mixer console units for (Studio-1&2) Production control room audio and video booth, with glass partition for audioman, spinner & telephone hybrid operator, are to be placed in designated tables/area/location.

5.9 All assorted audio and video equipment, patch field and other accessories for (Studio-1&2) The production control room should be placed in the designated audio and video rack and table.

5.10 The four (4) corners of the external antenna system is designed/compatible with new and existing wireless handheld/lapel mic receivers in (Studio-1&2) with 502lus cable. passive/active splitter and distributed in wireless microphone receiver antenna input installed in production control room audio rack.

5.11 Installation of main antenna and accessories on the following:'

- 1) Wireless microphone external antenna with 50 his cable for distribution
- 2) GSM Telephone Hybrid external antenna with 50 his cable for distribution
- 3) ATT outdoor external antenna with 750hms cable for distribution
- 4) DTT outdoor external antenna with 75Qlms cable for distribution

5.12 Installation of RF-Splitter/cable/connector/accessories on the following

- 1) Distribution of main antenna/cables/splitter out to (TOG/MCR) Area
- 2) Distribution of splitter out for (Studio 1&2) Production Control Room
- 3) Distribution of splitter out for (Studio 1&2) Floor Area

5.13 The four (4) sets of main external indoor Wireless Microphone Receiver Antenna installed in (4) four coiner of (Studio-1&2) Floor walling with 5052 luns cable should be wired to dedicated active/passive antenna, combiner, splitter, distribution and distributed to all wireless receiver, located in (Studio-1&2) Production control room audio rack.

5.14 The main external outdoor aerial antenna for Analog and Digital Receiver with individual 7552lus coaxial cable should be wired to a separate 8-way combiner/splitter located in TOC-Audio equipment rack for distribution in (Studio-1 & 2) Production Control Room.

5.15 The main external outdoor aerial antenna for GSM Telephone Hybrid with single high gain external antenna and 50 his coaxial cable is wired to dedicated 8-way combiner/splitter located in TOC-Audio equipment rack for distribution in (Studio 1&2) Production Control Room

5.16 Any additional accessories, setup/connection, integration/modification and/or others job to perform is included on the bid, even if not specifically mentioned herein or/on the drawings and attached downent, shall be supplied and installed without claim for additional payment.

6. General Requirements & Consideration

6.1 Equipment shall meet the relevant electrical safety regulations, Electro-Magnetic Compatibility (EMC) regulations or equivalent. Whereas appropriate equipment shall be fitted to 3-Pin AC Plug with (2-Flat pins) for Line/Neutral and (1-Round pin) for Earth Ground

6.2 The bidder/integrator should provide the standard AC-Plug/Cable fitted to 3-Pin AC Plug with (2-Flat pins) for Line/Neutral and (1-Round pin) for Earth Ground on all supplied audio equipment/device/unit & accessories.

6.3 All stand-alone broadcast audio equipment with accessories provided in the tender shall have an alternating current voltage range of 100-240 Vac/60Hz. Auto volts.

6.4 All modular equipment and stand-alone with module cards shall not be swappable.

6.5 all system configuration and settings can be backed up or restored through a USB3.0 flash drive that can be easily uploaded or restored in case of system failure.

6.6 All audio-related equipment & accessories should pass the appropriate ISO standard.

6.7 The digital audio processing system solution for Visayas Media Hub final program output in (Studio & TOC) should be equipped with Automatic Level Control (ALC) audio equipment which conforms to (Loudness Metering Standard) from output program source with peak/headroom level +/- dB/dBFS.

6.8 All supplied audio and video equipment must be rack-mountable, except the hardware with customized dimensions and accessories.

6.9 All computer-based broadcast audio and video equipment and systems requirements shall be integrated, configured, tested and commissioned on-site by the bidder/integrator.

6.10 The bidder/integrator shall integrate all the third-party equipment from hardware to software, cable, connectors and adaptors.

6.11 The bidder/integrator shall state all equipment supplied by a third party in the bid proposal as optional included item and/or accessories.

6.12 The bidder/integrator shall provide a complete as-built schematic block diagram with inter-connection of equipment & cable layout with marking/tagging and submit at least (2) hard & soft copies in PDF format file or equivalent saved in USB| flash drive.

6.13 The bidder/integrator will be allowed to offer the equivalent (or) better equipment that will not in any way affect the desired quality and workflow of the system.

7. Installation Materials, Cables and Wiring Code

7.1 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.

7.2 Cables and connectors shall be of high quality and from respectable manufacturers. Unbranded products shall not be accepted.

7.3 For distances less than 100 meters, copper cable can be used. But for distances more than 100 meters, fiber cable must be used.

7.4 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.

7.5 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, Fiber Optics cables and speaker cables. Inter-rack cable connection to equipment must be laid in that manner (see attached picture)

7.6 All cables, especially those at the racks, shall be arranged in a tidy and orderly manner.

7.7 All cabling and wiring shall have a proper coding system, which will be provided by PTNI to standardize the cable color coding in all PCO stations nationwide.

7.8 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.

7.9 All installation materials left after completing the project will remain as PCO Property and shall not be brought out by the bidder/integrator.

7.10 The Winning Bidder/System Integrator shall closely supervise the installation to ensure that all cabling within the rack is so arranged that the equipment is easily and conveniently serviceable in such a way that it shall be possible to disconnect and remove any equipment without disturbing the cable looms within the rack.

8. Special Provision on Installation of specific items

Please see attached floor plan for reference.

8.1 Production Control Room (*PCR's Console Furniture and Director's Console Furniture Set*)

The winning bidder shall provide two (2) units of 19" Led Monitors, one (1) Playlist and one (1) for Teleprompter inside the production control room and Console must fit the video switcher equipment and panels (CCU & monitors).

8.2 Audio Control Booth Console furniture set

The winning bidder shall provide two (2) 32" TV Monitors (for Preview and Program monitoring)

8.3 Audio/video embedders/de-embedders Modular

The winning bidder shall provide Digital/Analog audio embedder/de-embedder equipment for all industry standard HD / SD SDI formats

8.4 SDI- HDMI converters

The winning bidder shall provide SDI-HDMI converters that supports industry standard formats

8.5 Pin Lights (10pcs per studio)

The winning bidder shall provide ten (10) Individual Dimmable Controlled LED pin Lights per studio

8.6 Electrical Works

The winning bidder shall provide Electrical wiring and installation from UPS to all racks, booths, console furniture, Studio Floor, Pin lights and all parts of the studio, Grounding system and Transient Voltage Suppressor.

8.7 Customization Materials of *Broadcast Service Panel*

The winning bidder shall provide customized wall boxes with connectors comprising of:

- (a) SDI Video connector (female);
- (b) Ethernet RJ45 Connector (female); and
- (c) Male and Female XLR Connector

8.8 Metal or plastic Cable trays

The winning bidder should provide cable trays made of either metal or hard plastic. All sides of the cable trays should be enclosed to prevent damage of property and shall have cable inlet and outlet brush guards.

8.8.1 Equipment Racks

- a. All modular/cards must be housed in a compact, quiet/noise-free frame. The frame must have an intelligent fan cooling system located at the front for air intake and "at the back" (if available for an exhaust fan) and must come with a redundant power supply.
- b. All equipment below 19" standard rack size must be supplied with a metal frame. (I.e. half rack size or below) and also supported by an angular metal rack tray.
- c. The equipment rack must have proper ventilation and a cooling fan for airflow.
- d. All metal racks must have individual built-in high-grade circuit breakers and at least two pieces. Three (3) prongs A.C. outlet on the front base of the rack serves as utility/Maintenance outlet.
- e. Every rack should have bus bar grounding for individual equipment (1" x ¼" copper) or more extensive specs.
- f. The metal rack shall be perforated door swing door at the back.
- g. The power strip outlet must have at least ten (10) outlets per strip (2x) of central power and backup power, with High quality.
- h. All metal racks should have a proper grounding system and grounding slot bar for individual equipment grounding.

- i. All Audio, Video and Ethernet cables for Data and Audio Communication should be laid in the metal rack separately.

8.9 Services

On-site Technical Support services for six (6) months upon completion of the project.

8.10. Technical Service & Training

8.11 Two (2) weeks comprehensive actual training after installation for actual operation and maintenance on site will be held with emphasis on basic adjustments and diagnostics of the equipment.

8.12 The equipment & accessories supplied and delivered should be fully tested at the factory before shipment. Defective equipment or accessories shall not be accepted and shall be replaced by the supplier immediately. A temporary service unit shall be provided by the winning bidder.

8.13 The winning bidder shall provide a certificate of factory acceptance test that the product is tested and in good working condition.

9. Technical Support & Warranty

9.1 The bidder shall issue a Notarized warranty Certificate on equipment and accessories supplied, delivered, for two years (2) from the 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.

9.2 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.

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

9.4 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 audio and video system project in case some supplied/installed equipment failed to operate or was subjected for repair within the warranty period.

9.5 The winning bidder shall ensure the proper actual testing and shall provide operating manuals/procedure as guide for studio audio and video system, including input/output signal source, for successful commissioning and acceptance.

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

9.7 The bidder/integrator shall provide 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 studio audio and video system, set-up, and operation.

9.8 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.

9.9 The winning bidder must submit the detailed technical specifications of studio audio and video system design.

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

10. Approved Budget for the Contract (ABC) of **One Hundred Twenty Million Nine Hundred Eighty Thousand Four Hundred Seventy-Four Pesos (PHP 120,980,474.00)** for the **Supply, Delivery, Integration, Installation, Training, Testing and Commissioning of High-Definition Multipurpose Studio Audio and Video Equipment, Systems and IP-Based Technical Production Communications System for the Visayas Media Hub Project**

11. Delivery Period

The equipment provider/bidder shall **Supply, Deliver, Integrate, Install, Train, Test and Commission the High-Definition Multipurpose Studio Audio and Video Equipment, Systems and IP-Based Technical Production Communications System for the Visayas Media Hub Project** at Barangay Subangdaku, Mandaue City, Cebu within Ninety (90) days from the issuance of Notice to Proceed.

