

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

<b>Supplier</b>	VENN MARK CORPORATION	<b>Purchase Order No.</b>	2024-01-003		
<b>Address</b>	8 DIAMOND SUBD, BAGUIO CITY	<b>Date</b>	2/23/2023		
<b>Gentlemen:</b>		<b>Mode of Procurement</b>	SVP		
Please furnish this office the following articles subject to the terms and conditions herein.					
<b>Place of Delivery</b>	AS INDICATED	<b>Delivery Term:</b>	Complete		
<b>Date of Delivery</b>	AS SCHEDULED	<b>Payment Term:</b>	Charge		
<b>Stock Property</b>	<b>Unit</b>	<b>Description</b>	<b>QTY</b>		
			<b>Unit Cost</b>		
			<b>Total Cost</b>		
<b>CONTRACT EXTENSION OF VENN MARK CORPORATION FOR THE MANAGED VIDEO SURVEILLANCE SERVICE FOR YEAR 2023 (SUPPLEMENTAL BAC RESOLUTION #2023-12-1696) UNTIL JANUARY 2024</b>					
months		<p><b>TECHNICAL SPECIFICATIONS:</b></p> <p><b>i. CCTV Cameras</b></p> <p>a. ≥ 56 Dome/Bullet IP Cameras</p> <p>b. At least Full HD 1080 IP Cameras</p> <p>c. Supports H.265+, H.265 video compression</p> <p>d. Autofocus / Varifocal Lens</p> <p>e. Capable of operating in both normal and poorly lit environment</p> <p>f. Weatherproof, IP67 housing</p> <p>g. Advanced Analytics: Intrusion Detection/Line Crossing Detection</p> <p>h. Usable with NVR recorder, PC Windows Software, or Mobile Applications</p> <p>i. Accepts PoE, 12V DC Power, or extended PoE</p> <p><b>ii. ≥ 13 Full HD 1080P PTZ IP Cameras</b></p> <p>a. Pan, Tilt, Zoom Feature</p> <p>b. At least Full HD 1080 IP Cameras</p> <p>c. At least 20X Optical Zoom and 16X Digital Zoom</p> <p>d. Capable of operating in both normal and poorly lit environment</p> <p>e. Supports H.265+, H.265 video compression</p> <p>f. With IR LEDs for up to 50m</p> <p>g. IP66 or IP67 housing</p> <p>h. Smart Detection: Intrusion, Line Crossing, Region Exit, Region Entrance</p> <p>i. Smart Tracking: Manual, Auto and Event</p> <p>j. Usable with NVR recorder, PC Windows Software, or Mobile Applications</p> <p>k. Accepts PoE, 12V DC Power, or extended PoE</p> <p>l. Capable of automatic return to home position and can be locked</p> <p><b>iii. Network Video Recorders</b></p> <p>a. ≥ 4 Network Video Recorders, 16-CH (NVR) that support all CCTV cameras and with Surveillance Hard Drive ≥ 2 months recording</p> <p>b. Should have an integrated System/Application for CCTV operations such as but not limited to real-time/live view, video recording, remote search, playback, backup, etc.</p> <p>c. Third-party network cameras supported</p> <p>d. Support H.265+/H.264/MPEG4 video formats</p> <p>e. Support Smart Search and Smart Playback</p> <p><b>iv. Network Attached Storage</b></p> <p>a. ≥ 1 Network-attached Storage (NAS) with storage capacity ≥ 24TB for backup/redundancy purposes</p> <p><b>v. Network Switches</b></p> <p>a. ≥ at least 1 POE Gigabit switches per floor per building, that can accommodate video transmission to the control center</p> <p><b>vi. Surveillance Monitoring</b></p> <p>a. At least 4 units of 43" UHD LED monitor belonging to the top 4 quality brand</p> <p>b. Monitor should be able to display all the proposed number of CCTV cameras simultaneously at the standard frame/view per device</p>	1	83,240.000	83,240.00
<b>GENERAL REQUIREMENTS:</b>			<b>COMPLIANCE</b>		
<p>a. Scope of Work</p> <p>i. Designing, Planning and Implementation of the Managed Video Surveillance Services for the Field Office</p> <p>a. The Service Provider shall provide managed services that includes all the necessary planning, design and layout for the implementation of CCTV system duly signed by the Supervising PECE.</p> <p>b. The Service Provider shall provide a complete turnkey solution to the Field Office and be responsible for the complete installation of all security cameras.</p> <p>ii. Installation and commissioning of a Video Surveillance system of Field Office - CAR in the following sites:</p> <p>a. Field Office Old Bldg. / 40 North Drive, Baguio City</p> <p>b. Field Office New Bldg. / 40 North Drive, Baguio City</p> <p>c. DSWD-CAR Regional Haven / 40 North Drive, Baguio City</p> <p>d. DSWD-CAR Training Center / Quinto Alley, Engineers Hill, Baguio City</p>			<p>✓</p> <p>✓</p>		

*[Handwritten Signature]*

23

iii. Network System

- a. Provide an independent network that can be integrated to the Field Office's network.
- b. The Service Provider should ensure that the design and implementation of the solution should be able to integrate to the existing network of the office.
- c. All CCTV Cameras should be wire-connected and accessible thru Local Area Network Access, and must be capable of access via Internet.
- d. CAT6/Fiber cables must be used for cabling system and must be protected with conduits, PVC pipes or moldings, from IP Camera to IDF.
- e. All Network Switches should be secured in a Data Rack or Metal Enclosure.
- f. The Service Provider should employ organized and structured cabling, piping and all other pre-requisites for the CCTV Systems connectivity.

iv. Electrical, Grounding, HVAC and Power System

- a. The Service Provider is responsible for the labor and all materials required in the supply, installation, testing and commissioning of electrical works, power supply, power surge protection and power distribution on the CCTV Systems.
- b. The Service Provider shall coordinate layout and installation of video surveillance equipment and suspension system components with other construction that penetrates ceilings or is supported by them, including light fixtures, HVAC equipment, fire suppression system components, and partition assemblies.
- c. The Service Provider shall ensure provision of Power Surge Protection devices with 275V breakdown voltage for line-to-line and lines-to-ground to all CCTV and network appliances. Grounding systems shall also be provided.
- d. The Service Provider shall ensure provision of online UPS for the CCTV Systems that can power 100% of the equipment until backup power kicks in for at least 15 minutes.

v. Management and Support for the Managed Video Surveillance Service for the Field Office and other installation sites

- a. The Service Provider must provide DSWD personnel full administrative rights on all management interfaces, for easy management of existing endpoints. They will also serve as the first level technical support.
- b. The Service Provider shall be responsible for the mobilization and/or transfer of equipment as deemed necessary.
- c. The Service Provider must provide at least 1 onsite technical support to report at the Field Office when troubleshooting or implementing technical works.
- d. The Service Provider must ensure that all corners and perimeters of the Field Office, both indoor and outdoor, are fully covered with the proposed CCTV Systems.
- e. The Service Provider must ensure that the Video Surveillance Services are always available and must provide any necessary patches, system upgrade or hardware replacement during the service period.

c. Documentation and Deliverables

- i. The Service Provider shall provide a comprehensive documentation of the configuration and implementation, and all other documents reflecting all works done.

d. Training and Knowledge Transfer

- i. The Service Provider must provide CCTV Systems training for at least 4 DSWD Personnel.
- ii. The Service Provider shall provide the necessary modules, knowledge transfers and materials, etc. for the training activity.
- iii. Training must be on a formal hands-on laboratory environment and must be conducted by the designer and installer of the CCTV system.

e. Warranties and Service Support

i. Monthly Preventive Maintenance of CCTV System

- a. Check all control equipment (NVRs, monitors, switches, etc.), CCTV cameras and network connection to ensure accurate operation.
- b. Visually inspect all major components of the control equipment and connections of the CCTV for signs of deterioration or damage, and accordingly submit recommendations to the DSWD management for parts that need repair or replacement.
- c. Check environmental conditions for adverse effects, including growth or shrubbery obscuring camera views.
- d. Check if camera is aligned to user specifications, correct field of view, and all alarm presets, and effect the corresponding adjustment, as may be necessary.
- e. The Service Provider shall submit a written report on a checklist format upon completion of the monthly preventive maintenance, signed the Service Provider's employed Professional Electronics Engineer.

- ii. The Service Provider must ensure that in case of faulty equipment, a hardware replacement is provided for non-interruption of Video Surveillance services.

ii. Installation of equipment shall be covered in the contract based on the designed plans.

- iv. The Service Provider must ensure and maintain 99% uptime/availability of the CCTV services and systems as part of the Service Level Agreement.
- v. The Service Provider must provide onsite support and remote support to the Field Office and must comply with the specified service level agreement.

*[Handwritten signature]*

SEVERITY LEVEL (Low)

\* Description:

- Refers to minor issues/errors encountered without affecting the services.
- Remote or onsite support working days 8 x 5 with 24/7 help desk support
- \* Response Time: Must provide a feedback within 4 hours upon escalation and at least remote support within the day

SEVERITY LEVEL (Medium)

\* Description:

- Refers to issues/errors encountered with significant effect to services.
- Remote or onsite support working days 8 x 5 with 24/7 help desk support
- \* Response Time: Must provide a feedback within 2 hours upon escalation and at least remote support within the day

SEVERITY LEVEL (High)

\* Description:

- Refers to issues/errors encountered with major effect to services resulting to non-provision of services or security issues.
- Onsite support working days 8 x 5 with 24/7 help desk support
- \* Response Time: Must provide a feedback within 1 hour upon escalation and onsite support within the day

OTHER REQUIREMENTS

The Service Provider must have been in the business of providing ICT solutions, managed services or supplying ICT products for the last 5 years.

The Service Provider shall submit detailed plans together with the bid documents to be used for the proposed system for evaluation by the TWG. Plans shall be designed, signed and sealed by a practicing Professional ECE with relevant experience on Video Surveillance systems. The design shall also include a detailed explanation of the advantages of the design in terms of performance and manageability. Provide also the brochures of the equipment to be installed for the evaluation of the offer.

Timeline of Schedule

Forty-five working days upon receipt of approved purchase order which includes planning, delivery, configuration, implementation, testing and turn-over of the Video Surveillance services for the Department of Social Welfare and Development.

Delivery Place: DSWD-CAR, 40 North Drive, Baguio City

Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.

\*\*\*Payment can be on a monthly basis or every after conduct of activity based on the actual number of pax served

(Amount in words)	Eighty Three Thousand Two Hundred Forty Pesos Only	TOTAL	83,240.00
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on

Conforme:

MA. TERESA P. AQUINO

(Signature over Printed Name)

January 22, 2024

Date

ENRIQUE H. GASCON JR.  
DIR III / Concurrent Regional Director & ARD for Administration

LAND BANK

Bank Account Name

3551-0138-62

Bank Account Number

ACCT. NAME: VENN MARK CORPORATION

004-854-462

TIN Number

\* please tick tax type

vat

non-vat

MAY 24, 1996

Date of BIR Registration

Fund Cluster: 01 CURR CURRENT	ORS/ BURS No.: 52-01101-2024-01-00198
Funds Available: 83,240.00	Date of the ORS/ BURS: 01/19/2024
WILBOURN B. BACOLONG ACCOUNTANT III	Amount: 83,240.00

Commission on Audit  
**RECEIVED**  
 22 JAN 2024  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_

BIDS AND AWARDS COMMITTEE (BAC)  
Resolution No. 2023-12-1696

**SUPPLEMENTAL BAC RESOLUTION EXTENDING THE CONTRACT OF VENN MARK CORPORATION FOR THE MANAGED VIDEO SURVEILLANCE SERVICES FOR THE YEAR 2023 UNTIL JANUARY 2024**

**WHEREAS**, the Department of Social Welfare and Development - Cordillera Administrative Region (DSWD-CAR) through the Regional Information Communication and Technology Management Section planned for the Procurement of the project, **MANAGED VIDEO SURVEILLANCE SERVICES FOR THE YEAR 2023** an Approved Budget for the Contract (ABC) amounting to Eight Hundred Thirty Three Three Hundred Thirty Pesos (PhP 833, 3300.00);

**WHEREAS**, Republic Act 9184, otherwise known as the Government Procurement Reform Act, in its Implementing Rules and Regulations under Section 10, provides that "all procurement shall be done through competitive bidding, except as provided in Rule XVI";

**WHEREAS**, in consonance with the Republic Act 9184 and its Implementing Rules and Regulations, a Project Procurement Management Plan (PPMP) for the project was incorporated in Calendar Year 2023 Annual Procurement Plan (APP) of the Field Office;

**WHEREAS**, in consonance with the Republic Act No. 9184 and its Implementing Rules and Regulations, a Project Procurement Management Plan (PPMP) for the project **MANAGED VIDEO SURVEILLANCE SERVICES FOR THE YEAR 2024** was incorporated in the Indicative Annual Procurement Plan for Calendar Year 2024 of the DSWD CAR Field Office;

**WHEREAS**, the Procurement Section have already posted the bid opportunity for the **MANAGED VIDEO SURVEILLANCE SERVICES FOR THE YEAR 2024** and has been recommended for award however, in accordance with Section 7.6 of the 2016 Revised IRR of RA 9184, "No award of contract shall be made until the approval and effectivity of the GAA, corporate budget, appropriations ordinance or the loan agreement in the case of FAPs.";

**WHEREAS**, pending the approval of the 2024 General Appropriations Act and the award for the aforementioned project for Calendar Year 2024, the Bids and Awards Committee deliberated if there is a need to extend the contract to **VENN MARK CORPORATION** for the need of the Agency for **MANAGED VIDEO SURVEILLANCE SERVICES** for January 2024;

**WHEREAS**, in consideration that **MANAGED VIDEO SURVEILLANCE SERVICES** are indispensable to the day-to-day operations of the DSWD CAR Field Office, the Bids and Awards Committee unanimously decided to extend the contract to **VENN MARK CORPORATION** until January 31, 2024;

**WHEREAS**, based on the current contract cost of **VENN MARK CORPORATION** with the Department, the extension of the contract until January 31, 2024 will be in the amount of **Eighty Three Thousand Two Hundred Forty Pesos (PhP 83, 240.00)**;

**WHEREAS**, with the recommendation for extension, the additional contract cost amounting to **Eighty Three Thousand Two Hundred Forty Pesos (PhP 83, 240.00)** will be recommended for award to **VENN MARK CORPORATION** to cover the extension of its existing contract until 31 January 2024;


**NOW, THEREFORE**, we, members of the Bids and Awards Committee, hereby **RESOLVE** as it is hereby **RESOLVED** to:

- Recommend the award of additional contract cost amounting **Eighty-Three Thousand Two Hundred Forty Pesos (Php 83, 240.00)** to cover the extension of contract of **VENN MARK CORPORATION** until 31 January 2024 for the **MANAGED VIDEO SURVEILLANCE SERVICES FOR THE YEAR 2023**;
- For approval of the Regional Director.

Resolved and Approved in Baguio City, Philippines this 21<sup>st</sup> day of December 2023.

**BIDS AND AWARDS COMMITTEE**

  
**MARVIN F. GAMBOA**  
ITO II / RICTMS  
Provisional Member (Technical Expert)

  
**VICTOR U. BOMOWEY**  
AO II / AD-GSS  
Provisional Member (End user)

- 6B -  
**RONILO R. FLORES**  
AO V / AD  
Regular Member

  
**NORIE C. CASTAÑEDA**  
SAO / FMD  
Vice Chairperson

  
**RINA CLAIRE L. REYES**  
CAO / HRMDD  
Chairperson

Approved     Disapproved

  
**ENGR. ENRIQUE H. GASCON JR.**  
Director III / Office-in-Charge, Regional Director and Concurrent ARD for Operations  
(per Special Order No. 6124, Series of 2023)  
Authorized Representative/Head of the Procuring Entity

  
MMAWA/love/ps

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

<b>Supplier</b>	VENN MARK CORPORATION	<b>Purchase Order No.</b>	2024-01-003
<b>Address</b>	8 DIAMOND SUBD, BAGUIO CITY	<b>Date</b>	2/23/2023
		<b>Mode of Procurement</b>	SVP

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<b>Date of Delivery</b>	AS SCHEDULED	<b>Payment Term:</b>	Charge
<b>Stock/Property</b>	<b>Unit</b>	<b>Description</b>	<b>QTY</b>
			<b>Unit Cost</b>
			<b>Total Cost</b>

**CONTRACT EXTENSION OF VENN MARK CORPORATION FOR THE MANAGED VIDEO SURVEILLANCE SERVICE FOR YEAR 2023 (SUPPLEMENTAL BAC RESOLUTION #2023-12-1696) UNTIL JANUARY 2024**

	months	<p><b>TECHNICAL SPECIFICATIONS:</b></p> <p>i. CCTV Cameras</p> <p>a. ≥ 56 Dome/ Bullet IP Cameras</p> <p>b. At least Full HD 1080 IP Cameras</p> <p>c. Supports H.265+, H.265 video compression</p> <p>d. Autofocus / Varifocal Lens</p> <p>e. Capable of operating in both normal and poorly lit environment</p> <p>f. Weatherproof, IP67 housing</p> <p>g. Advanced Analytics: Intrusion Detection/Line Crossing Detection</p> <p>h. Usable with NVR recorder, PC Windows Software, or Mobile Applications</p> <p>i. Accepts PoE, 12V DC Power, or extended PoE</p> <p>ii. ≥ 13 Full HD 1080P PTZ IP Cameras</p> <p>a. Pan, Tilt, Zoom Feature</p> <p>b. At least Full HD 1080 IP Cameras</p> <p>c. At least 20X Optical Zoom and 16X Digital Zoom</p> <p>d. Capable of operating in both normal and poorly lit environment</p> <p>e. Supports H.265+, H.265 video compression</p> <p>f. With IR LEDs for up to 50m</p> <p>g. IP66 or IP67 housing</p> <p>h. Smart Detection: Intrusion, Line Crossing, Region Exit, Region Entrance</p> <p>i. Smart Tracking: Manual, Auto and Event</p> <p>j. Usable with NVR recorder, PC Windows Software, or Mobile Applications</p> <p>k. Accepts PoE, 12V DC Power, or extended PoE</p> <p>l. Capable of automatic return to home position and can be locked</p> <p>iii. Network Video Recorders</p> <p>a. ≥4 Network Video Recorders, 16-CH (NVR) that support all CCTV cameras and with Surveillance Hard Drive ≥ 2 months recording</p> <p>b. Should have an Integrated System/Application for CCTV operations such as but not limited to real-time/live view, video recording, remote search, playback, backup, etc.</p> <p>c. Third-party network cameras supported</p> <p>d. Support H.265+/H.264/MPEG4 video formats</p> <p>e. Support Smart Search and Smart Playback</p> <p>iv. Network Attached Storage</p> <p>a. ≥ 1 Network-attached Storage (NAS) with storage capacity ≥ 24TB for backup/redundancy purposes</p> <p>v. Network Switches</p> <p>a. ≥ at least 1 POE Gigabit switches per floor per building, that can accommodate video transmission to the control center</p> <p>vi. Surveillance Monitoring</p> <p>a. At least 4 units of 43" UHD LED monitor belonging to the top 4 quality brand</p> <p>b. Monitor should be able to display all the proposed number of CCTV cameras simultaneously at the standard frame/view per device</p>	1	83,240.000	83,240.00
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- v. The Service Provider must provide onsite support and remote support to the Field Office and must comply with the specified service level agreement;

**SEVERITY LEVEL (Low)**

\* Description:

- Refers to minor issues/errors encountered without affecting the services.
- Remote or onsite support working days 8 x 5 with 24/7 help desk support

\* Response Time: Must provide a feedback within 4 hours upon escalation and at least remote support within the day

**SEVERITY LEVEL (Medium)**

\* Description:

- Refers to issues/errors encountered with significant effect to services.
- Remote or onsite support working days 8 x 5 with 24/7 help desk support

\* Response Time: Must provide a feedback within 2 hours upon escalation and at least remote support within the day

**SEVERITY LEVEL (High)**

\* Description:

- Refers to issues/errors encountered with major effect to services resulting to non-provision of services or security issues.
- Onsite support working days 8 x 5 with 24/7 help desk support

\* Response Time: Must provide a feedback within 1 hour upon escalation and onsite support within the day

**OTHER REQUIREMENTS**

The Service Provider must have been in the business of providing ICT solutions, managed services or supplying ICT products for the last 5 years.

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**Timeline of Schedule**

Forty-five working days upon receipt of approved purchase order which includes planning, delivery, configuration, implementation, testing and turn-over of the Video Surveillance services for the Department of Social Welfare and Development.

Delivery Place: DSWD-CAR, 40 North Drive, Baguio City

Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.

✓

✓

✓

✓

✓

✓

✓

**\*\*\*Payment can be on a monthly basis or every after conduct of activity based on the actual number of pax served**

**TOTAL**

**83,240.00**

**(Amount in words)**

**Eighty Three Thousand Two Hundred Forty Pesos Only**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on

Conforme:

\_\_\_\_\_  
( Signature over Printed Name )

\_\_\_\_\_  
Date

**ENRIQUE H. GASCON JR.**  
**DIR III / Concurrent OIC/Regional Director & ARD for**  
**Administration**

\_\_\_\_\_  
Bank Account Name

\_\_\_\_\_  
Bank Account Number

\_\_\_\_\_  
TIN Number **\*please tick tax type**  
 vat  
 non-vat

\_\_\_\_\_  
Date of BIR Registration

Fund Cluster: 01 CME CURRENT  
Funds Available: 83,240.00

ORS/ BURS No. : 02-10101-2124-01-00398  
Date of the ORS/ BURS: 01/18/2024

**WILBOURN B. BACOLONG**  
ACCOUNTANT III

Amount: 83,240.00

MMAWA/