

Taipei Economic and Cultural Office in the Philippines

駐菲律賓臺北經濟文化辦事處

Instructions to Tenders

1.1 Project Brief

The property is located at 41F, Tower 1, RCBC Plaza, 6819 Ayala Avenue, Makati City 1200, Metro Manila, Philippines. The Taipei Economic and Cultural Office in the Philippines (TECO) is seeking a qualified contractor to provide **Security System Equipment Procurement and Installation for TECO**.

TECO invites tendering companies to provide a proposal bid for the purposes of entering a tendering process that aims to establish a suitable partnership with us. To facilitate the preparation of a precise proposal, interested tenderers may contact the project coordinator to request technical details or floor plans:

Contact Person	Mr. Jay Chen
Telephone	(8424) 3795-1637 / (+63) 2-8887-6688
Fax	(8424) 3833-5508
Email	mjchen02@mofa.gov.tw

1.1.1 Project Conditions & Mandatory Compliance

- **Registration & Legal Status:** The bidder must be a legally registered company in the Philippines and provide valid business registration permits issued by Philippine government authorities.
- **National Security & Origin Restrictions:** TECO will not accept proposals from any firm with capital/investment from the People's Republic of China (PRC) or controlled by PRC citizens/government. No equipment or components (including but not limited to cameras, NVR/DVR, access controllers, storage devices, UPS, and cables) manufactured by brands from or originating in the People's Republic of China (PRC), Hong Kong, or Macao shall be used in this project.

1.2 Scope of Work

The successful Tenderer shall be responsible for the complete Security System Equipment Procurement and Installation for TECO. The Scope of Work includes, but is not limited to, the following five (5) sub-systems and related integration:

- **Closed-Circuit Television (CCTV) System:** Supply, cabling, and installation of cameras, server/recording equipment with required 90-day retention capacity, and independent voice recording units for designated areas.
- **Access Control System (ACS):** Supply and installation of intelligent controllers, server software licenses, card readers, proximity cards, magnetic locks, and peripheral safety releases.
- **Intrusion Alarm System:** Supply and installation of control panel, keypad, motion sensors, 4G communication module, and 1-year central monitoring service contract.
- **Roughing-ins & Cabling Works:** Metallic conduits (IMC), cable trays, flexible hoses, Cat.6 UTP cabling, and structural mounting works.
- **Security Inspection Equipment:** Supply and installation of metal detector inspection equipment and accessories.
- **Testing & Commissioning:** System testing, verification of physical network isolation/security requirements, and provision of 'As-Built' drawings and user documentation.

1.3 Tender Proposal and Contractual Commitment

The Tenderer should be compliant in all respects with the tender documentation. Tenderers are expected to submit:

- **Submit Preliminary System Layout:** Based on TECO's requirements, tenderers must include a system layout plan showing coverage, component locations, cabling routes, and configuration.
- **Provide Basic Qualification Documents:** In accordance with the 'Basic Qualifications' listed in the Tender Notice, tenderers must provide all necessary certifications, business licenses, proof of experience, proof of capability to fulfill the contract as scheduled, and proof of after-sales repair and maintenance capabilities.
- **Provide Detailed Cost Breakdown:** The quotation must cover all related costs (materials, labor, installation, and applicable taxes expressed in Philippine Pesos) to ensure a fully functional system.

Submission Deadline & Address:

At least one paper copy of the Tenderer's proposal is required and must be sealed and delivered to the address below before **October 27, 2026 at 17:00:**

Taipei Economic and Cultural Office in the Philippines

FAO: Mr. Jay Chen

41F, Tower 1, RCBC Plaza, 6819 Ayala Avenue, Makati City 1200, Metro Manila, Philippines

1.4 Project Budget & Award of Contract

Procurement Method	Open Bidding (Open Request for Quotation)
Award Criteria	Lowest Price and Meeting Specifications
Budget Amount of Procurement	PHP 5,986,400 (NTD 3,049,104)

Project Completion Deadline	January 31, 2027 (2027/1/31)
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1.5 General Notes

- All rates and quotations in this document must be expressed in Philippine Pesos (PHP).
- It is the Tenderer's responsibility to include all work shown or described as necessary for the complete execution and commissioning of the security system.
- The official language to be used in tenders, correspondence, and technical proposals shall be English.