



## Anti-Money Laundering Council Secretariat

### PURCHASE REQUEST

Department AMLCS PR No. 15-020 Date 29 June 2015  
 Section IMAG SAI NO. \_\_\_\_\_ Date \_\_\_\_\_

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	lot.	Door Access System (see attached Terms of Reference for details)	1	138,000.00	138,000.00
		<b>Total</b>			<b>138,000.00</b>
		*** nothing follows***			
		Notes:			
		1) Estimated cost includes 12% VAT.			
		2) One (1) year warranty			
		3) Supply, delivery, installation and commissioning (within 30 calendar days)			
				<b>TOTAL</b>	<b>138,000.00</b>

Purpose: To replace defective door access system and install additional door access to AMLCS DR site (QC)

Items requested are certified to be within approved program:	Funds certified available:	Approved by:
<b>Original Signed</b> <hr/> <b>GEORGE C. TAN</b> Deputy Director, Information Management & Analysis Group  <u>6.29.15</u> Date	<b>Original Signed</b> <hr/> <b>ROWENA C. DESTURA</b> Manager, Administrative & Financial Services SubGroup  _____ Date	<b>Original Signed</b> <hr/> <b>JULIA C. BACAY-ABAD</b> Executive Director  _____ Date

# **Door Access System Project**

## **Terms of Reference**

**Version 8.0**

---

Anti-Money Laundering Council Secretariat

September 2015

**A. PROJECT OVERVIEW/BACKGROUND**

As part of the Anti-Money Laundering Council's (AMLC) commitment of providing continuous enhancement of security protection of the AMLC's resources, the Information Management and Analysis Group (IMAG) ) is pleased to issue this Terms of Reference to prospective suppliers to serve as guidelines for the *Door Access System Project*.

**B. APPROVED BUDGET COST**

The AMLCS, intends to apply the sum P138,000.00 being the Approved Budget for the Contract (ABC) under the contract for the completion of the *Door Access System Project*. The terms of payment will be one time only upon completion of the project.

**C. SOURCE OF FUNDS**

The ABC authorized for the *Door System Project* shall be sourced from the *E-Government Fund* as approved by the AMLC Council pursuant to the *Revised Implementing Rules and Regulations of Republic Act 9184*.

**D. GENERAL SCOPE OF WORK**

The Door Access System Project requires the supply, deliver, installation and commissioning of a door access system in two (2) areas of the AMLC Office, EDPC Building, BSP Complex, Malate, Manila and at the AMLC Disaster Recovery (DR) Site, Security Plant Complex, East Avenue, Quezon City:

1. AMLCS Main Lobby, 5<sup>th</sup> floor (Manila)
2. Telecommunications Room, 5<sup>th</sup> floor (Manila)
3. Disaster and Recovery/Backup Site, 2<sup>nd</sup> floor (Quezon City)

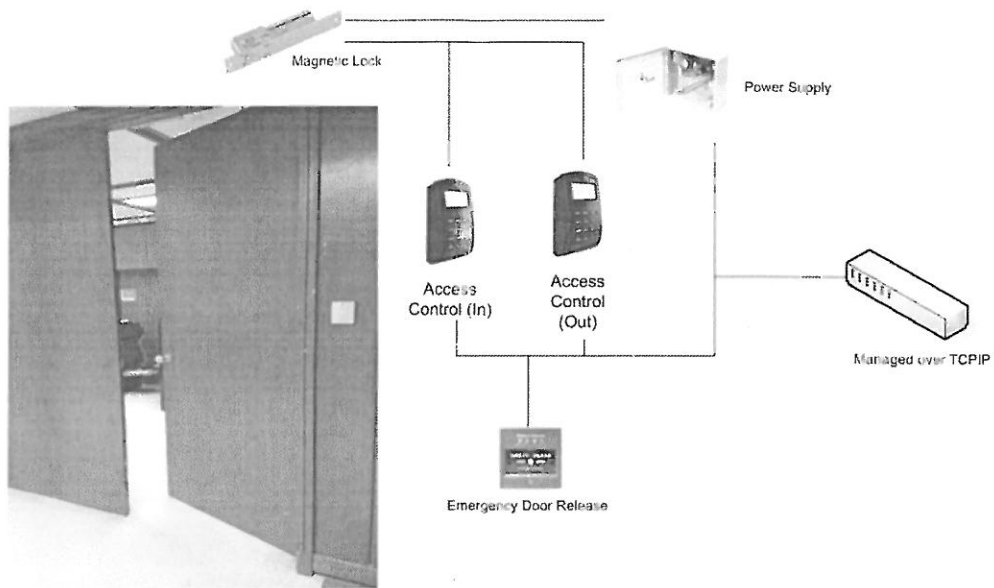
The Door Access System shall be centrally managed at an existing networked workstation of the AMLC. This project also requires the conduct of a one day training of the installed system to 2-3 AMLC representatives.

The Door Access System project shall include the installation of the required cables and roughing-in materials, the installation of the required software and the conduct of turn-over training.

## MINIMUM TECHNICAL SPECIFICATIONS OF COMPONENTS

Quantity	Devices	Specification
5 units	Access Control Reader (Network proximity control reader)	<ul style="list-style-type: none"> <li>• Proximity Card logging</li> <li>• Managed over TCPIP Ethernet connection</li> <li>• Identification method: proximity card (Existing AMLC Mifare IDs, PIN)</li> <li>• Card capacity: at least 500</li> <li>• Able to register and delete cards</li> <li>• Record capacity: at least 50,000</li> <li>• Access control for 3rd party electric lock, door sensor, exit button, alarm, Door Bell</li> <li>• Power requirement: DC 12V</li> </ul>
3 units	Electro-Magnetic Lock	<ul style="list-style-type: none"> <li>• Holding Force 200kg</li> <li>• Single door</li> <li>• Power requirement: DC 12V</li> <li>• Suitable for wooden doors</li> </ul>
3 units	Emergency Release Button	<ul style="list-style-type: none"> <li>• Suitable for wooden wall</li> </ul>
1 unit	Push Release Button	<ul style="list-style-type: none"> <li>• Suitable for wooden wall or any kind of surface</li> </ul>
3 units	POWER SUPPLY with Back-Up Battery	<ul style="list-style-type: none"> <li>• Input Voltage: 220VAC~240VAC</li> <li>• Output Voltage: 12VDC; 3A</li> <li>• Output Contact: Access control, Electric Lock, Release Button</li> <li>• Standard Design: Steel Material casing, Painted</li> <li>• Suitable For : Access control, Electric lock</li> </ul>
1 lot	Cables and Roughing-in Materials	<ul style="list-style-type: none"> <li>• CAT- 5</li> <li>• Flat Cord</li> <li>• PVC Pipe, 1/2" and 3/4"</li> <li>• Junction Box 4x11</li> <li>• PVC Connector ½ and ¾</li> <li>• Threaded Bar 1/4 x 1" x 8ft.</li> </ul> <p><i>Note: Items that are not listed but required for the completion of the project are for the account of the supplier.</i></p>
	Warranty	<ul style="list-style-type: none"> <li>• One Year from installation</li> </ul>

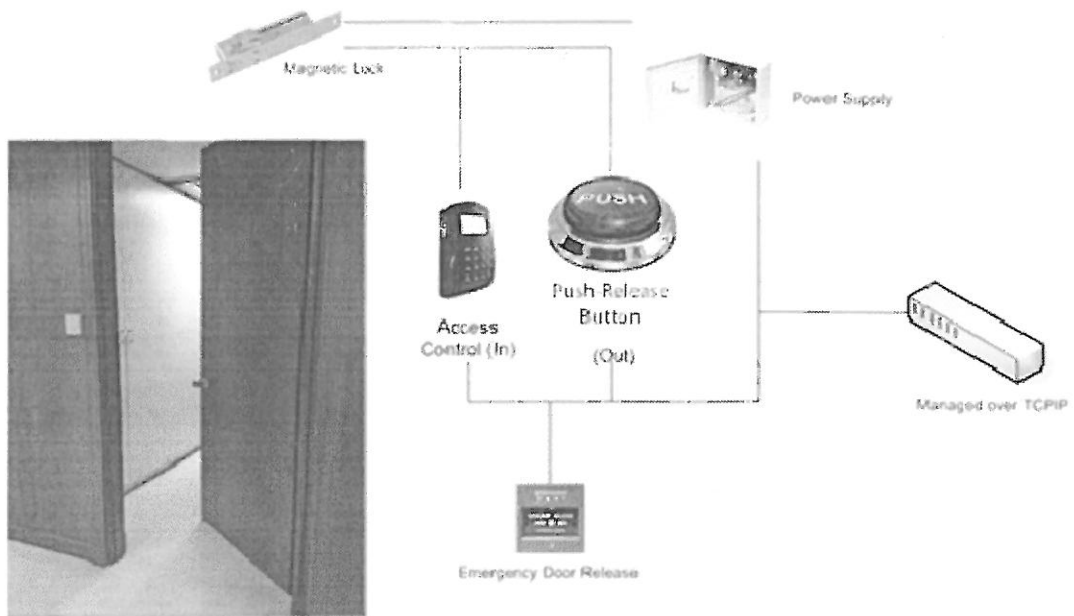
A. AMLCS Main Lobby Door, 5<sup>th</sup> Floor EDPC (Manila)



Minimum requirements for AMLCS Main Lobby Door:

- ⌘ 2 units Access Control Reader (in/out)
  - Must be able to read existing proximity ID of AMLC personnel (Mifare) and/or key password
  - Able to log Time and Attendance of personnel
  - Web Managed over TCP/IP through Ethernet connection
  - Certified by international standards
  - Ethernet connection to TELCO room 5th Floor EDPC Building
- ⌘ New Magnetic Lock
- ⌘ New Power Supply with backup battery
- ⌘ New Emergency Door Release

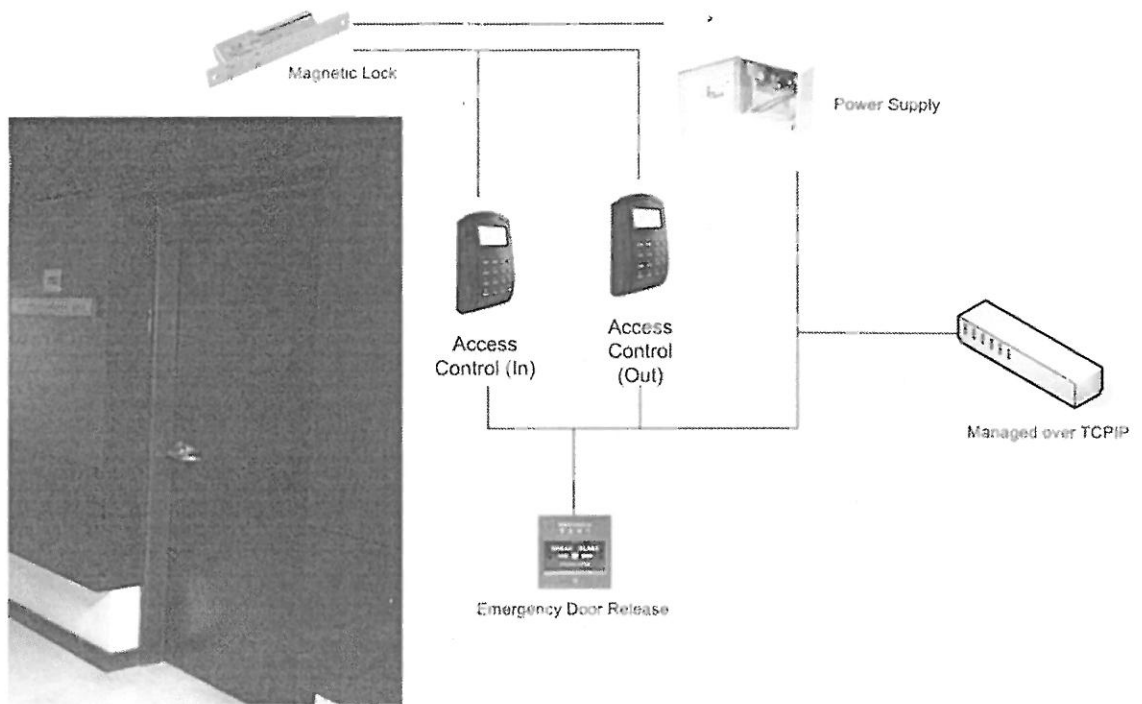
## B. Telecommunications Room, 5<sup>th</sup> floor (Manila)



Minimum requirements for Telecommunications Room:

- ⌘ 1 unit Access Control Reader (in)
  - Must be able to read existing proximity ID of AMLC personnel (Mifare) and/or key password
  - Able to log Time and Attendance of personnel
  - Web Managed over TCP/IP through Ethernet connection
  - Certified by international standards
  - Ethernet connection to TELCO room 5th Floor EDC Building
- ⌘ New Magnetic Lock
- ⌘ New Power Supply with backup battery
- ⌘ New Emergency Door Release
- ⌘ New Push-Release Button (out)

C. Disaster and Recovery/Backup Site, 2<sup>nd</sup> floor (Quezon City)



Minimum requirements for Disaster and Recovery/Backup Site:

- ⌘ 2 units Access Control Reader (in/out)
  - Must be able to read existing proximity ID of AMLC personnel (Mifare) and/or key password
  - Able to log Time and Attendance of personnel
  - Web Managed over TCPIP through Ethernet connection
  - Certified by international standards
  - Ethernet connection to Communications Rack/Cabinet on the same room (can be accessed and managed remotely using the point-to-point line of Manila and Quezon City)
- ⌘ New Magnetic Lock
- ⌘ New Power Supply with backup battery
- ⌘ New Emergency Door Release

## **E. WARRANTIES AND REMEDIES**

### *A. Quality of Service*

The Service Provider warrants that the service shall be performed in a professional and workmanlike manner consistent with industry standards reasonably applicable to such services.

### *B. Indemnification*

The Service Provider shall be liable for injuries suffered by AMLCS employees or damages caused to any AMLCS property including non-tangible property such as but not limited to information or electronic data files, databases and application software due to the fault or negligence of their personnel. Damages shall be repaired by the contractor at their own expense and to the satisfaction of AMLCS.

### *C. Third Party Claims*

The Service Provider warrants that any works of authorship written by the Service Provider's personnel shall not infringe any third party copyrights, patents or trade secrets. If a third party takes action against the AMLCS for any infringes of this nature, then the Service Provider shall, at its own expense, settle the claim or arrange to defend the AMLCS in such proceedings, and, in such circumstances, the Service Provider shall pay all settlement costs, damages, and legal fees and expenses finally so awarded.

### *D. Force Majeure*

Except in respect of payment liabilities, neither party shall be liable for any failure or delay in its performance under this Agreement due to reasons beyond its reasonable control, including acts of war, acts of God, earthquake, flood, riot, embargo, sabotage, government act or failure of the Internet, provided the delayed party gives the other party prompt notice of the reasons for such cause.

### *E. Non-Disclosure Agreement*

The Service Provider must not disclose any documents, materials, project manuals, solutions used, or any information that would compromise the position of AMLCS during and after the implementation of the project.

### *F. Workmanship*

The Service Provider shall conduct an ocular inspection of the locations provided, to allow them to submit a reasonable and agreeable cost of the project.