

**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 20th Floor, Tower 1, RCBC Plaza, 6819 Ayala Avenue, Makati City 1200, Metro Manila, Philippines, which offers a total of 953.35 sqm of rentable office space with a net area of 782.21 sqm.

The Taipei Economic and Cultural Office in the Philippines (TECO) is seeking a qualified contractor to provide **Access Control System Cabling and Installation** for the fit-out of the aforementioned property.

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 the office design blueprints and floor plans:

- **Contact Person:** Ms. Donna Hung
- **Email:** phl@mofa.gov.tw / cjhung01@mofa.gov.tw

1.1.1 Project Conditions

The bidder must be a **legally registered company in the Philippines** and provide valid business permits

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 controllers, readers, UPS, and cables) manufactured by brands from or originating in the People's Republic of China (PRC) shall be used in this project.

1.2 Scope of Work

The successful Tenderer shall be responsible for the complete Access Control System for the 20th-floor office. The Scope of Work includes, but is not limited to:

- **System Installation:**
Supply and installation of a complete Access Control System, including controllers, card readers, and electronic locks for designated doors.
- **Cabling & Infrastructure:**
Structured cabling for all access points, ensuring neat organization and labeling according to building standards.
- **Integration:**
Connection to the central management server and ensuring full operational functionality.
- **Testing & Commissioning:**
Conduct full system testing and provide "As-Built" drawings and user manuals.

1.3 Tender Proposal and Contractual Commitment

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

- **Submit a Preliminary Layout:** Based on the floor plan provided by TECO, tenderers must include a draft diagram showing the distribution of access points and wiring routes.
- **Provide basic qualification documents:** In accordance with the "Basic Qualifications" listed in the Tender Notice, tenderers must provide all necessary certifications, business licenses, and proof of experience to demonstrate their eligibility and technical capability for this project.
- **Provide a full and fixed detailed construction cost breakdown:** The quotation must cover all related costs (materials, labor, design fee, and taxes) to ensure a fully functional system with no hidden charges.
- Provide any supplementary information in support of the project and presentation.

At least **one paper-copy** of the Tenderer's proposal is required and must be sent to the below address:

Taipei Economic and Cultural Office in the Philippines
FAO: Ms. Donna Hung
41F, Tower 1, RCBC Plaza, 6819 Ayala Avenue, Makati

City 1200, Metro Manila, Philippines

1.4 Project Budget & Award of the Contract

This procurement is an **Open Request for Quotation**. The contract will be awarded to the lowest price quotation that meets all technical and safety specifications.

- **Budget amount of this procurement:** PHP 2,093,056 PHP

1.5 General Notes

1. All rates in this document must be expressed in Philippine Peso (PHP).
2. It is the Tenderer's responsibility to include all work shown or described as necessary for the complete execution of the access control system.