

**Terms of Reference for the Procurement of Discussion System  
for Philippine Deposit Insurance Corporation**

<b>Fact Sheet for Discussion System</b>	<b>MINIMUM MANDATORY REQUIREMENT</b>
<b>Approved Budget of the Contract (ABC)</b>	<b>PHP 1,150,000.00</b>
<b>Control Unit</b>	<ul style="list-style-type: none"> <li>• at least one (1) centralized control unit with the following features and functionalities:               <ul style="list-style-type: none"> <li>i. fully-digital audio and control processing</li> <li>ii. can be configured using navigation buttons through the menu to control the features and functions allowed for the chairman and delegate units</li> <li>iii. must have capacity to handle at least twenty (20) units.</li> <li>iv. must have an onboard digital feedback suppression circuit to prevent acoustic feedback.</li> <li>v. can be operated as a standalone system without the need of a central operator</li> <li>vi. must have port to connect a PC for integration with media control and other related systems</li> </ul> </li> <li>• scalable or can be expanded by connecting new control units in a master-slave configuration</li> <li>• must have a fail-safe system to ensure that even if a cable or a single unit becomes defective, the other units in the system will stay operational.</li> <li>• once configured, no initialization shall be required once the system is powered on.</li> <li>• at least three (3) units or microphones can be opened at the same time</li> <li>• must support the following microphone modes for easy moderation/management of the meeting:               <ul style="list-style-type: none"> <li>i. Direct Access Mode that allows the delegate to activate the microphone until the maximum of allowed open microphone is reached.</li> <li>ii. Request Mode for delegates that push the microphone button request to be added in the queue of speakers. The delegate's microphone will be activated by the chairman in order of request using a next-to-speak button</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>iii. FIFO Mode where delegates may override each other by activating their microphone since only one microphone can be active at any given time.</li> <li>• can be integrated with an external Digital Voice Recorder and external audio mixer for better audio and voice quality.</li> <li>• connections shall have no specific in and out port, as the units will have the capability to detect the flow of the signal automatically</li> <li>• must be able to record discussions directly to an external removable storage, such as USB flash drive, hard disk, etc.</li> </ul>
<p><b>Chairman/Delegate Unit</b></p>	<ul style="list-style-type: none"> <li>• at least one (1) Chairman unit that can provide control functions/facilities during meetings and discussions</li> <li>• at least twelve (12) delegate unit that allows the delegates to speak and listen to the meeting/conference</li> <li>• allows the Chairman to participate and guide the conference or meeting, using control buttons to perform the following: <ul style="list-style-type: none"> <li>i. deactivate all active microphones</li> <li>ii. grant the floor to the next microphone or speaker in the queue.</li> </ul> </li> <li>• the chairman/delegate units shall have the following connections, controls and indicators: <ul style="list-style-type: none"> <li>i. Microphone on / off button</li> <li>ii. LED on the microphone button and illuminating bars on the sides of the housing.</li> <li>iii. 3.5 mm headphone socket</li> </ul> </li> <li>• the chairman/delegate units are controlled via touch sensitive buttons that are flush with no gaps in the housing</li> <li>• the units must be connected using NetRateBus conference sockets (push-pull) for connection of microphones and central unit</li> <li>• the connection between microphones must be at least 2.5 meters long and at least 10 meters long between</li> </ul>

	<p>microphone and central units</p> <ul style="list-style-type: none"> <li>• microphones of the units shall be designed <u>without the gooseneck</u> and immune to any mobile phone interference</li> <li>• when the microphone is active, the loudspeaker should be automatically muted to prevent acoustic feedback</li> </ul>
<p><b>Warranty</b></p>	<ul style="list-style-type: none"> <li>• One (1) year on parts and services</li> <li>• In case of defect within the warranty period, a service unit of the same or higher specification should be provided by the supplier, free of charge within 48 hours after the problem was reported to the supplier</li> </ul>
<p><b>Delivery and Installation</b></p>	<ul style="list-style-type: none"> <li>• Should include installation, setup and commissioning of the equipment and other ancillary materials.</li> <li>• Delivery of the equipment shall be within 45 working days upon execution of the contract or receipt of the Notice to Proceed (NTP)</li> <li>• Setup and testing of the equipment and hands-on training/knowledge transfer to IT personnel involved during project implementation shall be within three (3) months upon execution of the contract or receipt of the Notice to Proceed (NTP)</li> <li>• Setup and installation of the equipment includes the following activities: <ul style="list-style-type: none"> <li>i. Boring of holes in the conference table, if need be</li> <li>ii. Setting the units as permanent fixture inside the Conference Room</li> <li>iii. Cable management</li> <li>iv. Other activities needed to ensure the successful implementation of the project</li> </ul> </li> </ul>
<p><b>Others</b></p>	<ul style="list-style-type: none"> <li>• Supply, delivery and installation of at least one (1) unit of external Digital Voice Recorder with at least 4GB storage capacity to automatically record the discussions/ conversations during a meeting/conference</li> <li>• Supply, delivery and installation of at least one (1) unit of external audio mixer with at least four (4) input channels to control audio and voice quality of the system</li> </ul>

	<ul style="list-style-type: none"><li>• Submission of complete documentation of user, system and administration manuals.</li><li>• Hands-on training/knowledge transfer on the proper use of the equipment and system administration for at least three (3) IT personnel</li></ul>
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