



## **TERMS OF REFERENCE (TOR)**

**APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER FOR THE DESIGN, SUPPLY, INSTALLATION, AND MAINTENANCE OF CCTV CAMERAS FOR 12 MONTHS**



## **1. BACKGROUND**

The Quality Council for Trades and Occupations (QCTO) is a Quality Council established in 2010 in terms of the Skills Development Act, No. 97 of 1998 (as amended) and the National Qualifications Framework Act, No. 67 of 2008 (as amended). Its role is to oversee the design, implementation, assessment, and certification of occupational qualifications, including trades, on the Occupational Qualifications Sub-Framework (OQSF). The QCTO also offers guidance to skills development providers who must be accredited by the QCTO to offer occupational qualifications and came into operation on 01 April 2010.

The QCTO has one site in Hatfield, Pretoria, consisting of two buildings (A and B). The size of building A is 3950.07 m<sup>2</sup>, and that of building B is 1528.92 m<sup>2</sup>; the total for the two buildings is 5,478 m<sup>2</sup>.

Building A has a ground floor, first floor, and basement.

Building B has a ground floor, a first floor, and a basement.

## **2. OBJECTIVE**

The objectives are to appoint suitably qualified and experienced Service Provider to design, supply, install and maintain a CCTV solution for the QCTO.

## **4. THE SCOPE OF WORK**

The purpose of this bid is for the QCTO to procure the services of a service provider to design, supply, install, and maintain a CCTV solution for 12 months.

At present, the QCTO has a fully on-premise 12 cameras connected to a 16-channel DVR (Digital Video Recorder) box, with no off-site monitoring.

Additionally, there are 19 cameras covering the guard house at the entrance gate, the external common areas, and the perimeter of the premises.



#### **4.1 The deliverables are as follows:**

- a) Evaluate the QCTO security requirements regarding CCTV and design a solution that will ensure adequate camera coverage in conjunction with our facilities manager.
- b) A security assessment from a CCTV coverage perspective for both inside the QCTO buildings and the perimeter.
- c) Recommendations on what areas the proposed camera equipment must cover according to current best practice, and the security concerns of the QCTO.
- d) Remove the old camera equipment, including cabling.
- e) Procure and install the new camera equipment, including cabling and configuration.
- f) Maintain the new camera equipment via monthly checks and do repairs or configurations where necessary, including software updates.
- g) A pricesheet that with the bill-of-materials/quantities with technical specifications of the camera equipment ,and accessories,required to adequately cover all required areas in a way that can effectively deter theft/vandalism or be used to effectively aid criminal investigations in case theft/vandalism occurs.
- h) The cameras should be suitable for producing recordings compatible with Artificial Intelligence (AI)- powered analysis in real-time and from older recordings.
- i) The cameras should be compatible with having their feed patched securely via the internet to an external armed-response company appointed by the QCTO.
- j) Any other recommendations to ensure that the CCTV system is acceptable to South African insurance companies to help reduce our insurance premiums.

#### **4.2 Additional requirements**

- a) The new camera system must have a Recording Platform that integrates fully with a VMS (Video Management Software) of third-party camera brands.
- b) The recording platform should allow simultaneous responses per event, including streaming, camera switching, video wall control, and alarm output triggering.
- c) VMS should support operator-defined video wall layouts with the ability to dynamically push selected live or recorded video feeds.
- d) The VMS licensing shall be based solely on camera connections with no additional fees for client software.
- e) The Recording platform system shall be fully embedded with ANPR (Automatic Number Plate Recognition) capability.QCTO will carry the cost of any additional subscriptions for full use of the capability.
- f) The VMS shall include video analytics such as motion detection, object counting, advanced line crossing, object/left or remove, generative AI video analytics, ability to trigger automation rules without external analytics servers.



g) Ability to customise the operator user interface

h) Should have failover and redundancy ability for recording servers and management servers with uninterrupted client access.

i) Ability to integrate with third-party security and building management systems like Access Control, Fire, Intrusion, etc.

## 5. EVALUATION CRITERIA

A service provider should demonstrate adequate experience through the number of completed projects. The service provider must be suitably qualified and skilled to deliver this service.

Criterion	Qualifications	Points
1 Lead CCTV designer	Any relevant Diploma, OR certificate course, OR certifications from any reputable security original equipment manufacturer (OEM).  Minimum: A CV that shows at least 5 years of experience with CCTV and associated technology, both analysis and installation for commercial, industrial or mining applications.  Project management experience.	10 or more years = 20 points 5 to 9 years = 10 points Less than 5 years = 0 points
2 Company experience	Written Reference letters (on a client company letterhead, signed and dated) from the last 10 years for the design and supply of Commercial/Industrial/Mining CCTV installations.	5 or more letters= 30 points 3-4 letters = 20 points 1 to 2 letters = 10 points No letters = 0 points



<p>5 Channel Partner Certificate for the company</p>	<ul style="list-style-type: none"> <li>A Channel Partner Certificate showing that the bidding company is an authorised channel partner of the camera equipment to be supplied.</li> </ul>	<p>Valid Channel partner certificate = 30 points</p> <p>No valid Channel partner certificate = 0 points</p>
<p>6 SAIDSA Certification (South African Intruder Detection Services Association)</p>	<ul style="list-style-type: none"> <li>A certificate showing that the bidding company is a member of the South African Intruder Detection Services Association (SAIDSA)</li> </ul>	<p>Valid SAIDSA membership certificate = 20points</p> <p>No valid SAIDSA certificate= 0 points</p>

***Bidders must score a minimum of 80 points in the functional/technical evaluation above to proceed to the pricing and specific goals evaluation.***

## **6. BIDDING REQUIREMENTS**

The following must be submitted as part of the technical proposal:

- a) Pricing according to the template below.
- b) Complete Health and Safety file.
- c) COIDA certificate

## **7. FINANCIAL PROPOSAL**

The following must be submitted as part of the financial proposal:

- a) Cover letter.
- b) Total pricing.
- c) Warranties for the supplied camera equipment and workmanship.



- d) The pricing must be firm for 30 days and inclusive of all costs to render the required services.
- e) Duly Completed Standard Bidding Documents (SBD 4, SBD 6,1)
- f) Copy of a valid B-BBEE certificate or a valid Affidavit.
- g) CSD registration report

h) The Pricing Template

Line item	Unit Cost	Quantity	Line-item total
1. Assessment of current security requirements and a report on the same.		1	
2. Cost of removing old equipment and handover to the QCTO Supply Chain Office.	Hourly rate	Total number of hours	
3. Design of a new CCTV system and a technical proposal.		1	
4. Creation of Bill-of-quantities/materials including labour for installation		1	
5. Installation Labour	Hourly rate	Total number of hours	
6. Material costs (cameras & accessories)	Total cost of materials	1	
8. Monthly on-site maintenance checks for 12 months at 4 hours per month. ( hours may also be used for ad-hoc tasks as requested by the QCTO, such as configuration enhancements and software updates)	Hourly rate (including transport to the QCTO)	48	
Sub-total			
<b>TOTAL including VAT @ 15%</b>			



## 9. CALCULATING THE FINAL SCORE

The points scored for the price (step 1) will be added to the points scored for the Specific goals (step 2) to obtain the Preference points, total scored out of 100

AREAS OF EVALUATION	POINTS
Price	80
Specific Goals	20
Total	100

## ENQUIRIES

The contact person for technical enquiries regarding the terms of reference shall be directed in writing to:

**Mr Nkagisang Motalaote**

**Email:** [Motalaote.N@qcto.org.za](mailto:Motalaote.N@qcto.org.za)