

CCTV ANNUAL SYSTEM MAINTENANCE

1. BACKGROUND

The ARC – Irene Office, situated at Main and Olifantsfontein Road, Irene, Pretoria.

Installed Hikvision CCTV system and now needs to do once off annual maintenance of the system.

2. DETAILS OF REQUIREMENTS

SPECIFICATION AND PRICING SCHEDULE

Quotation shall remain open for acceptance by the ARC for a period of 90 (ninety) days from the date on which they are returnable in terms of the RFQ.

Item and Quantities	Description	Maintenance activity	Price per maintenance activity (RAND)
1	Supply and install 8 channel Hikvision with 2TB HD together with 21-inch monitor screen	Supply and install	
123 x Hikvision Cameras (fixed cameras)	Indoor and Outdoor Colour Fixed Camera Inc. Varifocal lens, housing, mounting brackets, power supply	Select camera, check image quality on monitor - Adjust if necessary	
		Clean camera housing window, remove residue from housing	
		Open housing, check and clean for dirt, insects and moisture	



		Adjust varifocal lens - Field of view & focus	
		Check camera junction box - Door locks and seals and rubber grommets	
		Check power supply voltage - Adjust or replace after quote provided and accepted by ARC) if necessary	
		Check exposed cabling & camera housing cabling glands	
		Check camera housing bracket mounting screws	
17 x Digital Video Recorders	Digital Videos, Recorders and DVR's	Test all camera inputs and verify switching & recording	
		Select DVR outputs and verify correct operation/ recording	
		Open DVR mounting rack and check all cooling fans	
		Test DVR network connections	
		Measure all rack power supply voltages - Adjust if necessary	
17 x PC	Digital Video Recorder Review PC	Test all camera inputs and verify software switching & recording	
		Select DVR outputs and verify correct operation/ recording	
		Test PC network connections	
		Measure PC power supply voltages - Adjust if necessary	
		Select all camera inputs and verify correct switching	
		Select all DVR outputs and verify correct switching	
		Open rack and check all cooling fans	
		Test CPU network connection	
		Measure all power supply voltages - Adjust if necessary	

17 X Monitors	LCD Monitors and Decoders	Check all colour monitor images - Adjust colour setting if necessary	
		Check network cable connections for correct seating	
		Measure input power supply voltages - Adjust if necessary	
		Check network & VGA cable connectors for correct seating	
01	Sundries		

NB: ALL SERVICE PROVIDER ARE REQUESTED TO QUOTE AS PER THE ABOVE ITEM DESCRIPTIONS AND ATTACH A DETAILED BILL OF QUANTITIES PER ITEM.

4. GUARANTEES

- ARC requires performance guarantees for all hardware for 12 months.
- The supplier shall stipulate the guarantee of the System according to ISO and SABS standards or any applicable related regulations or standards.
- The supplier shall in detail document what is covered by of the guarantee as well as the terms and conditions.



5. Disclaimer

The ARC reserves at the right to increase or decrease the scope of work from the original specification in terms of quantities.

The following documents are required:

Document that must be submitted	Non-submission may result in disqualification.	
PSIRA Business Certificate	Yes / No	Bidders required to submit a certified copy of a PSIRA Business Registration certificate.
Three reference letters on similar projects	Yes / No	Bidders must submit three reference letters of successfully completed related or similar projects.
Tax Compliance Status Tax Clearance Certificate	Yes / No	Bidders must ensure compliance with TAX obligations. Bidders required to submit a printed Tax Compliance Status or Tax clearance certificate



5. INSPECTION OF SITE AND EQUIPMENT

Before tendering, tenderers shall visit the site to make themselves conversant with the equipment to be installed and integrated and submit a quotation.

All invited suppliers are kindly requested to attend a compulsory briefing session on **05 December 2023 ,11:00** at Main and Olifantsfontein Road, Irene, Pretoria.