



**public works**

Department:  
Public Works  
**REPUBLIC OF SOUTH AFRICA**

**Reference number: 3226111**

**TERMS OF REFERENCE FOR 12 MONTHS SERVICING AND REPAIR OF  
CCTV MONITORING SYSTEM: 357 CLARK, 331 OLIVIER, 287 ALBERT, 307  
NICHOLSON, 249 DELPHINUS, 259 AQUILLA, 122 CLUB, 381 ERIDANUS,  
277 LYRRA, 193 RIGEL AND 359 JOHAN RISSIK**

## 1 PURPOSE

To service air monitoring systems to a good working condition for ministerial and VIP accommodation. Companies to bid for the repairs of the house at a reasonable cost for market related and of a good quality.

## 2 ABOUT THE DEPARTMENT

The mandate of the Department of Public Works and Infrastructure (DPWI) is to provide service and maintain ministerial accommodation.

## 3 SCOPE OF WORK

	CCTV MONITORING SYSTEM	
1	All Monitoring system, service must be carried out as per <b>PSIRA</b> regulation and it should be maintained to a good working condition	
2	Service and repair existing CCTV monitoring system	
3	Check cameras recording and DVR space	
3	Check power specification and power cable properly installed	
4	Check storage media and inspect video card	
5	Commission software version function and reset the system	
6	Check that monitor are showing a clear picture and that the brightness and contract settings are correctly adjusted.	
7	Clean the system and tightened loose connections and brackets	
8	Replacement of faulty component, shall be made good to match the existing	
9	Allow cleaning on-site inspection.	
10	Test the system	
11	Create check list and Complete job card for job completion	

**3.1 All work to be coordinated with the DPWI.**

**4 MINIMUM REQUIREMENTS APPLICABLE TO THIS BID**

**4.1 Administrative responsiveness Criteria**

Failure to comply with the criteria state hereunder shall result in the tender offer being disqualified from further consideration:

- 4.1.1 Bid form must be properly received on the bid closing date and time specified on the invitation, fully completed and signed in ink.
- 4.1.2 Submission of PA-11: Declaration of interest and bidder's past supply chain Management practices.
- 4.1.3 Submission of PA-29: Certificate of Independent Bid Determination.
- 4.1.4 Provide proof of a registration on the National Treasury Central Suppliers Database by completing the invitation to bid form PA 32 with supplier registration number and unique registration reference number
- 4.1.5 It is estimated that potentially emerging enterprises should have PSIRA registered to satisfy the criteria stated in the Tender Data.
- 4.1.6 Letter of a good standing from the department of labour
- 4.1.7 Company must have traceable experience in working with CCTV monitoring systems.
- 4.1.8 Company must be **PSIRA** registered (certified copy of PSIRA certificate must be attached)
- 4.1.9 The company to have necessary equipment to work.
- 4.1.10 All personnel deployed to this site to be of sober habits as SAPS is at liberty to refuse entry.
- 4.1.11 All personnel deployed to site must adhere to covid-19 and safety regulations at all times.
- 4.1.12 The successfully bidder will be subjected to undergo for security screening process and if there is any criminal record detected, the department has a right not to appoint.

**5. ALL POTENTIAL SERVICE PROVIDER TO NOTE THE FOLLOWING:**

- 5.1 Upon completion of the event a close-out report with photographic images of work done on site should be handed to DPW.

## **6. RESPONSIBILITIES**

**6.1 DPW:** The departmental officials, who are involved in maintenance project will be responsible for:

- Providing the necessary detail and information arrangements in a form of a Project Plan that the required service requirements are understood
- Rendering all reasonable assistance in executing the service
- Granting the service providers access to the areas.

**6.2 SERVICE PROVIDER:** The personnel, who is involved in maintenance project will be responsible for:

- Executing services as stipulated in the terms of reference
- Timeous delivery of services as stipulated on approved Projects Execution Plan.
- Upon request from the Department remove any resource employed from site should the service rendered by the resource not be in accordance with Departmental requirements.
- Submission of the closeout report of the closeout report as stated in clause 5.2
- Timeous submission of correct detailed invoices for services rendered in order for payments to be effected by DPW within 30 days of receipt as per Bid stipulation.
- Any additional infrastructure required by tenderer will be for their own account
- Any damage to the property, will be at the cost of the service provider

## **7. ENQUIRIES:**

**Technical queries**

**Edwin Mashele**

**082 8851514**

**Edwin.mashele@dpw.gov.za**

**MINISTERIAL ACCOMODATION : 12 MONTHS SERVICING AND MAINTENANCE OF CCTV SYSTEMS MINISTERIAL RESIDENCES**

**BILL OF QUANTITIES REPAIRS SCHEDULE ONE**

TENDERERS MUST COMPLETE THE  
SCHEDULE OF QUANTITIES IN BLACK INK.

NB. The rates quoted for the repair of the listed items/components shall include the cost of evaluating the existing faulty item/component, removing it, and replacing with a new component. Where faulty items or components can be repaired without replacement the repair cost shall be included in the comprehensive maintenance labour cost. The replacement of items which are beyond economical repair shall be carried out at these rates on the issue of an instruction from the Control / Chief Works Manager (NDPW) responsible for Day-to Day maintenance. Unit rates for items must allow for profit, fault finding, and for the supply of new items, mark-up, courier charges, plant, scaffolding, cutting, waste all expendable material such as oil, grease, cleaning material, equipment, profit attendance overheads, compliance with the Occupational Health and Safety Act and Construction Regulations, access limitations to the facility and any other costs associated with the successful execution of the required work. Rates are fully installed rates (after verification and inspection by NDPW) and the making good of the area. This Bill of Quantities is to be read in conjunction with NDPW Specifications.

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL
	<b>CCTV</b>				
	IP Cylindrical camera 4MP 40m	ea			
	IP bullet Cylindrical 4MP 60m	ea			
	IP camera 4MP 100m	ea			
	IP PTZ camera 4MP 100m /R	ea			
	16 Channel NVR POE HD with 30 days video back-up	ea			
	16 Channel NVR NON-POE HD with 30 days video back-up	ea			
	32 Channel NVR HD with 30 day video back-up	ea			
	UPS system 2000 VA	ea			
	UPS system 3000 VA	ea			
	UPS system 6000 VA	ea			
	10 port Gigabit POE switch	ea			
	16 port Gigabit POE switch	ea			
	24 volt AC transformer power packs installed	ea			
	10-15 amp power supply 8 channel	ea			
	10-15 amp power supply 16 channel	ea			
	20 amps power supply 16-32 Channel	ea			
	32" HD monitor surveillance	ea			
	38inch HD monitor surveillance	ea			
	42 inch HD monitor surveillance	ea			
	48 inch Hd CCTV monitor surveillance	ea			
	SATA 3TB 3.5" HDD	ea			
	SATA 4TB 3.5" HDD	ea			
	SATA 8TB 3.5" HDD	ea			
	RJ 45 cable connector	ea			
	8 Way multiplexer/ switcher high surge protection	ea			
	12 Way multiplexer/ switcher high surge protection	ea			
	TV to VGA adaptor	ea			
	Cat 5E cable fully installed inclusive of connectors	p/m			
	Cat 6 cable fully installed inclusive of connectors	p/m			
	RG59 U cable fully installed inclusive of connectors	p/m			
	Network cable	p/m			
	Trunking 40x40	p/m			
	20mm conduit PVC	p/m			
	25mm conduit PVC	p/m			
	8 Chanel surge protector	ea			
	16 Chanel surge protector	ea			
	32 Chanel surge protector	ea			
	2.5mm surfix	p/m			
	Digital convertor	ea			
	Ceiling dome 4MP 40m	ea			
	Wall mounted enclosure 115 X 115 x 48	ea			
	Outdoor IP66 enclosure	ea			
	Dual Core PC complete with key board and mouse. Latest Windows and all related software and data	per set			
	Mouse	ea			
	HDMI extender	ea			

HDMI splitter	ea			
HDMI splitter 1 x 2	ea			
HDMI cable	p/m			
10 port gigabit POE switch	ea			
16 port gigabit POE switch	ea			
UPS battery 12v 7ah	ea			
DVR 32 channel HD 30 with 30 days video back-up	ea			
Analogue bullet cameras 4MP 40m	ea			
Analogue bullet cameras 4MP 60m	ea			
Analogue camera PTZ 4MP 100m	ea			
DVR 8 channel HD 30 with 30 days video back-up	ea			
DVR 16 channel HD 30 with 30 days video back-up	ea			
6u cabinet	ea			
9U cabinet	ea			
Retrieve footage per hour	ea			
CCTV system commissioning of software	ea			
reactivate from offline system to be online	ea			
Update the system	ea			
<b>SUB-TOTAL</b>				
<b>VAT</b>				
<b>TOTAL</b> <b>TO BE CARRIED OVER TO SUMMARY PAGE</b>				

	DESCRIPTION	QTY	RATE	
<b>1</b>	<b>MATERIAL</b>		% m/up 25% or <	
	Mark-up on allowance for non-schedule material. Proof of original purchase to be provided on above materials	1		
<b>2</b>	<b>LABOUR</b>			
	The rates for labour will be deemed to include for all statutory minimum labour rates , contribution to bonus, holiday , pension, medical aid funds etc. as well as for normal working hours, overtime , Sunday and hoilday time.			
<b>2.1</b>	<b>LABOUR NORMAL WORKING HOURS</b>			
2.1.1	Skilled Artisan	per/hr		
2.1.2	Semi- Skilled( only deemed when relevant )	per/hr		
2.1.3	General Assistant	per/hr		
<b>2.2</b>	<b>LABOUR OVERTIME : SUNDAYS AND PUBLIC HOLIDAYS</b>			
2.2.1	Skilled Artisan	per/hr		
2.2.2	Semi- Skilled( only deemed when relevant )	per/hr		
2.2.3	General Assistant	per/hr		
<b>2.3</b>	<b>LABOUR OVERTIME : AFTER HOURS MID WEEK</b>			
2.3.1	Skilled Artisan	per/hr		
2.3.2	Semi- Skilled( only deemed when relevant )	per/hr		
2.3.3	General Assistant	per/hr		
<b>SCHEDULE TWO (2) TRANSPORT ( LIMITED TO A 30KM RADIUS FROM CENTRAL POST OFFICE- PRETORIA)</b>				
	DESCRIPTION	QTY	RATE	
<b>1</b>	Transport for travelling : Transport costs to be inclusive of , supervisor /artisan/labour/driver/travelling/fuel/and maintenance of vehicle and Toll fees. Transport costs will be limited to a 30km radius of the Central Post Office -Pretoria. Any costs outside the radius will not be paid and will be for the contractors account.	per/km		
	TOTAL			
	VAT			
	TOTAL INCLUSIVE OF VAT TO BE CARRIED FORWARD TO TENDER FORM( COMPULSARY)			
	TENDER WILL BE DISREGARDED IF INCORRECT FIGURES ARE PRODUCED, IT IS IMPERATIVE THAT ALL PRICES ARE CHECKED THOROUGHLY			
TOTAL IN WORDS:				
COMPANY STAMP				