

**TERMS OF REFERENCE FOR THE MONITORING AND MAINTANANCE OF
THE SECURITY AND SURVEILLANCE SYSTEMS FOR THE W&RSETA
WESTERN CAPE (WC) REGIONAL OFFICE**



TERMS OF REFERENCE FOR THE MONITORING AND MAINTANANCE OF THE SECURITY AND SURVEILLANCE SYSTEMS FOR THE WC REGIONAL OFFICE SITUATED IN TYGERVALLEY, BELLVILLE, CAPE TOWN

1. BACKGROUND TO W&RSETA

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established in 2000 in terms of the Skills Development Act (as amended). The public entity aims to facilitate the skills development needs of the Wholesale and Retail (W&R) sector through the implementation of learning programmes, disbursement of grants and monitoring of education and training as outlined in the National Skills Development Strategy (NSDS).

2. OBJECTIVE OF THE TERMS OF REFERENCE (TOR)

The objective of TOR is to procure a security services provider to provide monitoring and armed response as well as maintain the security and CCTV Surveillance Systems for the W&RSETA WC Regional Office situated on the 4th Floor, Building 5, 27 Willie Van Schoor Avenue, Tygervalley, Bellville, Cape Town

3. SCOPE OF SERVICES

- 3.1. The bidder must have experience and expertise on **Hikvision Surveillance Systems and Digital Security Controls (DSC)** security systems.
- 3.2. The service provider must be registered with the Private Security Industry Regulatory Authority (**PSIRA**) and the South African Intruder Detection Services Association (**SAIDSA**).
- 3.3. The service provider will be required to:
 - Provide 24-hour monitoring and armed response with a **maximum of 5 min response time**.
 - Carry-out monthly **maintenance as well as system testing** of the Security and CCTV Surveillance Systems.
 - **1 x 16 channel Hikvision NRV with 8 IP cameras**.
 - **On approval**, carry-out repairs and/or replacement of faulty Security and CCTV Surveillance equipment.
- 3.4. The proposed duration of the required services referred to in 3.3. above, will be from the time of the issuing the Purchase order (PO) until 28 February 2027.

4. CONTRACT MANAGEMENT

- 4.1. On an ongoing basis, the W&RSETA shall monitor and evaluate the performance against the deliverables outlined in the General Conditions of Contracting (GCC) and the Purchase Order (PO).

5. PRICING

- 5.1. Proposals must include all costing inclusive of VAT, which must be in line with market-related rates.
- 5.2. All bidders are required to submit their cost breakdown in the table below marked as Annexure A and B.

Annexure A: Cost Breakdown – Monitoring, Armed Response and Maintenance						
Period	Monitoring & Armed Response	Monthly Maintenance	Sub – Total	Vat	Total Monthly Cost	Total cost for the Duration
01 July 2026 to 28 February 2027						
Annual Radio fee (<i>once-off cost per annum</i>)						
Total						

Annexure C: Cost Breakdown – Repairs and Replacements			
Description	Unit Price	VAT	Total
DSC Security System			
DSC NEO 2128 Control Panel			
DSC NEO 8 Zone Expander			
DSC NEO LCD Keypad			
Indoor Infrared PIR			
Door Contacts			
Power Supply			
Battery			
Panic Buttons			
Siren			
3 Core Power Cable per m ²			
Twin Flex Cable per m ²			
2 Pair Cabling per m ² (4 Core)			
4 Pair Cabling per m ² (8 Core)			

Annexure C: Cost Breakdown – Repairs and Replacements			
Description	Unit Price	VAT	Total
Hikvision Surveillance System			
16 Channel Hikvision NVR			
Hikvision 19" Monitor			
8 Channel Hikvision POE Switch			
4 Channel Hikvision POE Switch			
Hikvision 6mp Dome IP Camera			
Hikvision 6mp Bullet IP Camera			
Hikvision 4mp Dome IP Camera			
Hikvision 4mp Bullet IP Camera			
Hikvision 2mp Dome IP Camera			
Hikvision 2mp Bullet IP Camera			
Hikvision CAT 6 Cabling per m ²			
RJ 45 Connector and booth			
HDMI Splitter			
8 TB Skyhawk Surveillance HDD			
4 TB Skyhawk Surveillance HDD			