

**TERMS OF REFERENCE FOR THE MONITORING AND MAINTANANCE OF  
THE SECURITY AND SURVEILLANCE SYSTEMS FOR THE W&RSETA  
KWAZULU NATAL (KZN) REGIONAL OFFICE**



## **TERMS OF REFERENCE FOR THE MONITORING AND MAINTANANCE OF THE SECURITY AND SURVEILLANCE SYSTEMS FOR THE KZN REGIONAL OFFICE SITUATED IN MUSGRAVE, DURBAN.**

### **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 the 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 KZN Regional Office situated in Musgrave Durban, KZN.

### **3. SCOPE OF SERVICES**

- 3.1. The bidder must have experience and expertise on **Hikvision Surveillance Systems and Texecom** 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.
  - **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>                       |                             |                     |             |     |                    |                             |
| <b>Total</b>  |                             |                     |             |     |                    |                             |

| Annexure C: Cost Breakdown – Repairs and Replacements |            |     |       |
|---|------------|-----|-------|
| Description   | Unit Price | VAT | Total |
| <b>Texecom Security System</b>                        |            |     |       |
| Texecom Control Panel                                 |            |     |       |
| Texecom Zone Expander                                 |            |     |       |
| Texecom Keypad  |            |     |       |
| Indoor Infrared PIR                                   |            |     |       |
| Door Contacts   |            |     |       |
| Power Supply  |            |     |       |
| Battery   |            |     |       |
| Panic Buttons   |            |     |       |
| Siren   |            |     |       |
| 3 Core Power Cable per m <sup>2</sup>                 |            |     |       |
| Twin Flex Cable per m <sup>2</sup>                    |            |     |       |
| 2 Pair Cabling per m <sup>2</sup> (4 Core)            |            |     |       |
| 4 Pair Cabling per m <sup>2</sup> (8 Core)            |            |     |       |

| Annexure C: Cost Breakdown – Repairs and Replacements |            |     |       |
|---|------------|-----|-------|
| Description   | Unit Price | VAT | Total |
| <b>Hikvision Surveillance System</b>                  |            |     |       |
| 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 <sup>2</sup>            |            |     |       |
| RJ 45 Connector and booth                             |            |     |       |
| HDMI Splitter   |            |     |       |
| 8 TB Skyhawk Surveillance HDD                         |            |     |       |
| 4 TB Skyhawk Surveillance HDD                         |            |     |       |