



# **TERMS OF REFERENCE FOR INSTALLATION OF A HIGH – DEFINITION SURVEILLANCE SYSTEM**

**FEBRUARY 2025**

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## **1.0 INTRODUCTION**

### **1.1 Refugee Consortium of Kenya (RCK)**

The Refugee Consortium of Kenya (RCK) is a Non-Governmental Organization whose mission is to protect and promote the well-being, voice and dignity of the displaced and host populations. We achieve this through our strategic programmatic pillars of Legal Aid and Governance; Peace and Social Justice; Women and Girls’ Empowerment; and Mental Health and Psychosocial Support. Our delivery pathways include strategic approaches of advocacy and thought leadership; innovation and learning; capacity building and support; partnerships and localization; and strategic communication to attain our overall organizational goal.

RCK was established in 1998 and has since grown to have offices in Nairobi, Kakuma, Dadaab, Garissa, Mwingi and Mombasa. It also has presence in refugee entry and transit routes through a strategic network of community protection monitors and pro-bono lawyers. RCK’s staffing is integrated expertise that consists mainly of lawyers and experts in the field of forced migration, humanitarian development and peaceful nexus. The organization is also a member of various local,

regional and global networks that place it at a strategic position to advocate for forcibly displaced, stateless and host populations. Being in a local context, the organization gives us leverage in appreciating the national concerns of hosting refugees.

## **1.2 Background**

RCK implements its mission through the following strategic pillars:

- i) Legal Aid and Governance
- ii) Women and Girls Empowerment
- iii) Peace and Social Justice
- iv) Mental Health and Psychosocial Support
- v) Organizational Development

The proposed Vendor will be tasked with supply, installation, testing and commissioning of high-definition surveillance system in the entire office.

## **2.0 OBJECTIVES**

The main Objective is to improve the Security of the area where RCK is housed by carrying out the tasks below:

- Existing surveillance system consists of faced out TVL analog cameras which are no longer in production therefore it is impossible to have additional cameras or do any replacement to is cameras.
- Existing system does not have power back system to sustain it in case of mains failure.
- Existing system has no surge protectors hence prone to damage

## **3.0 SCOPE OF WORKS**

The vendor will be expected to:

Asses the office space and come up with a list of accessories that are required to facilitate the installation. Thereafter, share a quote with RCK including the cost of accessories and cost of Labor required to install surveillance system.

## **4.0 DESCRIPTION OF TASKS**

- Installation of 4 Megapixel High-Definition IP- based surveillance system whereby all cameras are Color Vu driven to enable capturing of better-quality images in low light conditions due to their advanced lenses and high-performance sensors. Coupled with a

supplementary light for capturing images even on extremely dark scenarios and for all time coloured images and easy identification of persons and activities in the areas covered. The system also employs H.265+ compression technology which enables up to 65% saving on Disk Space and up to 50% on Bandwidth hence increasing recording time of footage stored in the hard discs.

- Installation of power stabilizers and surge protectors to protect surveillance system from power surges and spikes.
- Installation of inverter/UPS system served by Amaron solar deep cycle maintenance free battery to supply the surveillance system with stable power for at least 10 -12 hours in case of mains failure.
- Replacing 21 inches analogue TV at Director’s office with a 43 inches 4K resolution TV with
- adequate graphics card to process high quality images.
- Fabrication of a strong lockable cage to house NVR, Inverter system and surge protectors well anchored on the wall to deter any vandalism which might lead to loss of recorded data.
- A tamper switch can also be improvised and connected to existing alarm system for alerting in case it is opened by unauthorized personnel.

The key areas to be covered by proposed surveillance system with corresponding type of camera will be as follows:

<b>CAMERA</b>	<b>DESCRIPTION OF AREA LOCATED</b>	<b>TYPE OF CAMERA</b>
1.	Outside gate monitoring gate area.	Bullet
2.	Outside gate monitoring fenced area and front side perimeter wall.	Bullet
3.	Inside driveway monitoring activities inside of the gate.	Bullet
4.	Inside driveway monitoring activities along path to rear side (used as parking if rear parking is full).	Bullet
5.	Behind Refurbished block monitoring waiting bay activities.	Bullet
6.	Walkway to new reception.	Bullet
7.	Inside new reception.	Dome
8.	Refurbished block ground floor.	Dome
9.	Boardroom at refurbished block upper floor.	Dome
10.	Old reception.	Dome
11.	Stairs monitoring movement into upper floor offices.	Dome
12.	Server room	Dome
13.	Corridor next to old reception monitoring movement along client’s rooms and waiting area.	Dome

14.	Kitchen.	Dome
15.	Behind kitchen facing parking with a shed.	Bullet
16.	Behind kitchen facing SQ.	Bullet
17.	SQ entrance monitoring movement into SQ office and store.	Dome
<b>TOTAL NUMBER OF CAMERAS TO BE INSTALLED:</b>		
<ul style="list-style-type: none"> <li>• Bullet Cameras----- 8 Cameras</li> <li>• Dome Cameras----- 9 Cameras</li> </ul>		

TOTAL----- 17 CAMERAS

With 17 cameras to be installed, it is advisable to install a 32 channel NVR which will give room for future expansion. This NVR has video analysis for human and vehicle recognition to reduce false alarm. It has four slots for hard discs providing enough footage back up for a long period of time.

**SUBMISSION DEADLINE**

Submissions of the interested bids who meet the required profile are invited to present their proposals on or before 17th March, 2025 at 1700hrs.

All bids to be submitted to [procurement@rckkenya.org](mailto:procurement@rckkenya.org)

**INSTALLATION COST ANALYSIS.**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
1	<b>32-Channel Ultra series AcuSense Network Video Recorder</b> (H.265, H.264+, H.264, MPEG4 Video Formats) Up to 8 Megapixels Resolution Recording)	1		
2	<b>6TB</b> Seagate Surveillance Hard Disk Drive purple technology	3		
3	4 MP ColorVu Hikvision Bullet Cameras with Excellent low-light performance	8		
4	4 MP ColorVu Hikvision Dome Cameras with Excellent low-light performance	9		
5	24 port Gigabit Switch with 24 10/100/1000 Mbps PoE ports, 2 Gigabit SFP uplink ports.	1		
6	43 inches LG/ SONY/SAMSUNG monitor C/W swivel brackets and 4K HDMI cable.	1		
7	HIKVISION CAT 6 Cable (Pure Copper) with durable and flame-retardant PVC jacket for Structured Cabling.	2		
8	Wall mount fabricated Cabinet for NVR, switch, inverter and Surge protectors with mounting accessories	1		
9	1.5 KVA Smart UPS / Inverter System for protection and Standby Power for NVR, POE Switch and TV monitor c/w Deep cycle battery Battery to keep the System running in situations of KPLC Mains Fail. & UPS for Standby Power and Surge Protection	Lot		
10	Power Cables Spur Switch/Socket, surge protectors, Fused plugs, Mounting Brackets, Conduits, Bends, Junction Boxes, Saddles, Trunkings, Screws, Water-Proof Adapter Boxes and other accessories	Lot		
11	Installation Labour, Testing, Training and Commissioning	Lot		
12	<b>SUB TOTAL</b>			
13	<b>16% VAT</b>			
14	<b>TOTAL</b>			