

TERMS OF REFERENCE
CCTV NETWORKING AND INSTALLATION AT KCO AND MEESA SECTIONS
TENDER NO.KCO/30/04/FY25

Background

Plan International is an international humanitarian child-centred community development organization, without religious, political or government affiliation. Plan started its operations in Kenya in 1982 and is committed to improving the lives of poor children, their families and communities using a rights-based approach to development. In Kenya, Plan's Regional Office (MEESA) and Country Office is located in Nairobi with program offices in Homabay, Kisumu, Machakos, Tharaka Nithi, Kajiado, Kwale, Kilifi, Tana River, Marsabit, Turkana and Isiolo.

Project Proposal

To install IP Cloud Based CCTV surveillance system with video content analytical capability to monitor activities within and around Plan international Nairobi Office (KCO and MEESA Section) outlets as per the tender document and site survey conducted.

Specifications

1. Installation of High-Resolution Network Video Recorder Based CCTV Cameras to meet current and future surveillance needs.
2. The proposed system will be scalable to allow for future growth or addition of devices as need arises.
 - To supply CCTV Cameras as per the schedule indicated in BOQ
 - To supply network recording device for connection and termination of CCTV Camera
 - To supply 1 pc 32" wall mounted CCTV Monitor for viewing at the country office
 - To supply 1 pc of 8 channel NVR to allow for future expansion
 - To supply 8 TB HDD for storage
 - To provide the system with a suitable power supply
 - To provide necessary cabling
 - To provide 3year licence as appropriate
3. To be able to meet the various parameter that have been provided by the tender document and the site survey, a proper choice of CCTV Cameras and equipment's is key.
4. Inclusion of a UPS to sustain the system briefly during the standby generator takeover in the event of electricity supply failure in the main building.

Installation, Commissioning & User Training

Once the system has been installed, it will be properly commissioned. System users and operators will be trained on the operation and basic maintenance of the equipment after which the system will be commissioned. System commissioning tests will be carried out in conjunction with the user.

Bill of Quantities

Price schedule				
Item	Description	Qty	Unit Cost	Total Cost
1.01	Meraki Wide range angle MV 12 Mini dome HD Camera 256 GB Storage (MV12W-HW)	5		
1.02	Meraki MV Enterprise licence and support ,3 yr	1		

1.03	1KVA UPS	1		
1.04	8TB Surveillance HDD	1		
1.05	32" LCD Monitors as applicable	1		
1.06	Wall Bracket	1		
1.07	6U Lockable Cabinet	1		
1.08	Installation Materials, Cables and Accessories	Lot		
1.09	Installation, Testing & Commissioning	Lot		
2.0	Subtotal			
3.0	Add 16% VAT			
	Grand Total			

Project Time frames

This assignment is expected to be completed within two weeks (14 calendar days) from receipt of our commitment document.

Technical and Financial proposal

The bidders will be expected to present a detailed technical and financial proposal on how they intend to approach the assignment. Please take note that you will be expected to conduct a site survey and visit our offices at Methodist Ministries Center, Oloitoktok Rd, Block C, 2nd Floor.

Mandatory Requirements

1. Attach complete company profile
2. Must be a registered company (Attach Certificate of Incorporation)
3. KRA VAT, PIN registered and current/valid Tax Compliance Certificates (Attach documentations)
4. Attach details of similar works completed within the last two years
5. Attach site visit letter
6. Indicate delivery lead time on your quotation
7. Indicate whether Prices are Inclusive or Exclusive of VAT where Applicable
8. Indicate if you accept to supply as per credit policy of payment within 30 days after delivery.

Submission of applications

The completed proposals should be sent to Plan International Kenya on or before **Friday 9th May 2025 by COB** through the email address: Kenya.Bids@plan-international.org referencing **"KCO/30/04/FY25 CCTV Networking and Installation"** as the subject line.

Queries related to the tender should be addressed to KenyaProcurement.Nairobi@plan-international.org

(Plan International Kenya Office reserves the right to accept or reject any Bid and is not bound to give reasons for its decision).

Plan International

Kenya Country Office,

Methodist Ministries Centre, Block C, 2nd Floor

Oloitokitok Road - Lavington, Nairobi, Kenya

RE: TENDER NO KCO/30/04/FY25: CCTV NETWORKING AND INSTALLATION

This letter confirms that the bidder:

(Name)

.....Date.....has visited the
above site prior to their submission of bid documents as required of them.

Yours Sincerely,

.....

Stamp & signature

Plan International Kenya Country Office

.....

Date