

PORT OF NGQURA CONTAINER TERMINAL

Document Title:

SCOPE OF WORK

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**SUPPLY & INSTALL, MAINTENANCE AND CLEANING, SURVEILLANCE
CAMERAS**

1. BACKGROUND

The Port of Ngqura has implemented a cost-effective surveillance system by installing Hikvision cameras across strategic areas within the terminal. These cameras are positioned to monitor high-traffic zones, sensitive operational areas, and access points to enhance overall security and operational oversight. As part of the system's upkeep, the cameras require regular cleaning and maintenance to ensure optimal performance and image clarity.

2. CURRENT SITUATION

At present, the terminal does not have a formal contract in place for the maintenance, cleaning, or expansion of the installed Hikvision surveillance system.

3. PURPOSE

The purpose of this scope of work is to define and emphasize the necessity of implementing a structured maintenance plan for the surveillance system at the Port of Ngqura. It provides an overview of the essential tasks required to ensure the continued functionality, reliability, and effectiveness of the installed Hikvision cameras. This includes routine cleaning, technical servicing, and provisions for system expansion as operational needs evolve.

4. REQUIREMENTS

To ensure compliance with legal standards and the integrity of the surveillance system, the following requirements must be met by the prospective supplier:

4.1 PSIRA Registration:

The supplier must be duly registered with the Private Security Industry Regulatory Authority (PSIRA) in accordance with the Private Security Industry Regulation Act No. 56 of 2001. This registration confirms the supplier's compliance with relevant legislation, ethical standards, and industry best practices, particularly in handling sensitive surveillance infrastructure.

4.2 Accreditation and Compliance:

The supplier must be an accredited service provider affiliated with PSIRA. This ensures adherence to safety, privacy, and operational standards, and guarantees that the supplier is authorized to work on security-related systems.

4.3 Proven Experience:

A reference letter must be submitted as part of the proposal. This letter should confirm that the supplier has previously installed and maintained surveillance camera systems, demonstrating their technical capability and reliability in similar environments.

5. DURATION OF CONTRACT

This is a once-off supply, installation and maintenance contract for surveillance equipment at the Port of Ngqura. However, to ensure accountability and system reliability, the appointed supplier must provide a written guarantee valid for a minimum of six (6) months from the date of installation and maintenance completion.

During this guarantee period, the supplier will be responsible for:

Repairing or replacing any cameras or components of the surveillance system that may become faulty or compromised, regardless of the cause.

Ensuring that all work completed remains fully functional and meets the agreed performance standards.

Responding promptly to any issues reported within the guarantee period, at no additional cost to the terminal.

6. PERFORMANCE REQUIREMENTS

The supplier is expected to deliver all services and installations in a manner that ensures no interruptions to the terminal’s day-to-day operations. All work must be planned and executed with consideration for operational schedules, safety protocols, and access control procedures.

To ensure successful project delivery, the following performance requirements must be met:

6.1 Adherence to Project Timelines:

The supplier must comply strictly with the timeline outlined in the approved project plan. Any delays must be communicated in advance and justified with valid reasons, subject to approval by the project manager.

6.2 Comprehensive Deliverables:

All components of the scope, including supply, installation, testing, and commissioning must be completed in full. Partial or incomplete work will not be accepted unless formally agreed upon in writing.

6.3 Operational Coordination:

The supplier must coordinate closely with terminal operations to schedule work in a way that avoids disruption. This includes working during off-peak hours or designating maintenance windows where necessary.

6.4 Quality Assurance:

All equipment and workmanship must meet industry standards and manufacturer specifications. The supplier is responsible for ensuring that the system is fully functional upon completion and passes all required performance checks.

6.5 Contingency Planning:

The supplier must have contingency measures in place to address unforeseen issues without compromising the project timeline or operational integrity.

7. SCOPE OF WORK/SPECIFICATION

The following specification applies to the required of the CCTV maintenance and cleaning:

Description
The appointed supplier will be responsible for the following tasks to support the maintenance, upgrade, and expansion of the surveillance system at the Port of Ngqura:

1. Cable Assessment and Replacement

- Conduct a thorough inspection of all existing 99x surveillance cabling.
- Identify and replace any damaged or non-functional cables to restore full connectivity and performance.

2. Camera Assessment and Replacement

- Assess all installed cameras to determine functionality and alignment.
- Replace any cameras that are physically damaged or cannot be adjusted to meet operational requirements.

3. Cleaning and Rust Removal

- Clean all installed cameras across various terminal areas.
- Remove any visible rust or corrosion from camera housings and mounts to ensure longevity and image clarity.

4. Supply and Installation of Substation Surveillance System

- Supply and install:
 - One (1) 4-channel recorder with a minimum of 4 TB storage
 - Four (4) surveillance cameras to be installed at the substation
- Ensure full integration with the central system and proper configuration for remote access and monitoring.

5. Relocation of Existing Recorders

- Identify recorders currently installed in ceiling-mounted positions.
- Safely relocate these recorders to the IT mini service rooms located in the same areas.
- Ensure all connections are re-established and tested for full functionality post-relocation.

6. Location of the existing DVRs recorders

- Please find below the current status and location of the existing DVR recorders and associated camera systems across critical areas:

6.1 General Overview

- A total of 99 cameras are installed across critical areas.
- There are 11 DVRs currently in operation.

6.2 Auto entrance (16-channel DVR):

- Cleaning and inspection of damaged cables.
- Repair required for non-functional cameras.
- 5x cameras are dysfunctional at the time writing the scope.

6.3 Auto Exit (16-channel DVR):

- Cleaning and inspection of damaged cables.
- Repair required for 5 non-functional cameras at the time writing the scope.

6.4 Fuel Facility (9-channel DVR): with 9 cameras installed.


- Cleaning and inspection of damaged cables.
- One camera reported it was non-functional.
- One additional camera to be added into the DVR and configured.

7.4 Hauler Zone (16-channel DVR):

- Cleaning and inspection required.
- Cameras reported as functional, but a full assessment is recommended.

- 7.5 Admin Area (9-channel DVR): with 8 cameras installed.**
- Cleaning and inspection of damaged cables.
 - One camera is not functional.
 - Recommend adding one camera at the far end of the building to cover the right side of the parking area.
- 7.6 North Turnstile (4-channel DVR): replace the DVR recorder with the 8-channel recorder.**
- Inspection required for damaged camera on the 4 existing cameras
 - Add another 4 cameras, which the 2 will cover inside the GM and other camera will cover the entrance, 1x inside the mess room, focused on the computers.
- 7.7 RTG Area (8-channel DVR):**
- Cleaning and inspection of damaged cameras.
- 7.8 SAMI Area (8-channel DVR):**
- Cleaning and inspection of damaged camera.
- 7.9 Quayside (4-channel DVR):**
- Cleaning and adjustment of one camera.
- 7.10 North Gate Rail (4-channel DVR):**
- Cleaning and repair required.
 - DVR to be relocated into network areas, below the ceiling.
 - The DVR is offline; none of the cameras are transmitted.
- 7.11 South Rail – Reefer (4-channel DVR):**
- Cleaning and inspection of damaged components.
- 7.12 Staging Area (4-channel DVR):**
- Cleaning and inspection of damaged cables.

8. SIGN-OFF BY REQUESTING DEPARTMENT

	NAME & SURNAME	DATE	SIGNATURE
COMPILED BY	Nokwanda Zonyane	25.09.2025	
APPROVED BY	Mongameli Robile	25.09.2025	