



TERMS OF REFERENCE (ToR) FOR INSTALLATION OF CCTV SURVEILLANCE SYSTEM

Project Title: Installation of CCTV Surveillance System at Centre Saint Paul Kigali Limited

1. Background

Centre Saint Paul Kigali Limited, located at Nyarugenge hill – Muhima Sector – Nyarugenge District – City of Kigali (KN 32 St), is a multipurpose facility offering lodging, conferencing, offices renting and restaurant services. Given the scale of operations and the importance of safety for guests, staff, equipment and property, the Centre seeks to install a comprehensive CCTV system covering key locations within the premises. This initiative is aimed at enhancing security, ensuring continuous surveillance, and providing reliable evidence in case of incidents.

2. Objectives of the Project

- Improve security surveillance across the premises.
- Prevent theft, vandalism, and unauthorized access.
- Provide recorded evidence in case of incidents.
- Monitor activity in sensitive or high-traffic areas.

3. General requirements

- The CCTV system must be a **modern IP-based solution**.
- All equipment should be **brand new, original, and from a reputable manufacturer** (e.g., Hikvision, Axis).
- The system must provide **real-time monitoring, continuous recording, and remote access** capabilities.
- All cameras must support **infrared (IR) night vision**.
- Equipment must include **minimum 1-year warranty** and free maintenance during the warranty period.
- Software and Monitoring:
 - **Video Management Software (VMS)**: Must support multi-camera view, playback, motion detection alerts, and storage management.
 - **Remote Access**: Via secure mobile app or web browser, with user authentication.
 - **User Rights Management**: Admin and operator access levels.
- All equipment must comply with:
 - **CE or FCC standards**.
 - **IP66/IP67** for outdoor devices.
 - Data protection and privacy guidelines (do not record private areas such as inside guest rooms or washrooms).
- Installation & Testing:





- Cameras must be installed at **strategic angles** to maximize coverage and minimize blind spots.
- All systems must be tested for:
 - Camera alignment and image quality.
 - Network connectivity.
 - Recording and playback functionality.
 - Night vision performance.

4. Scope of Work

a. Cameras specifications by areas:

Location	Camera Type	Resolution	Special Features	Other Notes
Reception	Dome/Bullet	Min. 1080p (2MP)	Wide Dynamic Range (WDR) for indoor lighting	Cover entry and front desk & voice recorder
Snackbar	Dome	1080p or 4MP	WDR, Motion Detection	Discreet mounting to monitor public area (with voice recorder at bar counter)
Restaurant	Dome	1080p	WDR, Audio optional	Cover full dining area
Kitchen	Bullet or Dome	1080p	Heat-resistant, Vandal-proof	Avoid steam damage and grease
Stock Rooms	Bullet or Dome	1080p	Motion Detection, IR	Cover all entry points and shelves
Meeting Rooms	Dome	2MP or 4MP	Motion Detection	Entrance and inside
Rooms Hallways	Dome	1080p	Night Vision	No cameras inside rooms (privacy)
Parking Areas	Outdoor Bullet/PTZ	4MP or 4K	Long IR (30–50m), Weatherproof (IP66+), Zoom	PTZ recommended for wide area monitoring
Entrances/Exits	Bullet	4MP or 4K	WDR, IR, Face Capture Capable	Key identification point
Perimeter	Bullet	4MP or 4K	Long-range IR, Motion alerts	Secure perimeter coverage

b. Network and Power Infrastructure

- **PoE Switches:** Power over Ethernet switches to simplify wiring.
- **Cabling:** CAT6 Ethernet for IP cameras, with proper conduits.
- **UPS:** Uninterruptible Power Supply to ensure system uptime.





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- **Surge Protectors:** For cameras and network devices.

c. Video Recorder (NVR/DVR) specifications

- Type: **Network Video Recorder (NVR)** for IP cameras.
- Channels: Minimum number of channels to match total cameras + 20% spare.
- Resolution: Support for up to 4K recording.
- Storage: Hard drive with capacity for **at least 90 days of continuous recording**.
- Backup: USB and network backup capabilities.

5. Key Tasks:

- Conduct a site survey and risk assessment.
- Design the camera layout and positioning.
- Procure equipment and installation materials.
- Install CCTV cameras, cabling, and supporting infrastructure.
- Integrate with a central monitoring system with remote access.
- Test and commission the CCTV system.
- Train designated staff on system operation.
- Provide warranty, documentation, and after-sales support.

6. Deliverables

- Surveillance system design and layout document.
- Fully installed and operational CCTV system.
- User manuals and system documentation.
- Staff training session and report.
- Maintenance and support plan (warranty period).

7. Maintenance & Support

- **Warranty:** Minimum 12 months for all hardware and installation.
- **Support:** On-call support for troubleshooting during warranty.
- Optional **maintenance contract** post-warranty.

8. Roles and Responsibilities

a. Centre Saint Paul Kigali Limited:

- Provide access to all relevant areas.
- Facilitate internal coordination and approvals.
- Review and approve designs and deliverables.
- Pay cost of work





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b. Contractor:

- Supply all necessary equipment.
- Execute installation and configuration.
- Deliver staff training and handover documentation.
- Provide technical support during the warranty period.

9. Timeline

Interested companies should provide a comprehensive and detailed timeline for the entire work, from site survey to project handover. This includes but not limited to site survey and design, procurement and installation, system testing and commissioning, staff training and project handover.

10. Budget

To be determined during bidding or proposal stage. Should include detailed cost breakdowns for equipment, labor, and support services.

11. Evaluation criteria for Contractor

- Relevant experience with similar projects – minimum 5 years.
- Technical quality of the proposal.
- Cost-effectiveness.
- Installation timeline.
- Warranty and after-sales support.

12. Reporting and Communication

- Daily progress updates via email or meetings.
- On-site supervision during installation phase.
- A designated project liaison from Centre Saint Paul.

Bids should be sent to cspkigalidirection@gmail.com by 23rd July 2025.

Done at Kigali, July 15th, 2025

Fr Justin NSANZAMAHORO
Managing Director

