

TERMS OF REFERENCE

PROVISION OF ANALYTICAL CCTV SYSTEM AT ASEC PREMISE

I. Background

The Association of Southeast Asian Nations (ASEAN) Secretariat was set up in February 1976 by the Foreign Ministers of ASEAN. Over the past 47 years, the Secretariat has expanded tremendously, both in the number of staff and scope of its mandates. With the handover of another new building from the Government of Indonesia in August 2019, the Secretariat is housed in two buildings in the same compound at Jalan Sisingamangaraja 70A, Jakarta:

- The Heritage Building has 9 stories with a total floor area of approximately 11,000 sqm.
- The New Building has two towers of 16 stories each and two-level basements with the total floor area of approximately 44,000sqm.

To enhance and optimize the security protection at ASEC premises to meet the standard of international organizations, ASEC needs to install Perimeter Intrusion Detection System (PIDS) along the outer perimeter wall and fence. It has been decided that the optimum option of PIDS is the analytical CCTV system along the perimeter. This project is to appoint a qualified vendor to carry out the design and installation of the analytical CCTV system at the ASEC perimeter.

II. Objectives

The objective of this project is to install the analytical CCTV system at the perimeter wall and fence of ASEC premises.

III. Expected Deliverables

1. Poles and bullet type CCTV cameras for outdoor to be installed along the perimeter wall and fence. The number of cameras shall be proposed at the optimum number to

5. The software and/or CCTV camera shall have an alarm feature which alerts at the CCTV control room in the form of sound and blinking light when it detects any intrusion. It shall also have a feature to zoom out the view where the intrusion is detected.
6. Switches and ports for the CCTV system
7. Connection cable shall be inside watertight conduit system that is suitable for outdoor installation.
8. The pole type for CCTV camera shall be galvanized poles with 4 meter tall to be installed over concrete foundation.
9. Operational Training and manual for user and troubleshooting.
10. Three years warranty for all equipment/hardware and at least one (1) year maintenance service of the system is provided at free of charge¹.

IV. Scope of Works

The work shall cover but not limited to the following:

1. Design the position and number of CCTV to provide optimum coverage with no blank spot. Mark position of proposed CCTV at the attached block plan and provide specifications of the proposed product. The design drawing shall be provided with the tender document submission.
2. Fabricate and install poles (matching to adjacent fence/wall) on concrete bases along perimeter.
3. Install CCTV cameras including bracket or strap, cabling and necessary connector boxes, etc. to poles.
4. Install NVR including the connecting cables at ASEC server room.
5. Install switches and ports required for the analytical CCTV system.
6. Install TV monitor with wall mount bracket, PC, and portable UPS at ASEC CCTV room.
7. Install cables and connector for the data transfer and for the power, required to support the system. Install cable in watertight conduit and junction boxes suitable for outdoor installation.
8. Install analytical software including the software license.
9. Do initial setting and testing of the system and turn off any unused feature as well as any feature that will allow remote hijacking to the system.
10. Conduct training and provide manual for daily operation and troubleshooting.
11. Do routine check and be available for impromptu call during emergency system failure for one year maintenance period.
12. During the execution of this project, the awarded vendor shall:
 - a. Carry out all work within the prescribed time/schedule in a safe and professional manner in accordance with the Indonesian Standard (SNI).

¹ Vendor is required to also quote the cost for annual maintenance after the three (3) warranty period. Depending on the satisfaction during the warranty period, ASEC may consider entering into contract based on the price quoted for a period of up to 5 years. Therefore, vendor shall agree that the quoted price shall be valid for at least 5 year after the warranty period. This would be part of the criteria that ASEC will take into consideration during the selection process.

- b. Protect the existing structure of perimeter/wall. If there are any damage on the existing structure caused by the execution of the work, need to be repaired/fixed.
- c. Keep the work site including all vendor's tools and material in a safe manner.
- d. Observe and comply with industry safety standard
- e. Submit list of names and/or vehicles for access request and comply to all ASEC's security requirements.
- f. Assign one supervisor to ensure quality control and as the contact point with ASEC.

V. Duration of the Project

The site work shall be finished in 3 months.

VI. Vendor's Qualifications

- 1. Have at least five-year experience in the installation and supplying CCTV camera and security surveillance system (please provide evidence).
- 2. Provide list of at least three (3) customers who are currently using similar system supplied by the vendor who can act as reference for ASEC to check about the services and quality provided by the vendor.
- 3. Submit detailed work plan along with technicians and workers to execute the project;
- 4. Provide evidence of company legal documents such as valid business license, tax number identification, and other supporting documents
- 5. ASEC reserves the right to award the project to more than 1 (one) vendor and package the work in more than one portions.

