**REQUEST FOR PROPOSAL (RFP)**

**SUPPLY, INSTALLATION, CONFIGURATION, TESTING AND COMMISSIONING OF IP CCTV SURVEILLANCE SYSTEMS AT HEAD QUARTERS, LAIKIPIA BRANCH AND KISII BRANCH**

**Egerton University SACCO Society Ltd** P.O. Box 178 - 20115, Nakuru, Kenya

**RFP Reference No.:** EUSACCO/ICT/RFP/CCTV/2026/001

**Date of Issue:** 10 November 2026

## 1. Introduction and Background

Egerton University SACCO Society Ltd ("the SACCO") invites eligible and qualified firms to express interest and submit sealed technical and financial proposals for the supply, installation, configuration, testing and commissioning of modern IP-based CCTV surveillance systems at three locations:

1. **Head Quarters (HQ), Nakuru**, including a wireless access point;
2. **Laikipia Branch Office**; and
3. **Kisii Branch Office**.

The project aims to strengthen physical security, monitoring and incident management across the SACCO's premises through a modern, scalable and secure video surveillance solution.

As a deposit-taking financial institution, the SACCO handles cash, member records and sensitive information. The CCTV systems must therefore be reliable, cyber-secure and compliant with applicable Kenyan law, including the Data Protection Act, 2019.

## 2. Objectives of the Project

The SACCO seeks to:

i. Enhance security of staff, members, cash handling areas, premises and assets at all three locations.
ii. Deploy standardized, high-quality IP surveillance technology with centralized and remote monitoring capability.
iii. Benefit from the bidder's professional site assessment and its recommendations on current and emerging camera technologies and on improvements suited to each branch.
iv. Ensure long-term reliability through strong warranty, maintenance and support arrangements.
v. Ensure that all video data is securely stored, access-controlled and handled in compliance with the Data Protection Act, 2019.

## 3. Procurement Approach

This RFP follows a **two-stage process**:

- **Stage 1 – Mandatory Site Survey and Expression of Interest.** Interested firms must register their interest and conduct a physical site survey of all three locations (see Section 5). Each firm will receive a Site Survey Certificate from the SACCO.
- **Stage 2 – Submission of Proposals.** Only firms holding a Site Survey Certificate for all three locations may submit a technical and financial proposal, which must include the Site Survey Report and recommendations (see Sections 6 and 11).

Bidders must quote for **all three locations**. Quotations for individual locations only will not be considered, unless the SACCO states otherwise in a written addendum.

### 4. Eligibility and Mandatory Documents

Bidders must be legally registered firms with proven experience in IP CCTV and structured network installations. The following documents must be submitted (certified copies where applicable):

1. Certificate of Incorporation / Business Registration.
2. Valid Tax Compliance Certificate.
3. VAT Registration Certificate (where applicable).
4. Current Business Permit.
5. Evidence of **at least three (3) similar assignments** completed within the last three (3) years, with client names, contact persons, contract values and completion or reference letters.
6. Manufacturer Authorization Form (MAF) or dealership/partner certificate for every major brand offered.
7. Warranty commitment for supplied equipment and installation works.
8. Company profile, and CVs and certifications of the key technical staff to be assigned (for example, certified network, CCTV or security systems engineers).
9. Evidence of local after-sales support capacity (office, spares and technical staff) in Kenya, and ideally within reach of Nakuru, Laikipia and Kisii.
10. Duly signed Site Survey Certificates for all three locations.
11. Signed Declaration of Conflict of Interest and Anti-Corruption Declaration.
12. Any other document required by the Public Procurement and Asset Disposal Act or by SACCO policy, where applicable.

Failure to provide any mandatory document may lead to disqualification.

### 5. Mandatory Site Survey

#### 5.1 Purpose

The site survey enables bidders to understand the installation environment, cabling routes, power availability, existing infrastructure, lighting conditions and security risks, so that proposals are accurate and fit for purpose.

### 5.2 Arrangements

- Site visits will be arranged during official working hours through prior written communication with the SACCO's ICT office at **procurement@egertonsacco.coop**, cc **ict@egertonsacco.coop**.
- Site survey dates: [Head Quarters: DD Month 2026] / [Laikipia Branch: DD Month 2026] / [Kisii Branch: DD Month 2026]. Bidders must request their visit slot at least [3] working days in advance.
- The SACCO will issue a **Site Survey Certificate** to each bidder after the visit to each location. A bidder's representative must be a qualified technical person.
- **All costs of the site survey shall be borne by the bidder.**
- Site survey visits do not constitute an award of any work or any commitment by the SACCO.

### 5.3 Items to Be Assessed During the Survey

At each location the bidder shall at a minimum assess:

- Building layout, entrances and exits, cash handling and counter areas, strongrooms/safes, server or comms rooms, parking and perimeter.
- Existing CCTV, network, cabling, power and UPS/back-up infrastructure, and what may be reused.
- Proposed camera positions, fields of view, mounting heights and lighting conditions (day, night and backlight).
- Cable routes, conduits, PoE switching needs, rack space and power requirements.
- Existing storage devices (especially at Kisii) and their compatibility.
- Internet bandwidth and connectivity available for remote monitoring.
- Physical risks such as weather exposure, dust, vandalism, lightning/surge and power instability.

### 5.4 Site Survey Report and Recommendations (Mandatory Submission)

Each bidder must submit, as part of its technical proposal, a **Site Survey Report for each of the three locations**, containing:

1. **Findings:** observations on risks, blind spots, existing infrastructure and constraints.
2. **Proposed camera layout:** marked-up floor plan or sketch showing camera positions, types, coverage angles and cable routes.
3. **Compliance with the baseline specification** in Section 7, with confirmation of the exact makes and models proposed.
4. **Recommended improvements** for each location beyond the baseline (for example, additional or relocated cameras, lighting improvements, power back-up, network upgrades, cabling or rack improvements, signage, and physical or process security improvements).
5. **Recommended emerging camera and surveillance technologies** suited to each location (see Section 8), explaining the benefit, maturity, cost, cybersecurity implications and the bidder's own experience with each technology.

6. **Priced options:** every recommended improvement or emerging technology must be priced **separately** as an optional item (see Section 11.4), so that it does not distort the baseline price comparison.
7. **Risk and assumptions register** and any site-specific conditions affecting implementation.

## 6. Scope of Work

The successful bidder shall, at each of the three locations:

1. Supply all equipment specified in this RFP, new and genuine, from authorized channels.
2. Install, configure and integrate all cameras with the Network Video Recorder (NVR).
3. Configure live viewing, recording, playback, motion and event detection, and secure remote monitoring (desktop and mobile).
4. Supply and install all mounting hardware, structured cabling (Cat6 or better), conduits, connectors, PoE switches, patch cords, power accessories and all ancillary materials needed for a complete installation, with neat, labelled and tested cabling.
5. At **Kisii**, utilise and integrate with the SACCO's existing storage devices for video retention and archival, and confirm compatibility during the site survey and implementation.
6. At **Head Quarters**, supply, install and configure a wireless access point (see Section 7.1, Item 6) with enterprise management features.
7. Carry out full system testing, commissioning and a formal acceptance test with the SACCO.
8. Provide user training and complete handover documentation (as-built drawings, IP and device schedules, configuration backups, passwords handed over under a secure procedure, user and administrator manuals, warranty certificates).
9. Provide warranty and after-sales support in line with Section 10.
10. Restore any building surfaces affected by installation and manage the site safely and with minimum disruption to the SACCO's operations.

## 7. Technical Specifications (Minimum Requirements)

The specifications below are **minimum requirements**. Bidders may propose equivalent or superior equipment and must clearly show any deviation in the compliance matrix (Annex C). All quantities are indicative and are to be validated through the site survey; the bidder must state any proposed variation and its cost impact.

### 7.1 Head Quarters (Nakuru)

| Item | Description | Qty |
|---|---|---|
| 1 | Outdoor IP Bullet Camera, minimum 4MP, fixed lens approx. 2.8mm, colour night vision, minimum 50m illumination range, weatherproof design | 11 |

| Item | Description | Qty |
|---|---|---|
| 2 | Indoor/Outdoor IP Eyeball/Turret Camera, minimum 4MP, colour night vision, intelligent video analytics support, weatherproof design | 11 |
| 3 | Panoramic Fisheye Network Camera with H.265 compression, high-resolution capture, intelligent event detection, IP67-rated weather protection | 1 |
| 4 | PT Network Camera with active deterrence features, built-in microphone and speaker, minimum 4MP, fixed lens, IR illumination, WDR, local storage support, PoE, IP66-rated enclosure | 1 |
| 5 | 32-Channel Network Video Recorder (NVR) supporting IP cameras, 4K recording and playback, intelligent video analytics, remote monitoring and storage management; **at least 80TB** storage capacity | 1 |
| 6 | Wireless Access Point supporting latest-generation Wi-Fi technology with enterprise management features | 1 |
| 7 | Installation accessories: mounting brackets, connectors, network accessories, conduits, patch cords, fasteners, PoE switching and all materials required for complete installation | Lot |
| 8 | Installation, configuration, testing, commissioning, documentation and user training | Lot |

**7.2 Laikipia Branch Office**

| Item | Description | Qty |
|---|---|---|
| 1 | Outdoor IP Bullet Camera, minimum 4MP, fixed lens approx. 2.8mm, colour night vision, integrated microphone, minimum 50m illumination range, weatherproof design | 5 |
| 2 | Indoor/Outdoor IP Eyeball/Turret Camera, minimum 4MP, colour night vision, intelligent video analytics support, weatherproof design | 4 |
| 3 | Network Video Recorder (NVR) supporting not less than 24 IP camera channels, 4K live view and playback, intelligent video analytics, remote monitoring and robust storage management; **at least 16TB** storage | 1 |
| 4 | Installation accessories: network cabling, connectors, conduits, mounting brackets, fasteners, power accessories and all other materials necessary for complete installation | Lot |
| 5 | Installation, configuration, testing, commissioning, documentation and user training | Lot |

### 7.3 Kisii Branch Office

| Item | Description | Qty |
|---|---|---|
| 1 | Outdoor IP Bullet Camera, minimum 4MP, fixed lens approx. 2.8mm, colour night vision, integrated microphone, minimum 50m illumination range, weatherproof design | 6 |
| 2 | Indoor/Outdoor IP Eyeball/Turret Camera, minimum 4MP, colour night vision, intelligent video analytics support, weatherproof design | 4 |
| 3 | Network Video Recorder (NVR) supporting not less than 24 IP camera channels, 4K live view and playback, intelligent video analytics, remote monitoring and advanced storage management; storage of **at least 16TB** | 1 |
| 4 | Integration with existing storage devices provided by the SACCO for video retention and archival | Lot |
| 5 | Installation accessories: network cabling, conduits, mounting brackets, connectors, fasteners, power accessories and all other materials required for complete installation | Lot |
| 6 | Installation, configuration, testing, commissioning, documentation and user training | Lot |

**Special requirement (Kisii):** the bidder shall ensure seamless integration of the surveillance system with the existing storage devices at the Kisii Branch Office and confirm compatibility during the site survey and implementation stages.

### 7.4 General Technical Requirements (All Locations)

- **Open standards:** cameras and NVRs must support ONVIF (Profile S/T minimum) to avoid vendor lock-in.
- **Compression:** H.265 (or better) with smart codec to optimize bandwidth and storage.
- **Power:** PoE (IEEE 802.3af/at) for all cameras; PoE switches to be sized with at least 20% spare port and power capacity.
- **Storage and retention:** bidders must state the retention period achieved by the proposed storage (calculated at the stated resolution, frame rate and bitrate) and the SACCO expects a minimum of [30] days of continuous recording unless the site survey indicates otherwise. Storage must use enterprise/surveillance-grade drives, with RAID protection or equivalent redundancy where supported.
- **Time synchronisation:** NTP synchronisation across all devices to ensure accurate timestamps.
- **Power protection:** online UPS or adequate surge protection and back-up for the NVR and network switches, to be sized and priced by the bidder where not already available.
- **Remote access:** secure remote access (encrypted, authenticated, no open ports to the internet) via vendor cloud/VPN, with mobile and desktop client applications.

- **Video quality:** all cameras must produce evidential-quality images; the layout must cover entrances, exits, cash counters, strongroom/safe areas, ATM or cash points (if any), corridors, parking and perimeter.
- **Compatibility:** all components must be fully compatible with each other; mixing of brands must be justified and supported by the bidder.

**8. Emerging Technologies and Improvement Recommendations**

Bidders are required to recommend, based on their site surveys, suitable current and emerging technologies that could improve security outcomes at the SACCO's branches. Recommendations must be practical, proven in the market, priced as optional items, and must not compromise cybersecurity or data protection. Areas of interest include (not exhaustive):

1. **AI-based video analytics:** people and vehicle classification, line crossing, intrusion detection, loitering, queue and crowd counting, and false-alarm reduction at the camera edge.
2. **Active deterrence:** strobe lights, two-way audio and automated voice warnings, and integration with alarm or guard response.
3. **Low-light and colour imaging:** full-colour 24-hour imaging, advanced low-light sensors and WDR for challenging lighting at entrances.
4. **Higher-resolution and multi-sensor cameras:** 8MP and above, panoramic/multi-sensor cameras for wide-area coverage with fewer devices.
5. **Thermal or radar-assisted perimeter detection** where appropriate.
6. **Face, plate and access analytics:** only where lawful and justified, with a stated assessment of the legal and privacy implications under the Data Protection Act, 2019.
7. **Intelligent search and forensics:** metadata-based search to speed up incident investigation.
8. **Centralised management:** a unified platform to monitor the three branches from one location, including health monitoring of cameras and storage, and automated alerts.
9. **Cloud or hybrid backup:** off-site backup of critical footage, with a clear data residency and security position.
10. **Cybersecurity hardening:** device certificate management, encrypted video streams, secure firmware update management, network segmentation (VLANs) and monitoring.
11. **Integration with other systems:** alarms, access control, intrusion detection, panic buttons and cash-in-transit processes.
12. **Power resilience:** solar or battery back-up for key equipment where power is unreliable.
13. **Energy efficiency and lifecycle:** low-power devices, expected lifespan, and upgrade paths.
14. **Other improvements** to physical security, lighting, signage, procedures or layout identified by the bidder.

For each recommendation the bidder shall state: the location(s), the problem it solves, how it works, the benefit, the proposed brand/model, the installed price, ongoing costs, cybersecurity and privacy implications, and the bidder's references.

The SACCO is under no obligation to adopt any recommendation. Recommendations will be scored for quality and value under the evaluation criteria (Section 12), but **only the baseline specification will be used for price comparison**.

## 9. Cybersecurity, Data Protection and Compliance

1. The bidder shall comply with the **Data Protection Act, 2019** and its regulations, and with other applicable Kenyan laws and standards (including electrical and building safety requirements).
2. All default usernames and passwords must be changed. Unique strong credentials, role-based access and audit logging must be configured. Administrator credentials shall be handed to the SACCO only, under an agreed secure handover procedure.
3. All devices must run supported, up-to-date firmware at handover. Bidders must state the vendor's firmware support and security update policy and any known security advisories for the offered models.
4. Cameras and recorders must be placed on a **segregated network (VLAN)** and must not be directly exposed to the internet. Remote access must be encrypted.
5. Equipment shall be from manufacturers with a transparent security track record. Bidders must disclose the country of manufacture and any applicable restrictions or advisories on the offered products.
6. Recorded video remains the property of the SACCO. The bidder and its staff shall keep all information confidential and shall not copy, retain or disclose footage or network information. A Non-Disclosure Agreement will be signed by the successful bidder.
7. Camera placement shall respect the privacy of persons: no coverage of toilets or changing areas, and privacy masking where required. The bidder shall advise on appropriate CCTV signage.

## 10. Warranty, Maintenance and Support

1. All equipment and installation works shall carry a **minimum warranty of twelve (12) months from the date of commissioning and acceptance**, covering manufacturing defects and installation faults. Bidders are encouraged to offer longer warranties.
2. Defective equipment shall be repaired or replaced at the bidder's cost, including labour and travel to all three locations.
3. Bidders shall state their support arrangements, including a support contact, response time (target: remote response within [4] hours and on-site within [24-48] hours for critical faults), escalation process and availability of spares.
4. Bidders shall state the cost of an optional **post-warranty maintenance contract** (annual price per location), including preventive maintenance visits, firmware updates, health checks and cleaning of cameras.
5. The bidder shall indicate the manufacturer's warranty for each major item and any extended warranty options.

## 11. Contents and Format of Submission

Proposals must be submitted in two parts: a **Technical Proposal** and a **Financial Proposal**, in separate files/envelopes and clearly labelled.

### 11.1 Technical Proposal

1. Cover letter signed by an authorized representative.
2. Mandatory documents listed in Section 4 and Site Survey Certificates for the three locations.
3. Company profile, similar assignments, references and key personnel.
4. Site Survey Reports and recommendations for each location (Section 5.4).
5. Proposed solution design: equipment schedule, makes and models, datasheets, layout drawings, network and storage design, and retention calculations.
6. Completed technical **compliance matrix** (Annex C) showing compliance or deviation for every specification line.
7. Emerging technology and improvement recommendations (Section 8).
8. Implementation plan and timeline, project team and project management approach, testing and acceptance plan.
9. Training plan and documentation to be handed over.
10. Warranty, maintenance and support proposal.
11. Cybersecurity and data protection approach (Section 9).

### 11.2 Financial Proposal

The financial proposal must be provided using the price schedules in Annex A, and shall include:

- Unit price and total price for each item, for each of the three locations.
- Installation, configuration, commissioning, training and documentation charges.
- Any applicable warranty and support costs.
- **Total cost inclusive of all taxes**, with VAT shown separately, in Kenya Shillings (KES).
- Proposed payment terms.
- Quotation validity period of **at least [30] days** from the closing date.

### 11.3 Delivery Period

The bidder shall indicate the proposed delivery, installation, testing and commissioning timeline for each location, from the date of issuance of the purchase order or contract award.

### 11.4 Optional Items

All recommended improvements and emerging technologies, plus post-warranty maintenance, must be priced separately in Annex B as **optional items**. They will not form part of the baseline price evaluation.

## 12. Evaluation Criteria

Proposals will be evaluated in three stages.

**Stage 1 – Preliminary (Pass/Fail):** submission of all mandatory documents (Section 4), Site Survey Certificates for all three locations, signed cover letter and declarations, and submission before the deadline.

**Stage 2 – Technical Evaluation (minimum pass mark [70] out of 100):**

| Criterion | Marks |
|---|---|
| Compliance with technical specifications (compliance matrix and datasheets) | 30 |
| Quality of site survey reports, design and proposed camera layout | 15 |
| Quality, relevance and practicality of emerging technology and improvement recommendations | 10 |
| Relevant experience and past performance (similar assignments and references) | 15 |
| Warranty, after-sales support and maintenance capability | 10 |
| Delivery and implementation plan and period | 10 |
| Cybersecurity and data protection approach | 10 |
| **Total** | **100** |

**Stage 3 – Financial Evaluation:** financial proposals of only the technically qualified bidders will be opened and evaluated on the total baseline price for all three locations, inclusive of all taxes. Arithmetic errors will be corrected. The final ranking will be based on a combined score of **[70]% technical and [30]% financial**, or as otherwise stated by the SACCO. The SACCO may also conduct due diligence, reference checks, and request product demonstrations or clarifications.

## 13. Indicative Timeline

| Activity | Date |
|---|---|
| RFP published on website | 10 November 2026 |
| Last date to register interest / request site visit | 17 November 2026 |
| Site survey period (all three locations) | 11 November – 27 November 2026 |
| Closing date for submission of proposals | 27th November 2026 by COB |

## 14. Submission of Proposals

1. Proposals shall be submitted by email to **procurement@egertonsacco.coop**, cc **ict@egertonsacco.coop**, with the subject line:
   **"RFP FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF IP CCTV SURVEILLANCE SYSTEMS - HQ, LAIKIPIA AND KISII"**

2. The Technical Proposal and Financial Proposal must be sent as **separate, clearly labelled, password-protected PDF files** (passwords to be provided only when requested by the SACCO). [Alternatively: submitted in sealed envelopes at the SACCO's headquarters - select as appropriate.]
3. The proposal shall be addressed to:
   **The Chief Executive Officer Egerton University SACCO Society Ltd P.O. Box 178 - 20115 Nakuru, Kenya**
4. Late or incomplete submissions, or submissions that do not follow the required format, may be rejected.
5. Bidders bear all costs of preparing and submitting their proposals.

### 15. Clarifications and Addenda

Requests for clarification must be sent in writing to **procurement@egertonsacco.coop** before the deadline stated in Section 13.

### 16. Contract and Payment Terms

1. The successful bidder will be required to sign a contract and a Non-Disclosure Agreement with the SACCO.
2. Payment terms will be agreed in the contract (for example, [advance payment, if any, against a bank guarantee], payment on delivery, and balance on commissioning and signed acceptance). Final payment will be subject to successful commissioning, handover of documentation and training.
3. The SACCO may require a performance security or retention of [10]% of the contract value until the end of the warranty period, where applicable.
4. Delays attributable to the bidder may attract liquidated damages at a rate to be specified in the contract.
5. The SACCO may award the work to a single bidder for all three locations.

### 17. Conflict of Interest, Anti-Corruption and Confidentiality

Bidders must declare any conflict of interest. Any attempt to influence the evaluation, including offering gifts, inducements or kickbacks to SACCO staff or board members, will lead to immediate disqualification and may be reported to the relevant authorities. Information provided by the SACCO under this RFP is confidential and shall be used only for preparing the proposal.

### 18. Reservation of Rights

Egerton University SACCO Society Ltd reserves the right to accept or reject any proposal in whole or in part, to cancel or amend this RFP, to award for any one or more locations, and is not bound to accept the lowest or any proposal received. The SACCO will not be liable for any costs incurred by bidders and shall not be obliged to give reasons for its decisions.

**Annex A – Price Schedule (Baseline), per Location**

To be completed separately for Head Quarters, Laikipia and Kisii. All amounts in KES.

| Item | Description | Make/Model | Qty | Unit Price (excl. VAT) | Total (excl. VAT) |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| ... | | | | | |
| | Installation accessories and cabling | | Lot | | |
| | Installation, configuration, testing, commissioning, documentation, training | | Lot | | |
| | **Sub-total (excl. VAT)** | | | | |
| | **VAT (16%)** | | | | |
| | **Total (incl. VAT)** | | | | |

**Grand total for all three locations (incl. all taxes): KES _____**

**Annex B – Optional Items (Improvements, Emerging Technologies and Maintenance)**

| No. | Location | Recommended option | Benefit | Make/Model | Qty | Unit Price | Total Price (incl. VAT) |
|---|---|---|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | | | | | | |
| | | Annual post-warranty maintenance per location | | | | | |

**Annex C – Technical Compliance Matrix**

| Item / Spec Requirement | Location | Offered Make/Model | Compliant (Yes/No) | Deviation or Remarks | Datasheet Ref. |
|---|---|---|---|---|---|
| | | | | | |

**Annex D – Site Survey Certificate (Template)**

This is to certify that **[Company Name]**, represented by **[Name, Designation]**, carried out a site survey at the **[HQ / Laikipia / Kisii]** location of Egerton University SACCO Society Ltd on **[Date]**.

SACCO Representative: _____ (Name, Signature, Stamp)

Bidder Representative: _____ (Name, Signature, Stamp)

**Annex E – Bidder's Declaration**

We, **[Company Name]**, declare that: the information in our proposal is true and correct; we have no conflict of interest in this procurement; we have not offered and will not offer any inducement to any SACCO staff or official; we accept the terms of this RFP; and our proposal is valid for [90] days from the closing date.

Name: _____ Designation: _____

Signature: _____ Date: _____ Company Stamp: _____

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*For clarifications: procurement@egertonsacco.coop, cc ict@egertonsacco.coop*