



**Scope of Works Troubleshooting and system upgrade of CCTV and Public
Announcement (PA) Systems in both Campuses**

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1.0 Introduction

The purpose of the TOR is to explain the authority and responsibilities of a Procurement process observer in the procurement process selected by the AUAF Vice President for Operations and Administration. The nominated individual (s) will only be acting as an observer for the procurement committee on the specific procurement process detailed.

2.0 Terms of Reference:

- Ability to handle multi-tasking works, highly motivated, flexible, and can work independently with high results.
- Team Player: working collaboratively, sharing knowledge and experiences to deliver the best solutions.
- Always willing to be involved in other activities to achieve company objectives.
- Demonstrates honestly, loyalty, and commitment.
- Collaborate with other key departments, maintain professional and technical team effort work objectives.
- Provide a safe, positive working campus environment to AUAF faculty, staff, students, and visitors.

Responsibilities:

- Delivers excellent IP base and networking services in the Facilities department through proactive development and maintenance supports, including but not limited to the design and implementation of future projects.
- Act as an ICT consultant in the Facilities department, particularly on security CCTV system, digital alarms and public address system, biometric access control system, intruder alarm system, security body scanning, and X-ray screening systems. Close collaboration with the Security and IT departments.
- Provide excellent ICT technical support, advice, establishing requirements, diagnose faults, and escalate emergency calls as required. Deliver services to required service standards.
- Proactively monitor and maintain all facilities ICT base infrastructures such as digital public address and alarm system, CCTV system, biometric access control system, intruder alarms, security body scanning, and x-ray screening systems so that the solutions are found before the issues begin to impact.
- Proactively research and source new technology to identify opportunities to best meet the developing business needs.
- Isolate and troubleshoot ICT equipment and provide reliable solution recommendations.
- Manage, diagnose, and configure the digital system.
- Collaborate and work closely with the Security and IT departments.
- Provide an on-site technical survey and assessment of the existing conditions of the CCTV and Public Announcement systems on both campuses.
- Supply all the labor and small tools necessary to correct the deficiencies found in the CCTV and PA systems respectively. All materials necessary to make the corrections to the existing systems (CCTV and PA) will be provided by AUAF.
- Dismantle of existing defective system/part and provide installation of the AUAF approved supplied replacement part/s.
- Provide system software re-configuration, software upgrades, and resetting, re-zoning, if applicable, including orientation and training of at least 3-AUAF technical staff. (Installation Software not included, AUAF will provide).
- Provide all documentation, labeling of equipment/system, and as-built implementation plans for the entire CCTV/PA system networks, in both campuses, 2-sets of hard copy and 1-soft copy in the external flash drive.
- Testing and commissioning.

- Provide a one-year workmanship warranty to the complete CCTV/PA systems network, in both campuses.
- Provide a once a month ocular inspection and monitoring visits, with recorded report assessment.
- Provide two separate sections, for CCTV and PA system item descriptions, i.e. Section 1. CCTV and Section 2. PA system.
- These consulting services will be paid at a daily set rate.