



APPOINTMENT OF A SERVICE PROVIDER FOR THE REPLACEMENT OF WINDOW FIXTURES OF THE BASEMENT AT THE SOUTH AFRICAN OFFICIAL RESIDENCE IN ITALY, ROME (115, VIA BARNABA ORIANI).

1. PURPOSE

To secure services of a Service Provider that could replace the window fixtures of the basement at the South African Official Residence in Italy, Rome.

2. BACKGROUND

2.1 The Official Residence basement requires the replacement of all window fixtures.

3. SPECIFICATIONS

3.1 The project will entail the following:

- 3.1.1 Supply and installation of 24 new window frames (aluminium-wood) with thermic insulation;
- 3.1.2 Dismantling and disposal of 24 old window frames;
- 3.1.3 Supply and installation of 24 new insulated aluminium roller shutters, including guides and full kit of accessories;
- 3.1.4 Supply and installation of 1 burglar;
- 3.1.5 Supply and installation of 2 garage doors including frames, handles, new motors, photocells, remote and flashing light;
- 3.1.6 Supply and installation of 1 new fire door;
- 3.1.7 Supply and installation of 2 new metal doors.

4. EVALUATION CRITERIA

The minimum requirements that must be satisfied / met by prospective service provider are:

4.1 A detailed quotation should be submitted indicating itemizing all costs of services required material and labour costs, including guarantees on materials and workmanship.

4.2 A project plan reflecting realistic timeframes, including waiting period for delivery after placing order must be provided.

4.3 Quotes must be in local currency and inclusive of all materials, labor, taxes and VAT.

4.4 Quotations should include payment conditions.

5. VALIDITY OF PERIOD OF QUOTATION

All quotations submitted must be submitted by **14TH of November 2022** and must be valid for a period of three (3) months after the closing date.

6. GENERAL CONDITIONS

The South African Embassy shall not be held liable for any additional costs not stipulated or agreed to after the parties have concluded an agreement.

The South African Embassy will sign the contract with the successful bidder. The South African Embassy reserves the right not to continue with the project and/or appoint a Consultant; cancel and/or limit the scope of works.

7. CONTACT PERSONS

Enquiries and submission of proposals can be directed to:

Mr F T Jele
Corporate Services Manager
South African Embassy: Rome
Italy
Contact number:
Email address: jelet@dirco.gov.za

Ms. V D'ancona
Administrative Secretary
South African Embassy: Rome
Italy
Contact number:
Email address: d'anconav@dirco.gov.za

8. SUBMISSION AND PROPOSALS

Submissions and proposals should be sent either by mail or delivered by hand to the following address:

Corporate Services Manager
South African Embassy
14 Via Tanaro
Roma
Italy