



**DEPARTMENT OF INTERNATIONAL RELATIONS  
AND COOPERATION**

**Represented by**

**THE SOUTH AFRICAN EMBASSY IN ITALY, ROME**

**SPECIFICATIONS FOR THE 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).**

**SPECIFICATIONS / TERMS OF REFERENCE**

**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 new window frames (aluminium-wood) with thermic insulation;

3.1.2 Dismantling and disposal of old window frames;

**4. RESPONSIVENESS CRITERIA**

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

4.1 A detailed quotation should be submitted indicating 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.

4.4 A valid registration certificate of the service provider.

**5. VALIDITY OF PERIOD OF QUOTATION**

All quotations must be submitted by **12:00 on 12 October 2023** 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 sent either by email or delivered by hand to:

Mr FT Jele

Corporate Services Manager

South African Embassy: Rome

Italy

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Ms L Radebe

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