



**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 REPAIRS OF THE CHANCERY APARTMENT: SCRAPING AND PAINTING OF WINDOWS, REPLACEMENT OF 3RD FLOOR KITCHEN CABINETS, REPLACEMENT OF LAUNDRY OPEN CABINET, REPAIR OF WARDROBE DOORS IN THE ENTIRE APARTMENT AT THE SOUTH AFRICAN EMBASSY IN ITALY, ROME (14, VIA TANARO).

SPECIFICATIONS / TERMS OF REFERENCE

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1. PURPOSE

To secure services of a Service Provider that could carry out repairs at the Chancery apartment at the South African Embassy in Italy, Rome.

2. BACKGROUND

2.1 The Chancery apartment requires the repair of all windows, replacement of the 3rd floor kitchen cabinets, replacement of the laundry open cabinet and repair of all wardrobes' doors.

3. SPECIFICATIONS

3.1 The project will entail the following:

- 3.1.1 Scraping and painting of all windows;
- 3.1.2 Replacement of 3rd floor kitchen cabinets;
- 3.1.3 Replacement of the laundry open cabinet;
- 3.1.4 Repair of all wardrobes' doors.

3.1.5 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 14 February 2024** and must be valid for a period of three (3) months after the closing date.

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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

Third Secretary Corporate Services

South African Embassy, Rome

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