



**DEPARTMENT OF INTERNATIONAL RELATIONS  
AND COOPERATION**

**Represented by**

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

**RFQ050**

**SPECIFICATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN  
AND INSTALLATION OF A NEW AIRCONDITIONING SYSTEM PLANT AT THE SOUTH  
AFRICAN CHANCERY IN ITALY, ROME (14, VIA TANARO).**

**SPECIFICATIONS /TERMS OF REFERENCE**

# **SPECIFICATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN AND INSTALLATION OF A NEW AIRCONDITIONING SYSTEM PLANT AT THE SOUTH AFRICAN CHANCERY IN ITALY, ROME (14, VIA TANARO).**

## **1. PURPOSE**

To secure services of a Service Provider that could carry out building works for the design and installation of a new air-conditioning system at the South African Embassy in Rome, in Italy.

## **2. BACKGROUND**

2.1 The Chancery air conditioning system is obsolete and needs to be replaced with a new modern system.

## **3. Note to Companies that intend bidding**

3.1 Below is a general description of the work to be done, which could change during the inspection.

3.2 All Companies interested to bid for this project must submit a letter of intent to bid by 16:00 on **20 June 2024**, to [jelet@dirco.gov.za](mailto:jelet@dirco.gov.za) or by hand to the Embassy of the Republic of South Africa located at 14 Via Tanaro for the attention of TF Jele. Attached to the letter of intent must be the following Certified Copies in English:

3.2.1 Relevant Certificate regarding registration as a Construction Company.

3.2.3 Company Profile.

3.3.3 List of companies/ diplomatic missions for which who was previously undertaken.

3.3.4 Tax affairs must be in order.

3.3.5 Confirmatory evidence that the company has valid cover in terms of injury on duty.

3.3.6 Valid Insurance for any damage that may be caused during the work.

3.3 Non-compulsory briefing session will be conducted for all companies to walk through the residence to have a better idea of what the project entails. Note all interested companies will be accommodated at the same time, no separate appointments will be arranged to ensure the same information is conveyed to all companies intending to bid. **Representatives attending the walk through must have company identification.**

3.4 Each company will be allowed to bring 3 representatives and the onus lies with each company to bring a translator if necessary.

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# **Should the documents requested in 3.2 above not be submitted the company will not be invited to the walk through.**

**4. CAPACITY TO DELIVER**

4.1 The successful company must be able to render the following services:

4.1.1 All Technical support.

4.2 The Government of the Republic of South Africa through its Embassy in Rome, Italy will sign a contract with the successful bidder only. In the event the successful bidder outsources any of the work such must be first discussed with the Embassy, but the Embassy will not sign any contract with outsourced companies as that remains the responsibility of the successful bidder, as does the payment for services. The successful bidder assumes all responsibility in regard those outsourced contractors. Said outsourced contractors must comply with the relevant insurance requirements and security requirements as mentioned above. Said copies must be provided to the Embassy.

**3. SPECIFICATIONS**

3.1 The project will entail the following:

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3.1.1 Site establishment and Planning and liaison for on-site craneage.

3.1.2 Special removal and disposal of two refrigerants, including disconnection of the water pipework and electrical connections.

3.1.3 Design, supply, and installation of a new air conditioning unit 270 kw, low noise model.

3.1.4 Revision of piping and pumps.

3.1.5 New electrical connections.

3.1.6 Connection of new unit to the pipes and pumps.

3.1.7 Certification of Conformity or similar required on completion as per regulation by Local Authority

3.1.8 Training on operating the system.

3.1.9 Maintenance plan of the system.

3.1.10 Waste removal and site de-establishment in accordance with Local Authority regulations.

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**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 Submission of relevant company registration
- 4.3 A project plan reflecting realistic timeframes, including waiting period for delivery after placing order must be provided.
- 4.4 Quotes must be in local currency and inclusive of all materials and labour.
- 4.5 Quotations should include payment conditions.

**5. VALIDITY OF PERIOD OF QUOTATION**

All quotations submitted must be submitted by **4 July 2024** 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. OTHER CONDITIONS**

- 7.1 On finalisation of the project a detailed handover report must be submitted, detailing on floor plans the work that was done;
- 7.2 All equipment installed must have warranties and same must be handed over.
- 7.3 A work warranty on all the work done must be provided.
- 7.4 A detailed maintenance plan for the sewerage system must be provided.

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**8. PAYMENT**

**50% of the Total projected price will be paid up front.**

**50% of the Total project price will be paid on completion and hand over.**

**9. 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. L Radebe  
3<sup>rd</sup> Secretary Administration  
South African Embassy: Rome  
Italy  
Contact number:  
Email address: radebel@dirco.gov.za

**9. NON-COMPULSORY BRIEFING SESSION**

Non compulsory briefing session to be held on **25 June 2024.**

**10. 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