



**DEPARTMENT OF INTERNATIONAL RELATIONS
AND COOPERATION**

Represented by

THE SOUTH AFRICAN EMBASSY IN ITALY, ROME

RFQ 049

**SPECIFICATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE
RE-WATERPROOFING OF THE ROOF 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 RE-WATERPROOFING OF THE ROOF 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 re-water proofing of the main roof at the South African Embassy in Rome, in Italy.

2. BACKGROUND

2.1 The South Africa Embassy owns a states owned property located at 14 Via Tanaro in Rome, Italy.

2.2 The Chancery is experiencing waterproofing challenges and urgent repairs are required.

2.3 Quotations are requested from companies specialising in roofing and waterproofing for the repair of the roof-structures and replacement of worn out parapets at the South African Embassy in Rome, Italy

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 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:

3.1.1 Inspect and assess the tiled roof coverings, roof drains, gutters, to address the cracks and fissures on the solar slab made of terracotta tiles and any other defects.

3.1.2 Remove the existing floor tiles and clean the area of excess debris including the efflorescence and vegetation at the base of the slab and make good the raised expansion joints before putting in new floor tiles.

3.1.3 Assess the condition of the old sheathing and reinstate or replace it with a new layer of sheathing.

3.1.4 Resurfacing of the sloped screed with self-leveling screed to falls as per regulations by Local Authority and laying new waterproofing membrane.

3.1.5 Prepare and substrate screed for new flooring.

3.1.6 Assess, clean and refurbish the terrain drainage outlets.

3.1.7 Waterproofing of the skylights.

3.1.8 Repairs to the cracked parapet covers and restore the masonry parapets of deteriorated plasterwork, smoothing and cleaning of stonework and final painting.

3.1.9 Flashing shall be reconstructed in accordance with installation instructions approved by the manufacturer.

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

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- 3.1.11 The installation should be installed in such a manner that it prevents moisture from entering the wall and roof through joints, copings and permeable materials and at intersections with parapet walls.
- 3.1.12 Parapet walls shall be properly coped with noncombustible, weatherproof materials of the size that complies with the relevant building code.
- 3.1.13 The Service Provider should provide the necessary material, Labour and equipment scaffolding for the whole project.
- 3.1.14 The service provider shall be liable of any damages that will occur during project execution.
- 3.1.15 The service provider must provide a warranty for the repair work done

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.

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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.

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
3rd 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