

# SOUTH AFRICAN EMBASSY ROME



**REQUEST FOR QUOTATIONS TO APPOINT MULTIDISCIPLINARY TEAM (PROJECT MANAGEMENT COMPANY) TO MANAGE THE PLANNING OF RENOVATION WORKS INCLUDING WATERPROOFING OF THE ROOF TERRACE; BASEMENT AREA, STAFF QUARTERS REPAIRS AND UPGRADING OF THE SEWER AND DRAINAGE SYSTEM AT THE OFFICIAL RESIDENCE FOR THE SOUTH AFRICAN EMBASSY IN ROME**

## TERMS OF REFERENCE

RFQ NUMBER:	092
COMPULSORY BRIEFING	Date: 23 March Time: 10h00 2026
ADDRESS OF SITE BRIEFING:	Via Tanaro 14 and drive to Barbana Official Residence (OR)
CLOSURE OF BIDS:	Date: 22 April Time: 11:00 2026

## **TERMS OF REFERENCE**

### **1. PURPOSE**

The South African Embassy in Rome, Italy intends to appoint a multidisciplinary team to assist the Embassy in the planning and implementation of renovation works, waterproofing of the roof terrace, upgrading of the drainage and sewer system including finalizing the repairs at the basement and staff quarters at the official residence in Rome.

### **2. BACKGROUND**

- 2.1 The South African Official Residence, ((Hereinafter referred to as OR) in Rome is a state-owned property which was built in 1930 and is located at Via Barnaba, Oriani 115, Parioli, Roma, Italy.
- 2.2 Condition assessment of the building was conducted, and a report was issued in the year 2022 for the OR to identify the maintenance requirements and to estimate costs related to the maintenance works to be implemented to bring the OR to full functionality. The maintenance priorities identified were the upgrading of the roof, upgrading of the sewer system including the basement drainage system and waterproofing of the roof at the Official Residence and the staff quarters' repairs.
- 2.3 The Embassy had previously appointed service providers to implement various services at the basement to address drainage and waterproofing challenges. The upgrading projects at the basement were undertaken but the review of the work already done and proper close - out is required. The waterproofing of the roof, upgrading of the drainage system and sewer system at the OR still need to be undertaken.
- 2.4 The Embassy appointed service providers to undertake refurbishment works at the OR basement including dehumidification remediation, thermo-hydraulic, masonry and electrical works to restore habitability and functionality. The services were rendered by several contractors, and such activities have not been completed and carried out in a manner suitable to restore the full habitability and functionality of the premises, as expected under the previous contract awarded.
- 2.5 Against the background provided above, the Embassy intends to conduct a legal review of the work previously undertaken in 2023 and 2024 by analyzing and studying the documentation relating to the contracts for the renovation works carried out at the OR. The outcome of the legal review will assist in informing the Embassy's course of action regarding the planned works. The Embassy further seeks to ensure legal compliance regarding renovation works to be undertaken by a multidisciplinary team that will be led by the Project Management Company at the OR.
- 2.6 The duration of the project is estimated to be eighteen (18) months.
- 2.7, The appointment of a Contractor/s.is estimated to take 3 months and planning and design period is estimated at 3 (three) months.

## **2. SCOPE OF WORKS**

3.

- 3.1 The South African Embassy in Rome plans to appoint a multidisciplinary team (project management company) to manage the planning and implementation of the prioritized works to ensure that the OR is fully functional.
- 3.2 The appointed project management company will have to source professional teams in particular civil engineers, hydraulic engineers, quantity surveyors, to assist in providing comprehensive project management services. Additional relevant expertise will be sourced where necessary inclusive of the geologists, architects and legal professionals.
- 3.3 The appointment of the project management company will assist in providing professional services to plan and manage the implementation of the following maintenance priorities: Waterproofing of the roof terrace, upgrade of the sewer and drainage system and the completion of works at the basement and staff quarters repairs which include plastering, installation of ceilings, painting, flooring and electrical systems.
- 3.4 The project management company will be expected to execute the following required services in line with the following phases.

### **Phase 1**

- i. Inspection of the building and review the condition of the building in line with condition assessment report.
- ii. Project planning and scoping of new works and develop and provide the Embassy with a project plan.
- iii. Assess the maintenance work undertaken on the basement, validate the source of water infiltration, conduct a gap analysis and provide a written report, suitable for legal review to be undertaken by the legal consultant to advise the embassy on appropriate remediation and protective action, including potential claims for damages and where appropriate court proceedings against the contractors previously involved.
- iv. Following the legal advice the Project planning of the outstanding works at the basement.
- v. Design management incorporating concept project design, development and detail design, technical design and Bill of Quantities, as required.
- vi. Develop technical specifications for the tender/s and present to the Specification Committee at the Embassy.
- vii. Facilitate permitting approvals for planned works, where applicable from the local council prior to tender process.

- viii. The project management company will engage the services of legal professional conversant with Italian law to ensure compliance.

## **Phase 2**

- i. Prepare bill of quantities, tender and bid documentation, contract drafting, Pre-Construction Management, Construction Management, Financial and Cost Management.
- ii. Risk Management, Close out, Latent defects and Liability period, and hand-over administration.
- iii. Coordinate with the lawyers on advice to the South African Embassy on any possible disputes in terms of the Italian Civil laws as may be applicable
- iv. Facilitate progress meetings, monitor progress on site and submit monthly written reports and present to the Mission Project Management Committee of the South African Embassy.
- v. Ensure that the project is completed within the contractual timeframe, to acceptable standards and within the budget allocated by the Department of International Relations and Cooperation.
- vi. Certification of completion in terms of Italian legislation and codes

## **4. EVALUATION METHODOLOGY**

All bids received will be evaluated based on responsiveness, technical soundness, and methodology to account for 80% whilst the price is set at 20%.

### **4.1. Responsiveness**

The minimum requirements will have to meet a threshold of 70% that must be satisfied/ met by prospective bidders to progress to the next stage of the price evaluation process are:

- a) Bidders must be a registered and insured company in the Italian territory (Proof of valid registration and certificate of insurance must be provided).
- b) Lead advisor to have a relevant qualification in Civil Engineering or Project Management, or Quantity Surveying accompanied by relevant experience in leading projects of similar nature and complexity (Proof of copy of Qualifications and proof of Registration with relevant professional bodies must be provided).

- c) Bidders must submit Project Organogram indicating minimum of one (1) key personnel required in each discipline below (Proof of copy of Qualifications and proof of Registration with relevant professional bodies must be provided for each key personnel):
- Civil Engineering
  - hydraulic engineers
  - Quantity Surveying
  - Mechanical/Structural Engineering
  - Electrical Engineer
  - Architecture
  - Geology
  - Construction Health and safety specialist
  - Legal professional
- d) Company experience in similar renovation projects – proof must be submitted in the form of a company profile indicating the number of years the company has been in business with a list of relevant projects.
- e) The project plan should reflect realistic timeframes for the works specified.
- f) An indication must be given of the risks associated with the project execution.
- g) The estimated project duration from appointment date (including delivery date for the required material) to close-out must be clearly stated in the proposal.
- h) Submissions must be translated to English (bidders to submit Italian version and a translated version in English)

The following items must be included in detail in line with the above (a – h)

- I. Project Timelines.
- II. Activities.
- III. Methodology.
- IV. Project team.
- V. Project Risk identified.

## **4.2 Price**

- 4.1.1 Bidders must complete **Annexure A** (pricing schedule).
- 4.1.2 The prices quoted must be in Euros for administrative processes
- 4.1.3 Quotations submitted should be valid for a period of 90 days after submission of the quote.

## **4.3 Cost Estimates**

- 4.3.1 All prices quoted must be in Euros. The price quotation must include all applicable costs including VAT. VAT must be indicated separately. (If applicable)
- 4.3.2 Quotations submitted should be valid for a period of 90 days after submission of the quote.
- 4.3.3 Quotations should be submitted in separate envelopes to split the overall Technical proposal from the pricing schedule (annex A) - (two copies in English and two in Italian) and in four (4) sealed envelopes delivered to the South African Embassy via Tanaro 14 Rome.

## **5. GENERAL CONDITIONS**

- 5.1 The General Conditions of Contract as specified by the South African National Treasury will be applicable to the contract, see (link) for Annexure B.
- 5.2 The SA Embassy will not be held responsible for any cost incurred by the service provider in the preparation and submission of the quotations.
- 5.3 The SA Embassy shall not be held liable for any additional costs not stipulated or agreed upon after the parties have concluded the agreement.
- 5.4 The SA Embassy is not obligated to select any of the service providers submitting quotations.
- 5.6 Service providers must comply with all specifications of this request for quotation. If additional information is required, service providers must be prepared to respond in full and attach an addendum to the quote, clearly indicating the corresponding relevant section or paragraph to which they are referring.
- 5.7 The requirements in this request for quotation are the minimum and non-compliance thereto may result in the service provider being disqualified.
- 5.8 Quotation evaluation can only be done based on information which was asked for. The comprehensiveness of the quote will therefore assist to determine the awarding of the contract.
- 5.9 Service providers should take note that the South African Embassy will settle payment within 30 days after receipt of invoice and the project has been signed off.
- 5.10 The South African Embassy reserves the right not to continue with the project and/or appoint a Service Provider; cancel and/or limit the terms of reference
- 5.11. The South African Embassy requires all documents to be submitted written in English with an attested Italian version.

## 6. CONTACT PERSON

Request for clarity on specifications must be addressed to:

Ms P Motloba  
Corporate Service Manager  
(Administration) South African Embassy  
Roma, Italy.  
-re': +39 344 043 9191  
Email:motlobap@dirco.gov.za

Ms Lerato Radebe

Third Secretary Embassy

+39 349936 9439

Email:Radebl@dirco.gov.za

## 7. SUBMISSIONS OF QUOTATIONS

Quotations and proposals must be delivered by hand to the South African Embassy,  
Via Tanaro 14, 00198 Roma, Italy for the attention of Ms P Motloba on or before  
22 April 2026 at 11:00

### ANNEXURE A

\*\*\*\*(Completion of Annex A is compulsory)

**OVERALL COST SUMMARY [FINANCIAL PROPOSAL]  
REQUEST FOR QUOTATIONS FOR PROJECT MANAGEMENT SERVICES TO PLAN  
AND THE UPGRADING OF THE WATERPROOFING OF ROOF TERRACE AND  
MAINTENANCE WORK AT THE BASEMENT AND STAFF QUARTERS FOR THE SOUTH  
AFRICAN EMBASSY IN ROME , ITALY**

	DESCRIPTION	PHASE 1 PROPOSED COST (EUROS)
<b>A</b>	<b>PROFESSIONAL FEES</b>	
1	TIME BASED FEES	N/A
2	Project Manager (Team Leader)	EURO
3	Civil Engineer	EURO
4	hydraulic engineers	EURO
5	Quantity Surveyor	EURO
6	Architecture	EURO
7	Structural Engineer	EURO
8	Electrical & Electronic Engineer	EURO
9	Mechanical & Fire Engineer	EURO
10	Construction Health and Safety	EURO
11	Legal professional	EURO
	<b>SUB TOTAL PROFESSIONAL FEES</b>	
<b>B</b>	<b>DISBURSEMENTS</b>	
1	OPERATING EXPENSES: TRAVELLING COSTS	EURO
2	PRINTING/COPYING/BINDING	EURO
	<b>SUB TOTAL DISBURSEMENTS</b>	EURO
	<b>SUB TOTAL FEES AND DISBURSEMENTS</b>	
<b>C</b>	<b>BUDGETARY ALLOWANCE FOR SPECIAL STUDIES</b>	EURO
<b>D</b>	<b>BUDGETARY ALLOWANCE FOR CONTINGENCIES @ 10%</b>	EURO
	<b>SUB TOTAL FEES, AND DISBURSEMENTS INCLUDING CONTINGENCY (EX VAT)</b>	
	<b>VAT @ 15%</b>	
	<b>TENDER PRICE (CARRIED FORWARD TO OFFER AND ACCEPTANCE)</b>	