

# SOUTH AFRICAN EMBASSY: ROME



RFQ 009

## TERMS OF REFERENCE

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE WATERPROOFING OF THE ROOF AND CLEANING OF THE FAÇADE AT THE CHANCERY IN ROME, ITALY (VIA TANARO 14).**

### 1. Purpose

The South African Embassy in Rome intends to appoint a service provider/contractor to carry out works Repair and improvements works at the Chancery in Rome.

### 2. Background

The objective of this Terms of Reference (ToR) document is to provide the scope of works of the required service to appoint a suitably qualified and experienced contractor to undertake the renovation works at the Chancery in Rome, Via Tanaro 14.

- 2.1. The South African Embassy owns a State-owned property located at 14 Via Tanaro in Rome, Italy. The property was built in 1928 and I isolated renovation works have been ongoing since 1984. The building consists of a ground floor, first, second, third and fourth floor.

- 2.2. Condition assessment has been concluded in 2023 for the Chancery to identify the maintenance requirements and to estimate cost related to the maintenance works to be implemented to bring the Chancery to full functionality.
- 2.3. Therefore, the objective of these Terms of Reference document is to provide the specifications of the required service in order to appoint a contractor to carry out renovation works for the roof and façade at the Chancery in Rome, Via Tanaro 14.

### **3. SCOPE AND EXTENT OF WORK (Also refer to Annexure A attached)**

- 3.1. The appointed service provider shall be responsible for the following project scope:
- 3.2. Preparation of site and mobilization of the project.
- 3.3. Supply and mounting of scaffolding
- 3.4. Supply and mounting of electrical goods lift
- 3.5. Coordination of safety and security
- 3.6. The drafting and submission of documents for local authority's permission and approvals.
- 3.7. Project management of works
- 3.8. Complete all work to comply with the latest local authority regulatory codes and standards.
- 3.9. **WATERPROOFING OF THE PATIO AND ROOF TERRACE**
  - a) Inspect and assess the water infiltration on patios on the 4<sup>th</sup> floor, on roof terrace existing floor tilling (400m<sup>2</sup>) and 3<sup>rd</sup> floor terrace area 150 m<sup>2</sup>.
  - b) Consolidation and repair of existing waterproofing
  - c) Construction of walls to prevent rain water damages to the patio and close the iron artifact area and upgrade the drainage outlets
  - d) Checking existing unions
  - e) Deep cleaning of flooring
  - f) Checks and grouting of existing threshold
  - g) Application of waterproofing resin over the entire surface until 25cm vertical height with fiber-reinforced resin
  - h) Extend roof area to cover patio to adhere to building standards
- 3.10 **ROOF DRAINAGE SYSTEM**
  - i) Inspect and assess roof drains, gutters, to address the cracks and fissures and any other defects.
  - j) Assess and refurbish the terrain drainage outlets.
  - k) Waterproofing of the skylights
  - l) Waterproof Sealing and painting of the internal main Staircase

- m) Waterproof Sealing and painting of the Emergency Staircases.
- n) Flashing shall be reconstructed in accordance with installation instructions approved by the manufacturer
- o) 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.
- p) Parapet walls shall be properly coped with noncombustible, weatherproof materials of the size that complies with the relevant building code.

**3.10. BALCONY**

- a) Enclosing the balcony area with solid shielding to prevent rain water damage on wooden doors from multiple angles and directions.
- b) Cleaning of area
- c) Sealing of window threshold with specific seal product and rain protection product

**Refurbishment/replacement of the cornices**

- a) Repair of the plaster damage on the cornices
- b) Assembly & dismantling of scaffolding, maintenance
- c) Knock off the damaged cornice plaster
- d) Refurbishment/replacement of cornice plaster

**3.11 DISPOSAL OF WASTE MATERIAL**

**3.12** Bidders must include in their bids the cost of refurbishing , plumbing, and related defects to ensure the building is compliant with Plumbing, Certificates of Compliance must be issued where applicable.

**3.13** Bidders must provide a commitment letter certifying that guarantees and warranties certificates for work done will be issued.

**3.14** Service Providers should provide 5 years warranty of waterproofing work done.

**3.15 BIDS**

**3.16** Prospective Service Providers that are quoting for the items listed must submit itemized quotes and not a collective amount; (See Annexure A).

**3.17** The summary of works should clearly differentiate between the cost of performing the various services and options listed. (See Annexure A).

**3.18** Details should be provided, of sizes, volume, height, length, output, and resistance, mass, efficiency levels and other relevant details.

**3.19** Bidders should include in their quotes the services of specialists and sub-contractors, should it be necessary and not list these services as additional costs.

**3.20** Bids should be valid for a period of 120 days.

#### 4. COMPULSORY SITE BRIEFING

- 4.1. A compulsory site briefing session should be attended by all bidders on \_13 May 2026\_\_\_\_\_ at, Via Tanaro,14 at 10am\_\_\_\_\_

#### 5. EVALUATION CRITERIA TO BE USED

- 5.1. All bids received shall be evaluated in the following 2 phases:

##### **5.1.1.Phase 1: Responsiveness**

The minimum requirements of scoring 60% that must be satisfied/ met by prospective bidders to progress to the next stage which is phase 2 of the evaluation process are:

- Bidders must be a registered company in Rome. (Proof of valid registration must be provided)
- Bidders must submit detailed CVs of all relevant technical experts, price proposal indicating methodology and project plan, and bill of quantities together with summary of pricing Annexure A (pricing schedule).
- The Service Providers or technical experts must be registered with a relevant **regulatory authority** (Proof of valid registration must be submitted).
- Attendance of the compulsory briefing session. Bidders must sign the attendance register.
- In case of a Joint venture agreement, bidders must submit a joint venture agreement signed by both parties.

NOTE: Failure to comply with or submit any of the information listed under par.6.1.1 will result in the bid not being considered for Phase 2.

##### **5.1.2.Phase 2: Price**

All service providers who scored 60% and above in Phase 1 will be evaluated on price.

## 6. SPECIAL CONDITIONS

Specifications and quality:

- 6.1. The required products should be of good quality and design and be able to handle frequent usage.
- 6.2. Quality finishes ensuring durability to attain the lifespan requirement.
- 6.3. **The service provider should provide an insurance to cover liabilities in accordance with applicable Italian building standards.**
- 6.4. **The service providers must comply with applicable Italian legislation and local administrative regulations**
- 6.5. Replacements (in case of breakages and damages) and replenishments (in case of depletions) of products and items usable must be done immediately
- 6.6. Should the bidder not be able to deliver a complete service, a joint venture or consortium may be formed, and details thereof submitted to the client for approval. No partial bids will be accepted. The Government of the Republic of South Africa will conclude one service contract and deal with only the appointed service provider.
- 6.7. The service provider will be required to submit to the South African Embassy in Rome , certified identification copies of all employees allocated for this project.

## 7. GENERAL CONDITIONS

- 7.1. The Government of the Republic of South Africa reserves the right to sign a service level agreement (SLA) with the preferred service provider. The SLA to be provided by the appointed service provider.
- 7.2. The Government of the Republic of South Africa will not be held responsible for any costs incurred by the service providers in the preparation and submission of the bids.
- 7.3. Please take note that the Government of the Republic of South Africa is not obliged to select any of the service providers submitting proposals.
- 7.4. Evaluation on functionality criteria can only be done based on information which was requested and submitted. The comprehensiveness of **the proposal on methodology and** the quotation can therefore be decisive in the award.
- 7.5. The Government of the Republic of South shall not be held liable for any additional costs not stipulated or agreed upon after the parties have concluded an agreement.
- 7.6. Service providers must comply with all specifications of this request for proposals. If additional information is required, service providers must be prepared to respond in full and attach an addendum, clearly indicating the corresponding relevant section or paragraph to which they are referring.

- 7.7. The requirements in this request for proposals are the minimum and non-compliance thereto may result in the service provider being disqualified.
- 7.8. Service providers should take note that the Government of the Republic of South Africa will pay within 30 days after receipt of invoice and the project has been signed off.
- 7.9. The Government of the Republic of South Africa reserves the right not to continue with the project and/or appoint a Service Provider; cancel and/or limit the scope of works.

**8. FEES AND PAYMENT SCHEDULE**

- 8.1. All prices quoted must be in Euro.
- 8.2. All prices quoted must include VAT.
- 8.3. Bidders should take note that the South African Embassy will pay within 30 days after receipt of invoice and the service has been rendered.
- 8.4. Validity of bids: All bids submitted must be valid for a period of 120 days.

**9. Contact Person and Submission**

All enquiries can be directed to:

Ms P Motloba in writing.

The Corporate Services Manager

South African Embassy in Rome

Contact Persons:

**Ms Peggy Motloba**

+39 06 852541

Email:.....

and

Ms L Radebe

Email: [rabel@dirco.gov.za](mailto:rabel@dirco.gov.za)

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NB : Offers must be submitted as follows:

Offers must be presented in both languages (Italian and English translation)

Offers must be delivered in Two sealed envelopes separated as phase1 and phase 2, addressed to the South African Embassy, C/o Ms P Motloba, Via Tanaro 14, Rome

**Compulsory briefing 13 May 2026**

**Closing date: 9 June 2026**

The closing date for submission of quotations and supporting documents will be 21 (twenty one) days after compulsory briefing and site inspection.

No late submission will be accepted.

***NB: Late submissions will not be accepted.***

ANNEXURE A

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

SCOPE OF WORKS / SCHEDULE OF QUANTITIES

FOR THE RENOVATION AND REPAIRS OF THE CHANCERY ROOF AND FAÇADE IN  
ROME, ITALY.

<u>Section</u>	<u>Description</u>	<u>SQM / Length / Quantity</u>	<u>Per unit cost</u>	<u>Total</u>
<b>Project preparation</b>				
<b>Site establishment</b>	Preparation and mobilization of the project.			
<b>Project permitting and approvals</b>	The drafting and submission of documents for local authority permitting and approvals.			
<b>Scaffolding</b>	Supply, installation and removal of scaffolding and lift.			
<b>Waterproofing of 4<sup>th</sup> floor terrace</b>	Inspect, clean, remove, construct, supply and install fibre reinforced waterproofing.	400m2 (25cm vertical height)		
<b>Waterproofing of 3<sup>rd</sup> floor terrace</b>	Inspect, clean, remove, supply and install fibre reinforced waterproofing.	150 m2		
<b>Roof drainage system</b>	Inspect and assess roof drains, gutters, <b>construct rainwater barriers</b> to address the cracks and fissures and any other defects.  Inspect and refurbish/replace the terrain drainage outlets and gutters  Waterproofing of the skylights and painting of the internal main			

	Staircase and sealing of emergency Staircases.			
<b>Balcony</b>	<p>Cleaning of area</p> <p>Sealing of window threshold with specific seal product with rain protection product</p> <p>Repair of the plaster damage on the cornices</p> <p>Knock off the damaged cornice plaster</p> <p>Refurbishment/replacement of cornice plaster</p>			
<b>Waste disposal</b>	Disposal of all waste material			
	Allow for contingency	Percentage	15%	
			Vat	
<b>TOTAL</b>				