



**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 REPLACEMENT OF THE OLD CARPET WITH NEW LAMINATED FLOORING, POLISHING OF KITCHEN MARBLE TILES AND REPLACEMENT OF CRACKED TILES OF ALL BALCONIES AT THE SOUTH AFRICAN EMBASSY CHANCERY APARTMENT IN ITALY, ROME (14, VIA TANARO).

SPECIFICATIONS /TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR THE REPLACEMENT OF THE OLD CARPET WITH NEW LAMINATED FLOORING, POLISHING OF KITCHEN MARBLE TILES AND REPLACEMENT OF CRACKED TILES OF ALL BALCONIES AFRICAN EMBASSY IN ITALY, ROME (14, VIA TANARO).

1. PURPOSE

To secure services of a Service Provider that could replace the old carpet with new laminated flooring, polish the main kitchen marble tiles and replace the cracked tiles of all balconies at the Chancery apartment at the South African Chancery in Italy, Rome.

2. BACKGROUND

The Chancery Apartment requires the replacement of the old carpet with new laminated flooring, polishing of the main kitchen marble tiles and replacement of cracked tiles of all balconies.

3. SPECIFICATIONS

3.1 The project will entail the following:

3.1.1 Replace the old carpet with new laminated flooring.

3.1.2 Replace cracked tiles of all balconies.

3.1.3 Polishing of all marble tiles and flooring.

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 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 and inclusive of taxes and VAT.

4.4 Quotations should include payment conditions.

5. VALIDITY OF PERIOD OF QUOTATION

All quotations submitted must be submitted by **31ST OF MARCH 2023** 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. CONTACT PERSONS

Enquiries and submission of proposals can be directed to:

Mr F T Jele
Corporate Services Manager
South African Embassy: Rome
Italy
Email address: jelet@dirco.gov.za

Ms. V D'ancona
Administrative Secretary
South African Embassy: Rome
Italy
Email address: d'anconav@dirco.gov.za

8. 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

