



**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
UPGRADE OF THE INTERNAL AND EXTERNAL ELECTRICAL SYSTEMS: AT THE
SOUTH AFRICAN OFFICIAL RESIDENCE IN ITALY, ROME (115, VIA BARNABA
ORIANI).**

(RFQ 043)

SPECIFICATIONS /TERMS OF REFERENCE

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1. PURPOSE

To secure services of a Service Provider that could carry out building works to repair and restore the internal and external electrical system at the South African Official Residence in Italy, Rome.

2. BACKGROUND

2.1 The Official Residence electrical systems require an upgrade of its internal and external electrical systems and certification.

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 13:00 on 07 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 Architectural 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.

5. SPECIFICATIONS

- 5.1 The project will entail the following:

5.1.1 Construction site installation and safety measures as per Legislative Decree 81/2008.

5.1.2 Labour and material for upgrade and re-wiring of the electrical system at the Official Residence

5.1.3 New Electrical distribution boards, New Electrical wiring.

5.1.4 Supply and replacement/Installation of new switches.

5.1.5 Supply and replacement/Installation of new LED illumination system.

5.1.6 Supply and replacement/Installation of new LED illumination system at the main entrance.

5.1.7 Automation of 10 roller shutters.

5.1.8 Electrical installations on the terrace. Supply and replacement/Installation of new LED illumination system and waterproof switches.

5.1.9 Certification (according to bi-laws and regulations), including but not limited to Certification of completion (COC).

5.1.10 Install and train on new system/electrical network.

5.1.11 Provide training and hand over.

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6. EVALUATION CRITERIA

The minimum requirements that must be satisfied / met by prospective service provider are:

- 6.1 A detailed quotation should be submitted indicating itemizing all costs of services required material and labour costs, including guarantees on materials and workmanship.
- 6.2 Submission of relevant company registration
- 6.3 A project plan reflecting realistic timeframes, including waiting period for delivery after placing order must be provided.
- 6.4 Quotes must be in local currency and inclusive of all materials and labour.
- 6.5 Quotations should include payment conditions.

7. VALIDITY OF PERIOD OF QUOTATION

All quotations submitted must be submitted by 18 June 2024 and must be valid for a period of three (3) months after the closing date.

8. 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.

9. OTHER CONDITIONS

- 9.1 On finalisation of the project a detailed handover report must be submitted, detailing on floor plans the work that was done;
- 9.2 All equipment installed must have warranties and same must be handed over.
- 9.3 A work warranty on all the work done must be provided.

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10. 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.

11. 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

12. NON-COMPULSORY BRIEFING SESSION

Non compulsory briefing session to be held on 10th of June 2024.

13. 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