



**DEPARTMENT OF INTERNATIONAL RELATIONS AND  
COOPERATION**

**Represented by**

**THE SOUTH AFRICAN EMBASSY IN ITALY, ROME**

**RFQ 058**

**SPECIFICATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR  
BUILDING WORKS: REPLACEMENT OF THE BOILER AND THE WATER TANK AT  
THE SOUTH AFRICAN OFFICIAL RESIDENCE IN ITALY, ROME (115, VIA  
BARNABA ORIANI).**

**SPECIFICATIONS /TERMS OF REFERENCE**

Request for quotations to carry out maintenance and repair works at the South African Official Residence  
– Rome

1 Request for quotations to carry out maintenance and repair works for the replacement of the  
boiler and water tank at the South African Official Residence – Rome

**SPECIFICATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR  
BUILDING WORKS: REPLACEMENT OF THE BOILER AND THE WATER TANK AT  
THE SOUTH AFRICAN OFFICIAL RESIDENCE IN ITALY, ROME (115, VIA  
BARNABA ORIANI).**

**1. PURPOSE**

To secure services of a Service Provider that could carry out building works for the replacement of the boiler and the replacement of the water tank at the South African Official Residence in Italy, Rome.

**2. BACKGROUND**

2.1 The Official Residence heating plant requires replacement of the boiler and the water tank.

**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 17:00 on 13 September 2024, to [jelet@dirco.gov.za](mailto: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.

2 Request for quotations to carry out maintenance and repair works for the replacement of the boiler and water tank at the South African Official Residence – Rome

**SPECIFICATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR  
BUILDING WORKS: REPLACEMENT OF THE BOILER AND THE WATER TANK AT  
THE SOUTH AFRICAN OFFICIAL RESIDENCE IN ITALY, ROME (115, VIA  
BARNABA ORIANI).**

**# 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.

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

3.1.2 Site preparation regarding all temporary works, construction site electrical panels and direct water intakes for correct execution of the works.

3.1.3 Dismantling and disposal of the old boiler, old machines, and old pipes. 3.1.4

Construction of a safety fire wall (REI 120)

3.1.5 Cleaning of the heating room.

3.1.6 Installation of a new boiler (50KW) including all pipes.

3.1.7 Supply and installation of a heat pump (GasR290-30KWV) including all pipes.

3.1.8 Supply and installation of 500 LT water tank for sanitary hot water.

3.1.9 Supply and installation of water tap connected to the water tank.

3.1.10 Supply and installation of new electrical system of the heating room including magneto switches for each machine installed.

3.1.11 Certification of the works.

**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.

3 Request for quotations to carry out maintenance and repair works for the replacement of the boiler and water tank at the South African Official Residence – Rome

**SPECIFICATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR  
BUILDING WORKS: REPLACEMENT OF THE BOILER AND THE WATER TANK AT  
THE SOUTH AFRICAN OFFICIAL RESIDENCE IN ITALY, ROME (115, VIA  
BARNABA ORIANI).**

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 18 September 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.

**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.

**SPECIFICATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR  
BUILDING WORKS: REPLACEMENT OF THE BOILER AND THE WATER TANK AT  
THE SOUTH AFRICAN OFFICIAL RESIDENCE IN ITALY, ROME (115, VIA  
BARNABA ORIANI).**

**8. 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  
3<sup>rd</sup> 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 16 September 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