



**SOUTH AFRICAN EMBASSY BRAZZAVILLE, CONGO**

**INVITATION FOR QUOTATIONS**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER POWER GENERATOR MAINTENANCE SERVICES AT THE SA EMBASSY, BRAZZAVILLE**

**TERMS OF REFERENCE**

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE POWER GENERATOR MAINTENANCE AT THE SOUTH AFRICAN EMBASSY, BRAZZAVILLE**

**1. PURPOSE**

The South African Embassy: Brazzaville intends appointing a service provider to provide Generator Maintenance Services at the Chancery and two residences based on required maintenance and working hours as prescribed by the manufacture: and

To supply diesel for the power generators at the Chancery and two residences as required.

**2. PROJECT DESCRIPTION**

- To appoint a certified service provider with qualified technicians:
- To provide general, preventative, and major repair maintenance services for a SDMO 66 KVA Generator at the Chancery and SDMO 44 KVA Generators at the two residences on a one-year renewable contract that is evaluated annually based on performance: and
- To provide general customer service, guarantee for delivery and quality of diesel provided at the Chancery and two residences on a one-year renewable contract that is evaluated every six-month based on performance.

### 3. GENERATOR MAINTENANCE SPECIFICATIONS:

ITEM	REQUIREMENTS	FREQUENCY
<p><b>MAJOR SERVICE</b></p>	<p>The Service provider to:</p> <ul style="list-style-type: none"> <li>• Empty and replace engine oil</li> <li>• Replace oil and fuel filters</li> <li>• Clean air filters and replace if required</li> <li>• Overall cleaning of generator and removal of residue</li> <li>• Clean radiator</li> </ul> <p><b>Major service will include amongst other things the following:</b></p> <ul style="list-style-type: none"> <li>• Checking all screws, bolts and connections are tight and connected correctly</li> <li>• Checking water and oil levels</li> <li>• Cleaning air filters</li> <li>• Checking for any fluid leakages</li> <li>• Checking all tension of belts</li> <li>• Checking and ensure generator is operating within operational parameters of the generator</li> <li>• Checking if all oil and fuel gauges are operational</li> <li>• Checking of manual / auto starting system</li> </ul>	<p>As per recommended service with 3 months intervals</p>
<p><b>MAINTENANCE/REPAIRING/REPORTING</b></p>	<p>Service Provider to maintain generators amongst other in:</p> <ul style="list-style-type: none"> <li>• Checking all screws, bolts and connections are tight and connected correctly</li> <li>• Checking water and oil levels</li> <li>• Cleaning air filters</li> </ul>	<p>With every scheduled visit</p>



	<ul style="list-style-type: none"> <li>• Checking for any fluid leakages</li> <li>• Checking all tension of belts</li> <li>• Checking and ensure generator is operating within operational parameters of the generator</li> <li>• Checking if all oil and fuel gauges are operational</li> <li>• Checking of manual / auto starting system</li> <li>• Repair parts before parts are dysfunctional and become emergency</li> </ul> <p>The Service provider needs to report the overall functioning of unit to the Embassy timeously and make recommendation to ensure the prolonged life of the unit and to ensure units are running at optimal performance.</p> <p><b>Service provider supply quotations for repairs to be provided for approval prior to implementation.</b></p>	
<b>EMERGENCY RESPONSE</b>	<p>Service provider should be able to send out technician for unscheduled maintenance requirement should one of the units fail or require attention within 12 hours and on Weekends and Public Holidays.</p> <p>Service provider to attend to all emergency repairs</p>	Unscheduled visits

**4. DIESEL SUPPLY SPECIFICATIONS:**

ITEM	REQUIREMENTS	FREQUENCY
<b>MONTHLY SERVICE</b>	Service provider to provide its services to Chancery and two residences	On monthly basis

<b>MONTHLY SUPPLY</b>	Service provider to supply good quality diesel to the Chancery and two residences	As and when required
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## 5. PROVISION OF MATERIALS AND EQUIPMENT

The Service Provider will be responsible for providing all the required tools and equipment required for the maintenance and repair of the generator.

## 6. EVALUATION METHODOLOGY

The quotations will be evaluated as follows

### 6.1. Responsiveness Criteria

The minimum requirements that must be satisfied / met by prospective bidders in order to pass to the next stage of the evaluation process.

Requirements
a. The company must provide a quote based on these terms of reference.
b. The company must provide proof of certification as generator maintenance specialist with certified technicians
c. The company must submit proof of Company Registration and VAT registration.

## 7. CONDITIONS

- 7.1. The Embassy shall not be held liable for any additional costs not stipulated or agreed to after the quotes have been provided.
- 7.2. The quotations received will be evaluated by the Mission Procurement Committee.
- 7.3. The Embassy is not obliged to select any of the companies submitting quotations on request.
- 7.4. Change of these terms of reference may only be made through mutual agreement and must be in writing.

## 8. VALIDITY OF THE QUOTATION

- 8.1. The quotation must be valid for six (6) months after submission for the bid process.

## 9. FEES AND PAYMENTS

- 9.1. Payment will be made in local currency (CFA) and monthly.
- 9.2. Companies should take note that the Mission will pay within 30 days after receipt of invoice and the goods have been received.



## 10. TERMINATION OF THE CONTRACT:

Termination of the contract may be done by either party in writing with a notice period of one calendar month.

## 11. CONTACT PERSONS AND SUBMISSIONS

Prospective bidders are required to submit their quotations with supporting documents in a sealed envelope with the details of the bidder clearly marked on the outside of the envelope and must be hand delivered to the South African Embassy

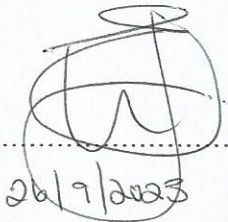
Closing date and time: 10 October 2023 at 11:00

All enquiries must be directed to:

Ms E Kidson, email [kidsone@dirco.gov.za](mailto:kidsone@dirco.gov.za), contact telephone number +242 06 976 06 30  
Mr T Monaisa, email [MonaisaT@dirco.gov.za](mailto:MonaisaT@dirco.gov.za), contact telephone number +242 06 666 16 11  
Ms C Locko, e-mail: [LockoC@dirco.gov.za](mailto:LockoC@dirco.gov.za), contact telephone numbers +242 06 841 4570  
Mr E Odende Mouko, e-mail [OdendeMoukoE@dirco.gov.za](mailto:OdendeMoukoE@dirco.gov.za) Contact telephone numbers:  
+242 06 950 56 50

Corporate Service Manager

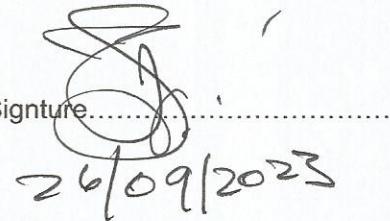
Signature.....



26/9/2023

Head of Mission

Signature.....



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