



SOUTH AFRICAN EMBASSY BRAZZAVILLE, CONGO

INVITATION FOR QUOTES

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER AIR-
CONDITIONING MAINTENANCE SERVICES AT THE SA EMBASSY,
BRAZZAVILLE**

TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE AIR-CONDITIONING
MAINTENANCE AT THE SOUTH AFRICAN EMBASSY, BRAZZAVILLE**

1. PURPOSE

The South African Embassy: Brazzaville intends appointing a service provider to provide Air-conditioning Maintenance Services at the Chancery and two residences of transferred officials.

2. PROJECT DESCRIPTION

- To appoint a certified service provider with qualified technicians
- To provide Air-conditioning Maintenance Services at the Chancery and two residences for a period of two-year.
- This contract is renewable and will be evaluated every six consecutive months based on performance.

3. 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 unit.

4. AIR-CONDITIONING MAINTENANCE SPECIFICATIONS:

ITEM	REQUIREMENTS	FREQUENCY
<p>* SERVICING OF AIR-CONDITIONERS</p>	<p>Service provider to service 28 Air-conditioning (Vesel, Sharp, LG, Samsung and Media) unit at the Chancery and 10 Air-conditioning within each of the two residences.</p> <p>Servicing includes amongst others:</p> <ul style="list-style-type: none"> • Cleaning of filters • Repairing minor units to ensure proper functioning of units • Refilling of Gas if required • Replace piping tape if required 	<p>Scheduled Maintenance every three months from the day signed contract. Agreed maintenance schedules to be signed between the Embassy and service provider.</p>
<p>* MAINTENANCE/REPAIRS/ REPORTING</p>	<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>On every scheduled visit</p>
<p>*EMERGENCY RESPONSE/MAJOR REPAIRS</p>	<p>Service provider should be able to send out technician for unscheduled maintenance requirement should one of the units fail or require attention within 2 to 8 hours.</p> <p>Service provider to attend to all emergency repairs</p>	<p>Unscheduled visits</p>

***Service provider to supply quotations for maintenance/repairs for approval prior to implementation.**

5. EVALUATION METHODOLOGY

The quotations will be evaluated as follows:

5.1. 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 (per unit price) based on these terms of reference.
b. The company structure and services rendered
c. The company must have more than 5 year's experience in the field
d. The company must submit proof of Company Registration, Company address and banking details in the name of the registered company.

CONDITIONS

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

6. VALIDITY OF THE QUOTE

- 6.1. The quote must be valid for five (5) months after submission for the bid process.

7. FEES AND PAYMENTS

- 7.1. Payment will be made in local currency (CFA) and on a monthly basis, at the end of each month by a bank transfer.
- 7.2. Companies should take note that the Embassy will pay within 30 days after receipt of invoice and the goods/services have been received.

8. TERMINATION OF THE CONTRACT:

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

9. 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;
- must be hand delivered to the South African Embassy; and
- must be in English only

Closing date and time: **30 April 2024 at 11:00**

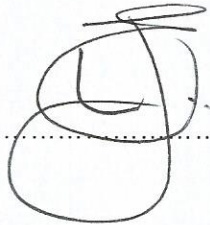
All enquiries must be directed to:

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

Corporate Service Manager

Head of Mission

Signature:



Signature:

