



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 two-year renewable contract basis that is evaluated every six (6) months 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 two-year renewable contract basis that is evaluated every six-month based on performance.

3. GENERATOR MAINTENANCE SPECIFICATIONS:

ITEM	REQUIREMENTS	FREQUENCY
<p>*MAJOR SERVICE</p>	<p>Service provider to service SDMO J 66 KVA generator unit at the Chancery and SDMO J44 KVA generator within each of the two residences.</p> <p>The Service provider to:</p> <ul style="list-style-type: none"> • Empty and replace engine oil • Replace oil and fuel filters • Clean air filters and replace if required • Overall cleaning of generator and removal of residue • Clean radiator <p>Major service will include amongst other things the following:</p> <ul style="list-style-type: none"> • Checking all screws, bolts and connections are tight and connected correctly • Checking water and oil levels • Cleaning air filters • Checking for any fluid leakages • Checking all tension of belts • Checking and ensure generator is operating within operational parameters of the generator • Checking if all oil and fuel gauges are operational • Checking of manual / auto starting system 	<p>As per recommended service with 3 months intervals from the day signed contract or as per manufacturer recommendation. Agreed maintenance schedules to be signed between the embassy and service provider.</p>
<p>*MAINTENANCE/REPAIRING/REPORTING</p>	<p>Service Provider to maintain generators amongst other in:</p> <ul style="list-style-type: none"> • Checking all screws, bolts and connections are tight 	<p>With every scheduled visit</p>

	<p>and connected correctly</p> <ul style="list-style-type: none"> • Checking water and oil levels • Cleaning air filters • Checking for any fluid leakages • Checking all tension of belts • Checking and ensure generator is operating within operational parameters of the generator • Checking if all oil and fuel gauges are operational • Checking of manual / auto starting system • Repair parts before parts are dysfunctional and become emergency <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>*EMERGENCY RESPONSE</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 and on Weekends and Public Holidays.</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.**

4. DIESEL SUPPLY SPECIFICATIONS:

ITEM	REQUIREMENTS	FREQUENCY
MONTHLY SERVICE	Service provider to provide its services to Chancery and two residences as stipulated	On monthly basis
MONTHLY SUPPLY	Service provider to supply good quality diesel to the Chancery and two residences as stipulated	As and when required

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 (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.

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 five (5) months after submission for the bid process.

9. FEES AND PAYMENTS

9.1. Payment will be made in local currency (CFA) on a monthly basis.

9.2. Companies should take note that the Mission will pay within 30 days after receipt of invoice and goods/services 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;
- 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**

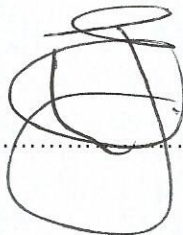
All enquiries must be directed to:

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.....

