



**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 maintenance -, servicing - and repair services to generators at the Chancery (one generator) and two residences (two generators) based on required maintenance and working hours as prescribed by the manufacturer.

**2. PROJECT DESCRIPTION**

- To appoint a certified service provider with qualified technicians.
- To provide general maintenance, preventative, and repair services for one SDMO 66 KVA Generator at the Chancery and two 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

**3. GENERATOR MAINTENANCE SPECIFICATIONS:**

| ITEM                   | REQUIREMENTS  | FREQUENCY   |
|------------------------|---|---|
| MAINTENANCE/ REPORTING | Service Provider to maintain generators amongst other in: | With every scheduled visit.<br><br>Monthly Maintenance schedules programme to be agreed |

|                 |  |   |
|-----------------|--|---|
|                 | <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> <li>• Repair parts before parts are dysfunctional and become emergency</li> </ul> <p>The Service provider to indicate price per maintenance service, per unit (GE 44 KVA/ GE 66 KVA) for generators respectively.</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> | between the Embassy and service provider.   |
| <b>SERVICES</b> | Service provider to service SDMO J 66 KVA generator unit at the Chancery and two SDMO J44 KVA generators within each of the two residences.<br><br>Service will include amongst other things the following: <ul style="list-style-type: none"> <li>• Empty and replace engine oil</li> </ul>   | As per recommended services as per manufacturer recommendation (normally services to be done between 300 & 350 hours of running time).<br><br>Services to be agreed between the Embassy and service provider. |

|                      |  |                              |
|----------------------|--|------------------------------|
|                      | <ul style="list-style-type: none"> <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 etc</li> </ul> <p>The Service provider to indicate price per service, per unit (GE 44 KVA/ GE 66 KVA) for generators respectively.</p> <p>The price of <u>two services</u>, per generator, per annum to be included in the contract pricing. Any other services, the Service provider to supply quotations for services for approval prior to implementation.</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> |                              |
| REPAIRING/ REPORTING | Service provider to supply quotations for the repairs for approval prior to implementation.  | With every scheduled visit   |
| EMERGENCY RESPONSE   | <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 emergency repairs</p> <p>Service provider to supply quotations for emergency</p>   | With every unscheduled visit |

|  |  |  |
|--|--|--|
|  | repairs for approval prior to implementation |  |
|--|--|--|

#### 4. 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.

#### 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 to pass to the next stage of the evaluation process.

| Requirements   |
|--|
| a. The company must have more than 5 year's experience in the field – submittance of client references is required |
| b. The company must submit proof of Company Registration.  |

#### 6. CONDITIONS

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

#### 7. VALIDITY OF THE QUOTATION

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

## 8. FEES AND PAYMENTS

- 8.1. Payment will be made in local currency (CFA) on a monthly basis.
- 8.2. *Companies should take note that the Mission will pay within 30 days after receipt of invoice and goods/services have been received.*

## 9. TERMINATION OF THE CONTRACT:

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

## 10. 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

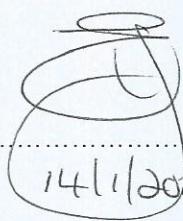
Closing date and time: **13 February 2026 at 12:00**

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

Corporate Service Manager

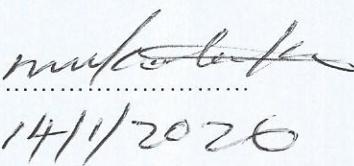
Signature.....



14/1/2026

Head of Mission

Signature.....



14/1/2026

