



SOUTH AFRICAN EMBASSY BRAZZAVILLE, CONGO

INVITATION FOR QUOTATIONS

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY DIESEL TO THE SOUTH AFRICAN EMBASSY, BRAZZAVILLE

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE DIESEL TO THE SOUTH AFRICAN EMBASSY, BRAZZAVILLE

1. PURPOSE

The South African Embassy: Brazzaville intends appointing a service provider to supply diesel to the South African Embassy's Chancery and two residences (compound) as required.

2. PROJECT DESCRIPTION

To appoint a certified service provider with qualified technicians to provide general customer service, guaranteed delivery and quality of diesel provided at the Chancery and two residences (compound) on a one-year renewable contract basis that is evaluated every six-month based on performance.

3. DIESEL SUPPLY SPECIFICATIONS:

ITEM	REQUIREMENTS	FREQUENCY
MONTHLY SERVICE	Service provider to provide its services to Chancery and two residences (compound) as stipulated	On monthly basis
MONTHLY SUPPLY	The South African Embassy currently have three containers' of 1000 liters each at the Chancery and two residences (compound) respectfully.	As and when required

	<p>Quotations should include a detailed breakdown of all costs e.g. price per liter and delivery costs involved:</p> <p>Chancery:</p> <p>1000 liters container</p> <p>1st Secretary Administration's residence</p> <p>1000 liters container</p> <p>3rd Secretary Administration's residence</p> <p><u>1000 liters container</u></p> <p>Total: 3000 liters per delivery</p> <p>Service provider to supply good quality diesel, <u>on order for service basis</u>, prior to diesel supply as per the Embassy's demand</p>	
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4. PROVISION OF MATERIALS AND EQUIPMENT

The Service Provider will be responsible for providing all the required tools and equipment to supply diesel to the South African Embassy as stipulated.

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 years' experience in the field and include references from clients
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 five (5) 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 preferable in English where possible

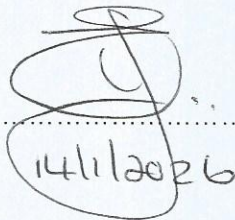
Closing date and time: **13 February 2026 at 12:00**

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

Corporate Service Manager

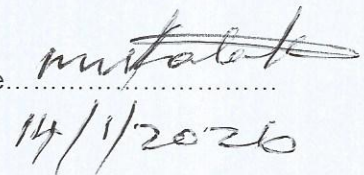
Signature.....


14/1/2026



Head of Mission

Signature.....


14/1/2026