

SOUTH AFRICAN EMBASSY
BRAZZAVILLE
REPUBLIC OF CONGO



TERMS OF REFERENCE

Request for quotations for the supply of Security services and equipment at the South African Embassy (compound) of the South African Embassy in Brazzaville

Supply of security services and equipment at the
South African Embassy
(compound) of the South African
Embassy in Brazzaville

1. PURPOSE

To procure unarmed 24 / 7 physical security services to protect the safety of building, grounds & premises and personal property of the South African Embassy in Brazzaville (Republic of Congo).

2. PROJECT BRIEF

The South African Embassy shall enter a one (1) year contract with the successful bidder and the conditions of the contract shall be formalized through the signing of a Service Level Agreement.

3. SPECIFICATIONS

- Duration: one (1) year period as from December 2026.
- Security Company must have 5 years or more experience in the field.
- Service/equipment to be provided:

Physical Security at the South African Embassy and two residences (compound) in Brazzaville:

Daytime duty 06h00 to 18h00	Nighttime duty 18h00 to 06h00
5 X Access control security with supervisor	4 X Access control security

- Services to be rendered 7 days per week.
- Control room, with rapid response team.
- Inspector doing site visits to the properties regularly.
- A pool of relief agents must be available to perform relief duty on a short notice.
- Transport, material & equipment to be provided by company: Rapid response & communication systems, Liaison motor vehicle / motorcycle, Handheld metal detectors, Torches, Security tonfa Baton. Parts must be of good quality and maintainable.

- Security agents to be provided with uniforms, including shoes, socks, belts and Badges of company for identification purposes.
- Personnel tasked with the carrying out of the service must be able to interact with Embassy staff members in English.

4. COST ESTIMATES

- A breakdown of the cost per unit price, administration fees, etc. must be provided; and
- Quotations should be valid for a period of six (6) months from the date of submission.

5. EVALUATION CRITERIA TO BE USED

5.1 RESPONSIVE CRITERIA

Documents to be submitted:

- Proof of Registration of Security Company;
- Company to have more than 5 years experience and include references from clients
- Companies are required to produce proof of valid Police security clearances (not older than 3 months) of its personnel to be stationed at the South African Embassy.

6. CONDITIONS

6.1 SPECIFICATION AND QUALITY

- The bid/quote submitted by the bidder must include all applicable costs, eg communication means, transportation, uniforms, equipment, etc.
- The bid/quote submitted shall be estimated on a fixed monthly price basis for the validity of the contract.

6.2 GENERAL CONDITIONS

- The Embassy will not be held responsible for any costs incurred by bidders in the preparation and submission of quotations.
- The Embassy shall not be held liable for any additional costs not stipulated or agreed to after the parties have concluded an agreement.
- The quotations received will be evaluated by the Mission Bid Adjudication Committee.
- The Embassy is not obliged to select any of the bidders' submitting quotations.
- The proposals must be properly submitted on or before the closing date and time specified on the invitation.

7. CHANGE OF TERMS OF REFERENCE

Should the security situation in any way whatsoever warrants amendment to the security contract, change of the terms of reference may only be made through mutual agreement between the two parties and must be in writing.

8. FEES AND PAYMENT SCHEDULE

- (a) All prices quoted must be stated in Central African Franc (CFA).
- (b) Payment will be affected on a monthly basis for the duration of the contract.

9. CONTACT PERSON AND SUBMISSIONS

Prospective bidders are required to submit their quotations (in English) 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.

10. DELIVERIES AND INVOICES

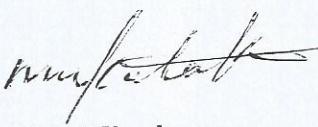
Official	Designation	Contact details
Mr E Kidson	Corporate Services Manager	Tel: +242 06 976 06 30 kidsone@dirco.gov.za
Mr TJ Monaisa	3 rd Secretary Administration	Tel: +242 06 660 1611 Monaisat@dirco.gov.za <u>Address:</u> South African Embassy Alee des Aglions, vers le lycee Chaminade Centre-ville Brazzaville

CLOSING DATE AND TIME:

Closing date will be **13 February 2026 at 12h00**. Please take note that no late submissions shall be accepted.

Corporate Service Manager
Signature: 



Head of Mission
Signature: 


14/11/2026