



SOUTH AFRICAN EMBASSY
COPENHAGEN – DENMARK

Strandøre 15, 2100, København Ø, Tel +45 39 18 01 85

Reference : DIRCO 04/2024-2025- Invitation Letter
Enquiries : Ms Motlatjo Mashala
Telephone : +4560108770
Email : mashalam@dirco.gov.za

Sir/Madam

1. Bid No: **DIRCO 04/2023-2024**
 2. The South African Embassy in Denmark, Copenhagen hereby invites potential bidders to submit proposals for the appointment of a service provider to effect renovation works at the Official Residence, 158 Strandvejen, 2920 Charlottenlund.
 3. The bid document/terms of reference must be collected at Strandøre 15, 2100, København Ø on/before **21 November 2024**.
- OR
4. Bidders can access and download the terms of reference using the link or alternatively visit the Embassy website as follows:
Copenhagen, Denmark website: <https://dirco1.azurewebsites.net/copenhagen/>
Tender: <https://dirco1.azurewebsites.net/copenhagen/tender.html>
 5. Services are required at the Official Residence, 158 Strandvejen, 2920 Charlottenlund.
 6. **Closing date: 04 December 2024, 11:00am.**
Please make sure that your bid reaches this office before the closing date, 04 December 2024, 11:00am.
 7. **A compulsory briefing session will be held on 21 November 2024, 14:00pm at the Official Residence, Strandvejen 158, 2920 Charlottenlund.**
 8. All documents accompanying this bid invitation must be completed in detail where applicable and returned with your proposal.
 9. When submitting your bid, the following information **must** appear on the sealed envelope:
 - **Name and address of the bidder**
 - **Bid Number**
 - **Closing date**
 10. The envelope can be placed in the bid box, Address: Strandøre 15, 2100, København Ø.
 11. Non-compliance with any of the above conditions will result in your bid being disqualified.

Yours faithfully

Ms Motlatjo Mashala
Corporate Service Manager

Date: 14/11/2024