



SOUTH AFRICAN EMBASSY  
COPENHAGEN – DENMARK

Gammel Vartov Vej 8, DK-2900 Hellerup, Tel +45 39 18 01 85

**Reference** : DIRCO 07/2023-2024- Invitation Letter  
**Enquiries** : Ms Motlatjo Mashala  
**Telephone** : +4560108770  
**Email** : mashalam@dirco.gov.za

Sir/Madam

- Bid No: DIRCO 07/2023-2024**
- 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 Chancery, Gammel Vartov Vej 8, 2900 Hellerup.
- The bid document/terms of reference must be collected at Strandøre 15, 2100 København Ø before the compulsory briefing session.

OR

- Bidders can access and download the terms of reference using the link: <https://dirco1.azurewebsites.net/copenhagen/tender/TERMS%20OF%20REFERENCE%20CHANCERY.doc> or alternatively visit the Embassy website: <https://dirco1.azurewebsites.net/copenhagen/>
- Services are required at the Chancery in **Denmark, Copenhagen, Gammel Vartov Vej 8, 2900 Hellerup.**
- Closing date: 03 April 2024, 11:00 am.** Please make sure that your bid reaches this office before the closing date, 03 April 2024, 11:00 am.
- A compulsory briefing session will be held on 26 March 2024 at 14:00 pm at Denmark, Copenhagen, Gammel Vartov Vej 8, 2900 Hellerup.**
- All documents accompanying this bid invitation must be completed in detail where applicable and returned with your proposal.
- When submitting your bid, the following information **must** appear on the sealed envelope:
  - Name and address of bidder
  - Bid Number
  - Closing date
- The envelope can be placed in the bid box, Address: Strandøre 15, 2100 København Ø.
- Non-compliance with any of the above conditions will result in your bid being disqualified.

Yours faithfully

**Ms Motlatjo Mashala**  
**Corporate Service Manager**

Date: 13/03/2024