



SOUTH AFRICAN EMBASSY
COPENHAGEN – DENMARK

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

Reference : 04/03/2023/2024- Invitation Letter
Enquiries : Ms Motlatjo Mashala
Telephone : +4560108770
Email : mashalam@dirco.gov.za

Sir/Madam

1. Bid No: **DIRCO 08-2023/2024**
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 before the compulsory briefing session.

OR
4. Bidders can access and download the terms of reference using the link: <https://dirco1.azurewebsites.net/copenhagen/tender/TERMS%20OF%20REFERENCE%20OFFICIAL%20RESIDENCE.doc> or alternatively visit the Embassy website: <https://dirco1.azurewebsites.net/copenhagen/>
5. Services are required at the Official Residence in **Denmark, Copenhagen, Strandvejen 158, 2920 Charlottenlund.**
6. **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.
7. **A compulsory briefing session will be held on 26 March 2024 at 10:00 am at Denmark, Copenhagen, 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 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: 13/03/2024