



**SOUTH AFRICAN CONSULATE GENERAL
NEW YORK**

TERMS OF REFERENCE

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR
RENOVATION OF THE OFFICIAL RESIDENCE OF THE
SOUTH AFRICAN CONSULATE GENERAL**

LOCATED AT 230-232 EAST 49TH STREET, NEW YORK, USA

1. PURPOSE

The Government of South Africa, represented by the South African Consulate General in New York, hereafter “the Consulate”, seeks to appoint a qualified service provider to renovate the Official Residence located at 230-232 East 49th Street, Manhattan, New York.

2. BACKGROUND

2.1 Objective

This Terms of Reference (ToR) document outlines the scope of work required to appoint a suitably qualified and experienced company to undertake the renovation of the Official Residence.

2.2 Official Residence Overview

The Official Residence is situated in the Turtle Bay Gardens residential complex at 230-232 East 49th Street, Manhattan, which is a New York City Designated Landmark. The property consists of two apartments—one four-story and the other five-story—which have been consolidated into a single residence.

2.3 Condition Assessment

A comprehensive condition assessment has been conducted, identifying the need for renovation work to fully restore the facility.

3. SCOPE OF WORK (Refer to Annexure A for detailed specifications)

The appointed service provider shall be responsible for the following:

3.1 Project Preparation & Mobilization

- Establish pre-construction project plan including logistics and mobilization plans for approval by the Consulate.
- Obtain and finalize all necessary permits for construction work from local authorities, including related to the property’s heritage status.
- Act as the primary liaison between the client (the Consulate) and municipal authorities for project approvals and communications.

3.2 Structural and Exterior Works

- Supply and erect scaffolding for relevant parts of the project duration, including assembly, disassembly, and material transportation.
- Repair the main gates and perimeter fence.
- Refurbish the roof, exterior façade, windows, doors, balconies, and patios

3.3 Interior Refurbishment

- Renovate interior walls, floors, ceilings, staircases, wardrobes, tiles, and bathrooms.

- Replace all light fixtures with energy-efficient, compliant models.
- Repair salvageable doors and replace damaged doors and locks with high-quality replacements.
- Replace window blinds, carpets, skirtings, and cornices in line with Consulate-approved designs and preferences.

3.4 Mechanical and Electrical Systems

- Assess the Heating, Ventilation and Air-conditioning (HVAC) system and provide a detailed report. If required, replace faulty boilers, AC motors and condensers (subject to consultation with the Consulate).
- Replace all damaged external plumbing components, including vents, reticulation pipes, and gutters.
- Include the cost of refurbishing the electrical and plumbing systems (interior areas) in the bid.
- Inspect the building for asbestos, remove asbestos and issue removal certificate
- Ensure compliance with Electrical, Plumbing, Gas, Heating, and Fire Safety Standards and provide relevant Certificates of Compliance.

3.5 Guarantees and Maintenance

- Submit a commitment letter certifying that guarantees and warranties for all completed work will be provided.
- Develop a comprehensive maintenance plan covering required and planned maintenance for a three-year period following project completion.

4. BIDS SUBMISSION REQUIREMENTS

4.1 Itemized Quotations

- All bids submitted must be in English
- Bidders must quote an inclusive and detailed price specifying each cost (refer to Annexure A).
- Prices must be in USD and inclusive of VAT
- Prospective Service Providers must submit a detailed breakdown in the quotes and not a collective amount; (See Annexure A)

4.2 Technical Details

- Provide specifications, including sizes, volume, height, length, output, resistance, mass, efficiency levels, and other relevant details.

4.3 Validity Period

- All bids must remain valid for 120 days from the submission date.

5. COMPULSORY BRIEFING

- A compulsory briefing session will be held at the South African Consulate General, 845 Third Avenue, 10th Floor, New York, NY 10022 on **31 July 2025 at 10:00am.**
- Attendance is mandatory for all bidders and must sign the attendance register

6. EVALUATION CRITERIA TO BE USED

All bids will be evaluated in three phases as follows:

6.1 Phase 1: Responsiveness

The minimum requirements that must be satisfied/met by prospective bidders to progress to the next stage of the evaluation process are:

Document that must be submitted	Non-submission may result in disqualification	
Company registration	YES	Be a registered company in the United States of America (submit proof of valid registration) • Service Provider will be requested to submit the documents within 3 days from the date of request, failure to submit the documents will disqualify the Service Provider
Annexure A (pricing schedule).	YES	Bidders must quote an inclusive and detailed price specifying each cost (refer to Annexure A). Bidders must complete Annexure A (pricing schedule). Service Provider will be requested to submit the documents within 3 days from the date of request, failure to submit the documents will disqualify the Service Provider
Commitment letter- guarantees and warranties (Annexure B)	YES	Bidders to provide a commitment letter certifying the following: ▪ Guarantees and warranties for completed work. ▪ The bidder will undertake planned maintenance for a period of three years following project completion. Service Provider will be requested to submit the documents within 3 days from the date of request, failure to submit the documents will disqualify the Service Provider
Compulsory briefing session	YES	Attendance of compulsory briefing session. Bidders must sign the attendance register. The briefing session will be followed by a site viewing to enable service providers to understand requirements as stipulated in the terms of reference.

Note: Failure to submit any of the required documents under Phase 1 will result in disqualification from further evaluation.

6.2 Phase 2: Functionality Criteria

6.2.1 A panel shall evaluate all tenders received on the functionality criteria as reflected below. A bidder that scores less than sixty (60%) in respect of “functionality” shall be regarded as submitting a non-responsive bid and shall be disqualified. The bid will not be considered for the next stage: Price.

- 6.2.2 To ensure a meaningful and fair evaluation, bidders are required to provide detailed supporting information demonstrating compliance with each evaluation criterion.
- 6.2.3 For purposes of comparison and to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance with the criteria listed below:

Criteria	Weight
A minimum of 5 years' experience in executing similar renovation projects – proof must be submitted in the form of a company profile indicating the number of years the company has been in business. <u>Matrix:</u> No information provided = 0 point 3 years = 1 points 4 years = 2 points 5 years = 3 points 6 years = 4 points 7+ years = 5 points	40
Bidders are required to submit credible references; proof should be in form of testimonials or appointment letters, and it will be evaluated in terms of similar projects completed in the previous years. The letter must include the following. • Company name. • Brief description of the services rendered. • Contact details of client. • Value of contract. <u>Matrix</u> No Information provided=0 points 1 Reference = 1 point 2 References = 2 points 3 References = 3 points 4 References = 4 points 5 References = 5 points	40
Provide a detailed project plan from initial permit process until commissioning and final handover. The project plan should reflect realistic timeframes for the works specified. An indication must be given on the risks associated with the project execution. The estimated project duration from appointment date (including delivery date for the required material) to close-out must be clearly stated in the proposal. The following items must be included in detail: 1. Project Timelines. 2. Activities. 3. Methodology. 4. Project team. 5. Project Risk identified. <u>Matrix</u> No Information provided=0 points Project plan covering one (1) factor = 1 point Project plan covering two (2) factors = 2 points Project plan covering three (3) factors = 3points Project plan covering four (4) factors = 4 points Project plan covering five (5) factors = 5 points	20

6.3 Phase 3: Price Evaluation

All service providers who score 60% or above in the functionality assessment will proceed to the final evaluation stage based on price.

All proposals received must be quoted in USD and must be VAT.

7. SPECIAL CONDITIONS

7.1 Specifications and Quality

- All required products must be of high quality, durable, and designed to withstand frequent use.
- Finishes must be of superior quality to ensure longevity and meet the required lifespan standards.
- Any replacements (due to breakages or damages) and replenishments (due to depletion) must be carried out immediately.
- The appointed service provider must submit certified identification copies of all employees assigned to this project to the Consulate.
- All access to the property is by appointment through the Consulate only.
- Restoration work must comply with City requirements for Designated Historical Sites, as well as the rules of the Turtle Bay Gardens body corporate.
- The company must be duly registered and in good standing with the appropriate labor unions recognized in the State of New York, and must provide documentation verifying current union affiliation, including a valid collective bargaining agreement or letter of recognition from the union.
- The appointed service provider must have public liability insurance upon appointment.
- The appointed service must comply with Electrical, Plumbing, Gas, Heating, and Fire Safety Standards and provide relevant Certificates of Compliance.

8. GENERAL CONDITIONS

8.1 The Government of the Republic of South Africa, represented by its Consulate General, reserves the right to enter into a Service Level Agreement (SLA) with the appointed service provider.

8.2 The Government of the Republic of South Africa, represented by its Consulate General, will not be responsible for any costs incurred by service providers in the preparation and submission of bids.

8.3 The Government of the Republic of South Africa, represented by its Consulate General, is not obligated to select any of the service providers submitting proposals.

8.4 Evaluation of functionality criteria will be based solely on the requested and submitted information. The completeness and comprehensiveness of the proposal may influence the final award decision.

8.5 The Government of the Republic of South Africa, represented by its Consulate General, will not be liable for any additional costs not stipulated or agreed upon after the final agreement has been concluded.

8.6 Service providers must comply with all specifications outlined in this request for proposals. If additional information is required, service providers must respond comprehensively, providing an addendum that clearly references the relevant section or paragraph.

8.7 The requirements outlined in this request for proposals represent the minimum criteria. Failure to comply may result in disqualification.

8.8 The Government of the Republic of South Africa, represented by its Consulate General, undertakes to process payments within 30 days after receipt of an invoice and satisfactory completion of the project.

8.9 The Government of the Republic of South Africa, represented by its Consulate General, reserves the right to:

- Discontinue the project at any stage.
- Appoint or decline to appoint a service provider.
- Cancel or modify the scope of work as necessary.

9. FEES AND PAYMENT SCHEDULE

9.1 All quoted prices must be in **US Dollars (USD)**.

9.2 All quoted prices must include **TAX**.

9.3 Payment will be processed within 30 days after receipt of an invoice and satisfactory completion of the service.

9.4 Validity of Bids: All bids must remain valid for 120 days from the submission date.

10. CONTACT PERSONS AND SUBMISSIONS

10.1. All enquiries may be directed to: Corporate Service Management, Ms Albert,
email: albertp@dirco.gov.za, and copy,
Ms Myrna Peralta, telephone: +1 (212) 692 2432, email: peraltam@dirco.gov.za

10.2. Prospective service provider/s should submit their quotations in a sealed envelope with the details of the specific request on the outside of the envelope to:

Attention: Ms Pumeza Albert
South African Consulate General,
845 Third Avenue,
10th Floor, New York,
NY 10022

10.3. Submissions should be hand delivered to the above-mentioned addresses on or before on the closing date, which is the **15 August 2025, Time: 11:00 AM EST**

10.4. Prospective service provider/s suppliers are encouraged to submit their proposals and quotations before the closing date and time, as late submissions will not be accepted.

10.5. Successful bidders will be notified in writing.