

**SOUTH AFRICAN CONSULATE GENERAL**

**NEW YORK, USA**



**REQUEST FOR PROPOSALS FROM PROJECT MANAGEMENT COMPANIES TO PROVIDE PROJECT MANAGEMENT SERVICES FOR THE PLANNING AND IMPLEMENTATION OF THE REPAIR AND RENOVATIONS PROJECT AT THE OFFICIAL RESIDENCE OF THE SA CONSULATE-GENERAL IN NEW YORK CITY**

**TERMS OF REFERENCE**

<b>BID NUMBER:</b>	<b>DIRCO 12/2025-2026</b>
<b>COMPULSORY SITE BRIEFING:</b>	<b>Date: 25 March 2026      Time: 10:00 am</b>
<b>ADDRESS OF SITE BRIEFING:</b>	<b>805 Third Avenue, 30<sup>th</sup> floor, East, 49<sup>th</sup> Street, New York, USA</b>
<b>CLOSURE OF BIDS:</b>	<b>Date: 10 April 2026      Time: 11:00 am</b>

## TERMS OF REFERENCE

### 1. PURPOSE

The South African Consulate-General in New York, USA intends to appoint a service provider to provide project management services for the repair and refurbishment of the Official Residence in USA.

### 2. BACKGROUND

- 2.1 The South African Government has a state-owned property used as an official residence for the Consul General in New York, USA. The South African Government has conducted a condition assessment to inform the repairs and renovation project of this facility.
- 2.2 The draft scope of works has been developed for the appointment of the Contractor for the renovation of the official residence based on the condition assessment report and status of the property (**Annexure A**)
- 2.3 For this purpose, the South African Consulate General intends to appoint a Project Manager to oversee and manage all technical aspects in the planning and implementation of the repair and renovation project. The role of the Project Manager will be to provide the South African Consulate General with technical expertise to plan and implement the renovation project effectively and efficiently.
- 2.4 This will entail preparing the details scope of works, construction and technical drawings and specifications for the finishes for the works to be carried out in the official residence, contract management, monitoring and quality control of works performed, project close out and compilation of a maintenance plan for the property.
- 2.5 **The estimated duration of the project is eighteen (18) months this will be in line with the local law in New York City.**

### 3. DELIVERABLES

The following deliverables will be expected from the appointed Project Manager:

#### 3.1 Project planning and updating of TOR for renovation works

The Project Manager will need to assess the current condition of the property and confirm the draft scope of works for the implementation of renovation works to be implemented. The service

provider will use the condition assessment report as a base document. The detailed specification should be part of the scoping, Annexure B.

### **3.2 Design development incorporating detailed technical designs and drawings**

Prospective bidders should allow for the preparation and development of necessary detailed construction drawings, window schedules and any mechanical or electrical drawings that may be required for permitting process and approval by the Landmark Preservation Commission and to realise the objectives of the project. If the services of specialists are required, the service provider should include the pricing of the services in the fee proposal.

### **3.3 Facilitate the permitting process and approval by the Landmark Preservation Commission**

3.3.1 The Project Manager should facilitate the permitting process with the Landmark preservation Commission and any regulatory authority. The Service Provider should develop, package and submit all required documents and plans to fast track the approval for the renovation projects.

3.3.2 The Service Provider must act as coordinator between the Consulate General and the Landmark Preservation Commission, building regulatory bodies in New York City to ensure the renovation is compliant to all regulations including Labour Law Regulations.

### **3.4 Tender process, Contract Management, Monitoring and Quality Control of Works.**

3.4.1 The Project Manager should assist with the preparation of the procurement documentation and assist the South African Consulate General in coordinating and managing all phases of the tender process from advertisement, briefing contractors, and making recommendation on the project implementation plan.

3.4.2 The Service Provider will advise on the form of contract to be used and assist in the finalization of contractual arrangements with the preferred Contractor.

3.4.3 Manage all technical aspects of the contract with the Contractor on behalf of the Mission, including ensuring compliance with the conditions of contract.

3.4.4 Evaluate progress payment certification/claims and make recommendations to the Mission on the payment thereof.

3.4.5 Consider Change/Variation Orders and advise the Mission on the feasibility/necessity thereof.

3.4.6 Consider and advise the Mission on any possible disputes.

- 3.4.7 Certify works completion and contract close-out (as built drawings, guarantees and compliance certificates)
- 3.4.8 Facilitate progress meetings, monitor progress on site and submit monthly written report to the South African Consulate General through Consul General and Consul Administration.
- 3.4.9 Ensure that the project is completed within the contractual timeframe, to acceptable standards and within the budget allocated by the Department of International Relations and Cooperation.

### **3.5 Maintenance Plan**

- 3.5.1 Ensure that the close out report includes a comprehensive maintenance plan. The maintenance plan should consist of the following:
  - An asset register that lists all maintenance significant items (MSI's) of the property inclusive of all systems and services.
  - Maintenance schedules/programs and procedures for each of the items listed in the asset register.
  - List of service providers that can assist with maintenance of the assets
  - Ensure that all compliance certificates are provided by Service Providers

**4. COMPULSORY BRIEFING SESSION**

1. All prospective Bidders must avail themselves for the compulsory briefing session at the Consulate General on **25 March 2026 at 10:00 am** at 805 Third Avenue, 30<sup>th</sup> floor, East, 49<sup>th</sup> Street, New York, USA
  - After the briefing session, service providers will do a site visit of the official residence.
  - All bidders must sign the attendance register.

**5. EVALUATION CRITERIA TO BE USED**

All bids received shall be evaluated in the following three **(3) phases**:

**5.1. PHASE 1: RESPONSIVE CRITERIA**

The minimum requirements that must be met by prospective bidders to pass to the next stage of evaluation process. Bidder(s) must submit the following documents as outlined below:

Document that must be submitted	Non-submission will result in disqualification	
Company registration	Yes	Service providers provide proof of company registration with the local authority.  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.
<b>Annexure B</b> (pricing schedule).	YES	Bidders must complete <b>Annexure B</b> (pricing schedule). <ul style="list-style-type: none"> <li>• Must be signed by the service provider.</li> <li>• Failure to submit will lead to the disqualification of bidders.</li> </ul>
Tax Affairs	Yes	Service providers must provide VAT and Tax clearance certificate (Certificate of good standing). <ul style="list-style-type: none"> <li>• 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</li> </ul>
Compulsory briefing session	YES	Attendance of compulsory briefing session. Bidders must sign the attendance register

<b>Annexure B</b> (SBD 4) Bidders' declaration form	Yes	Bidders must complete <b>Annexure C</b> (Bidders declaration form) <ul style="list-style-type: none"> <li>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</li> </ul>
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**NOTE: Failure to comply with or submit any of the above information will result in a bid not being considered.** The minimum requirements that must be satisfied/met by prospective bidders to progress to the next stage of the evaluation process are all the above responsive criteria.

**5.2. PHASE 2: FUNCTIONALITY CRITERIA**

- 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 Phase 3: Price.
- 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:

<b>Criteria</b>	<b>Weight</b>
<p><b>Company profile</b></p> <p>A minimum of five (5) years' experience in terms of similar projects – proof must be submitted in the form of a company profile indicating the number of years the company has been in business</p> <p>Matrix:</p> <p>No information provided =0 point</p> <p>3 years = 1 points</p> <p>4 years = 2 points</p> <p>5 years = 3 points</p> <p>6 years = 4 points</p> <p>7+ years = 5 points</p>	15

<p><b>Testimonial/ Reference letter</b></p> <p>Bidders are required to submit credible references.</p> <p>Proof should be in form of signed testimonial/ reference letters on the company letter head of the company issuing the reference.</p> <p>The testimonial/reference letters will be evaluated in terms of similar projects completed in the previous years.</p> <p><b>NB: The references/testimonial letter should be within the past five years.</b></p> <p><b>The letter must include the following.</b></p> <table border="1" data-bbox="204 646 1338 747"> <thead> <tr> <th>Client</th> <th>Project Name</th> <th>Project description</th> <th>Date commenced</th> <th>Project Value</th> <th>Date Completed</th> <th>Contact Person</th> <th>Contact Number</th> </tr> </thead> </table> <p><b>Matrix</b></p> <p>No Information provided=0 points</p> <p>1 Reference = 1 point</p> <p>2 References = 2 points</p> <p>3 References = 3 points</p> <p>4 References = 4 points</p> <p>5 References = 5 points</p>	Client	Project Name	Project description	Date commenced	Project Value	Date Completed	Contact Person	Contact Number	15
Client	Project Name	Project description	Date commenced	Project Value	Date Completed	Contact Person	Contact Number		
<b>QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL</b>									
<p>A relevant qualification in the listed fields accompanied by relevant experience in projects of a similar nature and complexity.</p> <p>Minimum of one (1) key personnel required in each discipline below:</p> <ol style="list-style-type: none"> <li>1. Project Management</li> <li>2. Architecture</li> <li>3. MEP Engineer</li> <li>4. Quantity Surveyor</li> </ol> <p>Five (5) maximum score for each key personnel for total score of 20 points</p> <p><b>Matrix</b></p> <p>0 = Irrelevant Qualifications or non- submission of certified copy of Qualifications</p> <p>1 = Recognized formal certificate or less</p> <p>2 = National Diploma</p>	20								

<p>3 = Bachelors  4 = Honors Degree  5 = Master's and above</p>	
<p>Relevant registration with the local Professional Body in the listed fields in projects of similar nature and complexity.  Minimum of one (1) key personnel required in:</p> <ol style="list-style-type: none"> <li>1. Project Management</li> <li>2. Architecture</li> <li>3. MEP Engineer</li> <li>4. Quantity Surveyor</li> </ol> <p>Five (5) maximum score for each key personnel for total score of 20 points</p> <p><b><u>Matrix</u></b></p> <p>1 = 1-2 years  2 = 3-4 years  3 = 5-6 years  4 = 7-10 years  5 = 10 years and above</p>	<p>20</p>

<p><b>Project plan</b></p> <p>Provide a detailed project plan from permitting process to handover. The project plan should reflect realistic timeframes for the specified works. 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.:</p> <ol style="list-style-type: none"> <li>1. Project Timelines</li> <li>2. Activities</li> <li>3. Methodology</li> <li>4. Project team Organogram</li> <li>5. Project Risk identified</li> </ol> <p><b><u>Matrix</u></b></p> <p>No Information provided=0 points</p> <p>Project plan covering one (1) factor = 1 point</p> <p>Project plan covering two (2) factors = 2 points</p> <p>Project plan covering three (3) factors = 3 points</p> <p>Project plan covering four (4) factors = 4 points</p> <p>Project plan covering five (5) factors = 5 points</p> <p>(The project plan provided should have all the milestones)</p>	<p>30</p>
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NB: All service providers who score 60% or above in the functionality assessment will proceed to the final evaluation stage based on price.

### 5.3. PHASE 3 – PRICE

- All prices quoted must be in (\$) US Dollars. The proposal must include all applicable costs.
- The South African Consulate General is Tax exempt. All prices quoted must exclude General Consumption Tax (GCT). Tax must be indicated separately.
- Proposal should include payment terms
- Please complete **annexure B** (pricing schedule) to indicate bid price

## 6. VALIDITY OF PERIOD OF PROPOSALS

6.1 All proposal must be submitted by **10 April 2026 at 11:00 am**

6.2 The quotation must cover all the work specified in the document.

6.3 All quotations submitted must be valid for a period of 120 days after the closing date.

## 7. PROPOSALS

7.1 Bidders must quote an inclusive and detailed price specifying each cost

7.2 Prices must be in (\$) US Dollars and exclusive of VAT.

7.3 Prospective Service Providers must submit a detailed breakdown in the quotes and not a collective amount; (See **Annexure B**)

7.4 The summary of works should clearly differentiate between the cost of performing the various services and options listed. (See **Annexure B**)

7.5 A Project Plan must accompany all quotes indicating stages and time frames.

## 8. GENERAL CONDITIONS

8.1 A compulsory briefing session will be held on **25 March 2026 at 10:00 am at 805 Third Avenue, 30<sup>t</sup> floor, East, 49<sup>th</sup> Street, New York, USA**

8.2 The General Conditions of Contract as specified by the South African National Treasury will be applicable to the contract.

8.3 The South African Consulate General will not be held responsible for any cost incurred by the service provider in the preparation and submission of the quotations.

8.4 The South African Consulate General shall not be held liable for any additional costs not stipulated or agreed upon after the parties have concluded an agreement.

8.5 The South African Consulate General is not obligated to select any of the service providers submitting quotations.

8.6 Service providers must comply with all specifications of this request for quotation. If additional information is required, service providers must be prepared to respond in full and attach an

addendum to the quote, clearly indicating the corresponding relevant section or paragraph to which they are referring.

8.7 The requirements in this request for a proposal are the minimum, and non-compliance thereto may result in the service provider being disqualified.

8.8 Proposal evaluation can only be done based on information which was asked for. The comprehensiveness of the quote can therefore be decisive in awarding thereof.

8.9 Service providers should take note that the South African Consulate General will pay within 30 days after receipt of invoice and the project has been signed off.

8.10 The South African Consulate General reserves the right not to continue with the project and/or appoint a Service Provider; cancel and/or limit the terms of reference

## **9. CONTACT PERSON (S) AND SUBMISSIONS**

Request for clarity on specifications must be addressed to:

Ms Atlegang Hanson

Consul Administration

Email: [hansona@dirco.gov.za](mailto:hansona@dirco.gov.za)

## **10. SUBMISSION OF QUOTATIONS**

Proposals must be hand delivered to South African Consulate General in New York, USA for the attention of Ms A Hanson at 805 Third Avenue, 31<sup>st</sup> floor, East, 49<sup>th</sup> Street, New York, USA on or before **10 April 2026 at 11:00 am**

**ANNEXURE B**

**(Completion of Annexure B is compulsory)**

**OVERALL COST SUMMARY [FINANCIAL PROPOSAL]**

**REQUEST FOR PROPOSALS FOR PROJECT MANAGEMENT SERVICES TO  
MANAGE THE PLANNING AND DESIGN FOR THE RENOVATION OF THE  
OFFICIAL RESIDENCE FOR THE SOUTH AFRICAN CONSULATE GENERAL NEW  
YORK, USA.**

Item no	Description	Total
<b>0</b>	<b><i>Pre design:</i></b>	
<b>1</b>	<b>Schematic Design 15%</b>	
<b>2</b>	<b>Design Development 20%</b>	
<b>3</b>	<b>Construction Documents 40%</b>	
<b>4</b>	<b>Bidding 5%</b>	
<b>5</b>	<b>Construction Administration 20%</b>	
	<b>Sub Total</b>	
<b>6</b>	<b>Budgetary allowance for contingencies 10%</b>	
<b>7</b>	<b>Disbursements</b>	
<b>8</b>	<b>Tax</b>	
	<b>Total</b>	

**NB: ALL PAYMENT ARRANGEMENTS WILL BE BROKEN DOWN IN THE SERVICE LEVEL AGREEMENT(SLA).**