

HIGH COMMISSION OF THE REPUBLIC OF SOUTH AFRICA IN KAMPALA



REQUEST FOR QUOTATION (RFQ) SPECIFICATION SHEET

RFQ: 03/2026-2027

1. OBJECTIVE

The South African High Commission in Kampala hereby request suitable qualified service provider for the removal of 02 old air conditioning units, supply, delivery, and installation of 02 new energy efficient air conditioning units.

The main purpose for the installation of the air conditioning units is to provide a comfortable working environment for employees and reduce the risk of health-related illnesses and a comfortable working environment. Prevent damage to sensitive equipment, especially in the ICT server room.

2. TIMEFRAME

Upon appointment, the recommended service provider is expected to confirm that they will provide services as prescribed in the scope of work above upon receiving a Purchase Order, failure to adhere- to the above, the High Commission reserves the right to cancel the issued Purchase Order.

Delivery is expected within 4 days after receipt of an official order.

3. SPECIFICATIONS

SCOPE OF WORK

- Remove 02 old air conditioning and supply, deliver, and install 02 new energy efficient air conditioning in line with the below specifications.
- Supply, delivery and installation of ac units as per specifications below.

REMOVAL		
Size	Type	Qty
24000BTU Inverter	Wall Mounted	01
24000BTU Inverter	Ceiling Cassette	01
	TOTAL	02

Component Description	Quantity	Unit Price	Total Amount
Remove old AC units (Wall & Ceiling mounted)	02	UGX	UGX
Installation of 24000 BTU Wall mounted	02	UGX	UGX
Consumables Electrical COC, Cabling, Copper Pipes, Trunking, Refrigeration gas, brackets, etc	meters, items		
Warranty All equipment must come with their relevant products warranties. A minimum 2-year warranty is required on the compressor of the AC unit.			

Evaluation Criteria

- ✚ Tax registration if applicable
- ✚ Completed SBD 4 Forms
- ✚ Quoted according to specification
- ✚ Quote must be valid for 3 months;
- ✚ Quote must be translated to English

Pricing:

- ✚ Quote must be detailed as - specifications above;
- ✚ Reflecting costing of each item above;
- ✚ Labor and goods costing;
- ✚ Tax registration number on quote, if quote include taxation;
- ✚ Delivery must be supplied **on the day as agreed**
- ✚ Lead time should be stated on the written quotation;

Payments:

The **total amount** of the quotation **must be fixed and inclusive of tax**. If registered as VAT vendor provide the cost, VAT and total amount. Payment will be processed within 30 days after the receiving of goods or service.

4. TERMS AND CONDITIONS:

If the appointed service provider fails to deliver any or all goods or to perform services within the specified period in the Order / Contract, the purchaser may as a penalty deduct from the Order / Contract price a sum of the delayed goods or unperformed services or terminate the contract in part or as a whole. Tax and delivery charges must be included in the quotation.

5. SUBMISSION OF QUOTATIONS

Prospective service providers should submit their quotations to:

SA HIGH COMMISSION RFQ Team

Tel : +256 774 355362

E-mail: Booyse@dirco.gov.za

Closing Date: 15 April 2026

Enquiries pertaining to the items requested on the spec can be directed to

Name: Mr Gurshen Booysen

Tel: +256 774 355362

E-mail: BooyseG@dirco.gov.za

NB: Prospective service suppliers are encouraged to submit their quotations before the closing date and time as specified on the RFQ, as late submissions will not be accepted.

Physical Address:

SA HIGH COMMISSION

15A NAKASERO ROAD

Invoices must be submitted to: : Kamugishar@dirco.gov.za

BooyseG@dirco.gov.za

MirembeM@dirco.gov.za

Please feel free to contact the official in the SA Embassy RFQ Team to provide clarify or verify any information or assistance with the completion of the required documentation.