



**SOUTH AFRICAN HIGH COMMISSION  
LONDON**

South Africa House, Trafalgar Square, London, WC2N 5DP

Reference : **DIRCO/2023/2024- Invitation Letter**  
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Sir/Madam

1. Bid No: **DIRCO 02/2023/2024**
2. The South African Embassy in **London, United Kingdom** hereby invite potential bidders to submit proposals for the appointment of a service provider(s) for the full renovation of the second official residence, grade II listed building located at 21 Cavendish Close, London, NW8 9JB, United Kingdom.
3. The bid document must be collected at 21 Cavendish Close, London, NW8 9JB during the compulsory briefing session.
4. Services are required at the South African Embassy in **London, United Kingdom**, Address: 21 Cavendish Close, London, NW8 9JB.
5. Closing date: **20 September 2024; 12 O'clock pm**
6. **A compulsory contact briefing session will be held on 29 August 2024 12:00am at 21 Cavendish Close, London, NW8 9JB.**
7. Tender documents (USB format) will be issued only to service providers who attended the compulsory briefing and site inspection as scheduled.
8. All documents accompanying this bid invitation must be completed in detail where applicable and returned with your proposal.
9. Please make sure that your bid reaches this office before the closing date.
10. All service must have experience working on a grade II listed building including application to obtain approval/permitting to work on a listed building before commencement of the project.
11. All annexures must be completed to ensure compliance with the tender.
12. 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: Corporate Service Management Office 9 Duncannon Street, South Africa House, Trafalgar Square, London, WC2N 5DP.

Non-compliance with any of **the above** conditions will result in **your bid being disqualified.**

Yours faithfully,

  
**Corporate Service Manager**  
DATE: 21/08/2024

**SOUTH AFRICAN HIGH COMMISSION IN THE UNITED KINGDOM OF GREAT  
BRITAIN AND NORTHERN IRELAND (UK)**

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR  
THE FULL RENOVATION OF THE SECOND OFFICIAL RESIDENCE.**



**TERMS OF REFERENCE**

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## 1. PURPOSE

The South African High Commission to the United Kingdom intends to appoint a service provider to renovate its second Official Residence.

## 2. BACKGROUND

2.1 The objective of this terms of reference (ToR) document is to provide the scope of works of the required service to appoint a suitably qualified and experienced company to undertake the renovation project.

2.2 The second Official Residence is a Grade II listed building located at 21 Cavendish Close, London, NW8 9JB, United Kingdom.

2.3 The residence has been vacant for several years and general maintenance neglected and therefore needs external and internal refurbishment work.

## 3. SCOPE AND EXTENT OF WORK (Also refer to Annexure A attached)

- 3.1 The appointed service provider shall be responsible for the following project scope:
- 3.2 Preparation and mobilisation of the project.
- 3.3 The drafting and submission of local authority consent.
- 3.4 Supply and erecting of scaffolding for the duration of the project.
- 3.5 Replacement of the main gate with a steel gate of similar size and style.
- 3.6 Refurbishment of the roof, exterior facade, perimeter fence, windows, doors, balconies driveways and patios.
- 3.7 Refurbishment of interior walls, floors, ceilings, windows, staircases, wardrobes, tiles, and bathrooms.
- 3.8 Replace all light fixtures with energy saving products and new light switches.
- 3.9 Refurbish all doors and replace locks
- 3.10 Refurbish all marble floors
- 3.11 Replace all window blinds, carpets, skirtings, and cornices.
- 3.12 Bidders must include in their bids the cost of refurbishing electrical, plumbing, and related defects and the removal of asbestos.
- 3.13 Ensure the building is compliant with Electrical, Plumbing, Gas, Heating, and Fire standards. Certificates of Compliance must be issued, where applicable.
- 3.14 Compile a maintenance plan that will cover all the required and planned maintenance work of the building and equipment for a period of three (3) years from date of completion of the refurbishment project.



#### 4 BIDS

- 4.1 Prospective Service Providers that are quoting for the items listed must submit itemised quotes and not a collective amount; (**See Annexure A**)
- 4.2 The summary of works should clearly differentiate between the cost of performing the various services and options listed. (**See Annexure A**)
- 4.3 Detail should be provided of sizes, volume, height, length, output, and resistance, mass, efficiency levels and other relevant details.
- 4.4 Bidders should include in their quotes the services of specialists and sub-contractors, should it be necessary and not list these services as additional costs.
- 4.5 **Bids should be valid for a period of 120 days.**

#### 5 COMPULSORY SITE BRIEFING

- 5.1 A compulsory site briefing session should be attended by all bidders on \_\_\_\_\_ at, \_\_\_\_\_

#### 6 EVALUATION CRITERIA TO BE USED

- 6.1 All bids received shall be evaluated in the following 3 phases:

##### 6.1.1 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:

- Bidders must be a registered company in London.
- Bidders must complete Annexure A (pricing schedule).
- Bidders must provide a commitment letter to certifying that guarantees and warranties certificates for work done will be issued.
- Attendance of the compulsory briefing session. Bidders must sign the attendance register.
- In case of a Joint venture agreement, bidders must submit a joint venture agreement signed by both parties.
- In case a bidder appoints a subcontractor, a subcontracting agreement of less than 30% must be signed by both parties.

**NOTE: Failure to comply with or submit any of the information listed under par.6.1.1 will result in the bid not being considered for Phase 2.**

##### 6.1.2 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:

Criteria	Weight
<p>Several years' experience in terms of similar refurbishment 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            1 year = 1 points            2 years = 2 points            5 years = 3 points            6 years = 4 points            7+ years = 5 points</p>	40
<p>Bidders are required to submit credible references; references should be in form of testimonial, and it will be evaluated in terms of similar projects completed in the previous years.</p> <p><b>The letter must include the following.</b></p> <ul style="list-style-type: none"> <li>• Company name</li> <li>• Brief description of the services rendered</li> <li>• Contact details</li> </ul> <p>Matrix</p> <p>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</p>	40
<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 works specified. An indication must be given on the impact the work will have on the operations of the Embassy. The projected project duration from appointment date (including delivery date for the required material) to close-out must be clearly stated in the proposal.</p> <p><u>Matrix</u></p> <p>24 months or more = 1 point            Between 12 to 18 months = 2 points            Between 10 to 11 months = 3 points            Between 8 to 10 months = 4 points            Between 1 to 7 months = 5 points            (The project plan provided should have all the milestones)</p>	20

### 6.1.2 Phase 3: Price

All service providers who scored 60% and above will be evaluated on price.

## **7. SPECIAL CONDITIONS**

### **7.1 Specifications and quality**

- a. The required products should be of good quality and design and be able to handle frequent usage.
- b. Quality finishes ensuring durability to attain the lifespan requirement.
- c. Replacements (in case of breakages and damages) and replenishments (in case of depletions) of products and items usable must be done immediately
- d. Should the bidder not be able to deliver a complete service, a joint venture or consortium may be formed, and details thereof submitted to the client for approval. No partial bids will be accepted. The Government of the Republic of South Africa will conclude one service contract and deal with only the appointed service provider.
- e. The service provider will be required to submit to the High Commission, certified identification copies of all employees allocated for this project.

## **8. GENERAL CONDITIONS**

- 8.1 The Government of the Republic of South Africa reserves the right to sign a service level agreement (SLA) with the preferred service provider. The SLA to be provided by the appointed service provider.
- 8.2 The Government of the Republic of South Africa will not be held responsible for any costs incurred by the service providers in the preparation and submission of the bids.
- 8.3 Please take note that the Government of the Republic of South Africa is not obliged to select any of the service providers submitting proposals.
- 8.4 Evaluation on functionality criteria can only be done based on information which was requested and submitted. The comprehensiveness of the quotation can therefore be decisive in the award.
- 8.5 The Government of the Republic of South shall not be held liable for any additional costs not stipulated or agreed upon after the parties have concluded an agreement.
- 8.6 Service providers must comply with all specifications of this request for proposals. If additional information is required, service providers must be prepared to respond in full and attach an addendum, clearly indicating the corresponding relevant section or paragraph to which they are referring.
- 8.7 The requirements in this request for proposals are the minimum and non-compliance thereto may result in the service provider being disqualified.
- 8.8 Service providers should take note that the Government of the Republic of South Africa will pay within 30 days after receipt of invoice and the project has been signed off.



8.9 The Government of the Republic of South Africa reserves the right not to continue with the project and/or appoint a Service Provider; cancel and/or limit the scope of works.

**9. FEES AND PAYMENT SCHEDULE**

9.1 All prices quoted must be in British Pound.

9.2 All prices quoted must include VAT.

9.3 Bidders should take note that the South African High Commission will pay within 30 days after receipt of invoice and the service has been rendered.

9.4 **Validity of bids:** All bids submitted must be valid for a period of **120 days**.

**10. CONTACT PERSONS AND SUBMISSIONS**

10.1 Written proposals must be submitted to the following address .....marked for the attention of .....before 11:00 am on the specified date of closure

10.2 All enquiries can be directed to .....on telephone number: address:

**Closing Date: tbc**

**NB: Late submissions will not be accepted.**

