

SOUTH AFRICAN HIGH COMMISSION IN LONDON



**REQUEST FOR TECHNICAL ADVISOR SERVICES TO
MANAGE THE REDEVELOPMENT AND UPGRADING FOR
SOUTH AFRICAN HOUSE WHICH IS A CHANCERY BUILDING
IN LONDON UNITED KINGDOM.**

TERMS OF REFERENCE

CLOSURE OF PROPOSALS:	Date:	Time:
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SPECIFICATION

1. PURPOSE

- 1.1** The South African High Commission in London intends to appoint a service provider to provide services for the planning, design, upgrading of the Chancery Building and oversee the commissioning of the heating system currently being installed. The service provider is required to demonstrate knowledge, technical capabilities and adequate resources to plan, design and manage the entire project and will be required to provide all aspects of the service with diligence and skill in accordance with generally accepted professional techniques and standards.
- 1.2** The South African High Commission aims to appoint a Project Manager to oversee and manage all technical aspects of the repair and refurbishment project. The Project Manager will provide technical assistance to plan and implement the renovation project effectively and efficiently.
- 1.3** This will include recommendations on the current project scope of works, the specifications of works to be carried out, assistance in the procurement of contracting services, contract management of the appointed Contractor, monitoring and quality control of works performed, project close out and compilation of maintenance plan for the properties.

2. BACKGROUND

- 2.1** The South Africa House, located at London, Trafalgar Square, WC2N 5DP, United Kingdom, is an iconic Classical Architecture and historic Grade II* Listed Property that serves as the High Commission of South Africa in London. The building is situated in the heart of the city, on the eastside of Trafalgar Square, a location that is both prestigious and highly accessible.
- 2.2** The South African Government plans to refurbish and modernize the property through redesigning the property and upgrading the building systems to make the building fully functional Chancery Building.
- 2.3** The South African Embassy intends to appoint a Project Management company to manage and implement the planning, architectural designs, tender processes, and construction monitoring for the upgrading of the Chancery.
- 2.4** The appointed Project Management company will develop the preliminary and detailed Architectural designs and manage the drawing approval processes with the Local Council and oversee the appointment of the building Contractor and the implementation of the project throughout its life cycle.

2.5 The duration of the project is estimated at 18 months, of which the planning and design period is estimated at 6 (six) months, including the appointment of a Contractor.

3. SERVICES TO BE PERFORMED

The successful Project Manager shall render the following services and deliverables:

3.1 Confirmation of Scope, Design Development and Procurement Services

- 3.1.1 Review the Condition Assessment Report (See Annexure A) and confirm, fine tune and recommend scope of works necessary for the redevelopment and upgrading of the subject property.
- 3.1.2 Develop and prepare all concept and detailed architectural drawings, specifications and associated documents necessary to complete the project objectives.
- 3.1.3 If required, specialist services are to be included in fee proposal (i.e. mechanical, electrical, structural, QS, geotechnical or other investigations)
- 3.1.4 Advise South African High Commission on appropriate procurement method for project. Ensure chosen method adheres to the procurement prescripts and policy of the Government of the Republic of South Africa and allows for fair, transparent and competitive bidding.
- 3.1.5 Facilitation of all procurement documentation and support during procurement process.
- 3.1.6 Manage the following aspects of the tender process:
 - Pulling together and advertising tender documents.
 - Running mandatory briefing sessions.
 - Administration of tenders until closing date.
 - Providing technical assistance during bid evaluation.
 - Assisting with the preparation of tender recommendation reports where necessary.
- 3.1.7 Procure and coordinate all statutory approvals/review necessary for execution of project, including but not limited to:
 - Building plans/permits from relevant authorities.
 - Approval of architectural drawings and associated design documents.
 - Coordination of other professional services.
 - Monthly progress reports

4. Recommendation to contractor for the execution of the repair and refurbishment works.

Contract Administration, Construction Monitoring and Project Close-Out

- 4.1 Recommend the preferred Contractor for the execution of the redevelopment, repair and refurbishment works in accordance with the approved procurement process and evaluation criteria.
- 4.2 Advise on the most appropriate form of contract and assist with the finalisation of contractual arrangements with the appointed Contractor.
- 4.3 Manage and administer all technical aspects of the contract on behalf of the Mission, including:
 - Ensuring compliance with the conditions of contract.

- Evaluating progress payment claims and making recommendations to the Mission regarding payment.
- Assessing variation orders and advising on their necessity, feasibility and cost implications.
- Advising the Mission on contractual risks, claims and potential disputes.
- Reviewing and verifying payment plans, ensuring progress percentages are updated with each invoice submission and that all invoices are aligned with approved payment milestones and certified work completed.
- Certifying practical completion, final completion and contract close-out.
- Verifying as-built drawings, warranties, guarantees, operation and maintenance manuals, compliance certificates, final accounts and handover documentation.

4.4 Facilitate progress meetings, conduct regular site inspections and submit monthly written progress reports to the South African High Commission through the Head of Mission and Corporate Services Manager.

4.5 Monitor and control the project to ensure completion within the approved budget, required quality standards and contractual timeframe.

5. Maintenance Planning

5.1 Upon completion of the refurbishment works, develop a comprehensive Maintenance Plan for the property.

5.2. The Maintenance Plan shall include:

- A detailed asset register identifying all maintenance-significant items, systems and services within the property.
- Preventative and routine maintenance schedules, programmes and procedures for all items reflected in the asset register.
- A list of suitably qualified service providers capable of maintaining the assets and building systems.
- Recommendations to ensure the long-term sustainability, functionality and preservation of the property.

6. EVALUATION METHODOLOGY

All responses will be evaluated based on responsiveness and price.

6.1. Phase 1: Responsiveness

6.1.1 The minimum requirements that must be met by prospective suppliers to pass to the next stage of the evaluation process which is as follows:

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.
Annexure A and B (pricing schedule).	YES	Bidders must complete Annexure A and B (pricing schedule). • Must be signed by the service provider. • Failure to submit will lead to the disqualification of bidders.
Tax Affairs	Yes	Service providers must provide VAT and Tax clearance certificate (Certificate of good standing). • 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
Annexure C (SBD 4) Bidders' declaration form	Yes	Bidders must complete Annexure C (Bidders declaration form) • 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

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.

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											
Company profile 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 Matrix: 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				10											
Testimonial/ Reference letter Bidders are required to submit credible references. Proof should be in form of signed testimonial/ reference letters on the company letter head of the company issuing the reference. The testimonial/reference letters will be evaluated in terms of similar projects completed in the previous years. NB: The references/testimonial letter should be within the past five years. The letter must include the following. <table border="1"> <tr> <td>Client</td><td>Project Name</td><td>Project description</td><td>Date commenced</td><td>Project Value</td><td>Date Completed</td><td>Contact Person</td><td>Contact Number</td></tr> </table> Matrix 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				Client	Project Name	Project description	Date commenced	Project Value	Date Completed	Contact Person	Contact Number	10			
Client	Project Name	Project description	Date commenced	Project Value	Date Completed	Contact Person	Contact Number								

QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL	
A relevant qualification in the listed fields accompanied by relevant experience in projects of a similar nature and complexity. Minimum of one (1) key personnel required in each discipline below: 1. Project Manager / Architect / Lead Consultant 2. Quantity Surveyor 3. Mechanical Engineer 4. Electrical Engineer 5. Heritage Consultant Five (5) maximum score for each key personnel for total score of 20 points <u>Matrix</u> 0= Irrelevant Qualifications or non- submission of certified copy of Qualifications 1= Recognized formal certificate or less 2= National Diploma 3= Bachelors 4= Honors Degree 5 = Master's and above	25
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: 1. Project Management/ Architect / Lead Consultant 2. Quantity Surveyor 3. Mechanical Engineering 4. Electrical Engineering 5. Heritage Consultant Five (5) maximum score for each key personnel for total score of 20 points <u>Matrix</u> 1 = 1-2 years 2 = 3-4 years 3 = 5–6 years	25

4 = 7–10 years 5 = 10 years and above	
Project plan 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.: 1. Project Timelines 2. Activities 3. Methodology 4. Project team Organogram 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 = 3 points Project plan covering four (4) factors = 4 points Project plan covering five (5) factors = 5 points (The project plan provided should have all the milestones)	30

Bidders should score/obtain 60 % of the weight score to qualify for the next phase which is pricing.

6.3. PHASE 3: PRICING

6.3.1 Subsequent to the evaluation of responsive minimum Criteria and functional criteria, the third stage of evaluation of the Bids will be in respect of price.

- All prices quoted must be in British Pounds.

- All prices quoted must include VAT.
- Quotation should include payment conditions.
- Please complete annexure A & B (Pricing schedules) to indicate bid price.

7. COMPULSORY SITE BRIEFING

7.1. A compulsory site briefing session should be attended by all bidders on (date) XX/08/2025

8. GENERAL CONDITIONS

- 8.1. The General Conditions of Contract as specified by the South African National Treasury will be applicable to the contract.
- 8.2. The Embassy will not be held responsible for any cost incurred by the service provider in the preparation and submission of the quotations.
- 8.3. The Embassy shall not be held liable for any additional costs not stipulated or agreed upon after the parties have concluded an agreement
- 8.4. The Embassy is not obligated to select any of the service providers submitting quotations.
- 8.5. The Embassy reserves the right to reduce or increase the period of the contract before signing.
- 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 quotation are the minimum, and non-compliance thereto may result in the quote being disqualified.
- 8.8. The successful service provider might be required to sign a maintenance contract with the High Commission, to service the air conditioning system for a period of three (3) years. The conditions of the agreement shall be formalized through signing of a maintenance contract.
- 8.9. The Department of International Relations and Cooperation in South Africa will determine the successful service provider.
- 8.10. Quotation evaluation can only be done based on information which was asked for. The comprehensiveness of the quote can therefore be decisive in awarding thereof.
- 8.11. Service providers should take note that the South African Embassy will pay within 30 days after receipt of invoice and the services has been rendered (monthly).

9. CONTACT PERSON (S)

Request for clarity on specifications must be addressed to:

Corporate Service Manager

Email: kgwalev@dirco.gov.za

Tell:

Cell:

10. SUBMISSION OF QUOTATIONS

Quotations and proposals must be delivered to South African High Commission.....,

for the

attention of

on or before.....2026.

ANNEXURE A: Professional Fees by Discipline

REQUEST FOR TECHNICAL ADVISOR SERVICES TO MANAGE THE REDEVELOPMENT AND UPGRADING FOR SOUTH AFRICAN HOUSE WHICH IS A CHANCERY BUILDING IN LONDON UNITED KINGDOM

Item No.	Professional Discipline	Hourly Rate	Total Hours (18 Months)	Lump Sum Fee (Excl. VAT)
1.	Project Management / Architect / Lead Consultant			
2.	Quantity Surveying			
3.	Mechanical Engineering			
4.	Electrical Engineering			
5.	Heritage Consultant			
6.	Subtotal Excl. VAT			
7.	VAT (15%)			
8.	Total (Incl. VAT)			

ANNEXURE B: Fee Allocation by Project Stage

REQUEST FOR TECHNICAL ADVISOR SERVICES TO MANAGE THE REDEVELOPMENT AND UPGRADING FOR SOUTH AFRICAN HOUSE WHICH IS A CHANCERY BUILDING IN LONDON UNITED KINGDOM

Item No.	Project Stage	% Allocation	Amount (British Pound)
1.	Inception	5%	
2.	Concept and Viability	15%	
3.	Design Development	25%	
4.	Documentation and Procurement	25%	
5.	Construction Monitoring	25%	
6.	Close-Out	5%	
7.	Total (Incl. VAT)		