

SOUTH AFRICAN EMBASSY: BRUSSELS / BELGIUM

Request for quotations for the appointment of a Service Provider (Company) to provide Water dispensers to the Chancery and the Two (2) Official Residences of the South African Embassy in Brussels, Belgium.



TERMS OF REFERENCE

1. PURPOSE

Request for a service provider to provide a lease contract for water dispensers for the two official residences and the Embassy of South Africa in Brussels, Belgium.

2. BACKGROUND

2.1.1 The objective of this terms of reference (ToR) document is to provide the specifications of the required service in order to appoint a company to provide a three (3) year lease contract for 13 water dispensers. This for the two official residences and the South African Embassy in Brussels, Belgium. In addition to the water dispensers, a separate monthly supply of 330 ml bottles of 24 still water bottles and 24 sparkling water bottles are requested.

2.1.2 The above services are required at the Residences and Embassy located at below address:

- Chemin de Putdael 17, 1050 Woluwe St Pierre (Residence)
- Markies de Villalobarlaan 36, 1150 Sint-Pieters Woluwe (Residence)
- Rue Montoyer 17-19, 1000 Brussels (Embassy of South Africa)

3. SCOPE AND EXTENT OF WORK

The service provider/s shall be responsible for the following project scope:

3.1 To provide a lease contract for the duration of three years for two official residences and the South African Embassy in Brussels, Belgium.

4. EVALUATION METHODOLOGY

The minimum requirements that must be satisfied / met by prospective service provider are:

4.1 A detailed proposal/quotation which will itemize all costs on services offered as per **Annexure A** attached.

4.2 An estimated project plan reflecting realistic timeframes for the above mentioned request.

5. GENERAL CONDITIONS

- The South African Embassy will not be held responsible for any costs incurred by bidders in the preparation and submission of quotations.
- The Embassy shall not be held liable for any additional costs not stipulated or agreed to after the parties have concluded an agreement.
- The quotations received will be evaluated by the Embassy.
- The Embassy is not obliged to select any of the bidders submitting quotation.
- The proposals must be properly submitted on or before the closing date and time specified on the invitation.
- The South African Embassy reserves the right to limit the scope of work or cancel the contract when terms of contract were not fully honoured.
- Evaluation on functionality criteria can only be done on the basis of information which was requested and submitted. The comprehensiveness of the quotation can therefore be decisive in the award.

6. FEES AND PAYMENT SCHEDULE

- All prices quoted must be in local currency (**Euros**).
- All prices quoted must include VAT.
- Quotation should include payment conditions.

7. VALIDITY OF PERIOD OF QUOTATIONS

All quotations submitted must be valid for a period of three (3) months after the closing date.

8. CONTACT PERSONS AND SUBMISSIONS

8.1 All enquiries may be directed to the Embassy's 1st Secretary Corporate Service Management, Mr Kajen Moodley, telephone 02 285 44 51, email: moodleyk@dirco.gov.za, copied to Mr Arjen Van Acker vanackera@dirco.gov.za for local enquiries, telephone 02 285 44 28.

8.2 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: Mr Kajen Moodley
South African Embassy
17-19 Rue Montoyer
1000 Brussels

- 8.3 Submissions should be hand delivered / emailed to the above mentioned addresses on or before on the closing date, which is Monday the 23rd of January 2023.
- 8.4 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.
- 8.5 Successful bidders will be notified in writing.

ANNEXURE A: SCHEDULE OF QUANTITIES

SPECIFICATION	QUANTITY	RATE	TOTAL AMOUNT
Lease contract for 13 water dispensers for the South African Embassy and two residences			
<u>At Putdael residence:</u> - Lease of 1 water dispenser.	1 dispenser		
<u>At Villalobar residence:</u> - Lease of 1 water dispenser.	1 dispenser		
<u>At the Embassy:</u> - Lease of 11 water dispensers.	11 dispenser		
Sub-total	13 dispensers		
<u>This quotation should include following indicators:</u> - A contract for three years. - Yearly maintenance. - Including repair interventions with spare parts. - To include a separate monthly supply of 24 times 330 ml still water bottles and 24 times 330 ml sparkling water bottles are requested. - Additional deliveries are to be invoiced separately. The billed price should be indicated for the refill bottles.			
Sub-total			
ADD applicable tax @ ...%			
TOTAL			
Supply of maintenance plan			
TOTAL			

