

## **SOUTH AFRICAN EMBASSY: BRUSSELS / BELGIUM**

Re: Request for quotations for the appointment of a service provider to replace the oil heating system with a legislated gas system at the official residence of the South African Embassy in Brussels, Belgium.



## **TERMS OF REFERENCE**

ToR for the request for quotations to replace the old oil heating system with legislated gas system - Brussels

## **1. PURPOSE**

The South African Embassy in Brussels, Belgium intends to appoint a service provider/s to replace the oil heating systems with a legislated gas system at the official residence of the South African Embassy in Brussels, Belgium.

## **2. BACKGROUND**

2.1 The objective of this terms of reference (ToR) document is to provide the specifications of the required service in order to appoint a suitably qualified and experienced company to remove the old non-functional heating system, supply and install a new functional and efficient system that complies with the local energy regulations at the official residence of the South African Embassy in Brussels, Belgium.

2.2 The official residence has an old heating that constantly breaks down, is non-efficient and not compliant with the local energy regulation. The system needs to be disconnected, removed and replaced with the new heating system. The appointed service provider shall also be responsible to supply and install the new heating and provide maintenance contract thereof;

2.3 The above services are required at the Official Residence located at below address:  
Chemin de Putdael 17, 1050 Woluwe St Pierre

## **3. SCOPE AND EXTENT OF WORK**

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

3.1 Removal of the old heating system by emptying and disconnecting the old non-functional oil heating system and neutralise the underground fuel tank.

3.2 Supply and installation of the new system as per Schedule of quantities attached as

3.3 Provide training to the Embassy officials on the new heating system upon completion of the project.

## **4. RESPONSIVE CRITERIA**

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

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

4.2 4.2 A minimum of 3 years' experience in supply and installation of heating system.

## **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.

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- 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 1<sup>st</sup> Secretary Corporate Service Management, Mr Kajen Moodley, telephone 0254450, email: [moodleyk@dirco.gov.za](mailto:moodleyk@dirco.gov.za), copied to Mr Arjen Van Acker [vanackera@dirco.gov.za](mailto:vanackera@dirco.gov.za) for local enquiries, telephone 02854450.

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 28 March 2024.
- 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<br>AMOUNT |
|---|----------|------|-----------------|
| <b>Replacement of the heating system</b>  |          |      |                 |
| Emptying, dismantling and removal of the old heating system including boilers, engines, fuel tank and all other pipes and electrical equipment  |          |      |                 |
| Removal of asbestos in the boiler room  |          |      |                 |
| Supply of a new energy efficient gas operating condensation heating system with climate control. New boilers, hydraulic, distribution circuits, electrical wiring, electrical panel and fire door for the boiler room |          |      |                 |
| Supply of gas pipes, directional drilling, ground works, welding and all accessories required   |          |      |                 |
| <b>Sub-total</b>  |          |      |                 |
| Labour including installation of all equipment  |          |      |                 |
| <b>Sub-total</b>  |          |      |                 |
| ADD applicable tax @ ...%   |          |      |                 |
| <b>TOTAL</b>  |          |      |                 |

All works to be re-measurable on site