



**SOUTH AFRICAN EMBASSY
WASHINGTON DC**

SOUTH AFRICAN EMBASSY 3051 MASSACHUSETTS AVENUE NW, WASHINGTON DC, 20008

Reference : DIRCO 03-2026-2027- Invitation Letter
Enquiries : MS CR KGOALE
Email : kgoaler@dirco.gov.za

Sir/Madam

1. Bid No: **DIRCO 03-2026-2027**
2. The South African Embassy in Washington DC, in the USA hereby invites potential bidders to submit proposals for the appointment of a service provider to upgrade the electrical system and install a new Heating, Ventilation and Air Conditioning (HVAC) system at the Chancery building
3. The bid document/terms of reference must be collected at South African Embassy, 3051 Massachusetts Avenue NW, Washington DC, 20008
4. Services are required at the South African Embassy in Washington DC
5. **Closing date: September 01.2026 11:00 am.** Please make sure that your bid reaches this office before the closing date, **September 01.2026, 11:00 am.**
6. **A compulsory briefing session will be held on August 18.2026 at 10:00 am at the South African Embassy, 3051 Massachusetts Avenue NW, Washington DC, 20008 or can access and download the terms of reference on the Embassy website: <https://www.saembassy.org/>**
7. Bidders must bear all costs associated with collection and submission of the bid documents as well as all costs associated with the attendance of the compulsory briefing session.
8. All documents accompanying this bid invitation must be completed in detail where applicable and returned with your proposal.
9. When submitting your bid, the following information **must** appear on the sealed envelope:
 - **Name and address of the bidder**
 - **Bid Number**
 - **Closing date**
10. The envelope can be placed in the bid box, Address: South African Embassy, 3051 Massachusetts Avenue NW, Washington DC, 20008
11. Non-compliance with any of the above conditions will result in your bid being disqualified.

Yours faithfully

Ms CR Kgoale
Minister: Administration

Date: 08/11/2026