

SOUTH AFRICAN EMBASSY IN WASHINGTON USA

REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND INSTALL A NEW HVAC SYSTEM AND ELECTRICAL UPGRADING AT THE CHANCERY IN WASHINGTON.



TERMS OF REFERENCE

ToR – Washington Chancery Replacement of HVAC System and upgrade of the electrical system.

1. PURPOSE

The South African Embassy in Washington DC in the USA intends to appoint a service provider to upgrade the electrical system and install a new Heating, Ventilation, Air conditioning system (HVAC) in the Chancery building.

2. BACKGROUND

- 2.1 The Government of South Africa as represented by the South African Embassy in Washington DC, USA herein after referred to as 'The Client', owns a portfolio of properties abroad, through which it conducts its official business.
- 2.2 This portfolio is managed by the Client's in-house component, the Directorate: State Owned Property Management, located its Head Office in Pretoria, with support from the Head of Mission, Corporate Service Manager and local staff at the Embassy.
- 2.3 The client conducts its renovation and construction projects by outsourcing professional services in the construction industry to ensure effective and efficient infrastructure project implementation.
- 2.4 South African Embassy House is a Landmark building located at 3051 Massachusetts Avenue NW, Washington DC, 20008
- 2.5 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 upgrade the electrical system and install a new functional and efficient HVAC system that is compliant with local energy regulations.

3. SCOPE AND EXTENT OF WORK

The project is divided into two parts: **Part A-** Upgrading of the Electrical system and **Part B-** Removal & Replacement of the HVAC system. The appointed service provider shall be responsible for the following project scope:

3.1 Preparation and mobilisation of the project.

- 3.1.1 Conduct risk assessment and safety measures as per local laws/codes.
- 3.1.2 Erecting and demolishing scaffolding if needed.
- 3.1.3 The drafting and submission of Consent Applications, Statements, Designs, Mapping, and all other requirements as prescribed by law, associated with a project of this nature to the relevant local authorities. Register the newly installed HVAC system and issuing the appropriate certificate for electrical and mechanical compliance to the American standard specifications.
- 3.1.4 The nominated service provider must appoint a specialist company as a sub-contractor to remove asbestos from affected areas, should it not have the expertise to do so.

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3.2 PART A- Upgrading of the electrical system at the Chancery basement

- 3.2.1 Remove and dispose of the 1600amp switchboard in the main electric room as per local law.
- 3.2.2 Remove and dispose of the 112.5KVA transformers in the main electric room as per local law.
- 3.2.3 Remove and dispose of the panel boards in the main electric room as per local law.
- 3.2.4 Remove and dispose of the 200amp emergency disconnect in the main electric room as per local law.
- 3.2.5 Furnish and install a new 1600amp switchboard with the same switchboard that was removed.
- 3.2.6 Furnish and install two (2) new 150KVA transformers (exact design of originals)
- 3.2.7 Furnish and install all new panel boards in the main electric room.
- 3.2.8 Furnish and install of the new **emergency** disconnect in the main electric room as per local law.
- 3.2.9 Provide electrical permit as per District of Columbia Municipal by-laws.
- 3.2.10 Following the installation, the Service Provider must supply all guarantees, warranties, certificates, and permits for all equipment installed.

3.3 PART B-Removal & Replacement of the HVAC system

- 3.3.1 Decommissioning of the current HVAC system in the basement (system to remain in the basement).
- 3.3.2 Removal of the HVAC system on the roof, to make space for the installation of the new system.
- 3.3.3 Surface restoration (repair and clean).
- 3.3.4 Waste management: Removal, recycling and disposal of all waste legally in accordance to the American Standard waste management.
- 3.3.5 Full replacement of 6 chillers (5 x 30-ton, 1 x 20-ton).
- 3.3.6 Replace inoperative air handling units (AHUs 6 & 7).
- 3.3.7 Replace inoperative HVAC unit (HVU-1) at Lower Level.
- 3.3.8 Install ductless split system for server room.
- 3.3.9 Repairs to 18 fan coil units, 5 AHUs, and Variable Air Volume (VAV) boxes.
- 3.3.10 Replace pump and AHU variable frequency drives (VFDs).
- 3.3.11 Replace building automation system (BAS) with BACnet system.
- 3.3.12 Following the installation of the new HVAC system, the Service Provider must supply all guarantees, warranties, certificates, and permits for all equipment installed.

4. Maintenance contract and Maintenance plan

- 4.1 The appointed Service Provider will enter into a five-year maintenance contract with the Embassy. (Contract will be agreed between all parties).

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4.2 After completion of the project, the appointed Service Provider must supply a full maintenance plan or schedule for the HVAC system and electrical works covering a period of five (5) years. The maintenance plan should include service action plan required, service intervals and potential service providers with their contact details.

5. BIDS

5.1 Prospective Service Providers that are quoting for the items listed must submit itemised quotes and not a collective amount; **(See Annexure A)**

5.2 The summary of works should clearly differentiate between the cost of performing the various services and options listed. **(See Annexure A)**

5.3 Detail should be provided of sizes, volume, height, length, output, and resistance, mass, efficiency levels and other relevant details.

5.4 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.

6. VALIDITY OF BIDS

6.1 Bids should be valid for a period of 120 days.

7. COMPULSORY SITE BRIEFING

7.1 A compulsory site briefing session should be attended by all bidders on **August 18,2026** at, **South African Embassy, 3051 Massachusetts Avenue NW, Washinton DC 20008**.

8. EVALUATION CRITERIA TO BE USED

All bids received shall be evaluated in the following three (3) phases:

8.1 PHASE 1: ADMINISTRATIVE CRITERIA

The minimum requirements that must be satisfied/met by prospective bidders to progress to the next stage of the evaluation process are:

Document that must be submitted	Non-submission will result in disqualification
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Annexure A (pricing schedule).	YES	Bidders must complete Annexure A (pricing schedule). • Must be signed by the service provider. • Failure to submit will lead to the disqualification of bidders.
Annexure B (Bidders' declaration form)	Yes	Bidders must complete Annexure B (Bidders declaration form) • In the event the service provider fails to submit the document at the time of submitting the proposal, a Service Provider will be given three (3) days from the date of request to resubmit. • Failure to submit will disqualify the Service Provider.
Company registration	YES	Bidders must be a registered company within USA. • In the event the service provider fails to submit the document at the time of submitting the proposal, a Service Provider will be given three (3) days from the date of request to resubmit. • Failure to submit will disqualify the Service Provider.
Annexure C -Commitment letter	YES	Bidders to provide a commitment letter certifying: ▪ Guarantees and warranties for completed work will be issued. ▪ The bidder will undertake planned maintenance for a period of five (5) years. ▪ The bidder will provide compliance certificate for all electrical works done. Failure to provide a letter may lead to the disqualification.
Compulsory briefing session	YES	Attendance of compulsory briefing session. Bidders must sign the attendance register.
Proof of Membership with the Professional Body relevant to Electricity and HVAC	YES	Bidders must submit a proof that they have registered with a Professional Body relevant to HVAC and Electricity. In the event the service provider fails to submit the document at the time of submitting the proposal, a Service Provider will be given three (3) days from the date of request to resubmit.

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		Failure to submit will disqualify the Service Provider.
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NOTE: Failure to comply with or submit any of the information listed under par.7.1. will result in the bid not being considered for Phase 2.

8.2. PHASE 2: FUNCTIONALITY CRITERIA

- 8.2.1 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**.
- 8.2.2 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
1.Company Profile A minimum of five (5) years' experience in terms of similar projects (installation of heating systems and electrical works). Proof must be submitted in the form of a company profile indicating the number of years the company has been in business <u>Matrix</u> 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	20

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2. 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 within the past five (5) years.

The letter must include the following.

Client	Project Name	Project description	Date commenced	Project Value	Date Completed	Contact Person	Contact Number
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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

3. 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 of 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. The following factors must be included in detail:

1. Project Timelines
2. Activities
3. Methodology
4. Project team
5. Project Risk identified

Matrix

No Information provided=0 points

Project plan covering one (1) factor = 1 point

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Project plan covering two (2) factors = 2 points Project plan covering three (3) factors = 3points 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)													
4.Maintenance plan The Service Provider must supply a five (05) years maintenance plan. The following factors must be included in detail: 1. Service intervals 2. Period covered in the maintenance plan 3. Maintenance team (positions /qualifications) 4. Maintenance Activities 5. Maintenance emergency contact details. Matrix <table> <tr> <td>No Information provided</td><td>=0 points</td></tr> <tr> <td>Maintenance plan covering one (1) factor</td><td>= 1 point</td></tr> <tr> <td>Maintenance plan covering two (2) factors</td><td>= 2 points</td></tr> <tr> <td>Maintenance plan covering three (3) factors</td><td>= 3points</td></tr> <tr> <td>Maintenance plan covering four (4) factors</td><td>= 4 points</td></tr> <tr> <td>Maintenance plan covering five (5) factors</td><td>= 5 points</td></tr> </table>	No Information provided	=0 points	Maintenance plan covering one (1) factor	= 1 point	Maintenance plan covering two (2) factors	= 2 points	Maintenance plan covering three (3) factors	= 3points	Maintenance plan covering four (4) factors	= 4 points	Maintenance plan covering five (5) factors	= 5 points	30
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Maintenance plan covering four (4) factors	= 4 points												
Maintenance plan covering five (5) factors	= 5 points												

8.3. PHASE 3: PRICING

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.

8.3.1 All prices quoted must be in **US Dollars**.

8.3.2 All prices quoted must include Sales Tax (tax exemption).

8.3.3 Quotation should include payment conditions.

8.3.4 Please complete **Annexure A** (Pricing schedule) to indicate bid price.

9 SPECIAL CONDITIONS

9.1 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 Embassy certified identification copies of all employees allocated for this project.

10 GENERAL CONDITIONS

10.1 The General conditions of contract will be applicable to this Bid.

10.2 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.

10.3 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.

10.4 Please take note that the Government of the Republic of South Africa is not obliged to select any of the service providers submitting proposals.

10.5 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.

10.6 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.

10.7 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.

10.8 The requirements in this request for proposals are the minimum and non-compliance thereto may result in the service provider being disqualified.

10.9 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.

10.10 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.

11 FEES AND PAYMENT SCHEDULE

11.1 All prices quoted must be in US Dollars.

11.2 All prices quoted must include Sales Tax (tax exemption).

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

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12 CONTACT PERSONS AND SUBMISSIONS

12.1 The quotes must be submitted on or before **September 01, 2026**. The quotation must be lodged at the South African Embassy at Massachusetts, Washington DC.

12.2 All enquiries pertaining to the request for quotations can be directed to the Corporate Service Manager as per below contact details.

Ms RC Kgoale

Tel: +1(240) 937 5760

kgoaler@dirco.gov.za

or

Mr Solomon Bosman

Tel: +1(202) 855 3279

bosmans@dirco.gov.za

or

Mr Vincent Malatji

malatjiv@dirco.gov.za

[Tel:+1\(202\) 431 4914](tel:+1(202)4314914)

12.3 Prospective service providers should submit their quotations in a sealed envelope with the details of the specific quotation on the outside of the envelope to:

Corporate Service Manager

South African Embassy

Massachusetts, Washington DC

12.4 Prospective service providers are encouraged to submit their quotations before the closing date as late submissions will not be accepted.

ANNEXURE A: SCHEDULE OF QUANTITIES

SPECIFICATION	QUANTITY	RATE	TOTAL AMOUNT
Project preparation and mobilisation.			
The drafting and submission of Consent Applications, Heritage / Method Statements, Designs, Mapping, and all other requirements as prescribed by law, associated with a project of this nature, to the relevant local authorities. Register the newly installed HVAC and issuing the appropriate certificate compliant to the US standard specifications.			
Remove of asbestos from affected areas			
Remove and dispose of the 1600amp switchboard in the main electric room. Remove and dispose of the 112.5KVA transformers in the main electric room. Remove and dispose of the panel boards in the main electric room. Remove and dispose of the 200amp emergency disconnect in the main electric room.			
Furnish and install a new 1600amp switchboard with the same switchboard that was removed. Furnish and install two (2) new 150KVA transformers (exact design of originals) Furnish and install all new panel boards in the main electric room. Furnish and install of the new emergency disconnect in the main electric room as per local law.			

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Provide electrical permit as per District of Columbia Municipal by-laws. Supply supply all guarantees, warranties, certificates, and permits for all equipment installed.			
Decommissioning of the current HVAC system in the basement (system to remain in the basement). Removal of the 6 chillers and related systems on the roof, to make space for the installation of the new system.			
• Full replacement of 6 chillers (5 x 30-ton, 1 x 20-ton) • Replace inoperative air handlers (AHUs 6 & 7) • Replace inoperative HVAC unit (HVU-1) at Lower Level • Install ductless split system for server room • Repairs to 18 fan coil units, 5 AHUs, and VAV boxes • Replace pump and AHU variable frequency drives (VFDs) • Replace building automation system (BAS) with BACnet system			
Surface restoration, repairs, and cleaning			
Testing and flushing system			
Waste management: Removal, cycling and disposal of all waste legally in accordance to Wasing DC Standard waste management.			
Maintenance contract for a period of five (5) years.			

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Sub-total			
Labour including installation of all equipment			
Sub-total			
Contingency fees 10%			
Sub-total			
ADD applicable tax @ ...%			
TOTAL			

*****ANNEXURE A MUST BE COMPLETED**