



SOUTH AFRICAN CONSULATE GENERAL NEW YORK

**Request for quotations to appoint a service provider to
provide project management services for the repair and
renovations of the South African Official Residence in
New York**

TERMS OF REFERENCE

RFQ NUMBER:	
COMPULSARY SITE BRIEFING:	Date: 4 March 2024 Time: 1pm
ADDRESS OF SITE BRIEFING:	
CLOSURE OF BIDS:	Date: 18 March 2024 Time: 5pm

TERMS OF REFERENCE

1. PURPOSE

The South African Consulate General in New York , USA intends to appoint a service provider to provide project management services for the repair and refurbishment of state owned properties in USA

2. BACKGROUND

- 2.1 The South African Government a state owned property used as an official residence for the Consular General in New York , USA. The South African Government has conducted condition assessment to inform the repairs and renovation project of the facility.
- 2.2 For this purpose, the South African Consulate General intends to appoint a Project Manager to oversee and manage all technical aspects of the repair and refurbishment project. The role of the Project Manager will be to provide the South African Consulate General with technical to plan and implement the renovation project effectively and efficiently.
- 2.3 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 a maintenance plan for the properties.

3. DELIVERABLES

The following deliverables will be expected from the appointed Project Manager:

3.1 Confirmation and recommendation on the scope of works.

The Project Manager will need to confirm the existing scope of work and make recommendations on the scope of works for the contractor. Condition Assessment report is attached as Annexure A .

3.2 Design development and specifications

Prospective bidders should allow for the preparation and development of necessary conceptual and detailed architectural designs for the work to be undertaken to realise the objectives of the projects.

If the services of specialists are required for the mechanical and electrical works or any other surveys it should please be included in the fee proposal.

3.3 Facilitate the procurement processes

- Advise the South African Consulate General on the best procurement method for the project that aligns with the procurement policy of the Government of the Republic of South Africa which requires that open tenders be sourced from the industry should ensure competitiveness in bidding.
- The Project Manager should assist with the preparation of the procurement documentation
- Assist the South African Consulate General in coordinating and managing all phases of the tender process, including:
 - Facilitation of building permits requirements and any other requirements pertaining to respective local authorities/borough
 - Facilitation and coordination of architectural drawing approvals and any other technical professional services that may be required to successfully implementation of the project.
 - Advertisement of tender
 - Compulsory tender briefing
 - Closing of tender
 - Technical assistance with evaluation of tenders
 - Recommendation on contractor for the execution of the repair and refurbishment works .

3.4 *Contract Management, Monitoring and Quality Control of Works.*

3.4.1 Advise on the form of contract to be used and assist in the finalization of contractual arrangements with the preferred Contractor.

3.4.2 Manage all technical aspects of the contract with the Contractor on behalf of the Mission, including:

- Ensuring compliance with the conditions of contract.
- Evaluate progress payment certification/claims and make recommendations to the Mission on the payment thereof.
- Consider Change/Variation Orders and advise the Mission on the feasibility/necessity thereof.
- Consider and advise the Mission on any possible disputes.
- Certify works completion and contract close-out (as built drawings, guarantees

- 3.4.3 Facilitate progress meetings, monitor progress on site and submit monthly written report to the South African Consulate General through Consul General and Corporate Service Manager.
- 3.4.4 Ensure that the project is completed within the contractual timeframe, to acceptable standards and within the budget allocated by the Department of International Relations and Cooperation.

3.5 ***Maintenance Plan***

- 3.5.1 After completion of the refurbishment, a comprehensive maintenance plan is required for each of the properties.
- 3.5.2 The maintenance plan should consist of the following:
- An asset register that lists all maintenance significant items (MSI's) of the property inclusive of all systems and services.
 - Maintenance schedules/programs and procedures for each of the items listed in the asset register.
 - List of service providers that can assist with maintenance of the assets
- 3.5.3 Ensure that all compliance certificates are provided by Service Providers

4. **EVALUATION METHODOLOGY**

All responses received will be evaluation in responsiveness and price.

4.1 **Responsiveness**

- 4.1.1 The minimum requirements that must be met by prospective suppliers to pass to the next stage of the evaluation process which is as follows:
- Attended the compulsory briefing session.
 - Detailed company profile.
 - Curriculum vitae of all individual role players.(Architect/Project Manager)
 - Proof of company/individual registration with all the relevant bodies, as per local law requirements.
 - TAX and VAT certificate of good standing.
 - A **detailed** quotation which **itemizes all costs** on services offered by means of the deliverables.

4.1.2 Fee proposal /Schedule of costs

4.1.2.1 Service provider should be able to provide the South African Consulate General with a detailed quotation as per schedule of costs below .

4.1.2.2 Disbursement may be claimed and should be clearly listed in the proposal.

4.1.2.3 All prices quoted must be in US Dollars. The price quotation must include all applicable costs including VAT. VAT must be indicated separately. (If applicable)

4.1.2.4 Quotations submitted should be valid for a period of 90 days after submission of the quote.

5. GENERAL CONDITIONS

5.1 Debriefing session will be held on the 6 March 2024 at 2pm at the South African Consulate General: New York, 845 Third Avenue, 10th Floor, New York, NY 10022

5.2 The General Conditions of Contract as specified by the South African National Treasury will be applicable to the contract.

5.3 The South African Consulate General will not be held responsible for any cost incurred by the service provider in the preparation and submission of the quotations.

5.4 The South African Consulate General shall not be held liable for any additional costs not stipulated or agreed upon after the parties have concluded an agreement.

5.5 The South African Consulate General is not obligated to select any of the service providers submitting quotations.

5.6 Service providers must comply with all specification of this request for quotation. If additional information is required, service providers must be prepared to respond in full and attach an addendum the quote, clearly indicating the corresponding relevant section or paragraph to which they are referring.

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

5.8 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.

5.9 Service providers should take note that the South African Consulate General will pay within 30 days after receipt of invoice and the project has been signed off.

5.10 The South African Consulate General reserves the right not to continue with the project and/or appoint a Service Provider; cancel and/or limit the terms of reference

6. CONTACT PERSON (S)

Request for clarity on specifications must be addressed to:

Ms Pumeza Albert

Corporate Service Manager

Email: albertp@dirco.gov.za

Tell: (212) 692 2419

Cell: (917) 518 4625

Mr Michael Khanyi

Counsellor: Admin PMUN

Email: Khanyim@dirco.gov.za

Tel: (212) 692 2407

Cell: (347) 750 3358

7. SUBMISSION OF QUOTATIONS

Quotations and proposals must be delivered to South African Consulate General in New York, for the attention of Ms Albert address, South African Consulate General, 845 Third Avenue, 10th Floor, New York, NY 10022 on or before 18 March 2024.