1. **Status of projects as at 31 July 2021:**

| **No** | **Mission & Project Name** | **Annual target** | **Progress Report** | **Start Date** | **End Date** |
| --- | --- | --- | --- | --- | --- |
| 1 | Namibia Chancery | Replacement of lift | * Terms of Reference approved in October 2020 and bid advertised in open market for a period of 21 days. * Bid evaluation and adjudication took place and recommended the suitable service provider for appointment to the Acting DG. * The Mission signed SLA in May 2021 with the service provider and signed a contract in June 2021 after which a 50% deposit was paid. * Lift is being manufactured and shipped by Schindler from Germany (8 weeks period). * The Mission is awaiting delivery of the lift, the expected date of delivery is mid-September 2021. | Sep 2020 | Dec 2021 |
| 2 | Namibia Staff Residences | Repair of 3 staff houses. | * ToR were issued to the market to repair three staff residences. Mission received quotations, pre-evaluated them and submitted to HO with Mission’s recommendations. * Bid Evaluation Committee made recommendations to the Acting CFO for the appointment of the suitable service provider/s in July 2021. * The Acting CFO granted approval to appoint the service provider as recommended by the BEC and subsequently the Mission made the appointment. * Repair works has commenced. | Apr 2021 | Dec 2021 |
| 3 | Namibia Chancery | Re-build the security guard house. | * ToR were drafted and agreed upon by the Mission Standing/Finance Committee. * ToR were issued to the market to demolish and rebuild the Chancery guardhouse. * Mission received quotations, pre-evaluated them and submitted to HO with Mission’s recommendations. * Funding was approved by the acting CFO upon confirmation by the Mission that they will be in position to run all approved projects concurrently. * The request was submitted for Bid Evaluation for recommendation. * The outcome of the Bid evaluation committee is awaited. | May 2021 | Dec 2021 |
| 4 |  | Replacement of cables for air-conditioners at Chancery | * The mission received approval for the replacement of air conditioners in April 2021. * The supplier (Technician) started the work in May 2021 and discovered that the electrical wiring on level 1 of the Chancery building that supplies air-conditioners with power has been exposed to outside elements for some time as they were not covered. * Technician’s report together with a request for funding was received from the mission. A quotation from the air-conditioner servicing company was submitted for approval. * ACFO approved the funding. * DDG: Africa approved the procurement submission. * The Mission appointed the service provider and work was carried out. * Payment to the service provider was made. * **Project is closed.** | May 2021 | Dec 2021 |
| 5 |  | Repainting and minor renovations at the Staff Residence | **JUNE 2021**   * The Mission requested assistance to repair one of the staff house in preparation for use by the1st Secretary Political. * Quotations were obtained and ACFO granted approval of funds to carry out the work in April 2021. * The work was completed and final payment made to the service provider in the month of June 2021. * **Project closed.** | Apr 2021 | Jun 2021 |
| 6 | Abuja chancery and Official Residence | Replacement of damaged and non-functional air conditioners. | * Mission was provided with ToR to custom make for their specific need requirement in order to assist with sourcing of the quotations to replace the air conditioners in April 2021. * Site inspection to establish the specification was concluded in June 2021. * The Mission reported to have received quotations and the Mission Committee will evaluate the quotations before making a recommendation to HO. | May 2021 | Aug 2021 |
| 7 | Lilongwe staff residence | Repair of the roof of the staff residence. | * The ToR for the roof replacement has been submitted for Bid Specification recommendation in June 2021. * ToR for the Mission have been revised in order to source quotations in line with the new delegation of authority. * Mission has been advised to source quotations. | May 2021 | Mar 2022 |
| 8 | Kinshasa chancery | Repair of the damaged power sub-station at the chancery. | * Generic ToR submitted to the Mission to adjust to their need requirements in April 2021. * The Mission reported that it is not possible to obtain the required number of quotations for the accredited suppliers. * A deviation request from the mission is awaited for consideration. | May 2021 | Mar 2022 |
| 9 | Kinshasa chancery | Repair and repaint of the exterior chancery walls. | * Generic ToR submitted to the Mission to adjust to their need requirements in April 2021. * The Mission advised that the Terms of Reference were concluded and needed to be tabled at the Standing Committee of the Mission for approval. | May 2021 | Mar 2022 |
| 10 | Kinshasa chancery | Replace the non-functional lift at Chancery. | * Generic ToR submitted to the Mission to adjust to their need requirements. * The Mission has finalized and submitted the ToR. * Mission could not obtain the required number of quotations and the TOR have been advertised in South Africa. | May 2021 | Mar 2022 |
| 11 | Juba vacant plot | Repair of the boundary wall of the vacant state owned land and construction of the security guard house. | * The Mission sourced the quotations to repair the boundary wall and submitted to HO. * CD: PFM has obtained approval to fund the project and procurement approval has been also granted. * The service provider has been appointed and Mission awaits the Foreign Ministry to evict the squatters so that the repairs can be carried out. A note Verbal has been re-sent to the Foreign Ministry. * In July 2021, the Mission reported that the squatters were given eviction notice and they have started vacating the plot but in a slow pace. | May 2021 | Dec 2021 |
| 12 | Mbabane official residence | Technical report of the refurbishment of the official residence. | * The Mission requested quotations to appoint the quantity surveyor. * Bid documents were received with the recommendation of the standing committee. * Submission to appoint the service provider was approved by the acting CFO. * The quantity surveyor has been appointed and completed the works. * The Mission has received the report/Bill of quantities. * HO is reviewing the report in preparation for submission of the ToR to the Bid specification Committee to appoint the contractor. | Apr 2021 | Jul 2022 |
| 13 | Maseru Official Residence | Repair of roof, eaves and gutters as well as exterior painting | * Service providers appointed for repairs to roof, eaves and gutters as well as exterior painting in December 2020 * Two projects at the official residence have been completed with final payments made in April 2021. * **Project closed.** | Apr 2021 | Apr 2021 |
| 14 | Lilongwe Chancery | Close out of Chancery construction project | * Final account for engineering services rendered received. * The submission has been approved for the payment. * **Project closed.** | 2019 | Jul 2021 |
| 15 | Munich Official Residence | Repair and replacement of pipes, electrical system  **Mechanical, Electrical & Plumbing Assessment:**  **May 2020** | * Engineering service provider appointed in May 2020 to perform electrical and mechanical conditions assessment * Competitive quotations obtained by mission and most economical service provider appointed. * Assessment completed and draft report received in September 2020. * Reported recommended that an Architect for the structural assessment be appointed before electrical and plumbing work could commence. * Final report reviewed and feedback provided to the mission. * Final payment has been made. | May 2020 | May 2021 |
| 16 | **Structural Assessment:** | * In May 2021, draft technical ToR were provided to the Mission to source quotations. * In July 2021, the Mission managed to source three quotations for the appointment of the structural engineer. * The quotes were evaluated and standing committee recommendations provided. * CD: PFM reviewed the documents and prepared CFO submission to request funds for the project which the CFO approved. * Procurement approval by the DDG of the branch was also granted. * The mission has been requested to begin with the project. | Apr 2021 | Dec 2021 |
| 17 | Copenhagen Chancery & Official Residence | Attend to raising damp, security and electrical system | * Due to lockdown arrangements in Copenhagen, the Terms of Reference for service providers to perform a conditions assessment was only issued to the market on 12 Oct 2020. Bids closed 16 Nov 2020 * In April 2021, the Mission received quotations for the conditions assessment for the property and were pre-evaluated before submitting to Head Office. * The Mission submitted quotations and supporting documents for a recommended service provider to be appointed to carry out the conditions assessments at the chancery and official residence * The ACFO has approved funding for both projects. The requests have been referred to SCM for Bid evaluation for procurement approval. * The Mission has also submitted quotations to repair the garage doors at the official residence. * The procurement approval to replace the garage doors, which form part of the urgent security request, has been granted by the DDG of the branch. * Management’s intervention has been sought and the proposed round robin outcome is awaited for both requests. | Sep 2020 | June 2021 |
| 18 | Vienna Chancery and Official Residence | Comprehensive conditions assessment for both properties | * Quotations obtained in October 2020 and submitted for Bid Evaluation that took place on 09 Dec 2020 * Service providers appointed. Service Level Agreement prepared, reviewed by the Office of the State Law Advisor and forwarded to the mission * Service provider confirmed that the assessment will be completed in a three week period. * The service provider could not start with the assessment due to hard lock downs in Austria. It is expected that the assessment report will be available by the end of May 2021. * The Mission received the conditions assessment report from the service provider. * Preliminary discussion on the report with the Mission has taken place. * The Mission prepared the ToR for the prioritized Phase 1 of the renovation project which involves, repairs of the water damage to the chancery. | December 2020 | June 2021 |
| 19 | Tehran official residence | Repair the kitchen cupboard at the official residence and carry out other maintenance works. | * Mission provided with specifications for the replacement of the kitchen cupboards to adjust to their specific needs requirement. * Mission to obtain quotations for cupboards replacement and other maintenance and repair works and provide HO with recommendation. * The Mission attended to maintenance issues (plastering, painting, etc.) within the Mission’s maintenance budget **Project is closed.** * Pictures of the kitchen has been submitted and has shown the kitchen to be in a fair condition and not requiring replacement. **Kitchen Project is closed.** | May 2021 | Sep 2021 |
|  | Title Deed | * The Mission approached MOFA and was informed that they placed an advertisement twice, in accordance with the domestic laws, to ascertain whether there was any party that had a claim on the property. The period for any claims has expired. * MOFA has thus requested the Notary Office to issue the title deeds. * The Mission continues to follow-up on the process since the Notary Office has not yet issued the original document. |  |  |
| 20 | The Hague official Residence | Refurbishment of the annex house at the Official Residence. | * In May 2021, ToR for the repair of annex house have been approved and the Mission was requested to advertise the tender. * In July 2021, the Mission advertised the tender for 21 days. | May 2021 | 2022/23 |
| 21 | Rome Chancery and Official Residence | Repair of the official residence | * The technical report on the water ingress, dampness and mold at the official residence received. * The mission with assistance of HO identified the projects to be prioritized. * TOR are being finalized and to be advertised mid- August 2021. | Apr 2021 | 2022/23 |
| 22 | Repair of the **Chancery** | * Conditions assessment was done. * Draft ToR have been submitted by the mission for assessment. * Assessment of work to be done by HO is underway. |  |  |
| 23 | Rome | Repair of the lift at the official residence | * The repairs of the lift has been completed * The payment has been processed to the service providers. * Project has been closed. | Apr 2021 | Jun 2021 |
| 24 | Paris | Repair of the air conditioning system at the chancery | * In May 2021, HO assisted with the drafting of ToR. * The Mission was requested in June 2021 to submit quotations to be reviewed by HO. * The standing committee recommendation is awaited for final approval | May 2021 | Sep 2021 |
| 25 | Paris | Installation of the CCTV system at the chancery | * In May 2021, HO assisted with the drafting of ToR. * The Mission was requested in June 2021 to submit quotations to be reviewed by HO. * In July 2021, the Mission obtained quotation. * The standing committee recommendation is awaited for final approval | May 2021 | Dec 2021 |
| 26 | Paris | Painting of the official residence | * Mission was provided with ToR for Request for quotations.   The Mission has requested to submit the quotations on 30 September 2021 due to staggering of projects as indicated above. | May 2021 | Sep 2023 |
| 27 | Paris | Electrifying of the sluice doors at the official residence. | * Mission was provided with ToR for Request for quotations. * The Mission has requested to submit the quotations on 30 September 2021 due to staggering of projects as indicated above. | May 2021 | Mar 2021 |
| 28 | Paris | Renovations on the 4th floor at the official residence. | * Mission was provided with ToR for Request for quotations. * The Mission has requested to submit the quotations on 30 September 2021 due to staggering of projects as indicated above. | May 2021 | Mar 2021 |
| 29 | Paris | Installation of the CCTV system at the official residence | * In May 2021, HO assisted with the drafting of ToR. * The Mission was requested in June 2021 to submit quotations to be reviewed by HO. * In July 2021, the Mission obtained quotation. * The standing committee recommendation is awaited for final approval. | May 2021 | Dec 2021 |
| 30 | Berne Official Residence | Repair of balconies | * Service provider appointed in March 2020 * Work completed and final payment under assessment. * ACFO has recommended through the submission to the ADG a variation. * National Treasury has been requested for the approval in this regard. | Mar 2020 | Dec 2021 |
| 31 | New York Consulate General Official Residence | Mould remedial and maintenance work in the official residence. | * The Mission received approval of the ToR to source quotations for mold remedial. Three quotations were received. * Documents were reviewed and funding was approved by the acting CFO. * The Bid evaluation recommendation was received and the acting CFO has also granted procurement approval to the request. * Mission has appointed the service provider and the mold remedial process has commenced. * Mold removal works has been completed and the Mission is awaiting re-testing of the areas to confirm if the mold has been successfully removed, thereafter, the service provider will finalize the re-instatement works on the property. | Apr 2021 | Jun 2021 |
| 32 | Buenos Aires official residence | Repair works due to water damage to the buildings. | * Funds request was approved by the ACFO the for Official residence repairs due to water damaged to the building. * The Mission provided with ToR to source quotations for the repairs of the official residence. * The works that needs to be carried out; i.e. cleaning and reupholstering of the furniture, repairs to the interior, painting and repair of the swimming pool. * The Mission to conclude with the standing committee the recommendation. | May 2021 | Jan 2021 |
| 33 | Ottawa chancery & Official Residence | Repair of the dry walls, ceiling, heating system and flagpole | * Quotations for the repair of ceiling and drywalls were received. * ToR for heating system was finalized. * Funding approval granted to the Mission to repair ceiling and drywalls. * The Mission engaged the companies to confirm presence of asbestos and included removal thereof on the ToR. * The repair of the ceiling and drywall has commenced. * HO is awaiting ToR for the replacement of the heating system. | May 2021 | Mar 2022 |
| 34 | Havana | Replacement of furniture | * The Terms of Reference have been reviewed by the Office of the Chief State Law Adviser and legal opinion provided. * Risk Assessment has also been conducted by the Risk Management Officer as part of the Departmental procurement process. * The Terms of References have now been referred to the Department of Trade Industry and Competition (DTIC) to allocate the minimum threshold for local content requirements, after-which the submission will be forwarded to the Acting Director General to approve that the tender be advertised. |  |  |