



Sydney, 19 August 2026

REQUEST FOR QUOTATION

Roof Repair and Waterproofing Works – Consulate General of the Czech Republic in Sydney

The Consulate General of the Czech Republic in Sydney invites suitably qualified and experienced contractors to submit a quotation for roof repair and waterproofing works at its premises at 169 Military Road, Dover Heights NSW 2030.

1. Scope of Works

The Works shall include:

- removal of the existing roof tiles, concrete screed and waterproofing membrane;
- cleaning and grinding of concrete surfaces and carrying out local concrete repairs as required;
- installation of a new graded screed to provide appropriate falls and drainage;
- creation of penetrations through concrete beams and installation of new roof outlets/puddle flanges;
- replacement of two skylights;
- application of a suitable primer;
- installation of two layers of waterproofing membrane, including a mineral-finished top layer;
- installation of aluminium termination bars and sealing of all penetrations;
- installation of a roof walkway;
- replacement of the vertical downpipe from the roof outlet at the right-hand corner of the street façade, extending through two floors; and
- all ancillary works reasonably necessary for the proper completion and functioning of the roof repair and waterproofing system.

All dimensions, quantities and site conditions are to be verified by the contractor before submission of the quotation.

2. Requirements

Contractors must meet the following minimum requirements:

- demonstrated experience in roof repair and waterproofing works, including at least three comparable flat-roof waterproofing projects completed within the last three years,
- all licences, registrations, qualifications and authorisations required under applicable Australian and New South Wales legislation for the Works must be current and valid for the duration of the Works;



- the contractor must maintain appropriate insurance applicable to the Works, including workers compensation insurance where required by law and public liability insurance;
- maximum completion period: **3 months from the agreed commencement date**;
- minimum contractor warranty for the completed Works: **10 years**;
- the quotation must provide a clear itemised price breakdown and identify relevant quantities (including m², linear metres and units, as applicable);
- the quotation must clearly state whether prices are inclusive or exclusive of GST and specify the total GST amount, where applicable;
- the quotation must identify any exclusions, assumptions or qualifications; and
- the quotation must remain valid for at least 60 days from the submission deadline.

3. Site Inspection

Contractors are responsible for familiarising themselves with the existing site conditions, dimensions, access requirements and the nature and extent of the Works before submitting their quotation.

A site inspection may be arranged with the Consulate General prior to submission of a quotation.

No additional costs arising from conditions that could reasonably have been identified during a site inspection will be accepted unless otherwise agreed in writing by the Consulate General.

4. Contractor Obligations

The successful contractor shall:

- carry out the Works with due care and skill and in accordance with the agreed scope of works and quotation;
- comply with all Australian and New South Wales legislation, regulations, codes, standards and work health and safety requirements applicable to the Works;
- obtain and maintain all licences, permits, approvals and authorisations required for the performance of the Works;
- provide, prior to commencement of the Works, any Safe Work Method Statement (SWMS) required by applicable work health and safety legislation, including in relation to work at heights;
- provide and maintain appropriate measures for safe access to the roof and protection against falls and other hazards;
- take reasonable measures to protect the existing building, its occupants, adjoining areas and property from damage arising from the Works;
- keep the work areas safe, orderly and, as far as reasonably practicable, free from unnecessary obstruction, waste and debris;
- safely store and secure all materials, tools and equipment used in connection with the Works;



**Consulate General
of the Czech Republic
in Sydney**

- remove all construction waste, surplus materials and debris generated by the Works and leave affected areas clean and tidy upon completion;
- promptly notify the Consulate General of any unforeseen condition or circumstance that may materially affect the scope, cost or timing of the Works before carrying out any associated additional work; and
- promptly rectify, at its own cost, any damage to the premises caused by the contractor or its personnel in carrying out the Works.

Any variation to the agreed scope of works or price must be approved in writing by the Consulate General before the relevant additional or varied work is undertaken.

5. Evaluation

Quotations will be evaluated on the basis of price, subject to compliance with the mandatory requirements set out in this Request for Quotation.

The Consulate General reserves the right to request clarification or additional information in relation to any quotation.

The Consulate General is not obliged to accept the lowest quotation, or any quotation, where the quotation does not comply with the requirements of this Request for Quotation.

6. Submission

Quotations must be submitted in a sealed envelope clearly marked:

“RFQ – ROOF REPAIR WORKS – DO NOT OPEN”

and delivered by post or courier to:

**Consulate General of the Czech Republic in Sydney
169 Military Road
Dover Heights NSW 2030
Australia**

Submission deadline: **4 September 2026, 4:00 pm** (Sydney time)

Quotations received after the submission deadline may be excluded from consideration.

The Consulate General reserves the right to request clarification of quotations and to reject any or all quotations.


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