



**PRIME MINISTER'S OFFICE
(CIVIL STATUS DIVISION)**

INVITATION FOR BIDS

RENTING OF OFFICE SPACE AT TERRE ROUGE TO ACCOMMODATE

TERRE ROUGE CIVIL STATUS OFFICE

CSD/PMO/Q7 OF 2021-2022/ OAB

Open Advertised Bidding

1. The Prime Minister's Office - Civil Status Division intends to rent Office Space of an approximate area of 75 m² at Terre Rouge to accommodate Terre Rouge Civil Status Office.
2. The rental of Civil Status Office shall be for a period of (two) 2 years as from the date of taking over of the building and renewable thereafter on a mutual agreement.
3. The proposed office space/building should be of reinforced concrete, on the **ground floor** within a radius of **approximately 600 metres from the nearest Bus Stop, Post Office and Police Station**, and as more fully detailed in the Technical Requirement. The building should be in **Terre Rouge** where public bus transport is easily available, with easy access by the public, **must be disabled-friendly**, easy access for vehicles, have toilet facilities, waiting area, essential amenities such as water, telephone, electricity, power points, air conditioning, partitioning and blinds/curtains.
4. This Division requires that the Office Space with the necessary amenities be made available within **three (3) months or earlier after the award of contract**.
5. Bid Form together with the detailed requirements of the Division is available through direct download from Public Procurement Portal: **publicprocurement.govmu.org** **OR** is available at the **Registry of the Civil Status Office, Prime Minister's Office, 7thFloor, Emmanuel Anquetil Building, Port Louis**.
6. Any clarification sought by any bidder shall be addressed in writing to the Registrar of Civil Status, Civil Status Division, PMO, 7th Floor, Emmanuel Anquetil Building, Port Louis, Fax No.: **201 1869** so as to reach him **at least fourteen (14) days** before the deadline for the submission of bids.
7. Bids in sealed envelope clearly marked "**Renting of Office Space at Terre Rouge to accommodate Terre Rouge Civil Status Office – (CSD/PMO/Q7 of 2021-2022/OAB)**", and indicating the closing date should be addressed to the **Registrar of Civil Status, Civil Status Division, PMO** and should be deposited in the Tender Box situated at the under-mentioned address so as to reach the **Registrar of Civil Status, Civil Status Division, Prime Minister's Office** at the under-mentioned address on **Monday 09th May 2022 up to 13.00 hours (local time) at latest**.
8. Bids will be opened in the Conference Room of the Civil Status Division, PMO on **the same day as from 13.15 hrs, local time**, in the presence of bidders/ bidders' representatives who choose to attend.

Civil Status Division, Prime Minister's Office
7th Floor, Emmanuel Anquetil Blg
Port Louis
06 April 2022