

Open-Advertised Bidding for the Rental of a Warehouse with Amenities

Procurement Reference No: OAB/STC/2022/09

01 June 2022

State Trading Corporation
55, Business Zone, Ebene Cybercity 72201,
Ebene, Redit
Tel: 401-0800 Fax: 489-1861
Website: www.stcmu.com E-mail: stc@stcmu.com

Table of Contents

	Page
Section I Examples of Bid Rejection Reasons	3
Section II Instructions to Bidders	4
Section III Bid Data Sheet	15
Section IV General Conditions	18
Section V Schedule of Requirements	24
Section VI Forms of Bid	31
Section VII Checklist	34

Section I

Examples of Bid Rejection Reasons

Bids have been rejected at the submission stage or found to be technically noncompliant due to errors in presentation and failure to follow bidding instructions. The Invitation to Bid contains detailed instructions for preparation and submission that need to be followed carefully.

Below are some of the more common examples of why bids are rejected by public bodies. Bidders are urged to read this before submission and to check their bid conforms to each of these points and the instructions as noted in the bidding documents.

- ❖ The bid is handed in after the deadline for submission, either by hand or electronically if so allowed. Note submissions after the deadline will be rejected.
- ❖ Bids not submitted to correct physical address. Note that the address for bid submission is different to the address for bid clarification.
- ❖ The bid is not signed as per the instructions in the ITB.
- ❖ No sufficient documents have been provided.
- ❖ Documents provided do not directly address each point of the mandatory evaluation criteria.
- ❖ Proposal is more like a brochure for the firm without specifically addressing the specific criteria of the ITB.
- ❖ Bids do not offer goods or services which have been specifically requested by the procuring entity.
- ❖ Failure to enclose the signed Bid Submission Form(s).

The above examples illustrate some common errors which may be made by bidders.

The bidding documents contain the full list of instructions relevant to each particular bid and should be followed carefully.

Section II

INSTRUCTIONS TO BIDDERS

A. Introduction

1. General: The State Trading Corporation (STC) is a parastatal body wholly owned by the Government of Mauritius and falls under the purview of the Ministry of Commerce and Consumer Protection. Established and regulated by the STC Act of 1982. Its principal place of business is 55, Business Zone, Cybercity, Ebène, Mauritius. STC is engaged in the importation of essential commodities such as petroleum products, liquefied petroleum gas, rice, flour and any such commodity as the Government may decide.

The **State Trading Corporation** (STC) intends to rent a warehousing space including its yard within around the radius of 15km from Port Area, with basic amenities such as water & power supply points, partitions, air-conditioning, etc as per the following floor areas and in accordance with the requirements detailed hereunder:

Warehouse/Storage space: approximately 4,000 m² – 5,000 m², excluding offices and loading bays and Free Yard space: approximately 4,000 m².

2. Eligible Bidders: Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the STC to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement under this Invitation for Bids.

Bidders are not eligible if their participation in procurement activities in the Republic of Mauritius is prohibited under the laws of Mauritius.

3. Cost of Bid: The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the State Trading Corporation will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Invitation for bids.

B. Solicitation Documents

4. Examination of Bidding Documents: The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Bidding Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid.

5. Clarification of Bidding Documents and Pre-Bid Meeting:

5.1 A prospective Bidder requiring any clarification of the Bidding Documents may notify the State Trading Corporation addressed to:

General Manager,

Attn: Mr. Y. Tonta

State Trading Corporation,

55, Business Zone, Ebene Cybercity 72201,

Ebene, Reduit

Tel: 401-0800 Fax: 489-1861 or on the following email address: y.tonta@stcmu.com

A response will be made in writing to any request for clarification of the Bidding Documents that is received **before the deadline for the submission of bids**. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be made available to all Bidders who have obtained the bidding document directly from the State Trading Corporation.

5.2 The Bidder's designated representative is invited to attend a pre-bid meeting **at the State Trading Corporation, 55, Business Zone, Ebene Cybercity 72201, Ebene, Reduit on Monday 6 June 2022 at 11:00 hrs**. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised in the understanding and preparation of bids.

5.3 Any amendment to the Bidding Documents that may become necessary as a result of the pre-bid meeting shall be made by the State Trading Corporation exclusively through the issue of an Addendum pursuant to ITB 6 and not through the minutes of the pre-bid meeting.

1.4 Non-attendance at the pre-bid meeting will not be a cause for disqualification of a Bidder.

6. Amendments of Bidding Documents:

No later than 5 days prior to the deadline for submission of bids, the State Trading Corporation may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents. All prospective Bidders that have received the Bidding documents will be notified in writing of any amendments. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the procuring entity may, at its discretion, extend the deadline for the Submission of Bids.

C. Preparation of Bids

7. Language of the Bid: The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and the State Trading Corporation shall be written in English.

8. Documents Comprising the Bid:

❖ The Bid submitted shall comprise the following documents:

- (a) **Documentary evidence** established in accordance with clause 9 of Instructions to Bidders that the Bidder is eligible to and is qualified to perform the contract if its Bid is accepted,
- (b) **Documentary evidence** established in accordance with clause 10 of Instructions to Bidders that the office spaces proposed by the Bidder conform to the Bidding Documents; and
- (c) The **Bid Submission form with a price breakdown** completed in accordance with the Sections III, V, VI and clause 11 of Instructions to Bidders;

9. Documents Establishing Bidder's Eligibility and Qualifications:

The Bidder shall furnish evidence of its status as qualified Supplier. The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall be established to the State Trading Corporation's satisfaction:

- (a) Bidders should produce evidence of ownership of the building space and/or being duly authorized to enter into a lease Agreement with a third party for the proposed building space;*
- (b) Bidders shall provide such evidence of their continued eligibility satisfactory to the State Trading Corporation as the latter shall reasonably request;*
- (c) Bidder shall submit any information on debarment/suspension, if any;*
- (d) A bidder may be an individual or a legal entity;*
- (e) In case of legal entities, bidders shall submit copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the Bidder;*
- (f) Have the legal capacity to enter into a contract to execute the services;*
- (g) Not be insolvent, in receivership, bankrupt, subject to legal proceedings for any of these circumstances or in the process of being wound up;*
- (h) Not have had your business activities suspended;*
- (i) Not have a conflict of interest in relation to this procurement requirement;*
- (j) Have a valid trading License and*
- (k) Have Business Registration Card.*

10. Documents Establishing Conformity to Bidding Documents:

10.1 The Bidder shall also furnish as part of its Bid, documents establishing the conformity to the Bidding Documents of all related services which the Bidder proposes to supply under the contract.

10.2 The documentary evidence of conformity to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) A detailed description of the essential technical and functional characteristics of the offered warehouse and its amenities;*
- (b) Full details of the warehouse and its amenities, including but not limited to: location, administrative and security arrangements in place, scheduled maintenance, availability, etc.*
- (c) Documents authorizing the use of the offered premises as a warehouse;*
- (d) Documents certifying that the offered premises are in compliance with fire safety regulations and accessible, with amenities, to disabled persons;*
- (e) Written confirmation from the notary or other relevant authority that the offered premises are not under encumbrance and are not exposed to any other restriction/limitation;*
- (f) A detailed description of the offered warehouse and its amenities completed in accordance with Section V, including hard and soft copies of the warehouse and its amenities, preferably in AutoCAD format if available.*
- (g) Any other literature, drawings, and data in relation thereof.*

The above listed documents should be submitted along with the bid, otherwise, the offer shall not be considered.

11. Bid Currencies/Bid Prices: All prices shall be quoted in **Mauritian Rupees (MUR/Rs.)**. The Bidder shall indicate a breakdown of the costs included in the monthly rates in the format provided in the Bid Submission Form Section VI.

12. Period of Validity of Bids: Bids shall remain valid for **90 days** after the deadline for Bid Submission prescribed by the State Trading Corporation pursuant to clause 16 of Instructions to Bidders. A Bid valid for a shorter period may be rejected as non-responsive pursuant to clause 19 of Instructions to Bidders. In exceptional circumstances, the procuring entity may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

13. Bid Security

Not applicable.

D. Submission of Bids

14. Format and Signing of Bid:

14.1 The Bidder shall prepare **one original and two copies** of the Bid. The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed.

The authorisation may be in the form of a Board Resolution or by Public Notary.

14.2 The Bid shall be submitted in **two separate sealed envelopes- one containing the original and copies of the Technical proposal and the other the original and copies of the Financial proposal-** each envelope marked with the name and address of the bidder and whether containing the Technical or Financial Proposal. The two envelopes shall be inserted in one single envelope marked with the name and address of the bidder on the outside.

15. Sealing and Marking of Bids

15.1. The Bidder shall seal the inner envelopes and the outer envelope.

15.2. The outer envelope shall be:

(a) **addressed to:**

**The General Manager,
State Trading Corporation,
55, Business Zone,
Ebene Cybercity 72201,
Ebene, Reduit.**

(b) **marked with –**

INVITATION TO BID

**“OAB/STC/2022/09” “Rental of a Warehouse with Amenities” and DO NOT OPEN
TILL 13 June 2022 at 11.00 hours.**

16. Deadline for Submission of Bids/Late Bids:

16.1 Bids must be **deposited in the Bid Box situated at the:**

**Registry Section,
Ground Floor,
State Trading Corporation,
55, Business Zone,
Ebene Cybercity 72201,
Ebene, Reduit,**

on or before the date and time indicated in Bid Data Sheet.

Bids by post or hand delivered should reach the same address by the same date and time at latest, i.e., **not later than 11:00 hrs on Monday 13 June 2022.**

Late submissions will be rejected. Bids received by e-mail and fax will not be considered.

16.2 The State Trading Corporation, may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 6 of Instructions to Bidders, in which case all rights and obligations of the procuring entity and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

16.3 Any Bid received by the procuring entity after the Deadline for Submission of Bids will be rejected and returned unopened to the Bidder.

17. Modification, Substitution and Withdrawal of Bids: The Bidder may modify, substitute or withdraw its Bid after submission, provided that written notice of the modification, substitution and withdrawal is received by the procuring entity prior to the deadline for submission. No Bid may be modified after the Deadline for Submission of Bids. No Bid may be withdrawn in the interval between the Deadline for Submission of Bids and the expiration of the Period of Bid Validity.

E. Opening and Evaluation of Bids

18. Opening of Bids:

18.1 The State Trading Corporation will open all Bids in the presence of Bidders' Representatives who choose to attend, at the time, on the date, and at the place specified in section III of this Bidding Documents. The Bidders' Representatives who are present shall sign a register evidencing their attendance.

18.2 The State Trading Corporation shall open the envelope containing technical proposal on the date, time and place **indicated in the BDS.**

The financial proposal shall be kept unopened in a secured place.

18.2 The bidders' names, bid modifications, substitutions or withdrawals, and the presence or absence of requisite and such other details as the procuring entity, at its discretion, may

consider appropriate, will be announced at the opening. No Bid shall be rejected at Bid Opening, except for late bids, which shall be returned unopened to the Bidder pursuant to clause 16.3 of Instructions to Bidders.

18.3 Bids (and modifications sent pursuant to clause 17 of Instructions to Bidders) that are not opened and read out at Bid Opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn Bids will be returned unopened to the Bidders.

18.4 The State Trading Corporation will prepare minutes of the Bid Opening.

19. Preliminary Examination:

19.1 Prior to the detailed evaluation, the State Trading Corporation will determine the substantial responsiveness of each Bid to the Open Advertised Bidding (OAB). A substantially responsive bid is one which conforms to all the terms and conditions of the ITB without material deviations.

19.2 The procuring entity will examine the bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order.

19.4 A Bid determined as not substantially responsive will be rejected by the State Trading Corporation and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

20. Technical conformity: Bids will then be assessed in respect of its technical conformity with specified requirements. Bids that are technically responsive or can be changed to be responsive shall be retained for discussions as per ITB 21.2. Determination of technical responsiveness shall be based on compliance with the content of the Bid itself and as indicated in the following evaluation criteria:

Technical conformity

- 20.1 Compliance with requirements relating to technical features and ability of the warehouse and amenities to satisfy functional requirements of the State Trading Corporation, (as per Section V).
- 20.2 Compliance with General Conditions specified in these Bidding Documents.
- 20.3 Compliance with administrative and security requirements of the procuring entity (as per Section V).
- 20.4 Demonstrated ability to honor important responsibilities and liabilities allocated to Supplier in this ITB.
- 20.5 Compliance with legal requirements (premises not under encumbrance). Availability of documents confirming compliance of the Bidder to the requirements of the ITB.

Note: The State Trading Corporation may conduct an inspection (site visit) of the premises and/or due diligence of the Bidder (premises owner) prior to the award being made. Procuring entity reserves the right to reject any offer/bid based on the findings made during such inspection, in case non-compliance of the offer with any of the requirements set forth in this ITB has been factually revealed.

21. Clarification of Bids:

21.1 To assist in the examination, evaluation and comparison of Bids the State Trading Corporation may at its discretion ask the Bidder for clarification of its technical proposal. The request for clarification and the response shall be in writing and no change in the substance of the Bid shall be sought, offered or permitted.

21.2 The procuring entity may conduct clarification meetings with each or any Bidder to discuss any matter, technical or otherwise, where the procuring entity requires amendments or changes to be made to the Technical Proposal. The changes to be made shall be recorded and signed by both parties

22. Notification of Non-responsiveness

22.1 Unsuccessful Bidders will be notified of the grounds on which their bids have been substantially non-responsive to the technical requirements of the bidding documents.

23. Opening of Financial Proposals

23.1 The procuring entity will open the Financial Proposals of bidders who were responsive to the Technical proposals, at the time and date at the location advised to the bidders. The Bidder's representatives who are present shall sign a register evidencing their attendance.

23.2 The Bidder's names, the Bid Prices including, any discounts, and such other details as the procuring entity may consider appropriate, will be announced and recorded by the procuring entity at the opening.

24 Evaluation of the Technical and Financial Proposals on a marking system

24.1 Prior to the detailed evaluation, the State Trading Corporation will determine the substantial responsiveness of the Proposal. A substantially responsive bid is one which conforms to all the terms and conditions of the ITB without material deviations.

24.2 The procuring entity will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.

24.3 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

If the Bidder does not accept the correction of arithmetical errors, its Bid will be rejected.

If there is a discrepancy between words and figures the amount in words will prevail.

24.4 A Financial Proposal determined as not substantially responsive will be rejected by the State Trading Corporation and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

24.5 With a view to selecting the most advantageous proposals the bids responding substantially to the requirements of the procuring entity shall be further evaluated as per a marking system as follows:

Table of Rating Factors for Lease of Warehouse and its Amenities
Marking for technical merit (Tm):

	Rating Factors	Weight (%)	Rating
	WAREHOUSE & AMENITIES		
I	Location and Site Conditions		
	1. Accessibility	(10)	
	2. Topography and Drainage	(10)	
	3. Warehouse Internal Floor Area	(25)	
	4. Adequate Parking space	(25)	
	5. Access Ramps and Loading Bays	(20)	
	6. Rain Water Evacuation	(10)	
		(100)	
II	Essential Requirements		
	1. Heavy Duty Doors	(20)	
	2. Sanitation and health condition	(10)	
	3. Ventilation openings with extractor fans & louvers	(10)	
	4. External lighting	(10)	
	5. Police and fire station	(10)	
	6. Essential power within warehouse	(10)	
	7. Roofing	(10)	
	8. Changing rooms for the manual employees	(10)	
	7. Preventive measures against rodents and birds	(10)	
		(100)	
III	Warehouse & its amenities		
	1. Structural condition	(30)	
	2. Functionality		
	a. Forklift Operations in yard and inside adequate	(6)	
	b. Floor arrangement of Office Building (25 pax)	(6)	
	c. Circulation	(6)	
	d. Light and ventilation	(6)	
	e. Electrical Installations including CCTV	(6)	
	3. Facilities		
	a. Water supply and toilet	(6)	
	b. Lighting system	(6)	
	c. Gate Post	(6)	
	d. Fire escapes	(6)	
	e. Firefighting equipment	(6)	
	4. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
		100	
IV	Other Services and Facilities		
	1. Fencing and security	(20)	
	2. Air conditioning in Office Building	(20)	
	3. Repair and maintenance	(20)	
	4. Water and light consumption	(20)	
	5. Operational facilities	(20)	
		100	

	Rating Factors	Weight (%)	Rating
	I. Location and Site Condition	× (.20) =	
	II. Essential Requirements	× (.30) =	
	III. Warehouse & its amenities	× (.40) =	
	IV. Other Services and Facilities	× (.10) =	
Factor Value			

Marking for financial merit (Fm):

	Rating Factors	Weight (%)	Rating
	I. Rental of warehouse & amenities space (monthly)	(70)	
	II. Cost attributable to amenities (monthly)		
	(a) Cost of M&E services	(20)	
	(b) Other associated costs	(10)	
		100	

	Rating Factors		
	I. Rental of office space	× (.80) =	
	II. Cost attributable to amenities	× (.20) =	
Factor Value			

$$\text{Total Marking} = (0.8 \times Tm) + (0.2 \times Fm)$$

F. Award of Contract

25. Award Criteria: The State Trading Corporation will establish a list of preferred Bidders in the order of the highest score following the evaluation on the marking system. Contract shall be awarded to the Bidder having submitted a responsive proposal and scored the highest marks subject however to the quoted rates being found reasonable by the State Trading Corporation.

26. Negotiation

Where the rates quoted by the first ranked bidder is higher than the acceptable rates, the State Trading Corporation may negotiate with the Bidder with a view to arriving at an acceptable rate, failing which the State Trading Corporation shall consider the proposal of the second ranked bidder according to the same procedures defined in ITB 24 and 25.

27. Rights of the State Trading Corporation

The State Trading Corporation reserves the right to accept or reject any Bid, to annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected Bidder(s).

28. Notification of Award

Prior to the expiration of the period of Bid Validity the State Trading Corporation shall after award of contract, exceeding MUR 1 million, promptly inform all unsuccessful Bidders in writing of the name and address of the successful Bidder and the contract amount.

The contract period and renewal conditions, if any, shall be as defined in the Bid Data Sheet

29. Signing of the Contract

29.1 The public body shall promptly issue its letter of acceptance to the successful Bidder and forward to him a draft contract.

29.2 **Within 30 days of receipt** of the Contract the successful Bidder shall sign, date and return it to the State Trading Corporation.

30. Performance Security

Not applicable.

31. Publication of Award

Not applicable

32. Debriefing.

The State Trading Corporation shall attend to all requests for debriefing for contract exceeding MUR 1 million, made in writing **within 30 days the unsuccessful Bidders are informed of the award.**

33. Corrupt or Fraudulent Practices

33.1 It is the policy of the Government of the Republic of Mauritius to require Public Bodies, as well as bidders, suppliers, and contractors and their agents (whether declared or not), personnel, subcontractors, sub-consultants, service providers and suppliers, observe the highest standard of ethics during the procurement and execution of contracts. ¹ In pursuance of this policy, the Government of the Republic of Mauritius:

(a) will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question; and

(b) will sanction a firm or an individual, at any time, in accordance with prevailing legislations, including by publicly declaring such firm or individual ineligible, for a stated period of time: (i) to be awarded a public contract; and (ii) to be a nominated^b sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a public contract.

33.2 In further pursuance to this policy, bidders, suppliers and public officials shall also be aware of the provisions stated in sections 51 and 52 of the Public Procurement Act which can be consulted on the website of the Procurement Policy Office (PPO) : <http://ppo.gov.mu>.

¹In this context, any action taken by a bidder, supplier, contractor, or any of its personnel, agents, sub-consultants, sub-contractors, service providers, suppliers and/or their employees to influence the procurement process or contract execution for undue advantage is improper.

^b A nominated sub-contractor, consultant, manufacturer or supplier, or service provider (different names are used depending on the particular bidding document) is one which either has been:(i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that are accounted for in the evaluation of the bidder's pre-qualification application or the bid; or (ii) appointed by the Purchaser.

34. Integrity Clause

The State Trading Corporation commits itself to take all measures necessary to prevent corruption and ensures that none of its staff, personally or through his/her close relatives or through a third party, will in connection with the bid for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.

35. Award Criteria

35.1 In line with government decision, the State Trading Corporation shall, prior to award request the lowest substantially responsive bidder to submit a “Tax Clearance Certificate” from the MRA within a period of one week, confirming that the bidder has filed his tax returns and paid tax due.

35.2 In case the successful bidder does not submit the “Tax Clearance Certificate”, the State Trading Corporation may consider the next lowest substantially responsive bidder to equally comply with paragraph (1) above.

35.3 It is brought to the attention of the bidders that MRA has put in place a system for responsive bidders, on receipt of a letter from a Public Body requesting for a Tax Clearance Certificate, to apply for same electronically on MRA website www.mra.mu. The bidder is requested to use the reference of the letter issued by the Public Body to access the system.

Section III

BID DATA SHEET

The following specific data for the rental to be procured shall complement, supplement, or amend the provisions in the Instruction to Bidders. Whenever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.

Relevant clause(s) of Instruction to Bidders	Specific data complementing, supplementing, or amending instructions to Bidders
Pre-bid Meeting	A pre-bid meeting will be held on Monday 6 June 2022 at 11:00 hours at the Training Room, State Trading Corporation, 55, Business Zone, Ebene Cybercity 72201, Ebene, Reduit.
Bid Price	The prices quoted shall be inclusive of VAT.
Documents Comprising the Bid	<p>The following must be included in the Bid submission:</p> <p>1. BID SUBMISSION AT FIRST STAGE</p> <p>Technical Proposal</p> <p>(i) Bid submission form for technical proposal (Section VI) including contact details of Bidder are properly filled and signed</p> <p>(ii) Conceptual design drawings and technical proposals to substantiate understanding of requirements and manner in which these would be met.</p> <p>(iii) Compliance technical schedules where required in the technical specifications are properly filled and signed</p> <p>(iv) Set of valid ownership documentation (copy); Engineer's certificate for building; layout; building insurance certificate, also</p> <ul style="list-style-type: none"> - in case of individuals copy of National Identity Card or Passport; TAN (Tax Account Number); bank statement on availability of bank account and BRN (Business Registration Number); - in case of legal entity: Firm/Company Profile covering copy of company registration, technical and financial capacity, TAN (Tax Account Number); and BRN (Business Registration Number); <p>Financial Proposal</p> <p>(i) Bid Submission Form for Financial Proposal (Section VI) including contact details of Bidder are properly filled and signed.</p> <p>All documents should bear signature of authorized person(s) and company seal (where applicable).</p>

	N.B. Incomplete Bids may be deemed non-responsive and rejected.
Deadline for Submission of Bids	Bids comprising of the Technical and Financial proposals should be received by the procuring entity not later than 11:00 hrs on Monday 13 June 2022.
Bid Opening	Envelopes containing the technical proposals shall be opened on Monday 13 June 2022 at 11:01 hours, at State Trading Corporation, 55, Business Zone, Ebene Cybercity 72201, Ebene, Redit. Envelope containing the Financial Proposal shall remain unopened and secured.
Documents Establishing Bidder's Eligibility & Qualifications	Required, as per clause 9 of the Instruction to Bidders (Section II)
Bid Validity Period	90 days from the date from the closing of bids.
Preliminary Examination of Financial Proposals – completeness of bid.	- Rates with breakdown costs is clearly filled and signed at the submission of the financial proposals -Financial proposals are duly signed and stamped
Evaluation of Bids	Bids will be evaluated based on following criteria: - Compliance with pricing conditions set in the ITB - Compliance with requirements relating to technical features and ability of the warehouse and amenities to satisfy functional requirements of the State Trading Corporation, - Compliance with General Conditions specified by these Bidding Documents - Compliance with administrative and security requirements of the relevant authorities - Demonstrated ability to honour important responsibilities and liabilities allocated to Supplier in this ITB - Compliance with legal requirements (premises not under encumbrance). / Availability of documents confirming compliance of the Bidder to the requirements of the ITB.
Payment terms	It is not the policy of the State Trading Corporation to approve advance payments. Payment will be effected at the end of each month upon submission of a duly filled invoice with all details from the lessor. Rental Fee shall be fixed in MUR (Mauritian Rupees) as quoted.

All communication must be directed to:	General Manager, Attn: Mr. Y. Tonta State Trading Corporation, 55, Business Zone, Ebene Cybercity 72201, Ebene, Redit. <i>Tel: 401-0800</i> <i>Fax: 489-1861</i>
Requests for additional information	Request for additional information must be received at least 7 (seven) working days before the Deadline for Submission of bids. Bidders are encouraged to raise queries as early as possible.
Contract period	The contract shall be on a Short-Term Arrangement (STA) basis with the successful bidder. The STA will be valid for an initial period of one (1) year at fixed rates and may be extended based on the actual performance of the STA holder and if needed as a result of another bidding process or evaluation of the market rates. The warehouse and its amenities shall be available for rent as from 1st July 2022.

**Section IV
General Conditions**

DRAFT LEASE AGREEMENT

BETWEEN

XYZ COMPANY LIMITED

Registered office situated at, duly represented by its

General Manager, hereinafter referred to as **The Lessor**.

ON THE ONE PART

AND

..... **OFFICE** – [*insert name of*
public body] duly represented by its
..... hereinafter
referred to as **The Tenant**.

ON THE OTHER PART

The Lessor is the owner of a building situated at
Street, Port Louis.

The Lessor agrees to let the Warehouse and its amenities (of an area
of square metre) of its premises situated at
..... to The Tenant.

The Tenant declares that he has visited and inspected the aforesaid premises and is in all respect
satisfied with the state of the premises, more especially their state of repairs and fitness for
occupation of the said premises.

The tenancy shall be governed by the Code Civil, and in default by the following terms and
conditions: -

1.0 Duration, renewal and Termination

- 1.1 The tenancy shall be for an initial period of years, starting as from the
date of signature of the lease.
- 1.2 In case of renewal, it shall be open for either party to renegotiate the terms of the
agreement but in any case, the amount of increase in rent shall be either the market rent
or the amount provided for by the Landlord and Tenant Act.
- 1.3 The lease may be renewed at the lessee's option for further periods of
years at a time.

- 1.4 Notwithstanding paragraph 1.1, the Tenant may terminate the lease by giving, at least, three months' advance notice to The Lessor.

2.0 **Financial Terms**

- 2.1 The rent shall be Rs (Mauritian Rupees) plus Value Added Tax (VAT) annually, payable in equal monthly instalment, in advance at the offices of The Lessor.

3.0 **Parking**

- 3.1 The lessor will provide parking slots for the exclusive use of the tenant.

4.0 **INSURANCE**

- 4.1 The Lessor shall insure the building leased and consequential loss against the risk of fire, full explosion, riots, strikes and malicious damage, cyclone and flood, earthquake and air crash.
- 4.2 Furthermore The Lessor shall also have its insurance policies covering all the building and consequential loss endorsed to waive all rights of subrogation against The Tenants of the building.

5.0 **MAINTENANCE OF PREMISES**

- 5.1 The Tenant shall keep the premises in good tenantable repair and condition, fair wear and tear excepted, to the satisfaction of the Lessor.
- 5.2 The Tenant shall not cause any damage and/or modification to any component part of the building, without the consent of the Lessor, such consent shall not be unreasonably withheld.

6.0 **STRUCTURAL ADDITIONS, ALTERATIONS, NON-STRUCTURAL PARTITIONING AND REPAIRS**

- 6.1 Structural repairs shall be carried out by the Lessor, at its own costs, and at such time convenient to the Tenant.
- 6.2 In case the Lessor fails to undertake any of the repairs, the Tenant may, after having duly notified the Lessor by way of a written notice, undertake to effect the repairs at the Lessor's cost.
- 6.3 The Landlord shall be responsible and shall bear all costs for the erection of further internal partitioning that the tenant may require, subject to renegotiation of the rent.
- 6.4 All the partitioning and diving walls to be erected by the Tenant shall have the prior approval of the Lessor and shall be to such specification and standard as may be

approved by the Tenant in writing, provided that such approval is not unreasonably withheld.

- 6.5 Except as otherwise agreed, the Tenant or the Lessor shall not paint or fix any advertisement, signboard or any other inscription on the external walls of the building.
- 6.6 The Tenant shall bear the cost for making good major defects in the building and its appurtenances arising from his activities on the premises, except for normal wear and tear.
- 6.7 (a) Except for minor and urgent works, the Tenant shall carry out no alteration, addition, installation and work of any nature whatsoever to the building or to fixtures, except with the Lessor's prior written approval and the permission of the Authorities concerned, if any.
- (b) Any such alteration, addition, installation or work so made may be removed by the Tenant at the expiry of the lease or of any of its renewals but the Tenant will have to restore at its cost the said premises to its former state, fair wear and tear excepted.
- (c) Should the Tenant decide not to remove any such alteration, addition, installation or work, it shall accrue to the Lessor without the latter having to pay indemnity and compensation whatsoever to the Tenant or to any other person, article 555 of the Civil Code or any other enactment notwithstanding.

7.0 **SERVICES**

- 7.1 The Landlord shall supply telephone and data cabling services according to the requirements of the Tenant.
- 7.2 The Tenant shall not modify or extend the plumbing, electrical and drainage installations on the premises without first obtaining the prior approval of the Lessor.

8.0 **DRAINAGE AND SANITARY FACILITIES**

- 8.1 The Tenant shall ensure that no foreign substance of any nature is flushed down the drainage system, which will cause malfunctioning of the system or of septic tanks and absorption pits provided. The normal sanitary norm should be observed in all toilet and mess room facilities.
- 8.2 The Tenant shall be solely responsible for repairs to these items arising out of blockages, damage or any other cause, arising out of its fault and negligence.
- 8.3 The Tenant may remove, on vacation of the premises, all supplementary installation carried out by him, provided that any damage caused during removal of same is made good at his own cost. Any installation not removed shall become the property of the Lessor without any compensation or indemnity.

9.0 **SUB-LETTING**

The Lessee shall not sub-let all or part of the property leased to him. The Lessee shall transfer or assign in all or in part his right to the lease, with the consent of the Lessor, such consent shall not be unreasonably withheld.

THE LESSEE shall neither sub-let all or part of the property leased to him nor cede, transfer or assign in all or in part his rights to the lease. (STC to decide which of the three options to include).

10.0 PAYMENT OF RENT, WATER ELECTRICITY CHARGES, ETC

- 10.1 The Tenant shall settle his rent regularly by arranging with his bank for this to be paid through a standing order in favour of the Lessor so as to reach him by the tenth of each month.
- 10.2 The Tenant shall make his own arrangement for payment of his bills with respect to electricity, water, telephone, and any other services, and shall pay regularly all amount due and payable in respect thereof.
- 10.3 The Tenant shall be responsible for payment of all Tenant's taxes and related charges, if any, which may be levied on the space occupied by him.
- 10.4 Where the Tenant has been failing to pay the rent due for three consecutive months, the Lessor reserves the right to terminate the lease, after having notified the Tenants of its intention by way of a "mise en demeure", and without it being necessary for the Lessor to fulfill any other formality, whether judicial or extra judicial. (It would be advisable to provide a specific time limit instead of referring to 'constantly').
- 10.5 In case of recovery of any arrears of rent through an Attorney-At-Law, the Tenant shall pay to the Lessor any commission not exceeding 10% of the amount recovered and payable by the Lessor to such attorney.

11.0 USE OF PREMISES

- 11.1 The Tenant shall use the said property as offices only.
- 11.2 The Tenant shall ensure that all litter, garbage, waste generated from his use of the premises are stored in an orderly way and be not spilled on any part of the premises, including staircase, passages or thrown on the floor at any point.
- 11.3 The Tenant, its employees, agents, licensees and guests shall have full access and the right to use all common passageways, stairways, lifts and entrances as they exist at the date of this lease for the purposes of entering and leaving the premises. The Tenant shall have the right to affix name plates in appropriate places in the building to indicate the location of its premise.
- 11.4 THE TENANT shall be responsible for wrongful and actionable acts and doings of any person falling under its responsibility, and shall make good to the Lessor any damage due to such act or doings of any such person.

12.0 SAFETY PRECAUTIONS

- 12.1 The Tenant shall not without the Lessor's prior written approval and that of the competent Authorities stock or store on the premises any inflammable or dangerous materials or noxious substances or any articles, stores or other merchandise generally

whatsoever whether edible or not which are in a state of putrefaction or which can give off any noxious odour and which are hazardous to health.

12.2 The Tenant shall keep the landing and the staircase free of obstructions so as to facilitate evacuation of the building in case of emergency and shall keep unlocked all emergency doors in the building during working hours.

12.3 The Tenant shall ensure that emergency exits are at all times free from any obstruction.

12.4 The Tenant shall comply with all the conditions which the Authorities may require for the safety, health and welfare of employees and/or the safety of the premises.

12.5 The Lessor shall keep and maintain on the premises adequate fire prevention and fire control apparatus and shall ensure that such apparatus is at all times in good working order. Whenever appropriate, the Tenant shall seek the advice of the Fire Services on necessary fire safety measures he needs to maintain on the premises.

13.0 **INSPECTION OF PREMISES**

13.1 The Tenant shall permit the Lessor and/or his agents, with or without workmen or officers, to enter the premises, at any convenient time to him (the Tenant), to view the state of repair and/or for the purpose of taking inventories of the Lessor's fixtures and fittings therein, or of doing such works and things as may be required for any repair, alteration or improvement to the premises. The Lessor and/or his agents and workmen in so doing will cause as little inconvenience as possible to the Tenant.

13.2 The Tenant shall authorize the Lessor or its accredited representative to visit and inspect the premises leased to ensure that all the conditions of the present lease are being complied with or implemented by the Tenant, at any time which is convenient to the Tenant.

14.0 **EXPENSES AND CHARGES**

14.1 The Lessor will assure through its own organization the security of the premises. (Not applicable to all leases).

14.2 The maintenance of the common passages, lifts, stairways, entrances, yards and common parts and services will be undertaken by the Lessor.

15.0 **ARBITRATION**

In the event of any dispute as to the meaning and intention of this lease it is hereby agreed by both parties that the dispute shall be referred to a Court of Law. (Arbitration is a costly procedure and should be avoided for small contracts).

16.0 **NOTICES**

Any notice or other correspondence required to be served or exchanged under this agreement shall be so served or exchanged, as the case may be, at the following address:

-

For **THE LESSOR** at his office
The General Manager, XYZ Co. Ltd, No. Port
Louis
For **THE TENANT** at No, Port
Louis
Made in two originals and in good faith at Port Louis
This day of 20.....

LESSOR

(s)

TENANT

(s)

Section V

SCHEDULE OF REQUIREMENTS

Brief on STC:

The State Trading Corporation (STC) is a parastatal body wholly owned by the Government of Mauritius and falls under the purview of the Ministry of Commerce and Consumer Protection. Established and regulated by the STC Act of 1982. Its principal place of business is 55, Business Zone, Cybercity, Ebène, Mauritius. STC is engaged in the importation of essential commodities such as petroleum products, liquefied petroleum gas, rice, flour and any such commodity as the Government may decide.

The State Trading Corporation (STC) intends to rent a warehousing space including its yard within around the radius of 15km from Port Area, with basic amenities such as water & power supply points, partitions, air-conditioning, etc as per the following floor areas and in accordance with the requirements detailed hereunder:

Warehouse/Storage space: approximately 4,000 m² – 5,000 m², excluding offices and loading bays and Free Yard space: approximately 4,000 m².

✓ PART A - Interior

- i. Interior Floor Area excluding loading bays, if any, approx. 4,000 sq m -5,000 sq.m for storage of rice/flour or other commodities;
- ii. Rice and flour will be stored on plastic pallets of 1.2M wide x 1.5M long on 3 pallets high. Provision shall be made for storage of empty pallets on site (approximately 1000 units).;
- iii. The interior area should be fitted with all Electrical Services & Fittings and connectivity to main office control room.;
- iv. The ground floor level within warehouse shall be at least 200mm above the adjoining road levels;
- v. There shall be gentle and safe access ramps from the yard into the warehouse with precautions taken to prevent ingress of storm water;
- vi. The floor slab on hardcore filling shall be of adequate thickness to resist heavy vehicles and must be impermeable to groundwater;
- vii. The reinforced concrete slabs shall be in reinforced concrete with proper expansion joints to prevent excessive cracking and finished with floor hardeners in screed as case may be to resist to abrasion from regular forklift or truck movements within warehouse.

✓ **PART B - Exterior**

i. ***Warehouse building***

- The warehouse building may be in reinforced concrete structure or combined reinforced concrete-metal framed structure designed to resist wind speed of 280km/hr.

A Certificate of Structural Guarantee shall be submitted by a Registered Professional Engineer /Structural Engineering Firm duly registered with the Construction Industry Development Board (CIDB) of Mauritius, certifying that the warehouse and its amenities are structurally safe for the intended purposes and capable of resisting wind speed of 280km/hr.

- Premises should be securely fenced.

ii. ***Walls and Internal Supports***

- The walls may be either in reinforced block or heavy iron/metal frames structure with appropriate column-beam frame up to height of the main doors i.e. 4.5m.
- Above 4.5m, the remaining walls can be in normal block walls or metal sheeting. All walls shall be rendered smooth to facilitate cleaning operations. They should be painted white on both sides to keep the warehouse as cool as possible.
- There should be a minimum of internal supports for the roof structure and in case metal stanchions are proposed, they should be wrapped up with a concrete surround up to 4.5m high and painted white also.
- A damp-proof barrier should be incorporated into the base of all walls to prevent damp rising and causing damage to the warehouse structure and its contents.
- Eaves height to be minimum 6m.

iii. ***Roof Structures***

- Roof structures can be in reinforced concrete or metal sheeting with minimum intermediate columns to ease traffic movement within warehouse.
- The roof and/or wall sheeting's shall be in aluminium or zinc-aluminium alloy with stainless steel or similar fastenings to prevent or minimise rusting and reduce heat transmission.

- Rain harvesting from roof may be advantage for cleaning purposes.
 - Rainwater evacuation and drains shall be able to cater for more than 100 mm of rain.
- iv. ***Loading Bays (Optional)***
- Loading bays: Two loading bays shall be required for delivery to trucks as well as offloading of containers from trucks.
 - These loading bays should be under covered canopies for safe and sheltered unstuffing or stuffing of containers in hot or rainy weather.
- v. ***Doors***
- At least four (4) heavy duty lockable sliding doors of 4.0m wide x 4.5m high with automatic closing mechanism or with manual overrides giving onto the two loading bays.
- vi. ***Ventilation and Illumination***
- Ventilation openings with extractor fans & louvers are necessary for allowing the renewal of air, reducing the temperature and maintaining an appropriate humidity level in the warehouse.
 - Bidder to supply external lighting and for essential power within warehouse to ensure the safety of operations.
 - **Use of translucent sheets at roof level will not be accepted by STC.** Daylight filtering through glazed openings on side walls may be accepted provided security measures are incorporated to prevent thefts.
- vii. ***Other Requirements***
- Changing rooms for the manual employees to be located in the yard together with bathrooms and toilet block.
 - Preventive measures against rodents and birds entering the warehouse to be included in bid submission.
- viii. ***Office Building and yard***
- STC requires an appropriate office building to accommodate a minimum of 25 employees who will work there; and same shall be located adjacent to the warehouse.
 - Open plan office layouts should be submitted.
 - CCTV System for STC employees to monitor warehousing activities. ***(Optional)***

- Fenced parking for the vehicles and motorcycles of staff

ix. ***Gate Posts with gate control***

- Two gate posts complete with gate control shall be provided with telephone connection with main control room of warehouse and Panic button alarm system.
- Each gate post shall be provided with one toilet + wash hand basin for the security officer.
- High traffic areas near gate posts to be in reinforced concrete floors
- The yard shall accommodate movement of at least 10 delivery trucks at any time.
- The yard shall have space to accommodate a minimum of seventy-five (75) 20 feet Containers.

x. ***Electrical***

Electrical services & fittings have to be provided as specified below: -
Minimum requirements

1. **Electrical Services**

- The design and installation shall conform to the requirement of the electrical standards/regulations
- Mandatory three-phase power source.
- Electrical supply to the building shall be taken from an independent secure sub-station to be located preferably within the site facility.
- All circuits and distribution panels are to be properly labelled.
- A certificate of conformity to current electrical standards and regulations, signed by an independent Registered Electrical Engineer is to be provided before signing of agreement.
- All As-made drawing for electrical installation and instruction manuals for all equipment shall be available on site.

2. **ELV – Extra Low Voltage**

Warehouse should be equipped with an ELV system for the following purposes:

- CCTV System
- Data Cabling
- Telephone

3. **Lighting System**

- Light level for working areas shall be around 300 lux;
- Light fittings should be of LED High Bay type;
- Low glare luminaires shall be provided in all office areas;
- Security lights shall be provided at the main entrance, exits and surrounding areas;
- Emergency lighting systems shall be provided in common areas;
- Emergency lighting systems shall be adequate to maintain a minimum light level of 20 lux throughout periods of power failure of a minimum of 10 minutes duration.
- Directional emergency lights are to be provided to show exit paths.

4. **Fire Alarm System**

The fire alarm system shall be of analogue addressable type and shall include the following:

- Fire alarm control panels to include backlit LCD alphanumerical keypad for field control c/w with all auxiliary controls;
- smoke detectors, heat detectors, manual call point, line isolator, interface units, sounder and strobe lights;
- All necessary hardware/ software to make the system fully operational;
- Repeater alarm panels at Gate posts;
- Mimic display for the complex showing status of normal, fire and fault;
- System to communicate and interface to Security Management System.

xi. ***Fire Fighting System***

The warehouse and amenities should have the following fire-fighting system in

accordance with the prevailing rules and regulations:

- Latest Fire Certificate;
- Fire Hose Reels;
- Fire Extinguishers (CO2 & ABC Powder);
- Proper Signages affixed at strategic points/areas;
- Hydrants including water tanks, landing valve and a pump room.

Note: Documents to be submitted as evidence of conformity under Section II; Schedule of Requirements may be in the form of literature, drawings and data and shall consist of:

- (i) A detailed description of the essential technical and functional characteristics of the warehouse and its amenities;
- (ii) Full details of the warehouse and yard space including parking space and all amenities;
- (iii) Documents authorizing the use of the offered premises as a warehouse;
- (iv) Documents certifying that the warehouse and amenities is in compliance with fire safety regulations;
- (v) Documents testifying compliance with all legal, administrative and security requirements.

TECHNICAL AND FINANCIAL INFORMATION

✓ TECHNICAL INFORMATION TO BE SUPPLIED BY THE BIDDER FOR EVALUATION PURPOSES

- (i) Location plan with clear indication of traffic from Port Area to this new warehouse and amenities.
- (ii) Ease of access for STC employees and customers from road networks and public transport.
- (iii) Concept master plan incorporating STC requirements.
- (iv) Details of metal structures (if applicable) with technical specifications on galvanizing standards etc.
- (v) Tenure of land – in case of private land, bidder to provide copy of title deed. In case of leased land, bidder to provide letter of undertaking from owner to allow sub-lease to STC over minimum period of one-year renewable thereafter for a further period at STC's option.
- (vi) Set of valid ownership documentation, layout, building insurance certificate etc.

- (vii) In case of Individual ownership to submit NIC and BRN and in case of Legal Entity to submit company profile covering Company registration, Tax account Number and BRN
- (viii) Any other technical information to add value to your proposal.

✓ **FINANCIAL INFORMATION TO BE SUPPLIED BY THE BIDDER FOR EVALUATION PURPOSES**

- (i) Certified Financial Statements of Company for last two years.

✓ **Other Evaluation Criteria**

- (i) Availability of the warehouse and amenities – ready for occupation preferably as from **1st July 2022**;
- (ii) Preference will be given to buildings with the best technical facilities including air conditioning system in dedicated offices, electrical system, water and plumbing system and telephony system, size, functionality and the best security provisions;
- (iii) The building should meet basic standards as specified in the relevant legislation. Security and emergency exits should conform to the Occupational, Safety and Health Act 2005 and to the requirements of the Fire Services. This should include a valid Fire Certificate issued by the Fire Services Department under the Occupational Safety and Health Act No 28 of 2005 and shall comply to the conditions imposed in the Schedule One Sheet 1 and/or Sheet 2 and Schedule Two of the Fire Certificate. Building should be provided with fire/smoke detectors, fire alarm and firefighting facilities as per established standards;
- (iv) Prospective bidders should propose office environment that provides for comfort, functionality and aesthetics
- (v) The building should be accessible and provide amenities to disabled persons. The premises should be provided with water storage facilities and standby generators;

✓ **SITE VISITS**

STC Officers shall carry out site visits to ensure compliance to the schedule of requirements and prior to concluding the evaluation report.

Prospective bidder(s) will be invited to quote for the warehouse and its amenities in terms of the following:

Rental of warehouse and its amenities/ per sq m/month + VAT
Cost of amenities (e.g. water supply, etc) / per sq m/month + VAT

Prospective bidders are informed that the State Trading Corporation does not make any deposit to prospective bidders.

Section VI - FORMS OF BID

1. BID SUBMISSION FORM FOR TECHNICAL PROPOSAL

(TO BE FILLED BY THE BIDDER AND SUBMITTED AS THE TECHNICAL PROPOSAL AT THE FIRST STAGE)

2. Name and address of Bidder:

3. Telephone No _____ 3. Mobile Phone _____

4. Fax No _____ 5. E-mail address _____

6. Having examined the bidding documents, including Addendum Nos..... *[insert numbers]*, the receipt of which is hereby acknowledged, I am /We are submitting our proposal of warehouse and amenities for rental as described above in response to the Invitation for Bids **OAB/STC/2022/09**.

2. I am/We are also enclosing full details and relevant drawings of the warehouse and its amenities being proposed as well as a list of proposed works. I/ We propose to execute to suit your requirements.

3. The warehouse and amenities proposed above shall be available as from complete with the amenities as defined in Section V.

4. I/We undertake, if invited to do so by you, and at our own cost, to attend a clarification meeting at a place of your choice, for the purpose of reviewing our Technical Proposal and duly noting all amendments and additions thereto, and noting omissions therefrom that you may require.

10 I/We further undertake, upon receiving of your written invitation, to proceed with the preparation of our Second Stage Bid, rectifying our Technical Proposal in accordance with the requirements from the clarification meeting, and submitting our proposal with the supplementary to our Financial Proposal for making good our Technical Proposal.

11 I am/We are also forwarding along with this proposal our comments/suggestion on the Lease Agreement attached with the bid document. I/We understand that the lease agreement shall be finalised after discussion in case our proposal is selected for your need.

12 I/We confirm that I am/we are eligible to participate in this bidding exercise and meet the eligibility criteria specified in ITB

13 This bid shall remain valid for a period of **90 days** as from the deadline set for the submission of bids at the first stage.

14 We undertake to abide by the Conduct for Bidders and Contractors as provided under section 52 of Public Procurement Act 2006 during the procurement process and the execution of any resulting contract.

Signature of Bidder_____

Position in Company (if applicable) _____

Date: _____

2. BID SUBMISSION FORM FOR FINANCIAL PROPOSAL

(TO BE FILLED BY THE BIDDER AND SUBMITTED AS THE FINANCIAL PROPOSAL AT THE FIRST STAGE)

1. Name and address of Bidder: _____

2. Telephone No _____ 3. Mobile No _____
4. Fax No _____ 5. E-mail address _____

7. Having examined the bidding documents, including Addendum Nos..... *[insert numbers]*, the receipt of which is hereby acknowledged, and rectifications to the technical proposal as applicable following the submission at the first stage, I am /We are submitting our proposal of warehouse and amenities for rental as agreed in response to the Invitation for Bids **OAB/STC/2022/09**.

Location of the office warehouse and its amenities (Give brief description)	Size	Monthly Rental (Rs) Inclusive of VAT
Rental of warehouse space /sq.m
Its amenities /sq.m
Total monthly rental excluding VAT		
VAT @ 15%		
Total		
Syndic Fees (If applicable)		

8. This bid shall remain valid for a period of **90 days** as from the deadline set for the submission of bids at the first stage.
9. We undertake to abide by the Conduct for Bidders and Contractors as provided under section 52 of Public Procurement Act 2006 during the procurement process and the execution of any resulting contract.

Signature of Bidder _____

Position in Company (if applicable) _____

Date: _____

Section VII - CHECK LIST

Check list for submission of bids (To be filled by bidder)

Item	List of documents	Checked (insert tick)
1.	<p>The following documents shall be included:</p> <p>Technical Proposal</p> <ul style="list-style-type: none">(i) Drawings and site plan for the proposed warehouse& amenities(ii) Bid submission Form for technical proposal duly signed(iii) Suggestion(s) on draft lease Agreement(iv) Proof of ownership of building,(v) Engineer's Certificate(vi) Copy of the land use permit for the Warehouse & amenities(vii) List of proposed works to be executed and expected duration period to arrange for the warehouse& amenities to suit the requirements of the State Trading Corporation(viii) Any other document(s) required to complete the bid submission, as specified in this bidding document. <p>Financial Proposal</p> <ul style="list-style-type: none">(i) Bid Submission Form containing the Financial Proposal	

Disclaimer: The above list is meant to assist the Bidder in submitting a complete proposal. However, the onus remains on the Bidder to ensure that its submission is complete for a proper evaluation as guided by the bidding document.