



# **PRIME MINISTER'S OFFICE**

**(Civil Status Division)**

## **BIDDING DOCUMENTS**

**Issued on: 06 April 2022**

*For*

*Renting of Office Space at  
Terre Rouge to accommodate  
Terre Rouge Civil Status Office*

**Procurement Ref No:**

**CSD/PMO/Q7 of 2021-2022/ OAB**

## **OFFICE SPACE FOR RENT**

The **Prime Minister's Office, (Civil Status Division)** intends to rent Office Space of an approximate area of **75 m<sup>2</sup>** to accommodate the **Terre Rouge Civil Status Office** for a period of **two (2) years** as from the date of taking over of the building and which will be renewable on mutual agreement.

**Bidders who possess Office Space which are more than 75 m<sup>2</sup> may take part in the bidding exercise, but are reminded that this Division will pay for office space up to 75 m<sup>2</sup> which is its maximum requirement.**

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.

Successful bidders shall hand over the office space complete with all amenities and partitioning works to meet the lessee's requirements **within three months, after the award of contract.**

## **General Terms and Conditions Applicable to the Bidding Process**

### **1. Rights of Public Body**

The **Prime Minister's Office, Civil Status Division** shall have the rights to (a) request clarifications at time of evaluating quotations and (b) reject any quotation. The **Prime Minister's Office, Civil Status Division** shall not be bound to accept the lowest or any quotation.

### **2. Prices**

The monthly rental fee quoted shall be **subject to the concurrence of the Valuation Department** and shall be firm throughout the contract period and inclusive of VAT and any other prevailing taxes and charges payable by the building owner.

### **3. The Contract**

The Letter of Acceptance together with this Quotation form shall constitute the contract between the **Civil Status Division, Prime Minister's Office** and the Lessor.

### **4. Employer**

The **Civil Status Division, Prime Minister's Office** inviting the Quotation is the Lessee for the purpose of entering into contract with the successful bidder referred hereto as Lessor.

### **5. Project Manager**

The Project Manager is the person appointed by the Lessee responsible for supervising the execution of the services and administering the contract.

### **6. Advanced payment**

Advance payment is **not** applicable.

### **7. Payment**

The Lessee undertakes to effect payment by the **10<sup>th</sup>** day of the following month at latest.

### **8. Eligibility of Bidders**

Bidders should prove themselves to be owner of the building and overall premises and duly authorized to enter into a lease agreement with a third party. Bidders should submit evidence of their ownership of the premises and layout of their premises indicating the useable space.

### **9. Validity of Quotation**

The quotation validity period shall be **90 days** as from the date of submission deadline.

### **10. Clarification of Quotation form**

For any clarification sought by any bidder **shall be addressed in writing to the Registrar of Civil Status, Civil Status Division, PMO, 7<sup>th</sup> 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.**

11. **Amendment of quotation form**  
Before the deadline for submission of quotation, the **Civil Status Division, Prime Minister's Office** may modify the quotation form by issuing addenda. Any addendum issued shall be communicated in writing to everyone having obtained the Bid Documents.

12. **Sealing and Marking of Bids**  
Bidders should fill in the attached form(s) as applicable and attach all relevant documents such as evidence of ownership, layout plan of the proposed office space, site plan etc.

Bids should be sealed in a single envelope, clearly marked "**CSD/PMO/Q7 of 2021-2022/OAB**" and addressed to: **The Departmental Bid Committee, Level 7, Emmanuel Anquetil Building, SSR Street, Port Louis.**

13. **Submission of Bids**  
Bids should be deposited in the Bid Box located at **Prime Minister's Office, Civil Status Division, Level 7, Emmanuel Anquetil Building, SSR Street, Port Louis** not later than **Monday 09<sup>th</sup> May 2022 up to 13 00 hours (local time) at latest.**

*Bid in envelopes that cannot be inserted in the Bid Box due to their size, should be submitted to the Officer in Charge of Registry at the address mentioned above by the same date and time.*

*Late submissions will be rejected and shall be returned unopened to the bidder concerned.*

*Bids received by fax or e-mail will not be considered.*

14. **Opening of Bids**  
Bids will be opened in the Conference Room located at **Level 7, Emmanuel Anquetil Building** by the **Departmental Bid Committee** of the **Prime Minister's Office, Civil Status Division** on the same day at **13 15 hours.**

Bidders or their representative may attend the Bid Opening, if they choose to do so.

## Evaluation Methodology

- (a) After receiving the quotations, premises offered will be visited by the Bid Evaluation Committee to identify those premises that meet the specified requirements.
- (b) Proposals that are completely out in satisfying the general requirements will be rejected.
- (c) Proposals satisfying the general requirements and specified details requirements, and those that meet the general requirements and may be made to satisfy the detailed requirements will be retained for further evaluations.
- (d) Requirements shall be subject to an evaluation based on a marking system as defined hereunder:

Table of Rating Factors for Lease of Real Estate -Marking for technical merit (Tm):

	<i>Rating Factors</i>	<i>Weight (%)</i>	<i>Rating</i>
<b>I</b>	<b>Location and Site Condition</b>		
	1. Accessibility to public	(50)	
	2. Topography and Drainage	(25)	
	3. Parking space	(10)	
	4. Other added amenities	(15)	
		(100)	
<b>II</b>	<b>Neighbourhood Data</b>		
	1. Sanitation and health condition	(45)	
	2. Adverse influence	(25)	
	3. Police station, Post Office and Bus Stop	(30)	
		(100)	
<b>III</b>	<b>Real Estate</b>		
	1. Structural condition	(40)	
	2. Functionality		
	a. Module	(7)	
	b. Room arrangement	(7)	
	c. Circulation	(8)	
	d. Light and ventilation (with Air conditioner)	(8)	
	e. Space requirements	(7)	
	3. Facilities		
	a. Water supply and toilet	(8)	
	b. Lighting system	(8)	
	c. Fire escapes	(7)	
		100	

	Rating Factors	Weight (%)	Rating
	<b>I. Location and Site Condition</b>	$\times (.25) =$	
	<b>II. Neighbourhood Data</b>	$\times (.25) =$	
	<b>III. Real estate</b>	$\times (.50) =$	
	Factor Value		

**Note:** Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples.

**Marking for Financial Merit (Fm):**

	Rating Factors	Weight (%)	Rating
	1. Rental of Office Space (monthly)	100	

The lowest rental rate shall obtain the maximum mark **100** whilst the others shall be allocated marks inversely proportional of the lowest rental to the quoted rental.

$$\text{Total Marking} = (0.3 \times \text{Tm}) + (0.7 \times \text{Fm})$$

**Note:** Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples.

- (e) The proposal having obtained the highest mark shall be retained for award of contract, **subject to the Government Valuation Office confirming the reasonableness of the quoted rate.** In case the quoted rate is substantially high, the **Prime Minister's Office, Civil Status Division** may choose to negotiate with the highest ranked bidder or choose to consider the second ranked bidder and so on and so forth until a deal is reached or decide to re-invite bids.

## **Technical Requirements Form**

- (a) Office space in the range of approximately **75m<sup>2</sup>** including mess room, toilet facilities and main circulation area to accommodate **Terre Rouge Civil Status Office** in the region of **Terre Rouge**. The proposed building should be within a radius of 600 metres from the Post Office, Police Station and Bus Stop.
- (b) Offers for Office Space which are **more than 75 m<sup>2</sup> will be considered**. However, the Ministry will pay for office space up to **75 m<sup>2</sup> only which is the maximum requirement**.
- (c) The office space/building should be at **Terre Rouge** where public bus transport is easily available. The building should have easy access to public and easy access for vehicles. **Building should be user friendly/easy access to people with disabilities and elder persons** in conformity with Standard Building Registration and Health and Safety Regulations.
- (d) **Partitioning works to meet the lessee's requirements shall have to be carried out after award of contract and all costs shall be borne by the lessor. Bidders are kindly requested to consider this clause while submitting their bids.**
- (e) Building should be of reinforced concrete with security and emergency exits in conformity with the Occupational Safety and Health Act and to the requirement of the Mauritius Fire & Rescue Service.
- (f) The office space should be on the **ground floor**. Openings should be fitted with burglar-proof reinforcement and should withstand cyclonic winds. The office space should be insulated against flooding.
- (g) The premises should be provided with essential amenities, such as partitioning, electricity, electrical lightings and power points, telephone, water supply and water storage facilities and air conditioning. Single phase electricity supply and electrical installation to MS 63 with proper earthing, inclusive of 40mA CB and 30 mA ELCB on all sub-circuits.
- (h) Building should be provided with emergency fire exit doors to satisfy the requirement of Mauritius Fire & Rescue Service and also satisfy Occupational Health and Safety requirements.
- (i) **Clearances:** Clearances from the Police Department, Mauritius Fire & Rescue Service, the Occupational Health and Safety of the Ministry of Health & Wellness, the Traffic Management and Road Safety Unit, Energy Service Division, the Valuation Department and the Ministry of Public Infrastructure will be sought by the Ministry to ensure suitability of the premises of the responsive bidder, prior to award of contract.
- (j) One toilet with wash hand basins to be provided.
- (k) The other areas such as toilet and mess room should be properly ventilated. There should be adequate natural ventilation through openings in all areas.
- (l) Building to be centrally located with easy facilities of public transport.
- (m) There should be adequate natural lightings through glazed openings.
- (n) Parking facilities for at **least two (2) vehicles/cars** to be provided.
- (o) Building to be accommodated with a water tank of capacity 1500 litres + Pump
- (p) Provision should be made for curtains/blinds.
- (q) Rent shall be exclusive of utility bills.
- (r) The building should be freshly painted.

### Indicative Accommodation Schedule of Offices

<i>Sr No</i>	<i>Office Space – Room Needed</i>	<i>Quantity</i>	<i>Total Area (Square Metre) approx.</i>
<b>1.</b>	<b>Office</b>	<b>3</b>	<b>42</b>
<b>2.</b>	<b>Waiting Room</b>	<b>1</b>	<b>18</b>
<b>3.</b>	<b>Kitchenette / Mess</b>	<b>1</b>	<b>10</b>
<b>4.</b>	<b>Toilet for Staff</b>	<b>1</b>	<b>5</b>
<b>5.</b>	<b>Parking Space for vehicles/cars</b>	<b>2</b>	<b>-</b>
			<b>75</b>

**Total Area Required with for 75 m<sup>2</sup>**

**NOTE:**

- (a) The above list is only indicative at this stage. Proposed detailed office plan layouts including partitioning, air conditioning, data points and electrical points to be submitted together with the bids. Appropriate and agreed partitioning, data points and electrical points will have to be carried out after award of contract. Bidders may propose office layout, but final decision on layout rest with the Ministry.
- (b) The Office space should be handed over with all specified **amenities and partitioning works to meet the lessee's requirements within Three (3) months or earlier after the award of the contract.**
- (c) Unless terminated earlier by this **Division**, the duration of the contract shall be **for a period of two (2) years from the date of taking over and renewable on mutual agreement.**



## **Bidder's Proposal Form - Office Space**

Procurement Reference No: **CSD/PMO/Q7 of 2021-2022/ OAB** Date:..... **2022**

<i><b>Sr No</b></i>	<i><b>Particulars</b></i>	<i><b>Required</b></i>	<i><b>Proposed</b> (Complete/Tick as appropriate)</i>	<i><b>Bidder's Remarks</b> (Options/Alternatives)</i>		
1.	Area of Office Space <b>including</b> kitchen, toilet facilities and main circulation area i.e., lobby.	<b>75m<sup>2</sup></b> (square meters)	.... square meters (State exact area proposed)			
2.	Availability of Office space	<b>as from three months after the award of contract</b>	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO	
YES	NO					
3.	Building	From nearest public bus stop or bus station.	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO	
YES	NO					
Easy access to Public	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO			
YES	NO					
Easy access for Vehicles	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO			
YES	NO					
Concrete Building with Security and Emergency Exits	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO			
YES	NO					
Painted	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO			
YES	NO					
Openings fitted with Burglar proof	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO			
YES	NO					
4.	Utilities	Power Points and Lightings	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO	
YES	NO					
Water	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO			
YES	NO					
Fully Air Conditioned Rooms, otherwise number to be stated	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO			
YES	NO					
Water Tank of Capacity <b>1500 litres</b>	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO			
YES	NO					
Fire Extinguishers& Safety Signs	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO			
YES	NO					
5.	Facilities	One toilet with wash hand basins	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO	
YES	NO					
Kitchen	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO			
YES	NO					
Parking facilities for 2 vehicles	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO			
YES	NO					

I, the undersigned, duly authorized to enter into a lease agreement, declare having read all the terms and conditions of this Request for Quotation, subscribe to them without reservation, and undertake to make available my premises to the **Civil Status Division, Prime Minister's Office** for occupation, within 3 months after award, complete with all amenities to the satisfaction of **the Project Manager appointed by this Ministry** at the monthly rate of Rs. ....(VAT applicable/not applicable)\*.

**Name of Bidder:** .....

**Residential Address:** .....

.....

**Address of Proposed Building:**

.....

.....

**Tel. No. :** (Home).....**Mobile:** .....**Office :** .....

**Date:** .....

**Signature:** .....

\* Strike as appropriate

## BID CHECKLIST SCHEDULE

Procurement Reference No.: CSD/PMO/Q7 of 2021-2022/ OAB

Description	Attached (please tick if submitted and cross if not)
Bidder's Proposal Form duly completed and signed	
Site Plan and Drawings for the Proposed Office Space	
Evidence of Ownership	

**Disclaimer:** The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.