



REPUBLIC OF MAURITIUS

Police Department

BIDDING DOCUMENT

for

**Renting of Office Space with amenities to accommodate
L'Escalier Police Station**

Procurement Reference No: OAB 26 of 2021/22

Issued On: 20th April 2022

Closing Date: 19th May 2022

Police Department

Line Barracks

Port Louis

Tel No : 208 7020

Fax No: 211 9116

General Terms and Conditions Applicable to the Bidding process

1. Rights of Public Body

The Police Department shall have the rights to (a) request clarifications at time of evaluating quotations and (b) reject any quotation. The Police Department shall not be bound to accept the lowest or any quotation.

2. Prices

The monthly rental fee quoted 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 Police Department and the Lessor.

4. Employer

The Police Department 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 administrating the contract.

6. Advanced payment

Advance payment is not applicable.

7. Payment

The Lessee undertakes to effect payment by the 5th day of each 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. Clarification of Quotation form

For any clarification of the quotation form, Bidders should submit their queries in writing **within 10 days after launching of bids** addressed to **The Manager, Police Tender Unit, Line Barracks, Port Louis** or by calling on **Tel No 213 6859** during office hours.

10. Amendment of quotation form

Before the deadline for submission of quotation, the Police Department may modify the quotation form by issuing addenda. Any addendum issued shall be communicated in writing to everyone having obtained the quotation forms directly from Police Department.

11. 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. Those 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.
- (c) Proposals that are responsive and those that may after arranging for the required fixtures and fittings satisfy the requirements of the Police Department's 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):

	Rating Factors	Weight (%)	Rating
I	Location and Site Condition		
	1. Accessibility	(30)	
	2. Topography and Drainage	(25)	
	3. Parking space	(20)	
	4. Land classification, utilization, and assessment	(15)	
	5. Other added amenities	(10)	
		(100)	
II	Neighbourhood Data		
	1. Prevailing rental rate	(25)	
	2. Sanitation and health condition	(25)	
	3. Adverse influence	(20)	
	5. Police and fire station	(15)	
	6. Cafeterias & other facilities for the staff and customers	(10)	
	7. Banking/postal/telecom	(5)	
		(100)	
III	Real Estate		
	1. Structural condition	(30)	
	2. Functionality		
	a. Module	(6)	
	b. Room arrangement	(6)	
	c. Circulation	(6)	
	d. Light and ventilation	(6)	
	e. Space requirements	(6)	
	3. Facilities		
	a. Water supply and toilet	(6)	
	b. Lighting system	(6)	
	c. Elevators	(6)	
	d. Fire escapes	(6)	

	e. Fire fighting equipment	(6)	
	4. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
		100	

	Rating Factors	Weight (%)	Rating
	I. Location and Site Condition	× (.25) =	
	II. Neighborhood Data	× (.25) =	
	III. Real estate	× (.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 proposal 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.

- (d) The proposal having obtained the highest mark shall be retained for award of contract subject to the Government Evaluation Office confirming the reasonableness of the quoted rate. In case the quoted rate is substantially high the **Police Department** may choose to negotiate with the highest ranked bidder or choose to consider the second ranked bidder so on and so forth until a deal is reached or decide to re-invite bids.

12. Submission of bids

Bidders should fill in the attached form(s) as applicable and attached all relevant documents such as evidence of ownership, layout plan of the proposed office space, site plan etc... Bids should be forwarded in a sealed envelope and deposited in the **Tender Box located at Police Tender Unit, Line Barracks, Port Louis not later than 10:30 hours on Thursday 19th May 2022.** Quotations delivered by hand or by post should reach the same address by the same date and time at latest.

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

Technical Requirements Form

Police Department's Infrastructure Requirements for L'Escalier Police Station

Proposals for renting of office space shall meet the following requirements:

- (i) The building should be situated in the village of L'Escalier itself;
- (ii) The building should be approximately between 1800 ft² - 2500 ft²;
- (iii) The yard should be preferentially fenced and tarred;
- (iv) There should be provision for electricity, water and telephone;
- (v) Same should cater for separate toilets for male and female;
- (vi) Provision for parking facilities for vehicles; and
- (vii) Police should be allowed to do minor works/ partitioning in the building as per its requirements.

Other Requirements

- (a) The Bidder should state the earliest date as from which the office space fitted with all the amenities shall be made available to the Police Department.
- (b) Unless terminated earlier by the Police Department the duration of the contract shall be for **24 months** as from the date of award of contract or renewable thereafter on a monthly basis on terms and conditions agreeable to both parties.
- (c) A complete structural, copy of plan and technical information and architectural set of drawing shall be submitted with the Quotation Form. Bidders may propose office layout, but final decision on layout rest with the Police Department.

Bidder's Proposal Form – Office space

Procurement reference No: OAB 26 of 2021-22

Date:.....

To: Police Department, Line Barracks, Port Louis

		Required	Proposed (Tick as appropriate)		
1.	Area of Office Space	Approximately 1800 ft² - 2500 ft²	(State exact area proposed)		
2.	Availability of Office space	Within 4 months as from Award of Contract	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				
3.	Building	Distance from nearest Bus Stop within a radius of about 100 meters	<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 burglarproof	<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				
5.	Facilities	Toilets - 1 for Ladies and 1 for Men	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
		YES	NO		
		Kitchenette/ Mess	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				
Parking facilities	<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 Police Department** for occupation as from complete with all amenities to the satisfaction of **the Police Department** division at the monthly rate of Rs. inclusive of VAT .

Name of Bidder:

Residential Address:

Address of Proposed Building:

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

Date: **Signature:**