



**REPUBLIC OF MAURITIUS**

**Police Department**

**BIDDING DOCUMENT**

**for**

**Renting of Space to house NCG warehousing Section**

**Procurement Reference No: OAB 31 of 2021/22**

***Issued On: 28 April 2022***

***Closing Date: 26 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 5<sup>th</sup> 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):

	<b>Rating Factors</b>	<b>Weight (%)</b>	<b>Rating</b>
<b>I</b>	<b>Location and Site Condition</b>		
	1. Accessibility	(30)	
	2. Topography and Drainage	(25)	
	3. Parking space	(20)	
	4. Land classification, utilization, and assessment	(15)	
	5. Other added amenities	(10)	
		<b>(100)</b>	
<b>II</b>	<b>Neighbourhood Data</b>		
	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)	
		<b>(100)</b>	
<b>III</b>	<b>Real Estate</b>		
	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)	
		<b>100</b>	

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

**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
	<b>1. Rental of office space (monthly)</b>	<b>100</b>	

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.

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

**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 26<sup>th</sup> 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**

## **REQUIREMENTS FOR NCG WAREHOUSING**

### **A. Location**

The Warehousing space/ facilities should be in the region of Les Salines Port area for easy accessibility of all NCG units and for dealing with other departments and ministries and sections under the Police Headquarters at Line Barracks.

### **B. Details of Requirements**

1. Building should be around 600m<sup>2</sup> to 800m<sup>2</sup> of reinforced concrete and should be able to provide storage facilities as below:
  - (a) One Store space for Paints and Flammables
  - (b) One Store Space for Oil and Lubricants
  - (c) One Store Space for Others
2. Building surface area to include:
  - (a) Office space of about 75m<sup>2</sup>
  - (b) Archive space of about 25m<sup>2</sup>
  - (c) Space for Kitchen with adjacent Dining Room of about 25m<sup>2</sup>
  - (d) Two toilets and one with urinal and one bathroom
  - (e) Barracks/ Changing Room should be about 25m<sup>2</sup> and should be fitted with all accessories & facilities.
3. The total space for office use should be able to be structured/ arranged with light partitioning or otherwise as applicable to accommodate:
  - (a) One office for Officer In Charge
  - (b) One office for 15 Personnel with internet facilities
  - (c) One Archive Room
  - (d) Two toilets with wash basins – one for ladies and one for gentlemen with urinal
  - (e) One bathroom
  - (f) One changing room
  - (g) Barracks for duty watch personnel for inlying
4. The premises should be provided with essential amenities such as electricity, electrical lightings and power points as per the requirements of Energy Services Division, water supply, Water storage Tank facilities, single phase 10KVA electricity supply and electrical installation to MS 63 with proper earthing, inclusive of 40mA CB and 30mA ELCB on all sub-circuits.
5. Building should be provided with the following amenities additionally:
  - (a) Emergency fire exit doors to satisfy the requirement of fire services and also satisfy Occupational Health and Safety requirements.
  - (b) Openings fitted with burglar- proofs reinforcement and should withstand cyclonic winds.
  - (c) The other areas such as toilet and mess room should be properly ventilated.
  - (d) Adequate natural ventilation through openings in all areas.

- (e) Air conditioners (capacity to be approved by the SED)
- (f) Adequate natural lightings through glazed openings to minimize use of artificial lighting during the day.
- (g) Curtains or blinds
- (h) Freshly painted preferably white or Ivory.

**C. Other Facilities Required**

- (a) Parking facilities to be provided for a minimum of 8-10 vehicles.
- (b) Parking facilities for loading and unloading of lorry
- (c) The yard should be preferentially fenced/ or with Boundary Wall and tarred, provision should be made for masts for Police, NCG & National Flags.

**D. Special Conditions**

- (a) All the specified amenities should be available as from Award of Contract.
- (b) The Bidder should state the earliest date as from which the office space fitted with all the amenities shall be available to the Police Department.
- (c) Unless terminated earlier by the Police Department the duration of the contract shall be for **24 months** from the date of award of contract or renewable thereafter on a monthly basis on terms and conditions agreeable to both parties.
- (d) 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.
- (e) Rent shall be exclusive of utility bills
- (f) An updated fire certificate to be available.

## **Bidder's Proposal Form – Office space**

**Procurement reference No: OAB 31 of 2021-22**

**Date:.....**

**To: Police Department, Line Barracks, Port Louis**

		<b>Required</b>	<b>Proposed</b> (Tick as appropriate)	
1.	Area of Space	<b>Approximately 600 m<sup>2</sup> - 800 m<sup>2</sup></b>	(State exact area proposed)	
2.	Availability of space	<b>Within 3 months as from date of Award of Contract</b>	YES	NO
3.	Building	Office space	YES	NO
		Archive space	YES	NO
		Store space for paints and flammables	YES	NO
		Store space for Oil and Lubricants	YES	NO
		Store space for Others	YES	NO
		Barracks for duty watch personnel	YES	NO
		Emergency fire exit doors	YES	NO
		Painted	YES	NO
		Openings fitted with burglarproof	YES	NO
4.	Utilities	Electricity, electrical lightings and Power points	YES	NO
		Water and water storage Tank facilities	YES	NO
		Air Conditioners	YES	NO
5.	Facilities	Toilets - 1 for Ladies and 1 for Men with urinal and with wash basins	YES	NO
		One bathroom	YES	NO
		Barracks/changing room	YES	NO
		Space for Kitchen with adjacent dining room	YES	NO
		Parking facilities	YES	NO
		Yard should be preferentially fenced/ or with boundary Wall and tarred	YES	NO
		Curtains or blinds	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:** .....