



**Ministry of Energy and Public Utilities**

**Open National Bidding**

**for**

**Renting of Office Space**

**Procurement Reference No: MEPU/OAB/22/21-22**

**Issued on: May 2022**

**Ministry of Energy and Public Utilities  
Level 6, Air Mauritius Centre,  
President John Kennedy Street, Port Louis  
Telephone: (+230) 210 3774/76**



## ***Ministry of Energy and Public Utilities***

**(Authorized under section 16(1) of the Public Procurement Act 2006)**

### **INVITATION FOR BID**

#### **Rental of Office Space**

The **Ministry of Energy and Public Utilities** intends to rent office space in the range of 8000 to 10,000 square feet in Port-Louis equipped with amenities such as water supply, partitions, power points, air-conditioning, telephone connections, parking facilities and according to Health and Safety Regulations.

Any resulting contract shall be subject to the terms and conditions referred to in the bid document. Queries, if any, should be addressed to **The Secretary, Departmental Bid Committee, on email address: [sjokhoo@govmu.org](mailto:sjokhoo@govmu.org)**.

1. The proposed Office Space should be of reinforced concrete, with easy access to the public, easy access for vehicles, toilet facilities, parking facilities and essential amenities.
2. The Bidding document is available at the Registry of the **Ministry of Energy and Public Utilities, Air Mauritius Centre, 6<sup>th</sup> Floor, President John Kennedy Street, Port-Louis** or can be downloaded, free of charge, from the website of the public Procurement Portal ([publicprocurement.govmu.org](http://publicprocurement.govmu.org))
3. The duly completed quotation form should be sealed in a single envelope, clearly marked with the Procurement Reference Number and the Bidder's name at the back of the envelope and addressed to: The Permanent Secretary, Ministry of Energy and Public Utilities, Air Mauritius Centre, 6<sup>th</sup> Floor, President John Kennedy Street, Port-Louis. The sealed envelope should be deposited in the Tender Box located at the above-mentioned address not later than **31 May 2022 at 14.00 hours**. Late quotations will be rejected and shall be returned unopened to the bidder concerned.
4. The Ministry of Energy and Public Utilities reserves the right to: -
  - (a) accept or reject any bid; and
  - (b) annul the bidding process and reject all bids at any time prior to contract award, without incurring any liability towards the bidder.

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

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

The Ministry of Energy and Public Utilities shall have the right to (a) request clarifications at time of evaluating quotations; and (b) reject any quotation. The Ministry 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 Ministry and the Lessor. The successful bidder will have to enter into a lease agreement with the Ministry.

### **4. Lessee/Lessor**

The Ministry 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 each month on submission of an invoice from the lessor.

### **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 Bids**

The bid validity period shall be **120 days** as from the date of the deadline for the submission of bids.

## 10. Clarification of Quotation Form

For any clarification regarding the quotation form, bidders should send in writing an email to:

**The Secretary**

**Departmental Bid Committee**

**E-mail address:** [sjokhoo@govmu.org](mailto:sjokhoo@govmu.org)

Requests for clarifications should be made at least 14 days prior to the closing date for submission.

## 11. Amendment of Quotation Form

Before the deadline for submission of quotation, the **Ministry of Energy and Public Utilities** 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 the Ministry.

## 12. Evaluation Methodology

- (a) After receiving the quotations, the premises offered will be visited by the Bid Evaluation Committee to identify those premises that meet the specified requirements.
- (b) Proposals that do not satisfy the general requirements at all will be rejected. Those satisfying the general requirements will be retained for further evaluation.
- (c) The 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):**

SN	Rating Factors	Weight (%)	Rating
<b>I</b>	<b>Location, Site Conditions &amp; Facilities offered</b>		
	1. Accessibility to the public	(20)	
	2. Accessibility for disabled persons	(10)	
	3. Parking for staff	(10)	
	4. Parking for visitors	(05)	
	5. Structural conditions	(25)	
	6. Maintenance services	(10)	
	7. Other facilities offered	(10)	
	8. Proximity to Head Office of Ministry situated at Air Mauritius Centre	(10)	
		<b>(100)</b>	

- (d) **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 Ministry may choose to negotiate with the highest ranked bidder or choose to consider the second ranked bidder and so forth until a deal is reached or decide to re-invite bids.

### 13. **Submission of Bids**

Bidders should fill in the attached form(s) as applicable and submit 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, clearly marked with the Procurement Reference Number and the Bidder's name at the back of the envelope.

The sealed envelope should be deposited in the tender box located at the **Ministry of Energy and Public Utilities, Air Mauritius Centre, Level 6, President John Kennedy Street, Port-Louis**, not later than **31 May 2022 at 14 00 hrs**

Quotations that cannot be inserted in the tender box due to their size should be submitted to the **Officer in Charge of the Registry, Ministry of Energy and Public Utilities, Level 6, President John Kennedy Street, Port-Louis** by the same date and time at latest.

Late bids and bid submitted by electronic means will be rejected or shall be returned unopened to the bidder concerned.

## 14 Opening of bids

Bids will be opened on the same day and place at **14: 15 hrs** in the presence of the bidders or their representatives who may wish to attend. The attendees shall sign a register evidencing their attendance.

### **Section II: Public Body's Requirements** **Building Space Requirement**

Proposals for renting of building for the **Ministry** shall as far as possible meet the following: -

- (i) Building Space of a minimum area of 8000 - 10000 square feet. Space area should include:
  - (a) Circulation areas i.e. corridors, terraces, lobby/ reception area
  - (b) Kitchenette/Mess
  - (c) Toilets
- (ii) The building space should be easily accessible and located in the vicinity of Air Mauritius Centre, Port-Louis where the Head Office of the Ministry is located.
- (iii) Building should be reinforced concrete with security and emergency exits provided with comfortable staircase and lift (if required) in conformity with the Occupational Safety and Health Act and to the requirements of the Mauritius Rescue and Fire Services.
- (iv) The building space should be partitioned with fireproof materials and allow for the flexibility of re-organizing the space to meet the Public Body's requirements;
- (v) **The partitioning and structural modifications in the building would have to be effected to the satisfaction of the public body.**
- (vi) Floor finish should be in ceramic tiles/carpet/laminated flooring or equivalent for easy maintenance;
- (vii) External, internal walls, columns, beams, ceilings should be freshly painted;
- (viii) Opening where necessary should be fitted with burglar proof reinforcement and should withstand cyclonic winds of 240 km/hr;
- (ix) Openings – Windows and doors should be provided with curtains or blinds to protect against sun rays;
- (x) The building should be provided with essential amenities such as (three phase electrical supply) electrical lighting and power points, internet, data points, telephone lines, adequate water supply and roof water tank of adequate capacity;

- (xi) The building should be provided with fire detectors, fire alarm and firefighting facilities as per established standards;
- (xii) Separate toilets for gents and ladies should be provided and in adequate number;
- (xiii) The other areas namely corridor, toilets, kitchenette/mess should be properly ventilated;
- (xiv) Parking facilities should be provided for a minimum of seven (7) vehicles;
- (xv) The initial contract period shall be for three (3) years renewable thereafter on terms and conditions agreeable to both parties.

## **Bidder's Proposal Form – Office Space in Port-Louis**

**Procurement reference No: MEPU/OAB/22 / 21-22**

**To: Ministry of Energy and Public Utilities**

SN		Required	Proposed (Tick as appropriate)	
1.	Area of Office Space excluding mess room, toilet facilities and main circulation areas (staircase, lift lobby, etc.)	8000-10000 square feet	(State exact area proposed)	
2.	Availability of Office space	By June 2022 to be ready for occupation	Yes	No
3.	Building	Shall be located in the vicinity of Port-Louis. Preferably in the vicinity of Air Mauritius Centre.	Yes	No
		Easy access to public	Yes	No
		Easy access for vehicles	Yes	No
		Concrete building with security and emergency exits	Yes	No
		Painted	Yes	No
		Openings fitted with burglarproof	Yes	No
		Conformity with fire services and Health and Safety provision	Yes	No
4.	Utilities	Power points, lightings, telephone, sockets and data points	Yes	No
		Water	Yes	No
5.	Facilities	Toilets - for Ladies, for Men, and Disabled Persons	Yes	No
		Kitchenette	Yes	No
		Parking Facilities: Minimum 7 Slots	Yes	No
		Provision of blinds for all glazed opening	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 Ministry of Energy and Public Utilities for occupation as from ..... complete with all amenities to the satisfaction of the Ministry at the monthly rate of Rs....., inclusive of VAT.

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

**Capacity/ Status in Company:** .....

**Business Address:** .....

.....

**Address of Proposed Building:** .....

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

**Date:** ..... **Signature:** .....

## **Electrical and Air Conditioning**

Electrical and Air Conditioning services have to be provided as specified below:

### **Minimum requirements**

#### **1. Electrical Services**

- The Design and installation shall conform in all respect to the 17<sup>th</sup> Edition of the I.E.E Wiring Regulation (U.K) and to the British Standard 7671 requirements for Electrical installation or MS63.
- Electrical Supply to the building shall be taken from an independent secure substation to be located preferably within the site facility.
- Electrical light and power loads shall not exceed 2.5% when operating at their ultimate load capacity.
- All final circuits to be protected by residual current devices not exceeding 30Ma sensitivity.
- All circuits and distribution panels are to be properly labeled.
- 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.
- RCD shall be tested regularly as per current BS Norms and records be kept on site.

#### **2. Lighting System**

- Light level for working areas shall be at minimum 500 lux.
- Low glare luminaires shall be provided in all office areas.
- Special lighting systems shall be provided for areas like Conference room, etc to suit the particular application according to the client's requirement.
- Security lights shall be provided at the main entrance, exits and surrounding areas.
- Emergency lighting systems shall be provided in common areas.

- Emergency lighting system shall be adequate to maintain a minimum light level of 20 lux throughout periods of power failure of 10 minutes duration.
- Directional emergency lights are to be provided to show exit paths.

### **3. Lift system**

The lift shall be based on a comprehensive traffic flow circulation for the building. The lift control system shall be incorporate advanced microprocessor and intelligent capabilities. The Control system shall allow real time management of elevator and shall use sophisticated traffic analysis program with the following feature:

- I. Up peak Feature
- II. Down Peak Feature.
- III. Distribution of free car to highest priority zone and the floor most likely to receive the next call.
- IV. Lift Alarm System & Emergency Lights and Communication System in cabin operated on batteries in case of power failure.
- V. Trained personal should be on site permanently to make rescue operation in case passengers are trapped in lift.
- VI. At least one lift should operate on standby generator.

### **4. Fire Alarm System**

The fire alarm system shall include the following.

- Fire alarm control panel to include backlit LCD alphanumerical keypad for field control c/w with all auxiliary controls;
- Intelligent smoke detectors, heat detectors, manual call point, line isolator, interface units and sounder
- Dynamic and interactive colour graphic, PC work station display status alarm and layout of Building Complex;
- All necessary hardware/Softwaere to make the system fully operational;

- Repeater alarm panels as and when required;
- Mimic display for the Complex showing status of normal, fire and fault;
- System to communicate and interface to Security Management System.

## **5. Generator**

A minimum of one generator shall be provided for the complex.

- The generator shall be of automatic mains failure type.
- Generator shall be provided with microprocessor-based control system which is designed to provide automatic starting, monitoring and control functions for the generator set.
- The control system shall allow local monitoring and control of the generator set and remote monitoring. All hardware/ Software shall be provided.
- The Standby generator shall be sized for a 24 – hour continuous operation.

All circuits including lighting for the following offices shall be connected to the essential feed from the generator.

- (i) Server Room

## **Air Conditioning and Ventilation**

- The design of the cooling and ventilation system shall conform to the relevant British Standards. Areas requiring 24- hour operation like server room shall be served by air conditioning systems that minimize control plant operation and running cost.
- The capacity of the cooling equipment shall be based on detailed cooling load calculations, taking all relevant factors into consideration. The design shall be based on outside conditions of 35 °C and relative humidity 80% during summer period. The comfort condition to be achieved, during peak summer time, is 22 °C +/- 1 °C and relative humidity of 50% in occupied areas.
- The refrigerant used shall be in conformity with Provision of the Montreal Protocol.
- Noise Levels of the equipment must be within limits prescribed in the British Standards.
- The Building shall have fresh air supply to the different occupied areas.

- Hand drier shall be provided in toilets.
- Exhaust provision shall be provided in particular kitchen, tea rooms, toilet and any special areas like photocopy/print rooms.
- The controls of the air conditioning systems shall be modular, user friendly and simple Direct Digital Control System.

## **6. Water Supply Pumps**

- The booster pump sets for the potable water supply shall be pressure switch controlled packaged unit with duty and standby pumps accumulators and control panels and shall have the required duty.
- The duty and standby pumps shall be vertical multi-stage, quiet running, with efficiency type with stainless steel housing and impellers and shaft.
- The complete set shall be located in the building basement.
- The pumps shall be connected to generator circuits.