



**PRIME MINISTER'S OFFICE  
(DEFENCE AND HOME AFFAIRS DIVISION)**

**OPEN NATIONAL BIDDING**

**FOR**

**RENTING OF OFFICE SPACE AT CUREPIPE TO  
ACCOMMODATE A REGISTRATION AND ISSUANCE  
CENTRE (RIC) OF THE NATIONAL ID CARD UNIT**

**PROCUREMENT REFERENCE NO: PMO/25-26/Q 23/ONB**

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# **Section I**

## **Examples of Bid Rejection Reasons**

Bids have been rejected at the submission stage or found to be technically non-compliant due to errors in presentation and failure to follow bidding instructions. The Instructions to Bidders contain 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 should be handed in after the deadline for submission by hand. 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 Instruction to Bidders.
- ❖ 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**

##### **A.1. General**

The Prime Minister's Office (Defence and Home Affairs Division) intends to rent an Office Space at Curepipe with surface area of **approximately 350 m<sup>2</sup> (in the range of  $\pm 15$  m<sup>2</sup>)** complete with amenities as per the technical requirements to accommodate a Registration and Issuance Centre (RIC) which will be used to register citizens applying for an Identity Card as well as issuance of same.

##### **A.2. Eligible Bidders**

- (i) 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.
- (ii) 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 public body 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.
- (iii) Bidders are not eligible if their participation in procurement activities in the Republic of Mauritius is prohibited under the laws of Mauritius.

#### **B. Solicitation Documents**

##### **B.1. 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.

##### **B.2. Clarification of Bidding Documents**

A prospective Bidder requiring any clarification of the Bidding Documents may request in writing from the Secretary of the Departmental Bid Committee, the Prime Minister's Office (Defence and Home Affairs Division), 7<sup>th</sup> Floor, New Government Centre, Port Louis. The response will be made in writing to any request for clarification of the Bidding Documents, provided that the request is received at least 14 days prior to the deadline for the submission of bids.

## **C. Preparation of Bids**

### **C.1. 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 Departmental Bid Committee of the Prime Minister's Office (Defence and Home Affairs Division) shall be written in English.

### **C.2. Documents Comprising the Bid**

The Bid submitted shall comprise the following documents:

- (a) **Documentary evidence** established in accordance with **clause C.3.** 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 C.4.** of Instructions to Bidders that the office spaces proposed by the Bidder conform to the Bidding Documents; and
- (c) the **Bid Submission form** completed in accordance with the Sections III, IV and V and **clause C.5.** of Instructions to Bidders.

### **C.3. 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 procuring entity'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 Prime Minister's Office, National Identity Card Unit as the latter shall reasonably request; and
- (c) A bidder may be an individual or a legal entity.

### **C.4. Documents Establishing Conformity to Bidding Documents**

**C.4.1** 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.

**C.4.2** 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 premises;
- (b) Full details of the office space, 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 an office space;
- (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 premises are not under encumbrance and are not exposed to any other restriction/limitation; and
- (f) A detailed description of the qualities of the offered office premises completed in accordance with Section IV.

### **C.5. Bid Currencies/Bid Prices**

All prices shall be quoted in **Mauritian Rupees**.

## **C.5.1 Period of Validity of Bids**

Bids shall remain valid for **90 days** after the deadline for Bid Submission prescribed by the Prime Minister's Office (Defence and Home Affairs Division) pursuant to clause D.3 of Instructions to Bidders. A Bid valid for a shorter period may be rejected as non-responsive pursuant to clause E.2 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.

## **D. Submission of Bids**

### **D.1. Format and Signing of Bid**

The Bidder shall prepare one original 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 initialled.

### **D.2. Sealing and Marking of Bid**

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number: **PMO/25-26/Q 23/ONB**, addressed to the Secretary, Departmental Bid Committee, Prime Minister's Office (Defence and Home Affairs Division), Level 4, New Government Centre, Port Louis.

### **D.3. Deadline for Submission of Bids/Late Bids**

**D.3.1** Bids must be deposited in the Bid Box situated at the **Prime Minister's Office (Defence and Home Affairs Division), Level 4, New Government Centre, Port Louis on or before Monday 19 January 2026 by 13.00 hours at latest** as indicated in Bid Data Sheet.

**D.3.2** Any Bid received by the procuring entity after the Deadline for Submission of Bids will be rejected and returned unopened to the Bidder.

## **E. Opening and Evaluation of Bids**

### **E.1. Opening of Bids**

The Departmental Bid Committee will open all Bids in the presence of Bidders' Representatives who choose to attend, at the time, on **Monday 19 January 2026 by 13.05 hours at latest** in the **Conference Room** located at **Prime Minister's Office (Defence and Home Affairs Division), Level 7, New Government Centre, Port Louis** as specified in section III of this Bidding Documents. The Bidders' Representatives who are present shall sign a register evidencing their attendance.

### **E.2. Preliminary Examination**

**E.2.1** Prior to the detailed evaluation, the Prime Minister's Office (Defence and Home Affairs Division) will determine the substantial responsiveness of each Bid to the Invitation for Bid (IFB). A substantially responsive bid is one which conforms to all the terms and conditions of the ITB without material deviations.

**E.2.2** 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.

**E.2.3** A Bid determined as not substantially responsive will be rejected by Prime Minister's Office (Defence and Home Affairs Division) and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

### **E.3. 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 E.4.2. Determination of technical responsiveness shall be based on compliance with the content of the Bid itself and as indicated in the following evaluation criteria:

- (i) Compliance with requirements relating to technical features and ability of the office space to satisfy functional requirements of the Prime Minister's Office (Defence and Home Affairs Division) (as per Section V);
- (ii) Compliance with General Conditions specified in these Bidding Documents;
- (iii) Compliance with administrative and security requirements of the procuring entity (as per Section V);
- (iv) Demonstrated ability to honour important responsibilities and liabilities allocated to Supplier in this ITB (e.g. designing and building the participation layout, flooring works, amenities and other services specifically required for the offices); and
- (v) Compliance with legal requirements (premises not under encumbrance, etc). Availability of documents confirming compliance of the Bidder to the requirements of the ITB.

Note: The Prime Minister's Office Prime Minister's Office (Defence and Home Affairs Division) 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.

### **E.4 Clarification of Bids**

- E.4.1 To assist in the examination, evaluation and comparison of Bids the Prime Minister's Office (Defence and Home Affairs Division) 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.
- E.4.2 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.

### **E.5 Evaluation of the Technical and Financial Proposals on a marking system**

- E.5.1 Prior to the detailed evaluation, the Prime Minister's Office (Defence and Home Affairs Division) will determine the substantial responsiveness of the Financial Proposal. A substantially responsive bid is one which conforms to all the terms and conditions of the ITB without material deviations.
- E.5.2 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.
- E.5.3 Arithmetical errors will be treated on the following basis:  
  
If there is a discrepancy between words and figures the amount in words will prevail.
- E.5.4 A Financial Proposal determined as not substantially responsive will be rejected by the Prime Minister's Office (Defence and Home Affairs Division) and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- E.5.5 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 Real Estate

### Marking for technical merit (Tm)

	<i>Rating Factors</i>	<i>Weight (%)</i>	<i>Rating</i>
I	<b>Location and Site Condition</b>	<b>Subtitle</b>	
	1. Accessibility to public	(50)	
	2. Topography and Drainage	(30)	
	3. Parking space (at least one)	(20)	
		(100)	
II	<b>Neighbourhood Data</b>	<b>Subtitle</b>	
	1. Sanitation and health condition	(45)	
	2. Adverse influence	(25)	
	3. Bus Stop	(30)	
		(100)	
III	<b>Real Estate</b>	<b>Subtitle</b>	
	<b>1. Structural condition</b>	(40)	
	<b>2. Functionality</b>	<b>Subtitle</b>	
	a. Room arrangement: (Partitioning/Circulation)	(8)	
	b. Air conditioning System	(7)	
	c. Ventilation: (Openings/Natural Lights)	(7)	
	d. Space requirements	(7)	
	<b>3. Facilities</b>	<b>Subtitle</b>	
	a. Water supply/Water Tank	(8)	
	b. Separate Toilets: (at least one for Male & at least one for Female)	(8)	
	c. Electrical/ Lighting system	(8)	
	d. Fire escapes(Exit)/Fire Extinguishers	(7)	
		100	

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

### Marking for Financial Merit (Fm):

	Rating Factors	Weight (%)	Rating
	<b>I. 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 proportional of the lowest rental to the quoted rental.

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



## **F. Award of Contract**

### **F.1 Award Criteria**

The Prime Minister's Office (Defence and Home Affairs Division) 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 Valuation Department.

### **F.2 Negotiation**

Where the rates quoted by the first ranked bidder is higher than the acceptable rates as established by the Valuation Department, the Prime Minister's Office (Defence and Home Affairs Division) may negotiate with the bidder with a view to arriving at an acceptable rate, failing which the public body shall consider the proposal of the second ranked bidder according to the same procedures defined in E.5 and F.1.

### **F.3 Rights of the Public body**

The Prime Minister's Office (Defence and Home Affairs Division) 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).

### **F.4 Notification of Award**

Prior to the expiration of the period of Bid Validity the Prime Minister's Office (Defence and Home Affairs Division) shall notify the successful bidder of its selection for award while at the same time informing the unsuccessful bidders of the name of the selected bidder and the amount of rent payable.

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

### **F.5 Signing of the Contract**

F.5. The public body shall promptly issue its letter of acceptance (LOA) to the successful bidder.

F.5.2 After issue of the LOA, the successful bidder will be requested to sign the Lease Agreement.

### **F.6 Corrupt or Fraudulent Practices**

F.6.1 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. 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 sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a public contract.

F.6.2 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): <https://ppo.govmu.org>.

## Section III

### BID DATA SHEET

In 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.

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.

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
Bid Price	The prices quoted shall be in <b>Mauritian Rupees only</b> and <b>inclusive of VAT</b> .
Documents Comprising the Bid	<p>The Bid should be sealed in a single envelope and the following must be included:</p> <ul style="list-style-type: none"> <li>(i) Bid submission form for Technical and Financial Proposal (Section VI) including contact details of Bidder are properly filled and signed;</li> <li>(ii) Conceptual design drawings and technical proposals to substantiate understanding of requirements and manner in which these would be met;</li> <li>(iii) Compliance technical schedules where required in the technical specifications are properly filled and signed;</li> <li>(iv) Set of valid ownership documentation (copy); Engineer's certificate for building; layout; building insurance certificate, also <ul style="list-style-type: none"> <li>- 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);</li> <li>- in case of legal entity: Firm/Company Profile covering copy of company registration, technical and financial capacity etc., TAN (Tax Account Number); and BRN (Business Registration Number);</li> </ul> </li> </ul> <p>All documents should bear signature of authorized person(s) and company seal.</p> <p>N.B. Incomplete Bids may be deemed non-responsive and rejected.</p>
Deadline for Submission of Bids	<p>Bids should be deposited in the Tender Box located at the Prime Minister's Office (Defence and Home Affairs Division), Level 4, New Government Centre, Port Louis <b>not later than Monday 19 January 2026 by 13.00 hours at latest</b>. Bids by post or hand delivered should reach the Ministry by the same date and time at latest.</p> <p><b>Late bids will be rejected.</b></p> <p><b>Bids received by e-mail will not be considered.</b></p>
Bid Opening	<p>Bids will be opened by the Prime Minister's Office (Defence and Home Affairs Division), at Level 7, New Government Centre, Port Louis on <b>Monday 19 January 2026 at 13.05 hours</b>. Bidders or their representatives may attend the Bid Opening if they choose to do so.</p>

Documents Establishing Bidder's Eligibility & Qualifications	<b>Bidders shall submit all documents mentioned in clauses C.3 and C.4. of the Instructions to Bidders (Section II).</b>
Bid Validity Period	The Bid validity period shall be <b>90 days</b> from the date of submission deadline.
Evaluation of Bids	<p>Bids will be evaluated based on following criteria:</p> <ul style="list-style-type: none"> <li>- Compliance with pricing conditions set in the ITB</li> <li>- Compliance with requirements relating to technical features and ability of the office space to satisfy functional requirements of the Prime Minister's Office (Defence and Home Affairs Division).</li> <li>- Compliance with General Conditions specified by these Bidding Documents</li> <li>- Compliance with administrative and security requirements of the relevant authorities</li> <li>- Demonstrated ability to honour important responsibilities and liabilities allocated to Supplier in this ITB (e.g. design and build partition, and other amenities)</li> <li>- Compliance with legal requirements (premises not under encumbrance, etc). / Availability of documents confirming compliance of the Bidder to the requirements of the ITB.</li> </ul>
Payment terms	<p>It is not the policy of the Prime Minister's Office (Defence and Home Affairs Division) to approve advance payments.</p> <p>Claim for Rent/ Invoice to be submitted at the beginning of each month.</p> <p>Payment will be effected within the month.</p>
All communication must be directed to:	<p>Secretary, Departmental Bid Committee, Prime Minister's Office (Defence and Home Affairs Division), Level 7, New Government Centre, Port Louis.</p> <p><b>Tel: 2013941/2012353 Fax: 2013186/2011481</b></p> <p><b>Email: <a href="mailto:yhauradhun@govmu.org">yhauradhun@govmu.org</a> or <a href="mailto:procurementdef@govmu.org">procurementdef@govmu.org</a></b></p>
Requests for additional information	Request for additional information must be received at least 14 days prior to the Deadline for Submission of bids. Bidders are encouraged to raise queries as early as possible.
Challenge and Review	Not Applicable
Contract period	The contract shall be on a Long Term Arrangement (LTA) basis with the successful bidder. The LTA will be valid for <b>a period of (three) 03 years</b> as from the date of taking over of the building and renewable thereafter on a mutual agreement at fixed rates.

## Section IV

### **TECHNICAL REQUIREMENTS**

- (a) Office space of **approximately 350 m<sup>2</sup> (in the range of  $\pm 15$  m<sup>2</sup>)** including messroom, kitchen, toilet facilities and main circulation area to accommodate a Registration and Issuance Centre (RIC) for the **National ID Card Unit of the Prime Minister's Office** in the region of Curepipe. The proposed building should be **within a radius of 1000 metres from the Curepipe Central (Bus/Metro Terminal)**.
- (b) The office space/building should be located 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 and easily accessible to people with disabilities and elder persons** in conformity with Standard Building Registration and Health and Safety Regulations.
- (c) **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.**
- (d) Building should be of reinforced concrete with security and emergency exits in conformity with the Health, Safety and Welfare Act and to the requirement of the Mauritius Fire & Rescue Service.
- (e) The office space should preferably 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.
- (f) 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.
- (g) 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.
- (h) **Clearances:** Clearances from the following Ministry/ Department will be sought by the Ministry to ensure suitability of the premises of the responsive bidder, prior to award of contract
  - (a) Police Department;
  - (b) Mauritius Fire & Rescue Service;
  - (c) Occupational Health and Safety Unit of the Ministry of Health & Wellness;
  - (d) Traffic Management and Road Safety Unit;
  - (e) Energy Services Division;
  - (f) Valuation Department; and
  - (g) Ministry of National Infrastructure.
- (i) Toilets Facilities (Separate toilets: at least one for male and at least one for female) with wash hand basins to be provided.
- (j) The other areas such as toilet and mess room should be properly ventilated. There should be adequate natural ventilation through openings in all areas.
- (k) Building to be centrally located with easy facilities of public transport.
- (l) There should be adequate natural lightings through glazed openings.
- (m) Parking facilities for at **least 1 (one) vehicle/car** to be provided.

- (n) Building to be accommodated with a water tank of approximate capacity of 1000 litres and with Water Pump.
- (o) Provision should be made for curtains/blinds.
- (p) Rent shall be **exclusive** of utility bills.
- (q) The building should be freshly painted.

## Section IV

### **INDICATIVE ACCOMMODATION SCHEDULE OF OFFICES**

Sr No	Office Space – Room Needed	To accommodate	Closed Area? (Y/N)	Area (Square Metre) approx. per Office Space
1.	<b>Registration Area</b>	4 counters		<b>48 (12x4)</b>
2.	<b>Verification Area</b>	2 counters		<b>18 (9x2)</b>
3.	<b>Cashier Room</b>	1 counter	Y	<b>12</b>
4.	<b>Issuance Area</b>	2 counters	Y	<b>15</b>
5.	<b>Supervisor Area</b>	1 station	Y	<b>20</b>
6.	<b>Waiting Area + Moving Area</b>	<b>(40-50 seats)</b>		<b>161</b>
7.	<b>Public Information Desk</b>	1 station		<b>10</b>
8.	<b>Self-Service Kiosk</b>	1 Kiosk		<b>6</b>
9.	<b>Store/Back Office</b>		Y	<b>15</b>
10.	<b>Kitchenette / Mess</b>		Y	<b>25</b>
11.	<b>Toilet for Staff (separate for male &amp; female)</b>		Y	<b>20</b>
		<b>TOTAL</b>		<b>350</b>

**Total Area Required: 350 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 rests with the Ministry.
- (b) The office should be equipped with data cabling and data point facilities to accommodate the operating counters, stations and kiosk. Technical specifications for data cabling and data points are at **Annex B**.

- (c) The office space should be handed over with all specified **amenities and partitioning works to meet the lessee's requirements within Three (03) months or earlier after the award of the contract.**
- (d) Unless terminated earlier by the Prime Minister's Office- National ID Card Unit (NICU), the duration of the contract shall be **for a period of three (03) years from the date of taking over and renewable on mutual agreement as per the terms and conditions of the bid document.**
- (e) Parking facilities/space for at **least 1 (one) vehicle/car** to be provided, in addition to the **350 m<sup>2</sup> (in the range of  $\pm 15$  m<sup>2</sup>)** office space.

**Section V**  
**COMPLIANCE SHEET**

**PROCUREMENT REFERENCE NO: PMO/25-26/Q 23/ONB**

Sr No	Particulars	Required	To be filled in by Bidder		
			Proposed (Complete/Tick as appropriate)		Bidder's Remarks (Options/Alternatives)
1.	Area of Office Space <b>including</b> kitchen, toilet facilities and main circulation area i.e., lobby.	350 m <sup>2</sup> (square meters)	..... square meters (State exact area proposed)		
2.	Availability of Office space	Within three months after the award of contract	YES	NO	
3.	Building	To be located within a radius of approximately 1000 metres from the nearest Bus Stop	YES	NO	
		Easy access to Public	YES	NO	
		Easy access for special needs e.g ramp	YES	NO	
		Easy access for Vehicles	YES	NO	
		Concrete Building with Security and Emergency Exits	YES	NO	
		Painted	YES	NO	
		Openings fitted with Burglar proof	YES	NO	
4.	Utilities	Power Points and Lightings	YES	NO	
		15 Data Points with Data Cablings & accessories as per Specifications at Annex A	YES	NO	
		Water	YES	NO	
		Fully Air Conditioned Rooms, otherwise number to be stated	YES	NO	
		Water Tank of Capacity approximately 1000 litres with pump	YES	NO	
		Fire Extinguishers & Safety Signs	YES	NO	
5.	Facilities	Toilet with wash hand basins (separate for at least one male & one female)	YES	NO	
		Kitchen	YES	NO	
		Parking facilities for at least 1 vehicle	YES	NO	

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

**Signature:** .....

**Date:**.....



## Section VI

### Bid Submission Form

Date.....

Bidder's Reference No:.....

Procurement Reference No: **PMO/25-26/Q 23/ONB**

I/ We, the undersigned, declare that:

- (a) I/ We\* have examined and have no reservations to the Bidding Document;
- (b) I/ We\* offer to enter into a lease agreement, undertake to make available my premises to the **Prime Minister's Office (Defence and Home Affairs Division)** for occupation, within 3 months after award, complete with all amenities to the satisfaction of **the Project Manager appointed by this Ministry**.  
The **monthly rental** is **Rs. ....**(VAT applicable/ not applicable, **that is, (Rent per square metre: Rs .....)** x **(Area of Office space proposed: Rs .....)**).
- (c) The Offer shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) I/ We\*, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB F.6;
- (e) Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible under the laws of Mauritius;
- (f) I/ We\* understand that this bid, together with your Letter of Acceptance, shall constitute a binding contract between us, until a formal Lease Agreement is prepared and finalised;

(g) I/ We\* have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption as per the principles described hereunder, during the bidding process and contract execution:

- (1) I/ We\* shall not, directly or through any other person or firm, offer, promise or give to any of the Public Body's employees involved in the bidding process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- (2) I/ We\* shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
- (3) I/ We\* shall not use falsified documents, erroneous data or deliberately not disclose requested facts to obtain a benefit in a procurement proceeding.

I/ We\* understand that transgression of the above is a serious offence and appropriate actions will be taken against such bidders.

(h) I/ We\* hereby confirm that we have read and understood the content of the Bid Securing Declaration attached herewith and subscribe fully to the terms and conditions contained therein, if required. We understand that non-compliance to the conditions mentioned may lead to disqualification; and

(i) I/ We\* understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

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

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

.....

**Address of Proposed Building:**

.....

.....

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

**Signature:** .....

\* Strike as appropriate.

## SCHEDULE 1: BID CHECKLIST

Procurement Reference No.: PMO/25-26/Q 23/ONB

*(Bidders are requested to fill in the checklist below)*

S/N	Description	Attached <i>(please tick if submitted and cross if not)</i>
1	Bid Submission Form duly completed and signed	
2	Compliance Sheet duly completed and signed	
3	Evidence of Ownership	
4	Site Plan and Drawings for the Proposed Office Space	
5	Any other documents (Please specify)	

**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.*

## Technical Specifications for Data Cabling and Data Points

### Scope

The following data points to be installed:

ITEM	DESCRIPTION	QTY (UNITS)
1	Data Points	15
2	Data Cabling and accessories	1 Lot

Structured cabling works shall be carried out in accordance with the requirements of the office to make the office set up operational.

The data points are to be installed as follows:

Location	No of Data points
Registration Area	5
Verification Area	3
Cashier Room	1
Issuance Area	2
Supervisor Area	2
Public Information Desk	1
Self-Service Kiosk	1
<b>Total</b>	<b>15</b>

### 1. Data Points, Data Cabling & Accessories

The following conditions have to be fulfilled:

- Appropriate data cabinet/s along with patch panels to accommodate any networking equipment
- Any data point (RJ45 information outlets) will be connected to patch panels via *cat 6 or better, 8 core UTP* cable.
- Cross patching should ensure that each data point connected to patch panel is linked through *cat 6 or better, 8 core UTP* cable to a switch port.
- The cabling installation is designated to be mostly of Recessed type and Surface Type at only locations where it is not possible to carry out recessed installation.

- e) Cabling of Surface Type to be housed in appropriate trunking.
- f) Type of socket (wall/floor mounted) to connect peripherals - RJ45
- g) Type of cabling between data point and peripheral - RJ45-RJ-45 patch cord
- h) 3 metres patch cords for connection to peripheral at each data point

**DRAFT LEASE AGREEMENT****BETWEEN**

.....

Registered office situated at ....., duly represented by its **General Manager**, hereinafter referred to as **The Lessor**.

**ON THE ONE PART****AND**

**THE STATE OF MAURITIUS** represented by **THE** ..... (hereinafter referred to as the '**LESSEE**')

**ON THE OTHER PART**

The Lessor is the owner of a building situated at .....

The Lessor agrees to let the ..... Floor/s (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 annually, payable in equal monthly instalment, within the month of Rental.
- 2.2 Unless otherwise agreed, the tenant shall pay a service charge at market rate for the premises. (not applicable to all leases)

## 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 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 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.

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, ....., at .....

For **THE TENANT** at .....

Made in two originals and in good faith at .....

This ..... day of ..... 20.....

**LESSOR**

**TENANT**

(s) .....

(s) .....