



*Ministry of Gender Equality and Family Welfare*

## **BIDDING DOCUMENTS**

**Open National Bidding**

**Rental of Building with amenities**

**For**

**New Social Welfare Centre in the region of Rose Hill**

**Procurement Reference No: MGE/QN/11/2023-2024/ONB**

**Closing Date: 15 February 2024**

7<sup>th</sup> Floor, Newton Tower,  
Sir William Newton Street,  
Port-Louis  
Tel. 405 3311



## ***Ministry of Gender Equality and Family Welfare***

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

### **INVITATION FOR BID**

#### **Rental of building**

The **Ministry of Gender Equality and Family Welfare** intends to rent a Stand-alone building in the Central region of Rose Hill to accommodate the New Social Welfare Centre in the region of Rose Hill.

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, Procurement Committee, 7<sup>th</sup> floor Newton Tower, Port-Louis or email: [genderdbc@govmu.org](mailto:genderdbc@govmu.org).**

1. The proposed Building should satisfy the following minimum requirements:

- Hall space 150m<sup>2</sup>
- Office space 16m<sup>2</sup>
- Kitchen
- Toilet (M&F)
- Storage Facility 8mx3m
- Parking for 3 vehicles

2. The Bidding document is available at the Secretariat of the Procurement Committee of the Ministry, **7<sup>th</sup> Floor, Newton Tower, Sir William Newton Street, Port Louis or can be downloaded, free of charge, from: [gender.govmu.org](http://gender.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 Gender Equality and Family Welfare. The sealed envelope should be deposited in the Tender Box located at **7<sup>th</sup> Floor, Newton Tower, Sir William Newton Street, Port Louis, not later than 15 February 2024 at 14 00 hrs.**

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

4. The Ministry of Gender Equality and Family Welfare 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.

**Ministry of Gender Equality and Family Welfare  
7<sup>th</sup> Floor, Sir William Newton Street  
Port-Louis  
Tel. 405 3311**

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

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

The **Ministry of Gender Equality and Family Welfare** shall have the rights 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 usable 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 may contact the Ministry in writing to:

**The Permanent Secretary  
Attn: Secretary Procurement Committee  
Ministry of Gender Equality and Family Welfare  
7<sup>th</sup> Floor, Newton Tower  
Sir William Newton Street,  
Port Louis.**

**Fax No: 213 6328  
e-mail address: [genderdbc@govmu.org](mailto:genderdbc@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 Gender Equality and Family Welfare** 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) (i) Proposals satisfying the general requirements and detailed requirements will be retained for further evaluation;
- (ii) Proposals that meet the general requirements and do not fully satisfy the detailed requirements will be retained for further evaluation, only if appropriate clarification is obtained from bidder within the deadline set; and
- (iii) Proposals that do not comply with the general requirements will be rejected.
- (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 (easy access to public transport etc)	(20)	
	2. Accessibility for disabled persons	(20)	
	3. Parking for staff	(10)	
	4. Structural conditions	(25)	
	5. Maintenance services	(10)	
	6. Other facilities offered	(15)	
		<b><u>(100)</u></b>	

- (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 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, fire certificate 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 Gender Equality and Family Welfare, 7<sup>th</sup> Floor, Newton Tower, Sir William Newton Street, Port Louis, not later than, 15 February 2024 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, 8<sup>th</sup> Floor, Newton Tower, 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 in the region of Rose Hill for the Social Welfare Centre shall as far as possible meet the following: -

- (i) The Building minimum requirements:  
Hall space 150m<sup>2</sup>  
Office space 16m<sup>2</sup>  
Kitchen  
Toilet (M&F)  
Storage Facility 8mx3m  
Parking for 3 vehicles
- (ii) The building space should be easily accessible and be in the region of Rose Hill.
- (iii) The building shall be centrally located or in its vicinity.

#### **Sanitary conditions and physical state of building**

- i. A detailed plan of the building as well as location plan must be submitted along with the financial submission by the provider.
- ii. The building or buildings and grounds shall be free of vermin.
- iii. Building should be reinforced concrete with security and emergency exits provided with comfortable staircase in conformity with the Public Health Act 1925 and to the requirements of the Fire Services.
- iv. The building should 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 to the satisfaction of the public body would have to be effected by the owner at his own cost;
- vi. Floor finish should be in ceramic tiles or equivalent for easy maintenance;
- vii. External, internal walls, columns, beams, ceilings should be freshly painted;
- viii. Openings should be fitted with burglar proof reinforcement;
- 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, telephone lines, water supply and roof water tank;
- xi. The building should be provided with fire detectors, fire alarm and firefighting facilities as per established standards; Fire Certificates and Sanitary clearances should be submitted along with the bids.
- xii. A minimum of 2 toilets (separate for gents and ladies) and 1 additional toilet for the disabled persons would be an advantage.
- xiii. The other areas namely corridor, toilets, kitchenette/mess should be properly ventilated;
- xiv. On-yard parking facilities should be provided for a minimum of two (2) vehicles;
- xv. The premises should be fenced with boundary walls and one access gate fully secured;
- xvi. The building should be accessible to the disabled and provision of toilet facilities should be catered for them;
- xvii. The building should have proper drainage system;
- xviii. The roof of the building should be in good condition with no water leakage;
- xix. An open space area of an extent of at least 20 m<sup>2</sup> should also be made available;
- xx. Provision of split type air conditioning should be provided and adequate ventilation (extractor fans) for closed corridors, kitchens, photocopying rooms and toilets should also be made available;
- xxi. The building space fitted with all amenities as defined above shall be made available and ready for occupation preferably by end of March 2024.
- xxii. The initial contract period shall be for three years with the possibility of renewal every 2 years' interval thereafter.

## **Form – Renting of Building for Social Welfare Centre at Rose Hill**

**Procurement reference No: MGE/QN/11 /2023-2024/ONB**

**To: Ministry of Gender Equality and Family Welfare.**

SN		Required	Proposed (Tick as appropriate)	
1.	Availability of building	By end of March 2024 to be ready for occupation	Yes	No
2.	Building	Hall space 150m <sup>2</sup>	Yes	No
		Office space 16m <sup>2</sup>	Yes	No
		Storage Facility 8mx3m	Yes	No
		The Building shall be located in the Central region of Rose Hill or in its vicinity	Yes	No
		Easy access to public	Yes	No
		Easy access for vehicles and public transport	Yes	No
		Concrete building with security and emergency exits	Yes	No
		Painted	Yes	No
		Openings fitted with burglarproof	Yes	No
3.	Utilities	Power points, lightings, telephone, sockets and data points	Yes	No
		Water	Yes	No
4.	Facilities	Toilet (M&F)	Yes	No
		Kitchen	Yes	No
		Parking Facilities: <b>3 vehicles</b>	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 Gender Equality and Family Welfare 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:** .....

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

.....

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

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

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