



Ministry of Gender Equality and Family Welfare

**Expression of Interest
for
Rental of Building with amenities
For
New Social Welfare Centre in the region of Rose Hill**

Procurement Reference No: MGE/QN/12/2022-2023/ONB

Closing Date: 17 January 2023

**7th 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 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, Departmental Bid Committee, 7th floor Newton Tower, Port-Louis or email: genderdbc@govmu.org.**

1. The proposed Building should be:

A Stand-alone building space in the range of **250 – 300 m²** preferably on the ground floor.

2. The Bidding document is available at the Secretariat of the Departmental Bid Committee of the Ministry, **7th Floor, Newton Tower, Sir William Newton Street, Port Louis or can be downloaded, free of charge, from the website of the public Procurement Portal (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 Gender Equality and Family Welfare. The sealed envelope should be deposited in the Tender Box located at **7th Floor, Newton Tower, Sir William Newton Street, Port Louis, not later than Tuesday 17 January 2023 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
7th 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 Departmental Bid Committee
Ministry of Gender Equality and Family Welfare
7th Floor, Newton Tower
Sir William Newton Street,
Port Louis.

Fax No: 213 6328

e-mail address: 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
I	Location, Site Conditions & Facilities offered		
	1. 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)	
		<u>(100)</u>	

(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 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, 7th Floor, Newton Tower, Sir William Newton Street, Port Louis, not later than, Tuesday 17 January 2023 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, 8th 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) Stand-alone building space in the range of 250 -300 m² preferably on the ground floor.
- (ii) The building space should be easily accessible and be in the region of Rose Hill.
- (iii) The building shall be located in a residential and peaceful area, far away from any highway, marshy land, activity, or workshop which creates dust, odour, noise and other environmental hazards.

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;
- xii. A minimum of 3 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 m² 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 February 2023.
- xxii. The initial contract period shall be for six months, renewable there on terms and conditions agreeable to both parties.

Form – Renting of Building around the Island

Procurement reference No: MGE/QN/12 /2022-2023/ONB

To: Ministry of Gender Equality and Family Welfare.

SN		Required	Proposed (Tick as appropriate)		
1.	The Stand-alone building preferably on the ground floor should exclude amongst others: - Circulation areas i.e. corridors, terraces, lobby/ reception area; Kitchen/Mess and Toilets	250-300 m ²	(State exact area proposed)		
2.	Availability of building	By end of February 2023 to be ready for occupation	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No				
3.	Building	One room for all activities like talks, workshops etc of around 125 m ²	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No				
Two offices of around 50 m ²	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No		
Yes	No				
One store for keeping of equipment like chairs, tarpaulin etc of around 50 m ²	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No		
Yes	No				
The Building shall be located in the region of Rose Hill.	<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, lightings, telephone, sockets and data points	<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 -seperate for Ladies and for Men and toilets for Public and Disabled Persons	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No				
Kitchenette	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No		
Yes	No				
Parking Facilities: Minimum 2 Slots	<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 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:**