



**MINISTRY OF LABOUR AND INDUSTRIAL RELATIONS
(Employment Division)**

Expression of Interest

Project Name: “Expression of Interest for Office Space of approximately 298 square metres in the region of Quatre Bornes”

Project Ref: MLIR/EMP/EOI/5 of 2026-2027

1. Introduction

The Ministry of Labour and Industrial Relations (Employment Division) is proposing to rent an office space of floor area of around 3200 square feet (around 298 square metres) to accommodate its Labour Office and Employment Information Centre at Quatre Bornes.

2. Source of Funding

The project will be funded by the Ministry.

3. Identification and General Description of Project

Expression of Interest are invited from proprietors who are willing to lease their building to the Ministry of Labour and Industrial Relations (Employment Division) for an initial period of three years renewable for a further period of three years upon mutual agreement of both parties.

4. Requirements

The building should meet the below requirements and interested individuals/companies are requested to fill in the compliance table as hereunder:

SN	Technical Specification Required		Compliance of Specification Offered (To be filled by supplier)	Details of non-compliance if applicable (To be filled by supplier)
1	OFFICE AREA AND LOCATION			
1.1	Floor area of approximately 3,200 square feet (approximately 298 square metres)	Yes and specify		
1.2	Located in the Region of Quatre Bornes	Yes and specify address		
1.3	Easy access to public transport (distance from nearest bus stop to be specified)	Yes and specify		
2	BUILDING FEATURES			
2.1	Single-floor or multi-storey building	Specify		
2.2	Access to persons with disability	Yes		
2.3	Provision of ramp from floor-to-floor or lift in case building is on first floor and above or proposed space is multi-storey/multi-levels in the proposed building	Yes and specify		
2.4	Emergency Exit	Yes		
2.5	Security features (CCTV Camera and intruder alarm) Note: In case CCTV Camera and alarm not available, to specify if same will be provided or whether Ministry will be able to make arrangements for CCTV Camera and/or intruder alarm	Specify		
2.6	Four (04) parking slots for staff of Ministry	Yes		
2.7	Three (03) parking slots for visitors including one (01) for persons with disabilities	Yes		

SN	Technical Specification Required		Compliance of Specification Offered	Details of non-compliance if applicable
			(To be filled by supplier)	(To be filled by supplier)
3	ROOMS REQUIREMENTS/ PARTITIONING			
3.1	11 individual offices with adequate floor area ranging from 10 to 15 square metres	Yes and specify		
3.2	Mess Room	Yes		
3.3	Reception/Waiting Area	Yes		
3.4	IT Corner	Yes		
3.5	Multipurpose Conference/Training/Meeting Room with capacity to accommodate at least 20 persons	Yes		
3.6	Server Room	Yes		
3.7	Storage Room	Yes		
4	UTILITIES			
4.1	Electricity Supply	Yes		
4.2	Water Supply with tank	Yes		
4.3	Telephone Lines and internet connectivity in all 11 individual offices and at reception/waiting area	Yes		
4.4	Internet connectivity at waiting area, IT Corner and multipurpose conference/training/meeting room	Yes		
4.5	At least 18 data points	Yes		
4.6	23 Double electrical sockets of British BS 1363 Note: At least one (01) double socket to be provided in each room	Yes		
5	AMENITIES			
5.1	Two (02) Male Toilets and two (02) Female Toilets for staff	Yes		

SN	Technical Specification Required		Compliance of Specification Offered (To be filled by supplier)	Details of non-compliance if applicable (To be filled by supplier)
5.2	1 (01) Male Toilet, (01) female toilet and (01) toilet for persons with disabilities for visitors	Yes		
5.3	Air Conditioning Installation in all eleven (11) offices and server room	Yes		
6	DURATION OF RENTAL			
6.1	Available for rental as from March 2027	Yes and Specify		
6.2	Rental for three (03) years renewable for three (03) additional years	Yes and Specify		
7	MISCELLANEOUS AND GREEN FEATURES PROPOSED BY BIDDER (OPTIONAL)			
7.1	Natural lighting/ventilation	Specify		
7.2	Green space (indoors/outdoors)	Specify		
7.3	Solar/Photovoltaic Energy Sources	Specify		
7.4	Other Features	Specify		

5. Projected time period for implementation and completion of project

This Ministry is projecting to implement the project within Financial Year 2026-2027.

The Ministry is expecting to occupy the premises as from **March 2027**.

6. Information to be submitted along with the Expression of Interest

This call for Expression of Interest aims at receiving proposals from eligible proprietors having the legal and financial capabilities to offer their buildings or part thereof for lease. The interested proprietors may thereafter be invited to participate in a Request for Proposal (RFP) exercise with a view to entering into a Lease Agreement with the **Ministry of Labour and Industrial Relations (Employment Division)** for the renting of office accommodation.

7. Bidders are required to provide the following information:

BID CHECKLIST SCHEDULE

S/N	Description	Attached (please tick if submitted and cross if not)
1.	Compliance Sheet duly filled	
2.	Particulars of building and lessor comprising of the following:	
a.	Profile of Proprietor (whether company or individual)	
b.	Location (s) of building (s) including location plan	
c.	Proof of ownership of building	
d.	In case of associations between two or more individuals or companies, the name, address and profile of the participating individuals or companies	
e.	Details of previous experience (if any) in respect of lease agreement(s) of similar nature entered with other Ministries / Departments / Parastatal bodies.	

Note:

Financial proposal should not be submitted. The Expression of Interest is open to applicants who can demonstrate that they have the capability to satisfy the requirements of the Ministry of Labour and Industrial Relations (Employment Division).

8. Submission of Expression of Interest (EOI)

Interested individuals / companies should address their Expression of Interest to the **The Permanent Secretary, Ministry of Labour and Industrial Relations (Employment Division)– Attn: Secretary for Departmental Bid Committee** in two (2) sets (original + 1 copy) in a sealed envelope bearing, **“Expression of Interest for Office Space of approximately 298 square metres in the region of Quatre Bornes”**

The sealed envelope shall be deposited in the tender box located at the:

Ministry of Labour and Industrial Relations (Employment Division)

11th Floor, Victoria House, corner Barracks and St Louis streets, Port Louis not later than **Friday 06 November 2026 at 13.30 hours** (local time).

Submission by post should reach the Ministry before the specified deadline.

9. Request for Clarifications

Any request for clarifications should be addressed to:

The Permanent Secretary

Ministry of Labour and Industrial Relations (Employment Division)

(Attn: Secretary for Departmental Bid Committee)

**11th Floor, Victoria House, corner Barracks and St Louis streets,
Port Louis**

Such requests should reach the Ministry not later than 5 days prior to the deadline for submission of Expression of Interest.

23 October 2026