



BIDDING DOCUMENTS

Issued on: 22 August, 2014

For

Renting of Office Space in Port Louis

Procurement Reference No: MLIRE/ED/Q2/2014/OAB

Project: Employment Information Centre, Port Louis

**Procuring Entity: Ministry of Labour, Industrial Relations
and Employment (Employment Division)
Level 10, Sterling House
Lislet Geoffroy Street
Port Louis
Tel No. : 213 2370 – 75**



Ministry of Labour, Industrial Relations and Employment (Employment Division)

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

OFFICE SPACE FOR RENT IN PORT LOUIS

MLIRE/ED/Q2/2014/OAB

Invitation for Bids

The Ministry of Labour, Industrial Relations and Employment (Employment Division) intends to rent Office space of approximate area of 1300 to 1600 square feet on ground floor in the administrative and commercial areas of Port Louis within a radius of approximately 800 metres from the Municipality of Port Louis, to house the Employment Information Centre, Port Louis, for a duration of three years, renewable thereafter on the terms and conditions agreeable to both parties.

1. The proposed Office space should be of reinforced concrete, on ground floor, within a radius of approximately 800 metres from the Municipality of Port Louis, with easy access to the public, with easy access for vehicles, toilet and parking facilities and essential amenities such as water, adequate lighting, power points and with air conditioning.
2. The Ministry of Labour, Industrial Relations and Employment (Employment Division) requires that the Office space with the necessary amenities be made available one month as from date of award of the Contract.
3. Quotation Form together with the finalized detailed requirements of Government is available through any of the following modes:
 - (i) direct download from Public Procurement Portal: **publicprocurement.gov.mu**;
 - (ii) by post after making a request by calling on phone numbers: 2132370-75 or 2138363, during office hours;
 - (iii) by post after sending an application addressed to: the Permanent Secretary, Ministry of Labour, Industrial Relations and Employment (Employment Division), Level 10, Sterling House, Lislet Geoffroy Street, Port Louis;
 - (iv) by calling personally at the Ministry of Labour, Industrial Relations and Employment (Employment Division), Level 10, Sterling House, Lislet Geoffroy Street, Port Louis, during office hours.

4. 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 Labour, Industrial Relations and Employment (Employment Division). The sealed envelope should be deposited in the Tender Box located at Level 10, Sterling House, Lislet Geoffroy Street, Port Louis not later than 13 00 hours on **26 September, 2014**. Quotations by hand or by post should reach the same address by the same date and time at latest. Late quotations will be rejected and shall be returned unopened to the bidder concerned.
5. The Ministry of Labour, Industrial Relations and Employment (Employment Division) 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 Labour, Industrial Relations and Employment
(Employment Division)
Level 10, Sterling House,
Lislet Geoffroy Street,
Port Louis
22 August, 2014**

General Terms and Conditions Applicable to the Bidding process

1. Rights of Public Body

The Ministry of Labour, Industrial Relations and Employment (Employment Division) shall have the rights to (a) request clarifications at time of evaluating quotations and (b) reject any quotation. The Ministry of Labour, Industrial Relations and Employment (Employment Division) shall not be bound to accept the lowest or any quotation.

2. Prices

The monthly rental fee quoted 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 of Labour, Industrial Relations and Employment (Employment Division) and the Lessor.

4. Lessee/Lessor

The Ministry of Labour, Industrial Relations and Employment (Employment Division) 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 Quotation

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

10. Clarification of Quotation Form

For any clarification regarding the quotation form, bidders may contact the above in writing addressed to: the Permanent Secretary, Ministry of Labour, Industrial Relations and Employment (Employment Division), Level 10, Sterling House, Lislet Geoffroy Street, Port Louis or by calling on phone numbers: 2132370-75, during office hours.

11. Amendment of Quotation Form

Before the deadline for submission of quotation, the Ministry of Labour, Industrial Relations and Employment (Employment Division) 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 Ministry of Labour, Industrial Relations and Employment (Employment Division).

12. Evaluation Methodology

- (a) After receiving the quotations, premises offered will be visited by the Bid Evaluation Committee to identify those premises that meet the specified requirements.
- (b) Proposals that are completely out in satisfying the general requirements will be rejected. Those satisfying the general requirements and specified detailed requirements and those that meet the general requirements and may be made to satisfy the detailed requirements will be retained for further evaluation.
- (c) Proposals that are responsive and those that may after arranging for the required fixtures and fittings satisfy the requirements of the Ministry of Labour, Industrial Relations and Employment (Employment Division). 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 and Site Conditions		
	1. Accessibility	(40)	
	2. Topography and Drainage	(25)	
	3. Parking space	(20)	
	4. Land Classification, utilization and assessment	(15)	
		(100)	
II	Neighbourhood Data		
	1. Prevailing rental rate	(40)	
	2. Sanitation and health conditions	(25)	
	3. Adverse influence on location	(20)	
	4. Police and fire station	(15)	
		(100)	

SN	Rating Factors	Weight (%)	Rating
III	Real Estate		
	1. Structural conditions	(40)	
	2. Functionality		
	<i>a. Room arrangements</i>	(6)	
	<i>b. Circulation (access)</i>	(6)	
	<i>c. Light and ventilation</i>	(6)	
	<i>d. Space requirements</i>	(6)	
	3. Facilities		
	<i>a. Water supply and toilet</i>	(6)	
	<i>b. Lighting system</i>	(6)	
	<i>c. Fire escapes</i>	(6)	
	<i>d. Fire fighting equipment</i>	(6)	
	4. Other requirements		
	a. Maintenance	(6)	
	b. Attractiveness	(6)	
		100	

	Rating Factors	Weight (%)	Rating
	I. Location and Site Conditions	$\times (.25) =$	
	II. Neighborhood Data	$\times (.25) =$	
	III. Real estate	$\times (.50) =$	
	Factor Value		

Marking for Financial Merit (FM):

SN	Rating Factors	Weight (%)	Rating
1	Rental of office space (monthly)	100	

The lowest rental rate shall obtain the maximum mark 100 whilst the others shall be allocated marks inversely proposal of the lowest rental to the quoted rental.

Total Marking = $(0.3 \times TM) + (0.7 \times FM)$

- (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 of Labour, Industrial Relations and Employment (Employment Division) 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 attached 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 and deposited in the tender box located at the Ministry of Labour, Industrial Relations and Employment (Employment Division), Level 10, Sterling House, Lislet Geoffroy Street, Port Louis, not **later than 13 00 hours on the 26 September, 2014**. Quotations delivered by hand or by post should reach the same address by the same date and time at latest.

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

Technical Requirements Form

Ministry of Labour, Industrial Relations and Employment (Employment Division)

Requirements

Proposals for renting of Office space shall meet the following requirements:

- a) The Office space should be available with all specified amenities preferably one month as from the date of award of Contract.
- (b) The Office space should be of an approximate area (between 1300 and 1600 square feet) excluding mess room, toilet facilities and main circulation areas (staircase, lift lobby, etc.) to accommodate the Employment Information Centre, Port Louis.
- (c) The Office space should be on the ground floor in the administrative and commercial areas of Port Louis within a radius of approximately 800 metres from the Municipality of Port Louis with easy access to public, with easy access for vehicles, toilet and parking facilities, and essential amenities such as water, adequate lighting, power points and with air conditioning.
- (d) The 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 Fire Services.
- (e) The offices should allow for the flexibility of re-organizing the space to meet the Ministry's requirements.
- (f) The openings should be fitted with burglarproof reinforcement and should withstand cyclonic winds.
- (g) The premises should be provided with essential amenities such as electricity, electrical lightings and power points as per the requirements of Energy Services Division, water supply, water storage facilities, single phase electricity supply and electrical installations with proper earthing.
- (h) The building should be provided with emergency fire exit doors to satisfy the requirement of fire services and also satisfy Occupational Health and Safety requirements.
- (i) The two toilets (one for ladies and one for men) should be equipped with wash hand basins.
- (j) The other areas of the Office space should be properly ventilated. There should be adequate natural ventilation through openings in all areas.
- (k) There should be adequate natural lighting through glazed openings in the Office space to enable use of artificial lighting during the day.
- (l) A minimum of two parking slots should be made available for the Office space preferably within the building.
- (m) The building including the Office space should be freshly painted.
- (n) Provision should be made for blinds for all glazed openings.
- (o) The rent payable shall be exclusive of utility bills.

OTHER REQUIREMENTS

- (a) The bidder may state the earliest date as from which the Office space fitted with the amenities may be made available to the Ministry of Labour, Industrial Relations and Employment (Employment Division).
- (b) Unless terminated earlier by the Ministry of Labour, Industrial Relations and Employment (Employment Division), the duration of the contract shall be for a period of three years from the date of the award of the contract which may be renewed thereafter on the terms and conditions agreeable to both parties.
- (c) A complete structural, copy of plan and technical information and architectural set of drawings shall be submitted with the Quotation Form. Bidders may propose office layout. However, the final decision on the layout will rest on the Ministry of Labour, Industrial Relations and Employment (Employment Division).

Bidder's Proposal Form – Office Space in Port Louis

Procurement reference No: MLIRE/ED/Q2/2014/OAB

Date: 22 August, 2014

To: Ministry of Labour, Industrial Relations and Employment (Employment Division)

SN		Required	Proposed (Tick as appropriate)	
1.	Area of Office Space excluding mess room, toilet facilities and main circulation areas (staircase, lift lobby, etc.)	Between an approximate area of 1300 to 1600 square feet	(State exact area proposed)	
2.	Availability of Office space	One month as from the date of award of the Contract	Yes	No
3.	Building	Distance from Municipality of Port Louis within a radius of approximately 800 metres	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
4.	Utilities	Power points and lightings	Yes	No
		Water	Yes	No
5.	Facilities	Toilets - 1 for Ladies and 1 for Men	Yes	No
		Kitchenette	Yes	No
		Parking Facilities	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 Labour, Industrial Relations and Employment (Employment Division) 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:**