



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**