

# **BIDDING DOCUMENTS**

**for**

**Renting of Office Space with Amenities**

**for the**

**National Social Inclusion Foundation**

**Procurement Reference No: NSIF/OAB/01/20**

## **Table of Contents**

<b>Page 3</b>	<b>Section I –</b>	<b>Communique</b>
<b>Page 4</b>	<b>Section II –</b>	<b>Instructions to Bidders</b>
<b>Page 12</b>	<b>Section III -</b>	<b>Bid Data Sheet</b>
<b>Page 14</b>	<b>Section IV-</b>	<b>Draft Lease Agreement</b>
<b>Page 19</b>	<b>Section V -</b>	<b>Schedule of Requirements</b>
	<b>Annex A -</b>	<b>Electrical and Air Conditioning</b>
	<b>Annex B -</b>	<b>Indicative Accommodation Schedule of Office</b>
	<b>Annex C –</b>	<b>Technical Specifications for Integrated Network</b>
<b>Page 28</b>	<b>Section VI –</b>	<b>Bid Submission Form</b>
<b>Page 31</b>	<b>Section VII -</b>	<b>Check List</b>

# Section I

## COMMUNIQUE

### Renting of Office Space with Amenities

The National Social Inclusion Foundation (NSIF) which operates under the aegis of the Ministry of Social Integration, Social Security and National Solidarity is the central body to receive and allocate funds to NGOs.

The NSIF intends to rent office spaces as described below:

- (i) Lot No 1 between **1000 m<sup>2</sup>** and **1200 m<sup>2</sup>** (with or without partitioning) in the **region of Port Louis, Quatre Bornes, Phoenix or Ebene** for an initial period of **4** years, renewable every year by mutual consent of both parties with complete amenities such as water supply, partitions, power points, air-conditioning, telephone/internet connections, parking facilities and in accordance with Health and Safety Regulations.
- (ii) Lot No 2 between **160 m<sup>2</sup>** and **250 m<sup>2</sup>** ( with or without partitioning) in the **region of Port Louis, Quatre Bornes, Phoenix or Ebene** for an initial period of **2** years, renewable every year by mutual consent of both parties with complete amenities such as water supply, partitions, power points, air-conditioning, telephone/internet connections, parking facilities and in accordance with Health and Safety Regulations.

Bidding documents are available at the Secretariat of the NSIF or may be downloaded from its website. Amendments, if any, to the bidding documents prior to the deadline for submission of bids will be forwarded simultaneously to all prospective bidders who have received the documents directly from the NSIF.

The Deadline for the submission of bids is Tuesday 17 March 2020.

## Section II

### INSTRUCTIONS TO BIDDERS

#### A. Introduction

**1. General:** The National Social Inclusion Foundation (NSIF) intends to rent a building for use as office space as described below:

- (iii) Lot No 1, a space between **1000 m<sup>2</sup>** and **1200 m<sup>2</sup>** (with or without partitioning) in the **region of Port Louis, Quatre Bornes, Phoenix or Ebene** for an initial period of **4** years, renewable every year by mutual consent of both parties with complete amenities such as water supply, partitions, power points, air-conditioning, telephone/ internet connections, parking facilities and in accordance with Health and Safety Regulations.
- (iv) Lot No 2, a space between **160 m<sup>2</sup>** and **250 m<sup>2</sup>** (with or without partitioning) in the **region of Port Louis, Quatre Bornes, Phoenix or Ebene** for an initial period of **2** years, renewable every year by mutual consent of both parties with complete amenities such as water supply, partitions, power points, air-conditioning, telephone/ internet connections, parking facilities and in accordance with Health and Safety Regulations.

**2. Eligible Bidders:** Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the public body to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement under this Invitation for Bids.

Bidders are not eligible if their participation in procurement activities in the Republic of Mauritius is prohibited under the laws of Mauritius.

**3. Cost of Bid:** The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the NSIF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Invitation for bids.

#### B. Solicitation Documents

**4. Examination of Bidding Documents:** The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Bidding Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid.

#### **5. Clarification of Bidding Documents and Pre-bid Meeting:**

5.1 A prospective Bidder requiring any clarification of the Bidding Documents may notify the NSIF addressed to: **The Secretary General, Mr A Sowdagur** . The response will be made in writing to any request for clarification of the Bidding Documents that is received earlier than 5 days prior to the deadline for the submission of bids. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be made available to all Bidders.

5.2 Any amendment to the Bidding Documents that may become necessary as a result of the pre-bid meeting shall be made by the public body exclusively through the issue of an Addendum pursuant to ITB 6 and not through the minutes of the pre-bid meeting.

5.3 Non-attendance at the pre-bid meeting will not be a cause for disqualification of a Bidder.

**6. Amendments of Bidding Documents:** No later than 7 days prior to the deadline for submission of bids, the procuring entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents. All prospective Bidders that have received the Bidding documents will be notified in writing of any amendments. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the procuring entity may, at its discretion, extend the deadline for the Submission of Bids.

### **C. Preparation of Bids**

**7. Language of the Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and the NSIF shall be written in English.

### **8. Documents Comprising the Bid:**

- ❖ The Bid submitted shall comprise the following documents:
- (a) **Documentary evidence** established in accordance with clause 9 of Instructions to Bidders that the Bidder is eligible to and is qualified to perform the contract if its Bid is accepted,
- (b) **Documentary evidence** established in accordance with clause 10 of Instructions to Bidders that the office spaces proposed by the Bidder conform to the Bidding Documents; and
- (c) the **Bid Submission form with a price breakdown** completed in accordance with the Sections III, IV and V and clause 11 of Instructions to Bidders;

### **9. Documents Establishing Bidder's Eligibility and Qualifications:**

The Bidder shall furnish evidence of its status as qualified Supplier. The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall be established to the procuring entity's satisfaction:

- (a) Bidders should produce evidence of ownership of the building space and/or being duly authorized to enter into a lease Agreement with a third party for the proposed building space;
- (b) Bidders shall provide such evidence of their continued eligibility satisfactory to the NSIF, as the latter shall reasonably request;
- (c) Bidder shall submit any information on debarment/suspension, if any;
- (d) A bidder may be an individual or a legal entity;
- (e) In case of legal entities, bidders shall submit copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the Bidder;

### **10. Documents Establishing Conformity to Bidding Documents:**

10.1 The Bidder shall also furnish as part of its Bid, documents establishing the conformity to the Bidding Documents of all related services which the Bidder proposes to supply under the contract.

10.2 The documentary evidence of conformity to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) A detailed description of the essential technical and functional characteristics of the offered premises;
- (b) Full details of the office space, including but not limited to: location, administrative and security arrangements in place, scheduled maintenance, availability, etc;

- (c) Documents authorizing the use of the offered premises as an office space;
- (d) Documents certifying that the offered premises are in compliance with fire safety regulations and accessible, with amenities, to disabled persons;
- (f) Written confirmation from the notary or other relevant authority that the premises are not under encumbrance and are not exposed to any other restriction/limitation;
- (g) A detailed description of the qualities of the offered office premises completed in accordance with Section IV.

**11. Bid Currencies/Bid Prices:** All prices shall be quoted in **Mauritian Rupees**. The Bidder shall indicate a breakdown of the costs included in the monthly rates in the format provided in the Bid Submission Form Section VI.

**12. Period of Validity of Bids:** Bids shall remain valid for **120 days** after the deadline for Bid Submission prescribed by the NSIF pursuant to clause 16 of Instructions to Bidders. A Bid valid for a shorter period may be rejected as non-responsive pursuant to clause 19 of Instructions to Bidders. In exceptional circumstances, the procuring entity may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

**13. Bid Security is not required**

#### **D. Submission of Bids**

##### **14. Format and Signing of Bid:**

14.1 The Bidder shall prepare one original and two copies of the Bid. The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed.

14.2 The Bid shall be submitted in two separate sealed envelopes- one containing the original and copies of the Technical proposal and the other the original and copies of the Financial proposal - each envelope marked with the name and address of the bidder and whether containing the Technical or Financial Proposal. The two envelopes shall be inserted in one single envelope marked with the name and address of the bidder on the outside.

##### **15. Sealing and Marking of Bids**

15.1. The Bidder shall seal the inner and an outer envelope.

15.2. The outer envelope shall be:

(a) **addressed to:**

**The Secretary General  
National Social Inclusion Foundation,  
Level 6,  
Garden Tower,  
La Poudriere St.,  
Port Louis.**

(b) **marked with –**

**INVITATION TO BID for Lot No.....  
NSIF/OAB/01/20 and DO NOT OPEN TILL ..... 2020**

**16. Deadline for Submission of Bids/Late Bids:**

16.1 Bids must be **deposited in the Tender Box situated at the address shown above.** on or before the date and time indicated in Bid Data Sheet.

16.2 The NSIF may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 6 of Instructions to Bidders, in which case all rights and obligations of the procuring entity and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

16.3 Any Bid received by the procuring entity after the Deadline for Submission of Bids will be rejected and returned unopened to the Bidder.

**17. Modification, Substitution and Withdrawal of Bids:** The Bidder may modify, substitute or withdraw its Bid after submission, provided that written notice of the modification, substitution and withdrawal is received by the procuring entity prior to the deadline for submission. No Bid may be modified after passing of the Deadline for Submission of Bids. No Bid may be withdrawn in the interval between the Deadline for Submission of Bids and the expiration of the Period of Bid Validity.

**E. Opening and Evaluation of Bids****18. Opening of Bids:**

18.1 The NSIF will open all Bids in the presence of Bidders' Representatives who choose to attend, at the time, on the date, and at the place specified in section III of this Bidding Documents. The Bidders' Representatives who are present shall sign a register evidencing their attendance.

18.2 The NSIF shall open the envelope containing technical proposal on the date, time and place **indicated in the BDS. The financial proposal shall be kept unopened in a secured place.**

18.2 The bidders' names, bid modifications, substitutions or withdrawals, and the presence or absence of requisite Bid Security and such other details as the procuring entity, at its discretion, may consider appropriate, will be announced at the opening. No Bid shall be rejected at Bid Opening, except for late bids, which shall be returned unopened to the Bidder pursuant to clause 20 of Instructions to Bidders.

18.3 Bids (and modifications sent pursuant to clause 17 of Instructions to Bidders) that are not opened and read out at Bid Opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn Bids will be returned unopened to the Bidders.

18.4 The NSIF will prepare minutes of the Bid Opening.

**19. Preliminary Examination:**

19.1 Prior to the detailed evaluation, the NSIF will determine the substantial responsiveness of each Bid to the Invitation for Bid (IFB). A substantially responsive bid is one which conforms to all the terms and conditions of the ITB without material deviations.

19.2 The procuring entity will examine the bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order.

19.4 A Bid determined as not substantially responsive will be rejected by the NSIF and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

**20. Technical conformity:** Bids will then be assessed in respect of its technical conformity with specified requirements. Bids that are technically responsive or can be changed to be responsive shall be retained for discussions as per ITB 21.2. Determination of technical responsiveness shall be based on compliance with the content of the Bid itself and as indicated in the following evaluation criteria:

## **Technical conformity**

- 1.1 Compliance with requirements relating to technical features and ability of the office space to satisfy functional requirements of the NSIF (as per Section V).
- 1.3 Compliance with General Conditions specified in these Bidding Documents.
- 1.4 Compliance with administrative and security requirements of the procuring entity (as per Section V).
- 1.5 Demonstrated ability to honor important responsibilities and liabilities allocated to Supplier in this ITB (e.g. designing and building the partition layout, flooring works, amenities and other services specifically required for the offices).
- 1.6 Compliance with legal requirements (premises not under encumbrance, etc). Availability of documents confirming compliance of the Bidder to the requirements of the ITB.

**Note:** The NSIF may conduct an inspection (site visit) of the premises and/or due diligence of the bidder (premises owner) prior to the award being made. Procuring entity reserves the right to reject any offer/bid based on the findings made during such inspection, in case non-compliance of the offer with any of the requirements set forth in this ITB has been factually revealed.

## **21. Clarification of Bids:**

21.1 To assist in the examination, evaluation and comparison of Bids the NSIF may at its discretion ask the Bidder for clarification of its technical proposal. The request for clarification and the response shall be in writing and no change in the substance of the Bid shall be sought, offered or permitted.

21.2 The procuring entity may conduct clarification meetings with each or any Bidder to discuss any matter, technical or otherwise, where the procuring entity requires amendments or changes to be made to the Technical Proposal. The changes to be made shall be recorded and signed by both parties.

21.3 Where amendments or changes are required by the *[insert name of public body]*, bidders will be requested in writing to adjust their technical proposals accordingly and confirm same with their submission of the financial proposal as per ITB 8. The supplementary price proposal should only contain the changes in price resulting from the changes in the technical proposals. Bidders should note that, if the NSIF, during the evaluation of the price proposals, considers that the changes in price are unrealistic in comparison with the original price proposal the bid is liable to be rejected. Bidders not wishing to make the change to their technical proposals may withdraw from the bidding process without their Bid Security being forfeited

## **22. Invitation to submit Supplementary Financial Proposals**

22.1 At the end of the evaluation of the Technical proposals, the NSIF will invite bidders who have submitted substantially responsive Technical proposals to submit their Supplementary Financial Proposal and amendment to their original Technical Proposals, where applicable. Bidders will be indicated the date, time and place for the submission of their Supplementary financial proposals and amendment to their original Technical Proposals

22.2 Unsuccessful Bidders will be notified of the grounds on which their bids have been substantially non-responsive to the technical requirements of the bidding documents.

.

## **23. Opening of Financial Proposals**

23.1 The procuring entity will open the Financial Proposals, the supplementary to the Financial Proposal and the amendments to the technical proposals as applicable, at the time



and date at the location advised to the bidders. The bidder's representatives who are present shall sign a register evidencing their attendance.

23.2 The bidder's names, the Bid Prices including, any discounts, and such other details as the procuring entity may consider appropriate, will be announced and recorded by the procuring entity at the opening. The bidder's representatives will be required to sign this record.

## **24 Evaluation of the Technical and Financial Proposals on a marking system**

24.1 Prior to the detailed evaluation, the NSIF will determine the substantial responsiveness of the Financial Proposal. A substantially responsive bid is one which conforms to all the terms and conditions of the ITB without material deviations.

24.2 The procuring entity will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.

24.3 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

24.4 A Financial Proposal determined as not substantially responsive will be rejected by the NSIF and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

24.5 With a view to selecting the most advantageous proposals the bids responding substantially to the requirements of the procuring entity shall be further evaluated as per a marking system as follows:

### **Table of Rating Factors for Lease of Real Estate**

Marking for technical merit (Tm):

	<b>Rating Factors</b>	<b>Weight (%)</b>	<b>Rating</b>
<b>I</b>	<b>Location and Site Condition</b>		
	1. Accessibility	(35)	
	2. Topography and Drainage	(25)	
	3. Sidewalk and waiting shed	(15)	
	4. Parking space	(20)	
	5. Other added amenities	(5)	
		<b>(100)</b>	
<b>II</b>	<b>Neighbourhood Data</b>		
	1. Sanitation and health condition	(25)	
	2. Adverse influence	(20)	
	3. Police and fire station	(20)	
	4. Cafeterias	(20)	
	5. Banking/postal/telecom	(15)	
		<b>(100)</b>	
<b>III</b>	<b>Real Estate</b>		
	1. Structural condition	(30)	
	2. Functionality		
	a. Module	(7)	
	b. Room arrangement	(7)	
	c. Circulation	(7)	
	d. Light and ventilation	(7)	
	e. Space requirements	(7)	

	3. Facilities		
	a. Water supply and toilet	(6)	
	b. Lighting system	(6)	
	c. Elevators	(6)	
	d. Fire escapes	(6)	
	4. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(6)	
		<b>100</b>	
<b>IV</b>	<b>Free Services and Facilities</b>		
	1. Janitorial and security	(30)	
	2. Repair and maintenance	(30)	
	3. Water and light consumption	(20)	
	4. Secured parking space	(20)	
		<b>100</b>	

	Rating Factors	Weight (%)	Rating
	<b>Location and Site Condition</b>	$\times (.20) =$	
	<b>II. Neighborhood Data</b>	$\times (.20) =$	
	<b>III. Real estate</b>	$\times (.50) =$	
	<b>IV. Free Services and Facilities</b>	$\times (.10) =$	
	<b>Factor Value</b>		

*[Note: Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples.]*

Marking for financial merit (Fm):

	Rating Factors	Weight (%)	Rating
	<b>I. Rental of office space (monthly)</b>	<b>100</b>	
	<b>II. Cost attributable to amenities (monthly)</b>		
	(a) Cost of floor finishes	(5)	
	(b) Cost of partitioning works	(20)	
	(c) Cost of M&E services	(35)	
	(d) Cost of Integrated Communication Network (INP)	(35)	
	(e) Parking Facilities	(5)	
		<b>100</b>	

	Rating Factors		
	<b>I. Rental of office space</b>	$\times (.80) =$	
	<b>II. Cost attributable to amenities</b>	$\times (.20) =$	
	<b>Factor Value</b>		

$$\text{Total Marking} = (0.8 \times T_m) + (0.2 \times F_m)$$

*[Note: Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples.]*

## F. Award of Contract

**25. Award Criteria:** The NSIF will establish a list of preferred bidders in the order of the highest score following the evaluation on the marking system. Contract shall be awarded to

the bidder having submitted a responsive proposal and scored the highest marks subject however to the quoted rates being found reasonable by the Valuation Office.

## **26. Negotiation**

Where the rates quoted by the first ranked bidder is higher than the acceptable rates as established by the Valuation Office, the NSIF may negotiate with the bidder with a view to arriving at an acceptable rate, failing which the public body shall consider the proposal of the second ranked bidder according to the same procedures defined in ITB 24 and 25.

## **27. Rights of the Public body**

The NSIF reserves the right to accept or reject any Bid, to annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected Bidder(s).

## **28. Notification of Award**

Prior to the expiration of the period of Bid Validity the NSIF shall notify the successful bidder of its selection for award while at the same time informing the unsuccessful bidders of the name of the selected bidder and the amount of rent payable.

The contract period and renewal conditions, if any, shall be as defined in the Bid Data Sheet

## **29. Signing of the Contract**

29.1 Within 30 days of receipt of the Contract the successful Bidder shall sign, date and return it to the NSIF.

## **30. Publication of Award**

For all contract exceeding Rs 5M the NSIF shall promptly publish the award of a contract on the public procurement portal stating the name and location of the building, the name and address of the owner, the contract price and the duration of the lease.

## **31. Debriefing.**

The NSIF shall promptly respond to requests for debriefing made by unsuccessful bidders within 30 days from the date of notification of award.

## **32. Corrupt or Fraudulent Practices**

32.1 It is the policy of the Government of the Republic of Mauritius to require Public Bodies, as well as bidders, suppliers, and contractors and their agents (whether declared or not), personnel, subcontractors, sub-consultants, service providers and suppliers, observe the highest standard of ethics during the procurement and execution of contracts.

32.2 In further pursuance to this policy, bidders, suppliers and public officials shall also be aware of the provisions stated in sections 51 and 52 of the Public Procurement Act which can be consulted on the website of the Procurement Policy Office (PPO) : <http://ppo.gov.mu>.

### Section III

#### BID DATA SHEET

The following specific data for the rental to be procured shall complement, supplement, or amend the provisions in the Instruction to Bidders. Whenever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.

Relevant clause(s) of Instruction to Bidders	Specific data complementing, supplementing, or amending instructions to Bidders
Bid Price	The prices quoted shall be inclusive of VAT
Documents Comprising the Bid	<p>The following must be included in the Bid submission:</p> <p><b>1. BID SUBMISSION AT FIRST STAGE</b></p> <p>Technical Proposal</p> <ul style="list-style-type: none"> <li>(i) Bid submission form for Technical proposal (Section VI) including contact details of Bidder are properly filled and signed</li> <li>(ii) Conceptual design drawings and technical proposals to substantiate understanding of requirements and manner in which these would be met.</li> <li>(iii) Compliance technical schedules where required in the technical specifications are properly filled and signed</li> <li>(iv) Bid Security</li> <li>(iv) Set of valid ownership documentation (copy); Engineer's certificate for building; layout; building insurance certificate, also <ul style="list-style-type: none"> <li>- in case of individuals copy of National Identity Card or Passport; TAN (Tax Account Number); bank statement on availability of bank account and BRN (Business Registration Number);</li> <li>- in case of legal entity: Firm/Company Profile covering copy of company registration, technical and financial capacity etc., TAN (Tax Account Number); and BRN (Business Registration Number);</li> </ul> </li> </ul> <p>Financial Proposal</p> <ul style="list-style-type: none"> <li>(j) Bid Submission Form for Financial Proposal (Section VI) including contact details of Bidder are properly filled and signed.</li> </ul> <p><b>2.BID SUBMISSION AT SECOND STAGE</b></p> <p>(i)Rectification of the Technical Proposals as discussed and agreed during clarification, where applicable</p> <p>All documents should bear signature of authorized person(s) and company seal.</p> <p>N.B. Incomplete Bids may be deemed non-responsive and rejected.</p>

Deadline for Submission of Bids	Bids comprising of the Technical and Financial proposals should be received by the procuring entity before <b>15.00 hours, on ..... 2020</b>
Bid Opening	Envelopes containing the technical proposals shall be opened on ..... <b>2020 at 15.15 hours, at NSIF.</b> Envelope containing the Financial Proposal shall remain unopened and secured.
Documents Establishing Bidder's Eligibility & Qualifications	<b>Required, as per clause 9 of the Instruction to Bidders (Section II)</b>
Bid Validity Period	120 days from the date of submission of bids.
Preliminary Examination of Financial Proposals – completeness of bid.	Rates with breakdown costs is clearly filled and signed at the submission of the Financial proposals
Evaluation of Bids	<p>Bids will be evaluated based on following criteria:</p> <ul style="list-style-type: none"> <li>- Compliance with pricing conditions set in the ITB</li> <li>- Compliance with requirements relating to technical features and ability of the office space to satisfy functional requirements of the <b>NSIF</b></li> <li>- Compliance with General Conditions specified by these Bidding Documents</li> <li>- Compliance with administrative and security requirements of the relevant authorities</li> <li>- Demonstrated ability to honour important responsibilities and liabilities allocated to Supplier in this ITB (e.g. design and build partition, supply of IT networks and other amenities)</li> <li>- Compliance with legal requirements (premises not under encumbrance, etc). / Availability of documents confirming compliance of the Bidder to the requirements of the ITB.</li> </ul> <p><b>Financial proposal</b> Rates quoted by the highest ranked bidder shall be subject to assessment of the Valuation Office.</p>
Payment terms	No advance Payment will be made.
All communication must be directed to:	<b>The Secretary General,</b> NSIF
Requests for additional information	Request for additional information must be received at least 14 (fourteen) working days before the Deadline for Submission of bids. Bidders are encouraged to raise queries as early as possible.
Contract period	The contract shall be on a Long Term Arrangement basis with the successful bidder. The LTA will be valid for four <i>years</i> at fixed rates and may be extended based on the actual performance of the LTA holder and if needed as a result of another bidding process or evaluation of the market rates.

## Section IV General Conditions

### D R A F T LEASE AGREEMENT

#### BETWEEN

.....(Name of bidder)

Registered office situated at ....., duly represented by its  
....., hereinafter referred to as **The Lessor**.

#### ON THE ONE PART

#### AND

The **NSIF** duly represented by its **Secretary General** of the hereinafter referred to as **The Tenant**.

#### ON THE OTHER PART

The Lessor is the owner of a building situated at  
.....

The Lessor agrees to let the ..... (of an area of  
..... m) of its premises situated at  
....., to  
The Tenant.

The Tenant declares that he has visited and inspected the aforesaid premises and is in all respect satisfied with the state of the premises, more especially their state of repairs and fitness for occupation of the said premises.

The tenancy shall be governed by the Code Civil and in default by the following terms and conditions:-

1.0 **Duration, renewal and Termination**

1.1 The tenancy shall be for an initial period of either **4** years for Lot 1 or 2 years for Lot 2 , starting as from the date of signature of the lease.

1.2 In case of renewal, it shall be open for either party to renegotiate the terms of the agreement but in any case the amount of increase in rent shall be either the market rent or the amount provided for by the Landlord and Tenant Act.

1.3 The lease may be renewed at the lessee's option for an additional period of three years.

1.4 Notwithstanding paragraph 1.1, the Tenant may terminate the lease by giving, at least, three months advance notice to The Lessor.

2.0 **Financial Terms**

2.1 The rent shall be Rs ..... (Mauritian Rupees .....) plus Value Added Tax (VAT) annually, payable in equal monthly installment.

3.0 **Parking**

3.1 The lessor will provide ..... parking slots for the exclusive use of the tenant.

4.0 **INSURANCE**

- 4.1 The Lessor shall insure the building leased and consequential loss against the risk of fire, full explosion, riots, strikes and malicious damage, cyclone and flood, earthquake and aircrash.
- 4.2 Furthermore The Lessor shall also have its insurance policies covering all the building and consequential loss endorsed to waive all rights of subrogation against The Tenants of the building.

5.0 **MAINTENANCE OF PREMISES**

- 5.1 The Tenant shall keep the premises in good tenantable repair and condition, fair wear and tear excepted, to the satisfaction of the Lessor.
- 5.2 The Tenant shall not cause any damage and/or modification to any component part of the building, without the consent of the Lessor, such consent shall not be unreasonably withheld.

6.0 **STRUCTURAL ADDITIONS, ALTERATIONS, NON-STRUCTURAL PARTITIONING AND REPAIRS**

- 6.1 Structural repairs shall be carried out by the Lessor, at its own costs, and at such time convenient to the Tenant.
- 6.2 In case the Lessor fails to undertake any of the repairs, the Tenant may, after having duly notified the Lessor by way of a written notice, undertake to effect the repairs at the Lessor's cost.
- 6.3 The Landlord shall be responsible and shall bear all costs for the erection of further internal partitioning that the tenant may require, subject to renegotiation of the rent.
- 6.4 All the partitioning and diving walls to be erected by the Tenant shall have the prior approval of the Lessor and shall be to such specification and standard as may be approved by the Tenant in writing, provided that such approval is not unreasonably withheld.
- 6.5 Except as otherwise agreed, the Tenant or the Lessor shall not paint or fix any advertisement, signboard or any other inscription on the external walls of the building.
- 6.6 The Tenant shall bear the cost for making good major defects in the building and its appurtenances arising from his activities on the premises, except for normal wear and tear.
- 6.7 (a) Except for minor and urgent works, the Tenant shall carry out no alteration, addition, installation and work of any nature whatsoever to the building or to fixtures, except with the Lessor's prior written approval and the permission of the Authorities concerned, if any.
- (b) Any such alteration, addition, installation or work so made may be removed by the Tenant at the expiry of the lease or of any of its renewals but the Tenant will have to restore at its cost the said premises to its former state, fair wear and tear excepted.
- (c) Should the Tenant decide not to remove any such alteration, addition, installation or work, it shall accrue to the Lessor without the latter having to pay indemnity and compensation whatsoever to the Tenant or to any other person, article 555 of the Civil Code or any other enactment notwithstanding.

7.0 **SERVICES**

7.1 The Landlord shall supply telephone and data cabling services according to the requirements of the Tenant.

7.2 The Tenant shall not modify or extend the plumbing, electrical and drainage installations on the premises without first obtaining the prior approval of the Lessor.

8.0 **DRAINAGE AND SANITARY FACILITIES**

8.1 The Tenant shall ensure that no foreign substance of any nature is flushed down the drainage system, which will cause malfunctioning of the system or of septic tanks and absorption pits provided. The normal sanitary norm should be observed in all toilet and messroom facilities.

8.2 The Tenant shall be solely responsible for repairs to these items arising out of blockages, damage or any other cause, arising out of its fault and negligence.

8.3 The Tenant may remove, on vacation of the premises, all supplementary installation carried out by him, provided that any damage caused during removal of same is made good at his own cost. Any installation not removed shall become the property of the Lessor without any compensation or indemnity.

9.0 **SUB-LETTING**

The Lessee shall not sub-let all or part of the property leased to him.

10.0 **PAYMENT OF RENT, WATER ELECTRICITY CHARGES, ETC**

10.1 The Tenant shall settle his rent regularly by arranging with his bank for this to be paid through a standing order in favour of the Lessor so as to reach him by the tenth of each month.

10.2 The Tenant shall make his own arrangement for payment of his bills with respect to electricity, water, telephone, and any other services, and shall pay regularly all amount due and payable in respect thereof.

10.3 The Tenant shall be responsible for payment of all Tenant's taxes and related charges, if any, which may be levied on the space occupied by him.

10.4 Where the Tenant has been failing to pay the rent due for three consecutive months, the Lessor reserves the right to terminate the lease, after having notified the Tenants of its intention by way of a "mise en demeure", and without it being necessary for the Lessor to fulfill any other formality, whether judicial or extra judicial. (It would be advisable to provide a specific time limit instead of referring to 'constantly').

10.5 In case of recovery of any arrears of rent through an Attorney-At-Law, the Tenant shall pay to the Lessor any commission not exceeding 10% of the amount recovered and payable by the Lessor to such attorney.

11.0 **USE OF PREMISES**

11.1 The Tenant shall use the said property as offices only.



- 11.2 The Tenant shall ensure that all litter, garbage, waste generated from his use of the premises are stored in an orderly way and be not spilled on any part of the premises, including staircase, passages or thrown on the floor at any point.
- 11.3 The Tenant, its employees, agents, licensees and guests shall have full access and the right to use all common passageways, stairways, lifts and entrances as they exist at the date of this lease for the purposes of entering and leaving the premises. The Tenant shall have the right to affix name plates in appropriate places in the building to indicate the location of its premise.
- 11.4 The Tenant shall be responsible for wrongful and actionable acts and doings of any person falling under its responsibility, and shall make good to the Lessor any damage due to such act or doings of any such person.

12.0 **SAFETY PRECAUTIONS**

- 12.1 The Tenant shall not without the Lessor's prior written approval and that of the competent Authorities stock or store on the premises any inflammable or dangerous materials or noxious substances or any articles, stores or other merchandise generally whatsoever whether edible or not which are in a state of putrefaction or which can give off any noxious odour and which are hazardous to health.
- 12.2 The Tenant shall keep the landing and the staircase free of obstructions so as to facilitate evacuation of the building in case of emergency and shall keep unlocked all emergency doors in the building during working hours.
- 12.3 The Tenant shall ensure that emergency exits are at all times free from any obstruction.
- 12.4 The Tenant shall comply with all the conditions which the Authorities may require for the safety, health and welfare of employees and/or the safety of the premises.
- 12.5 The Lessor shall keep and maintain on the premises adequate fire prevention and fire control apparatus and shall ensure that such apparatus is at all times in good working order. Whenever appropriate, the Tenant shall seek the advice of the Fire Services on necessary fire safety measures he needs to maintain on the premises.

13.0 **INSPECTION OF PREMISES**

- 13.1 The Tenant shall permit the Lessor and/or his agents, with or without workmen or officers, to enter the premises, at any convenient time to him (the Tenant), to view the state of repair and/or for the purpose of taking inventories of the Lessor's fixtures and fittings therein, or of doing such works and things as may be required for any repair, alteration or improvement to the premises. The Lessor and/or his agents and workmen in so doing will cause as little inconvenience as possible to the Tenant.
- 13.2 The Tenant shall authorize the Lessor or its accredited representative to visit and inspect the premises leased to ensure that all the conditions of the present lease are being complied with or implemented by the Tenant, at any time which is convenient to the Tenant.

14.0 **EXPENSES AND CHARGES**

- 14.1 The Lessor will assure through its own organization the security of the premises. (Not applicable to all leases).

14.2 The maintenance of the common passages, lifts, stairways, entrances, yards and common parts and services will be undertaken by the Lessor.

15.0 **ARBITRATION**

In the event of any dispute as to the meaning and intention of this lease it is hereby agreed by both parties that the dispute shall be referred to a Court of Law. (Arbitration is a costly procedure and should be avoided for small contracts).

16.0 **NOTICES**

Any notice or other correspondence required to be served or exchanged under this agreement shall be so served or exchanged, as the case may be, at the following address:-

Made in two originals and in good faith at .....  
This ..... day of ..... 20.....

**LESSOR**

(s) .....

**TENANT**

(s) .....

## Section V

### SCHEDULE OF REQUIREMENTS

#### 1. Office space requirement

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

- (a) the office space should be available with all the specified amenities and ready for occupation, preferably **as soon as possible after award of contract**; Proposed office space should be in good condition (Structurally sound, with all existing architectural finishes, services and basic amenities to have no or only minor works required) on date of occupation.
- (b) Proposed office space preferred location to be in city center and adjacent area, business park or city edge. Child friendly environment with safe pedestrian access.
- (c) Office area between ..... m<sup>2</sup> and ..... m<sup>2</sup> with provision for Conference/Training Rooms, Committee Rooms and Stores to accommodate the indicative requirement of the Public Body as listed at **Annex B**. Space for reception area, circulation (internal and external corridor, lifts etc) technical areas and space for sanitary facilities have been excluded from the requirements at **Annex B**
- (d) In addition, provision is required for a kitchenette and adequate toilet facilities separate for ladies and gents over and above the space requirements for an approximate labour force of ..... employees; Provision for a separate toilet and kitchenette facilities for one office.
- (e) Preference will be given to buildings with the best technical facilities including number and speed of lifts, air conditioning system, electrical system, water and plumbing system, data cabling and telephony system, size, functionality and accessibility of lobby/reception area and corridors and security provisions particularly for access;
- (f) The building should be accessible and provide amenities to disabled persons. The premises should be provided with water storage facilities and standby generators;
- (g) The building should meet the minimum requirements with regard to electrical, air conditioning, lifts, fire alarm and detection system and water pumps as per **Annex A**;
- (h) Building should meet basic standards as specified in the relevant legislation. Security and emergency exits should conform to the Occupational, Safety and Health Act 2005 and to the requirements of the Fire Services. This should include a valid Fire Certificate issued by the Fire Services Department under the Occupational Safety and Health Act No 28 of 2005 and shall comply to the conditions imposed in the Schedule One Sheet 1 and/or Sheet 2 and Schedule Two of the Fire Certificate. Building should be provided with fire/smoke

detectors, fire alarm and firefighting facilities as per established standards;

- (i) Building to meet basic standards for a healthy and safe working environment in terms of useful daylight and lighting, adequate ventilation, noise control, thermal control and air quality as required for the office environment.
- (j) Proposals allowing for planning and flexibility in the long term with regards to future developments and expansion to be included
- (k) A minimum of 8 parking is required with ease of access to parking facilities for service vehicles. Bidders are invited to specify number of parking slots available ;
- (l) In case there are commercial entities in the proposed building, arrangements will be required that do not handicap security and ease of access to the government offices. At a minimum there will need to be a separate access for the government offices.
- (m) Bidders should submit the layout plans and detailed drawings of the building being proposed and give full description and specifications of materials to be used for the fit-out works;
- (n) The proposed accommodation schedule for offices at **Annex B** is only indicative at this stage. On acceptance of the offer, the Secretary General of the NSIF shall produce the office layout plans/partitioning works and all other appropriate drawings and product specifications to be implemented to suit the Public Body's requirements;
- (o) The Public Body reserves the right to bring in amendments to the bidder's proposal to meet its requirements;
- (p) The Public Body reserves the right to change some materials proposed after discussions with the Interior Designer;
- (q) Building initial and life cycle costs or maintenance cost should be submitted
- (r) Buildings with sustainable features such as energy and water efficiency, waste management or features such as openings allowing abundant light, high ceiling and access to views making a pleasant office space to be specially highlighted in the proposal.
- (s) In submitting their offer, prospective bidder should also submit a breakdown estimate earmarked for each of the following :
  - (i) floor finishes(to be specified);
  - (ii) partitioning works and doors, false ceilings;
  - (iii) all M&E services; and
  - (iv) data cabling and telephony facilities (Integrated Communication Network)

This is an important issue to be considered in the evaluation of bids. Failure to submit the information shall lead to disqualification

- (t) Prospective bidder(s) will be invited to quote for the building in terms of the following:

Rental of office space/per sq m/month + VAT

Cost of amenities (as specified at paragraph (s) above) /per sq m/month + VAT

- (u) Prospective bidders are informed that the NSIF will not make any deposit to prospective bidders

- 2. Earliest date of availability** The Bidder should also state the earliest date as from which the office space fitted with all the amenities as defined in clause 1 shall be available to the NSIF.
- 3. Contract period** The initial contract period shall be for 4 years renewable thereafter on terms and conditions agreeable to both parties.
- 4. Lease Agreement** A draft proposed lease agreement is herewith contained in Section V. Bidders may submit their comments/suggestions which may be subject to negotiation and finalization, prior to award of contract.

/

## **Electrical and Air Conditioning**

Electrical and air conditioning services have to be provided as specified below: -

### Minimum requirements

#### 1. Electrical Services

- The design and installation shall conform in all respect to the 17<sup>th</sup> Edition of the I.E.E Wiring Regulation (U.K) and to British Standard 7671 requirements for electrical installation or MS63.
- Electrical supply to the building shall be taken from an independent secure sub-station to be located preferably within the site facility.
- Electrical light and power loads shall be segregated from mechanical loads throughout the installation.
- Final volt drop in sub-circuits shall not exceed 2.5% when operating at their ultimate load capacity.
- All final circuits to be protected by residual current devices not exceeding 30mA sensitivity.
- All circuits and distribution panels are to be properly labelled.
- A certificate of conformity to current electrical standards and regulations, signed by an independent Registered Electrical Engineer is to be provided before signing of agreement.
- All As-made drawing for electrical installation and instruction manuals for all equipment shall be available on site.

#### 2. Lighting System

- Light level for working areas shall be at minimum 500 lux.
- Low glare luminaires shall be provided in all office areas.
- Special lighting systems shall be provided for areas like Conference room, Minister's office, etc. to suit the particular application according to client's requirement.
- Security lights shall be provided at the main entrance, exits and surrounding areas.
- Emergency lighting systems shall be provided in common areas.
- Emergency lighting systems shall be adequate to maintain a minimum light level of 20 lux throughout periods of power failure of 10 minutes duration.
- Directional emergency lights are to be provided to show exit paths.

3. Lift System

- The lift shall be based on a comprehensive traffic flow calculation for the building. The lift control system shall incorporate advanced microprocessor and intelligent capabilities. The control system shall allow real time management of elevator and shall use sophisticated traffic analysis program with the following feature:
  - (i) Up peak feature.
  - (ii) Down peak feature.
  - (iii) Distribution of free car to highest priority zone and the floor most likely to receive the next call.
  - (iv) Split group feature program to operate as 2 individual sub groups, each one serving its own segment of building occupants.
- .
- (v) Lift Alarm Systems & Emergency lights and Communication System in cabin operated on batteries in case of power failure.
- (vi) Trained personal should be on site permanently to make rescue operation in case passengers are trapped in lift.
- (vii) At least one lift should operate on standby generator .

4. Fire Alarm System

The fire alarm system shall be of addressable analogue type and shall include the following:

- Fire alarm control panels to include backlit LCD alphanumerical keypad for field control c/w with all auxiliary controls;
- Intelligent addressable smoke detectors, heat detectors, manual call point, line isolator, interface units and sounder;
- Dynamic and interactive colour graphic, PC work station display status alarm and layout of building complex;
- All necessary hardware/ software to make the system fully operational;
- Repeater alarm panels;
- Mimic display for the complex showing status of normal, fire and fault.
- System to communicate and interface to Security Management System.

5. Generator

A minimum of one standby generator shall be provided for the complex.

- The generator shall be of automatic mains failure type, with water cooled diesel engine and bulk storage tank.
- Bulk diesel storage tank shall have a minimum capacity of 2500 litres.

- Generator shall be provided with microprocessor based control system which is designed to provide automatic starting, monitoring and control functions for the generator sets.
- The control system shall allow local monitoring and control of the generator set and remote monitoring. All hardware/ software shall be provided.
- The sets shall be within soundproof enclosure of the generator room shall be soundproofed to reduce noise level to 76 dBA at 1 metre.
- The stand-by generator shall be sized for a 24 hours continuous operation.

All circuits including lighting for the following offices shall be connected to the essential feed from the generator.

#### 6. Air Conditioning and Ventilation

- The design of the cooling and ventilation system shall conform to the relevant British Standards. Areas requiring 24 hour operation like sewer room shall be served by air-conditioning systems that minimise control plant operation and running costs.
- The capacity of the cooling equipment shall be based on detailed cooling load calculations, taking all relevant factors into consideration. The design shall be based on outside conditions of 35° C and relative humidity 80 % during summer period. The comfort condition to be achieved, during peak summer time, is 22° C +/- 1° C and relative humidity of 50 % in occupied areas.
- The refrigerant used shall be one approved by the Montreal Protocol.
- Noise levels of the equipment must be within limits prescribed in the British Standards.
- The building shall have fresh air supply to the different occupied areas.
- Exhaust provisions shall be provided in particular kitchen, tea rooms, toilet and any special areas like photocopy/print rooms.
- The controls of the air conditioning systems shall be modular, user friendly and simple Direct Digital Control System.

#### 7. Water Supply Pumps

- The booster pump sets for the potable water supply shall be pressure switch controlled packaged unit with duty and standby pumps accumulators and control panels and shall have the required duty.
- The duty and standby pumps shall be vertical multi-stage, quiet running, high efficiency type with stainless steel housing and, impellers and shaft.
- The complete set shall be located in the building basement.
- The pumps shall be connected to the generator circuits.



### Indicative Accommodation Schedule of Offices

No.	List of offices	Area (m <sup>2</sup> ) Approx.	Space division (see note <sup>2</sup> below)
1.	Confidential Secretary's office	45	Workstation
2.	Secretary General's Office (meeting room for 10 persons)		Private office
3.	Administrative Assistant		Workstation
4.	7 Head of Sections	85	Private Office
5.	Programme Office	150	Work station
6.	Internal Audit section	40	Private Office
7.	IT Unit	40	Private Office
8.	Finance Section	40	Workstation
9.	Administration	40	Workstation
10.	Registry	50	Workstation
11.	HR	40	Workstation
12.	Stores	50	Closed Area
13.	Board/Conference/training room for 50 persons	100	Private Office
14.	4 nos Meeting room (5 persons)	100	Private Office
15.	Messroom	70	Private Office
	Above requirements exclude, reception area, circulation (internal and external corridor, lifts etc) technical areas and space for kitchenette and Toilets		
	<b>TOTAL</b>	<b>850</b>	
	No. of Parkings	Minimum 8 vehicles	

Note: 1. The above list is only indicative at this stage.  
 2. Space divisions; Private office: full height partitions and door  
 Workstation: Open plan cubicle/low height partition/individual  
 desk in an undivided space  
 Partitions can be partly or fully glazed



## Reference sites & Profiles of Technical Support Staff

The “**Tables for Reference sites & Profiles of Technical Support Staff**” should be completed. Non-submission or incomplete table may entail elimination.

*Customer Reference sites for multi-site IP-PBX*

<b>Customer site</b> Address, Fax	Company Name,	<b>Customer</b> Contact person, telephone	Project Description	No of sites connected	Hardware or software IP Phones– <b>Quantity</b>	<b>Date of implementation</b>	
						Month	Year

*Technical Support Staff profiles*

Person		Qualifications			Experience			Date of appointment	
Name	Designation	Date	Institution	Qualifications	Company	Duration	Nature of work	Month	Year

## Section VI - FORMS OF BID

### BID SUBMISSION FORM FOR TECHNICAL PROPOSAL

(TO BE FILLED BY THE BIDDER AND SUBMITTED AS THE TECHNICAL PROPOSAL)

1. Name and address of Bidder:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Telephone No \_\_\_\_\_ 3. Mobile Phone \_\_\_\_\_

4. Fax No \_\_\_\_\_ 5. E-mail address \_\_\_\_\_

1. Having examined the bidding documents, the receipt of which is hereby acknowledged, I am /We are submitting our proposal of office space/building for rental as described above in response to the Invitation for Bids .....
2. I am/We are also enclosing full details and relevant drawings of the building being proposed as well as a list of proposed works. I/ We propose to execute to suit your requirements.
3. The office space/building proposed above shall be available as from ..... complete with the amenities as defined in ITB .....to be agreed between the Interior Designer appointed by the bidder and the Project Manager appointed by the Public Body.
4. I/We undertake, if invited to do so by you, and at our own cost, to attend a clarification meeting at a place of your choice, for the purpose of reviewing our Technical Proposal and duly noting all amendments and additions thereto, and noting omissions therefrom that you may require.
- 10 I/We further undertake, upon receiving of your written invitation, to proceed with the preparation of our Second Stage Bid, rectifying our Technical Proposal in accordance with the requirements from the clarification meeting, and submitting our proposal with the supplementary to our Financial Proposal for making good our Technical Proposal.
- 11 I am/We are also forwarding along with this proposal our comments/suggestion on the Lease Agreement attached with the bid document. I/We understand that the lease agreement shall be finalised after discussion in case our proposal is selected for your need.
- 12 I/We confirm that I am/we are eligible to participate in this bidding exercise and meet the eligibility criteria specified in ITB .....
- 13 This bid shall remain valid for a period of 120 days as from the deadline set for the submission of bids.
- 14 We undertake to abide by the Conduct for Bidders and Contractors as provided under section 52 of Public Procurement Act 2006 during the procurement process and the execution of any resulting contract.

Signature of Bidder \_\_\_\_\_

Position in Company (if applicable) \_\_\_\_\_

Date: \_\_\_\_\_

**2. BID SUBMISSION FORM FOR FINANCIAL PROPOSAL**  
(TO BE FILLED BY THE BIDDER AND SUBMITTED AS THE FINANCIAL PROPOSAL)

1. Name and address of Bidder: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Telephone No \_\_\_\_\_ 3. Mobile No \_\_\_\_\_
4. Fax No \_\_\_\_\_ 5. E-mail address \_\_\_\_\_
6. Having examined the bidding documents, including Addendum Nos. *[insert numbers]*, the receipt of which is hereby acknowledged, and rectifications to the technical proposal as applicable following submission, I am /We are submitting our proposal of office space/building for rental as agreed in response to the Invitation for Bids  
 .....

Location of the office space/building ( give brief description)	Size of the office space	Monthly Rental (Rs) Inclusive of VAT
<b>Site and locations:</b>		
<b>Rental of office space</b>	...../ m <sup>2</sup>	
<b>Cost of floor finishes</b>	.....	
<b>Cost of partitioning works</b>	.....	
<b>Cost of M&amp;E services</b>	.....	
<b>Cost of Integrated Communication Network (INP)</b>	.....	
<b>Parking Facilities</b>	.....	
<b>Total monthly rental excluding VAT</b>	.....	
<b>VAT</b>	.....	
<b>Total</b>		
<b>Syndic Fees</b>		

7. This bid shall remain valid for a period of 120 days as from the deadline set for the submission of bids.
8. I/We undertake to submit a Performance Security as per ITB 30 as a guarantee to fulfill my/our obligation to have the Office space ready for occupation as agreed.

9. We undertake to abide by the Conduct for Bidders and Contractors as provided under section 52 of Public Procurement Act 2006 during the procurement process and the execution of any resulting contract.

Signature of Bidder\_\_\_\_\_

Position in Company (if applicable)\_\_\_\_\_

Date: \_\_\_\_\_

## Section VII - CHECK LIST

### Check list for submission of bids (to be filled by bidder)

Item	List of document	Checked
1.	<p>The following documents shall be included at:</p> <p><b>Technical Proposal</b></p> <ul style="list-style-type: none"><li>(i) Drawings and site plan for the proposed office space</li><li>(ii) Bid submission Form for technical proposal duly signed</li><li>(iii) Suggestion(s) on draft lease Agreement</li><li>(iv) Proof of ownership of building,</li><li>(v) Engineer's Certificate</li><li>(vi) Copy of the land use permit for the Building</li><li>(vii) List of proposed works to be executed and expected duration period to arrange for the office space to suit the requirements of the Public Body</li><li>(viii) Any other document(s) required to complete the bid submission, as specified in this bidding document.</li></ul> <p><b>Financial Proposal</b></p> <ul style="list-style-type: none"><li>(i) Bid Submission Form containing the Financial Proposal</li></ul>	

**Disclaimer:** The above list is meant to assist the bidder in submitting a complete proposal. However, the onus remains on the bidder to ensure that its submission is complete for a proper evaluation as guided by the bidding document.