

**REQUEST FOR SEALED QUOTATIONS (WORKS)**

**PROCUREMENT OF INTERIOR FIT OUT WORKS AT LEVEL 9, WING A, SHRI ATAL BIHARI VAJPAYEE TOWER, EBENE**

**REF: NSIF/RFQ/6/2023**

**Request for SEALED Quotations (Works)**

**Procurement of INTERIOR FIT OUT WORKS AT LEVEL 9, WING A, SHRI ATAL BIHARI VAJPAYEE TOWER, EBENE**

**Reference Number: NSIF/RFQ/6/2023**

**To** *[insert name and address of bidder in bold]***…………………………………………………………**

**…………………………………………………………………………………………………………**

You are hereby invited to submit your best quotation for the works listed hereunder and more fully described in the Schedule of Requirements. Your offer should be made on this form stating other relevant data, with any annex you may wish to attach thereto. Works should *preferably* be completed in *3 months* from issue of Works Order.

We commit ourselves to maintain the highest standard of integrity and ethical principles during all stages of the procurement cycle.

**Name of Officer: Ajay Sowdagur Status**: Secretary General

**Date: ……………………..**  **Signature** …………………………..

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **Brief Description of Works** | **Sub-Total from Priced Activity Schedule** | **VAT (Rs)** | **Amount (Rs)** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
|  | | | **Total** |  |
|  | |
| Quotation Validity period: 60 days after the closing date for bid submission. | | | | |
| Works completion: 3 months after issue of Works Order. | | | | |
| Closing date and time for submission: ……………………………………………………….. | | | | |
| Modes of Submission: Hand/ Courier | | Fax No.: ……….  *[if applicable]* | | |
| Tender box located at: *NSIF, Level 6, Garden Tower, La Poudriere Street, Port Louis* | | | | |

I/We declare that I/We **“qualify/do not qualify**” for Margin of Preference and shall, upon request, submit documentary evidence in this respect.

I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption during our participation in the bidding process and we commit ourselves to observe the same principles if the contract is awarded to me/us and during its execution. We understand that transgression of the above is a serious offence and appropriate actions will be taken against me/us.

I/We are authorized as per the Construction Industry Development Board Act to undertake the work mentioned above and agree to execute same as more fully described hereunder at price(s) quoted by me/us in accordance with the NSIF’s Conditions of Contract.

**Date………………………. Bidder’s signature / seal: …………………………….**

**LETTER OF INVITATION**

Dear Sir/Madam,

Subject:PROCUREMENT OF INTERIOR FIT OUT WORKS AT LEVEL 9, WING A, SHRI ATAL BIHARI VAJPAYEE TOWER, EBENE

**Background**

The National Social Inclusion Foundation (NSIF) is the central body for receiving and allocating public funds to NGOs. It operates under the aegis of the Ministry of Social Integration, Social Security and National Solidarity.

1. NSIF invites you to submit your best quotation of the Tender for Interior Fit Out Works at Level 9, Wing A, Shri Atal Bihari Vajpayee Tower, Ebene.
2. The following documents are enclosed to enable you to submit your proposal:
3. The Terms of Reference (TOR) Annex 1
4. Instruction to Bidders Annex 2
5. Price Activity Schedules 1 & 2 Annex 3
6. Guidance Notes Annex 4
7. Layouts Annex 5
8. Any request for clarification should be forwarded via e-mail (info@nsif.mu) addressed to the same person mentioned in para. 4.
9. Submission of Proposals

The proposals should reach the National Social Inclusion Foundation (NSIF) by **13.00 hours Wednesday 25th October 2023** at the following address:

**The Secretary General,**

**National Social Inclusion Foundation,**

**Level 6, Garden Tower, La Poudriere Street,**

**Port Louis.**

Proposals should **not** be forwarded by electronic mail.

1. A site visit is scheduled on Monday 16 October 2023 from 10.00 hours to 12.00 hours.
2. Deciding Award of Contract

Qualification and experience of the *contractors* shall be considered as the paramount requirement. Proposers must have a minimum of three (3) years of experience in providing services similar to those requested in this Request for Quotation.

Selection shall be based on the lowest price offered, subject to compliance with scope of works,

specifications, quality standards, acceptable completion period in accordance with the General

Terms and Conditions.

1. Documents to be submitted

(a) Brief that illustrates expertise and experience in the field

(b) Three reference letters

(c) VAT& BRN Registration Certificate

(d) Any other relevant documents

(e) Annexure 3 – Price Activity Schedules 1 & 2

1. Please note that the *National Social Inclusion Foundation* is not bound to select any of the Consultants submitting proposals.
2. You are requested to hold your proposal valid for **60 days** from the deadline for submission of proposals during which period you will maintain without change, your proposed price. The National Social InclusionFoundation will make its best efforts to finalize the agreement within this period.
3. Please note that the cost of preparing a proposal and of negotiating a Contract is not reimbursable as a direct cost of the assignment.
4. Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Mauritius.
5. We commit ourselves to maintain the highest standard of integrity and ethical principles during all stages of the procurement cycle.
6. The *National Social Inclusion Foundation* would like to thank you for considering this Request for Quotation.

Yours faithfully,

**(Sowdagur A)**

**Secretary General**

**Enclosures:**

Annexure 1: Terms of Reference

Annexure 2: Instruction to Bidders

Annexure 3: Price Activity Schedules 1 & 2

Annexure 4: Guidance Notes

Annexure 5: Layouts

**Annex 1**

**TERMS OF REFERENCE**

1. **SCOPE OF WORKS:**
   1. Undertake the setting – out of the partitioning works and floor marking.
   2. Construction of light partitioning wall and glazed partitioning as per specification indicated in

the Bill Items 2.0 and 3.0 of the tender documents and as per drawings.

* 1. Supply and fix glass doors as per specification indicated in Bill Items 4.0 of the tender documents and as per drawings.
  2. Supply and fix wooden door and cladding as per specification indicated in Bill Items 6.0 and 8.0 of the tender documents and as per drawings.
  3. Apply undercoat and two coats of white emulsion paint over new partition wall, freshly

repaired concrete surfaces and internal existing block walls.

* 1. Supply and install false ceiling as per specification indicated in Bill Items 7.0 of the tender documents and as per drawings.
  2. Supply and installation of wires and cables, electrical panels, circuits, outlets, switches, light fixtures, and appliances
  3. Undertake the planning, design and installation of the telecommunication and data infrastructure

1. **INSTRUCTION TO TENDERERS:**
   1. Tenderers are requested to visit the site and make themselves acquainted with the nature and extent of the works. Exact measurements are to be taken on site.
   2. Tenderers must include all costs of materials, labour, transportation, insurance etc. in their tender. No claims for unforeseen works will be entertained after award of the contract. Provisions shall be made for working outside normal working hours on weekdays or during weekends if so required.
   3. The tenderer should inspect existing services and take all precautions for any possible damage during the execution of the work. The successful tenderer will undertake to make good at his own expense any damage so caused and shall be liable in respect of all claims arising from such damage.
   4. The tender price should be in a fixed lump sum and inclusive of VAT if applicable.
   5. Claims for fluctuations in prices of materials and increases in labour costs would not be entertained after the award of contract.
2. **CARE OF THE WORKS:**
   1. The Contractor shall take care to avoid interference with the occupants of the building in their day-to-day activities. Enough care should be taken to avoid disruption to the surroundings andprevent dust infiltration into premises by leaving openings unprotected.
   2. The Contractor shall be held liable and be required to repair any damage to the premises arising out of his negligence.
   3. The Contractor would provide necessary plant, equipment, scaffolding, tools, etc for the execution of the works and be responsible for safekeeping of same.
   4. The Contractor shall ensure that adequate safety precautions are taken during the work and to protect both his workers and third parties from injury.
   5. The Contractor shall keep the building owner indemnified against any claim whatsoever whether from the occupants of the building or from third parties.
   6. The Contractor shall have taken adequate insurance cover up till the completion of work to protect inter-alia:

(i) The works against loss or damage or from any other claims.

(ii) His workers in respect of personal injuries or deaths arising out of or in the course of the works; and

(iii) The building owner against any claim of liability from third parties, including its

tenants, in respect of any damage or injury resulting from the works.

1. **DURATION OF WORKS:**

The whole of the works should start within one-week (1) following award of the contract and

shall be completed within a period of 3 months.

**Annex 2**

**INSTRUCTIONS TO BIDDERS**

1. **Submission of Quotations**

1.1 Quotations comprising of Section A and the Priced Activity Schedule in Section B must be submitted as stated in the RFQ: by hand in sealed envelopes marked in the lower left hand corner of the envelope “SEALED QUOTATION FOR (Name and Number of RFQ)” and deposited in a Tender Box at the location stated in the RFQ; ***NSIF, Level 6, Garden Tower, La Poudriere St., P. Louis***

1.2 All sections of a RFQ shall be filled; where a section is not applicable, the letters N/A shall mean NOT Applicable and the letters N/Q shall mean NO Quote.

**2. Eligibility Criteria**

In accordance with CIDB Act 2008, Contractors have the statutory obligation to be duly registered

with the Construction Industry Development Board (CIDB) to undertake works of Rs 500 000 and above.

Note: Bidders may consult the website of the CIDB cidb.govmu.org for further details concerning registration of contractors

**3. Selection and Decision**

Selection shall be based on the lowest price offered, subject to compliance with scope of works, specifications, quality standards, acceptable completion period in accordance with the General Terms and Conditions

**4. Margin of Preference**

4.1 A Margin of Preference for employment of local manpower shall be applicable, for national bidding, as follows:

* A local Small and Medium enterprise, having an annual turnover not exceeding Rs 50million or a joint venture consisting of local Small and Medium Enterprises having an aggregate annual turnover not exceeding Rs 50million who undertakes to employ local manpower for 80% or more of the total man-days deployed for the execution of the works contract referred hereto, shall be eligible for a Margin of Preference of 20%.
* Any bidder incorporated in the Republic of Mauritius not satisfying all the conditions mentioned in (a) above but undertakes to employ local manpower for 80% or more of the total man-days deployed for the execution of the works contract referred hereto, shall be eligible for a Margin of preference of 10%.

Note: Local manpower shall mean employees on the payroll of the Contractor as well as those for subcontractors for executing the works contract on the site.

4.2 Bidders applying for the Margin of Preference shall submit, upon request, evidence of:

1. their incorporation in the Republic of Mauritius;
2. their Joint Venture Agreement or intention to legally enter into a Joint Venture Agreement to be incorporated in the Republic of Mauritius, where applicable;
3. the percentage of the total man-days to be deployed by local manpower with break-down indicating type of works to be entrusted to local manpower.
4. A financial statement signed by a certified Accountant vouching that the annual turn-over of the local Small and Medium Enterprise (where applicable) does not exceed Rs 50M
5. their deployment of manpower to demonstrate how they will undertake to employ the local manpower for the project. The evidence may include the number of existing employees that will be involved in the project and the number of workers that may be hired temporarily.

Non-submission of the evidence may entail non-eligibility of the bidder for margin of preference.

**5. Rights of the NSIF**

The NSIF shall have the right to (a) ask for clarifications at time of evaluating quotations, (b) split the contract on an item basis or (c) reject all quotations. The NSIF shall not be bound to accept the lowest or any quotation.

**6. Notification of Award and Debriefing**

6.1 The NSIF shall after award of contract, exceeding Rs 1 million, promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount.

6.2 Furthermore, the NSIF shall attend to all requests for debriefing, for contract exceeding Rs 1 million, made in writing, within 30 days the unsuccessful bidders are informed of the award.

**CONDITIONS OF CONTRACT**

Any resulting contract shall be placed by means of a Works Order and shall be subject to the General Conditions of Contract (GCC), **REF: NSIF/RFQ/6/2023** for the Procurement of Works (available on website ppo.govmu .org) except where modified by the Particular Conditions of Contract specified hereunder.

1. **Site:** The site is located at Level 9, Wing A, Shri Atal Bihari Vajpayee Tower, Ebene and is defined in drawing as attached.
2. **Start Date:** The start date shall be within one week after award of contract
3. **Works:** The Works consist of items listed in the Priced Activity Schedules in the RFQ and attached drawings.
4. **Intended Completion** Date: within 3 months after award of contract
5. **Possession of Site**: The site possession date shall be immediately after award of contract
6. **Defects Liability Period:** The defects liability period is 12 months after completion of works.
7. **Liquidated Damages:** The liquidated damages for the whole of the Works are Rs 1,000 per day. The maximum amount of liquidated damages for the whole of the Works is Rs 500,000.
8. **Prices:** Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract. The prices quoted shall include all costs, where applicable, such as transportation to the location for delivery stated in the RFQ, insurance, or any other associated costs.
9. **Advance Payment:** No advance payment shall be applicable for this contract.
10. **Payment:** The NSIF undertakes to effect payment within 30 days after completion of works to the satisfaction of the NSIF and subject to the Contractor submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

11. **Health and Safety:** The Contractor shall execute the works in compliance with the provisions of the Occupational Health and Safety Act 2005 pursuant to his obligation to ensure the safety of its employees and third parties.

12. **Variation**: Variation, if any, in the works shall be mutually agreed upon after a review of the work plan prior to start of works. Any variation in the works execution shall be governed as per the provision in the Public Procurement Act.

1. **Compensation event:** There shall be no compensation event justifying extension of time except for Force Majeure, delays in handing over of site and such other causes attributable to the NSIF that has a direct incidence on work start or progress.
2. **Retention money:** The NSIF shall withhold 5 % of the contract amount as retention money for a period to be agreed by the parties depending on the type and complexity of the works
3. **Correction of defects:** The NSIF shall give notice to the Contractor of any defects in the works. Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified by the NSIF’s notice. If the Contractor has not corrected a defect within the time specified in the NSIF’s notice, the NSIF will assess the cost of having the defect corrected and deduct same amount from money due to the Contractor.
4. **Labour Clause:** The remuneration and other conditions of work of the employees of the Contractor shall not be less favourable than those established for services of the same character in the trade concerned-

(i) by collective agreement applying to a substantial proportion of the employees and employers

in the trade concerned;

1. by arbitration awards; or
2. by Remuneration Orders.
3. **Termination:** The NSIF may terminate the contract, by not less than thirty (30) days’ written notice of termination to the Contractor, if the Contractor does not remedy a failure in the performance of its obligations under the Contract, the Contractor becomes insolvent or bankrupt or the Contractor is unable to perform a material portion of the works for a period of 60 days as the result of Force Majeure or if the NSIF wishes to do so for its convenience.
4. **Assignment:** The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor’s rights, claims or obligations under this Contract except with the prior written consent of the NSIF.
5. **Removal and replacement of personnel:** The Contractor shall at the request of the NSIF and at no additional cost remove and replace any personnel reported for misconduct or poor performance by another person of similar qualification and experience.
6. **Settlement of Disputes:** The Parties shall endeavor to settle amicably any dispute, controversy or claim arising out of, or relating to this Works Order or the breach, termination or invalidity thereof. Unless, any such dispute, controversy or claim between the Parties is settled amicably within thirty (30) days after receipt by one Party of the other Party’s request for such amicable settlement, such dispute, controversy or claim shall be referred to the competent court of Mauritius.

**Annex 3**

**PRICED ACTIVITY SCHEDULE – 1 PARTITION, DOORS, CEILING & CLADDING**

The quantities shown below are approximate and are not subject to re-measurement for payment purposes.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item no.** | **BRIEF DESCRIPTION OF WORKS** | **REFERENCE PICTURE** | **Qty** | **Unit of measure** | **Unit price** | **Total price** |
| 1.0 | Preliminaries & general Items |  |  |  |  |  |
| 2.0 | Undertake the setting-out of the partitioning works and floor markings of the overall layout as per drawings. After approval, supply and construct light wall partition **Full Height Partition** as per layout plan**. Drawing** **Ref No. 01 Partition Layout.**  **Wall partition to be as specification below:-**   1. All framing should be of 50mm steel stud structure 2. All fittings and accessories should be of inox materials 3. Wall cladding should be double skin gypsum board of 12mm with taped joint and gypsum plaster 5mm 4. Walls should be sand papered with application of two coats of emulsion white paint on both sides. 5. All gypsum partitions need to fixed from floor finish level to ceiling height 3070mm. 6. All gypsum partitions need to be skimmed 3mm. 7. For areas without suspended ceiling having exposed slab and beams, wall finish material shall be from floor level to bottom of slab level unless noted otherwise |  |  |  |  |  |
| 3.0 | Undertake the setting-out of the partitioning works and floor markings of the overall layout as per drawings. After approval, supply and construct single glazed frameless glass partition **Full Height** partitioning (maximum height as per layout plan) **Drawing Ref No. 01 Partition Layout.**  **Glass partition to be as per specification below:-**   1. Glass panel should be clear laminated glass type 8 mm thick with frosted detail **(as per picture attached)** 2. All fittings and accessories should be inox material 3. Frames to be of Aluminium with a black powder coating finish |  |  |  |  |  |
| 4.0 | Supply and fix pivot single glass doors of dimension as per drawing layoutand frosted detail (**as per picture attached**). Door shall be complete with inox door locking devices and door stopper.  1. Frames to be of Aluminium with a black powder coating finish  **Drawing Ref No. 01 Partition Layout.** |  |  |  |  |  |
| 5.0 | Interior paintings  Apply two coats of paint of approved quality and colour (As per interior Designer specifications) (Mauvilac, Permoglaze or equivalent) to internal walls, beams, columns allowing 3 hours before successive coats or as per manufacture’s specifications.  Contractor to ensure that all works are completed before starting paint works. |  |  |  |  |  |
| 6.0 | Supply and fix one double wooden door for boardroom as per dimension 2200 x 1800 mm and ID specifications. (**Picture attached).**   1. Door shall be complete with inox door locking devices and door stopper. 2. Door will have 2 layer varnish finish |  |  |  |  |  |
| 7.0 | Supply and install false ceilings of 12mm gypsum boards including lights on areas specified **(Drawing Ref 05 False Ceiling layout).**   1. Gypsum boards used for false ceilings should be of 12mm 2. Colors and lights detail should be according to ID specifications (picture attached) |  |  |  |  |  |
| 8.0 | Supply and fix Wooden cladding on specified areas - detail should be according to ID specifications (picture attached)   1. Cladding will have integrated led lights. 2. Cladding will have 2 layer varnish finish |  |  |  |  |  |

**PRICED ACTIVITY SCHEDULE – 2 ELECTRICAL, TELECOMMUNICATION & DATA SYSTEM**

The quantities shown below are approximate and are not subject to re-measurement for payment purposes.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **BRIEF DESCRIPTION OF WORKS** | **REFERENCE PICTURE** | **Qty** | **Unit of measure** | **Unit price** | **Total price** |
| 1.0 | Preliminaries & general Items |  |  |  |  |  |
| 2.0 | **Electrical System**  **Undertake the planning of the electrical system in the building.**  This will include size of the building, the expected electrical load, the types of electrical devices and equipment to be used, and any special requirements or constraints.  **Design Electrical Layout:**  Based on the assessment, the layout of the electrical system. Will have to be designed. This includes determining the locations of electrical panels, circuits, outlets, switches, lighting fixtures, and other electrical components.  **Undertake the Selection of Components**  Specify the types and ratings of electrical components to be used in the system, such as wires, cables, circuit breakers, transformers, and outlets. The selection of components must match the design requirements and code compliance.  **Works will also pertain to** :-   1. **Installation of wiring** Undertake the supply and installation of wires and cables, electrical panels, circuits, outlets, switches, light fixtures, and appliances 2. **Compliance with Codes and Regulations-**   Checking for proper voltage, grounding, and circuit integrity.   1. **Documentation**   Provide thorough documentation of the network layout, equipment, and configurations for future reference and troubleshooting. |  |  |  |  |  |
| 3.0 | **Telecommunication and Data**  **Assessment of Requirements:**  Undertake the assessment of the telecommunication and data needs and requirements of the premises. This will include size of the building, the expected telecommunication and data requirements,, the types of devices and equipment to be used, and any special requirements or constraints.  **Design telecommunication and data Layout**  Undertake the Planning and Design of the telecommunication and data infrastructure by creating a network diagram that will outline the layout, including the location of data outlets, network cabinets, and access points, number of users, types of devices, and expected data usage.  **Works will pertain to –**   1. Cabling Installation 2. Network infrastructure required (e.g., internet, fiber-optic, wireless).. 3. Procurement of networking equipment such as switches, routers, access points, and network cables. 4. Considering scalability for future growth.   **User Training and Support:**   * Provide training to users on how to connect to and use the network effectively. * Establish a support system for troubleshooting and addressing user issues.   **Compliance and Regulations:**  Ensure that the installation complies with relevant regulations and standards, such as building codes and data protection laws**.**  **Documentation:**  Provide thorough documentation of the network layout, equipment, and configurations for future reference and troubleshooting**.** |  |  |  |  |  |
| 4.0 | **ELECTRICAL SUPPLIES**  **Switches & Sockets**  Undertake the supply and installation of wall sockets as per layout plan  **(Drawing Ref No.4 – Electrical socket layout)**  **Socket to be as specification below:-**  **White Legrand Synergy sockets**   1. **2 Gang plug socket** 2. **2 Gang EU plug socket** |  |  |  |  |  |
| 3.0 | Undertake the supply and installation of electrical switches as per requirements of the space layout.  **Switches to be as specification below:-**  **White Legrand Synergy electrical switches**   1. **1- Gang** 2. **2- Gang** 3. **3- Gang, etc…** |  |  |  |  |  |
| 4.0 | Undertake the supply and installation of table sockets as per requirements of the space layout. (Boardroom, Meeting rooms)  (**Drawing Ref No.4 – Electrical socket layout**  .Sockets to be as specification below**:-**  **White Legrand Synergy table sockets**   1. 1- Gang 2. Multi- Gang   Picture attached |  |  |  |  |  |
| 5.0 | Undertake the supply and installation of LED ceiling flat panel light fixtures |  |  |  |  |  |

**Annex 4**

**GUIDANCE NOTES**

* Drawings are to be used as a basis for pricing purposes.
* Quantities are to be calculated from the drawings by the bidders.
* Bidders should also confirm quantities on site, if need be, and
* Bidders should send a list of queries prior to the pre-bid meeting for confirmation during the meeting.
* Samples, as appropriate, to be submitted for approval by the ID, prior to confirmation for order.
* Quotes to be submitted on a ‘Sum’ basis for each item, hence bidders to ascertain that quantities are properly calculated.
* Country of Origin of specialist materials used to be specified, and
* No adjustment to be made for failure by the bidders to allow for requisite quantities for the execution of the works.
* Contractor to price for their associated preliminaries costs (supervision, bonds, scaffolding etc….)
* Bidders to allow for any item not included in the checklist but which they consider essential for the execution and completion of the works.
* Works should be done following all safety standards and building codes.
* Coordination with Other Trades: All stakeholders in this project should work closely with other professionals involved to ensure seamless integration with the overall building design