

**Open Advertised Bidding for Purchase of Property (Land with House thereon)**

**for**

**setting up of**

**Family-like Residential Care Facilities for Children in Distress**

**Procurement Reference No: NSIF/OAB/03/24**

**OPEN ADVERTISED BIDDING**

**PURCHASE OF PROPERTY FOR SETTING UP OF FAMILY-LIKE RESIDENTIAL CARE FACILITIES FOR CHILDREN IN DISTRESS IN MAURITIUS**

**Reference Number: NSIF/OAB/03/24**

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

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

You are hereby invited to submit your best quotation for the sale of property (land with unfurnished house thereon) for the setting up of family-like residential care facilities for children, listed hereunder and as fully described in the Schedule of Requirements. The estimated value of the property does not exceed Rs15M.

Your offer should be made on this form stating other relevant data, with any annex you may wish to attach thereto.

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 land and house**  | **Amount (Rs)**  |
| **1** | Freehold land and unfurnished concrete house located in residential areas. |  |
| **2** | Total extent of land (including house thereon) estimated between 200T (760 **m2)** to 400T (1,516 **m2**). |  |
| **3** | Estimated area of the house is around 400 **m2** (1 floor acceptable). |  |
| 4 | Equipped with all utilities, electricity, water supply, wastewater disposal and availability of telephone and internet connections etc.  |  |
| 5 | Equipped with electrical, lights, and plumbing installations. |  |
| 6 | Minimum housing requirement * at least 6 bedrooms of at least 16 **m2** each**.**
* rooms are not en suite (i.e., withhout bathrooms and toilet integrated)
* floor tiles on all the house area
* 2 toilets (one on ground floor if applicable if the house is ground+ 1floor)
* 2 bathrooms
* laundry area
* corridor
* living and dining rooms
* kitchen equipped with base and wall cabinets
* storage space
* verandah
* proper ventilation
 |  |
| 7 | Safe and child friendly. Sturdy, and as far as possible, inflammable materials have been used in the construction.  |  |
| 8 | Space available for at least 1 parking for a 15-seater van, and outdoor play area and activities. |  |
| 9 | Properly fenced with block wall. |  |
| 10 | Accessible to public transport, utilities, and other public facilities. |  |
| 11 | Accessible to disabled persons.  |  |
|  | **Total cost of property sale** |  |
|  | **Any other costs to be borne by Bidder** |  |
|  | **Agency fee** |  |
|  | **Total cost excluding VAT** |  |
|  | **VAT** |  |
|  | **Total cost including VAT** |  |

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| Quotation Validity period: 60 days after the closing date for bid submission. |
| **Closing date and time for submission: Wednesday 31st July 2024 at 15hrs** |
| Modes of Submission: By registered post  | Fax No.: ……….*[if applicable]*  |
|  |  |

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.

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

**Section II**

**INSTRUCTIONS TO BIDDERS**

1. **Introduction**
2. **General**: The National Social Inclusion Foundation (NSIF) intends to purchase land with a house thereon for the setting up of residential care facilities for children in distress in Mauritius as described below:

A total extent of the land between 200T (760 m2) to 400T (1,516 m2), including the house thereon, is in a residential locality and is available for immediate sale.

The property is fitted with complete amenities such as electrical and water supply as per required standards, power points, telephone/ internet connections, proper access and parking facilities and is in accordance with Health and Safety Regulations and Building and the terms and in accordance with the Land Use Permit requirement.

**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 NSIF 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.

1. **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:**

5.1 A prospective Bidder requiring any clarification of the Bidding Documents may notify the NSIF addressed to: **The Secretary General.** The response will be made in writing to any request for clarification of the Bidding Documents that is received earlier than 7 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 NSIF exclusively through the issue of an Addendum pursuant to ITB 6.

**6. Amendments of Bidding Documents**: No later than 5 days prior to the deadline for submission of bids, the NSIF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents. Amendment details will be posted on the NSIF website. 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.

1. **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 theNSIF 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 it’s Bid is accepted;

(b) **Documentary evidence** established in accordance with clause 10 of Instructions to Bidders that the property and related amenities 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 a qualified private and sole individual owner or company or property agency. The documentary evidence of the Bidder’s qualifications to perform the contract if its Bid is accepted, shall be established to the NSIF’s satisfaction:

1. Bidders should produce evidence of ownership of the land and building and/or being duly authorized to enter into a purchase agreement with a third party for the proposed property sale;

(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; and

(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 requirement 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, title deeds, drawings, plans, land use permit and data, and shall consist of:

1. A detailed description of the essential technical and functional characteristics of the land and house offered for sale;

(b) Full details of the property including but not related to the land, the house and any other amenities, equipment and installations etc.;

(c) Documents authorizing the use of the offered land, house and any other amenities as a residential facility;

(d) Evidence of being duly authorized to act as property agency with a third party for the proposed sale;

(e) Legible copies of all plans, drawings (including house plans, land survey plan with measurements and specifications), architectural and structural drawings, and other evidence establishing its eligibility and qualifications;

(f) A certificate from a registered professional engineer of the Republic of Mauritius certifying the structural integrity of the property; and

(g) 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.

**11. Bid Currencies/Bid Prices**: All prices shall be quoted in **Mauritian Rupees**.

**12. Period of Validity of Bids**: Bids shall remain valid for **60 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 NSIF 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.

**D. Submission of Bids**

**13. Format and Signing of Bid**:

13.1 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.

13.2 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.

**14. Sealing and Marking of Bids**

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

14.2. 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 SALE OF PROPERTY**

**NSIF/OAB/03/24 and DO NOT OPEN TILL Wednesday 31st July 2024**

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

15.1 Bids must be **sent by registered post at the address shown above** on or before the date and time indicated in Bid Data Sheet.

15.2 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.

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

**16. 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 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**

**17. Opening of Bids**:

17.1 The NSIF will open all Bids in the presence of Bidders and/or 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.

17.2 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**.

17.3 The bidders’ names, bid modifications, substitutions or withdrawals, 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.

17.4 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.

17.5 The NSIF will prepare minutes of the Bid Opening.

**18. Preliminary Examination**:

18.1 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.

18.2 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.

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

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| **19.** **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 the areas, space, regulations, features and ability of the land and house space to satisfy functional and regulatory requirements of the Ministry of Gender Equality and Family Welfare and 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).  |
| 1.6  | 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 shall conduct an inspection (site visit) of the land and house and/or due diligence of the bidder (premises owner and agency, if any) and consult relevant regulatory and licensing bodies for Residential Care Institutions prior to the award being made. NSIF reserves the right to reject any offer/bid based on the findings made during such inspection and consultations in case non-compliance of the offer with any of the requirements set forth in this ITB and applicable regulatory requirements has been factually revealed. |

**20. Clarification of Bids:**

20.1To 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.

20.2 The NSIF 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 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.

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**21.**  **Opening of Financial Proposals**

21.1 The NSIF will open the Financial Proposals 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.

21.2 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 NSIF at the opening. The bidder's representatives will be required to sign this record.

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

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

22.2 The NSIF 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.

22.3 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.

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

**Table of Rating Factors for Purchase of Real Estate**

Marking for technical merit (Tm):

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Rating Factors** | **Weight (%)** | **Rating** |
| **I** | **Location and Site Condition** |  |  |
|  | 1. Accessibility  | (35) |  |
|  | 2. Topography and Drainage etc. | (25) |  |
|  | 3. Yard for outdoor activities  | (20) |  |
|  | 4. Parking space  | (15) |  |
|  | 5. Other added amenities  |  (5) |  |
|  |  | **(100)** |  |
| **II** | **Neighbourhood Data** |  |  |
|  | 1. Sanitation and health condition  | (25) |  |
|  | 2. Adverse influence  | (25) |  |
|  | 3. Police, health, social amenities - schools, shops, and markets | (20) |  |
|  | 4. Security and safety including fire escapes/emergency exits, camera surveillance system | (20) |  |
|  | 5. Banking/postal/telecom  | (10) |  |
|  |  | **(100)** |  |
| **III** | **Real Estate** |  |  |
|  | **1. Structural condition**  | (30) |  |
|  | 2. **Functionality** |  |  |
|  | a. Module  | (7) |  |
|  | b. Room arrangement  | (7) |  |
|  | c. Circulation (including staircase if applicable) | (7) |  |
|  | d. Light and ventilation  | (7) |  |
|  | e. Space requirements  | (7) |  |
|  | 3. **Facilities** |  |  |
|  | a. Water supply and toilet  | (6) |  |
|  | b. Lighting system  | (6) |  |
|  | c. Maintainability  | (6) |  |
|  | d. Risk of fire and fire escapes  | (6) |  |
|  | **4. Other requirements** |  |  |
|  | a. Maintenance  | (5) |  |
|  | b. Attractiveness  | (6) |  |
|  |  | **100** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Rating Factors** | **Weight (%)** | **Rating** |
|  | **Location and Site Condition**  | × (.20) = |  |
|  | **II. Neighborhood Data**  | × (.30) = |  |
|  | **III. Real estate**  | × (.50) = |  |
| **Factor Value** |  |

***[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**

**23**. **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 amount being found reasonable by the Valuation Office or another independent valuer.

**24. Negotiation**

Where the rates quoted by the first ranked bidder is higher than the acceptable amount as established by the Valuation Office or any other independent valuer, 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.

**25. Rights of the NSIF**

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).

**26.** **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

**27**. **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.

**28. Corrupt or Fraudulent Practices**

28.1 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.

**Section III**

**BID DATA SHEET**

The following specific data for the purchase 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  | The following must be included in the Bid submission:1. **BID SUBMISSION**

**Technical Proposal** 1. Bid submission form for Technical proposal (Section VI) including contact details of Bidder are properly filled and signed.

(ii) Architectural, structural, survey, layout plans, designs, drawings and any other evidence or technical proposals to substantiate understanding of requirements and manner in which these would be met.(iii) Compliance technical schedules where required in the technical specifications are properly filled and signed. (iv) Set of valid ownership documentation (copy); Engineer’s certificate - 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); - 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);**Financial Proposal**1. Bid Submission Form for Financial Proposal (Section VI) including contact details of Bidder are properly filled in and signed.
 |
| Deadline for Submission of Bids | Bids comprising of the Technical and Financial proposals should be received by the procuring entity before **15.00 hours, on 31st July 2024.** |
| Bid Opening  | Envelopes containing the technical proposals shall be opened on **31st July 2024 at 15.30 hours, at NSIF.**Envelope containing the Financial Proposal shall remain unopened and secured. |
| Documents Establishing Bidder’s Eligibility & Qualifications  | **Required, as per clause 9 of the Instruction to Bidders (Section II)**  |
| Bid Validity Period  | 60 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  | Bids will be evaluated based on following criteria: - Compliance with requirements relating to functional, technical features and ability of the land, house and other amenities to satisfy functional requirements of theNSIF and regulatory bodies- Compliance with General Conditions specified by these Bidding Documents - Compliance with administrative and security requirements/clerances of the relevant authorities including Building and Land Use Permit- Compliance with legal requirements (premises not under encumbrance, etc.). / Availability of documents confirming compliance of the Bidder to the requirements of the ITB. **Financial proposal**  |
| Payment terms  | No advance payment will be made. Payment shall be made by bank cheque at a notary office after authentication by the notary of all deeds and other documents.  |
| All communication must be directed to:  | **The Secretary General,****National Social Inclusion Foundation****Level 6, Garden Tower****La Poudriere Street****Port Louis** |
| Requests for additional information  | Request for additional information must be received at least 7 (seven) working days before the Deadline for Submission of bids. Bidders are encouraged to raise queries as early as possible.  |

**Section V**

**SCHEDULE OF REQUIREMENTS FOR PURCHASE OF PROPERTY**

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| --- | --- |
| 1. Property requirement
 | Proposals for purchase of land with house thereon shall meet the following requirements:1. concrete house preferably with 6 bedrooms and living and dining rooms and kitchen;
2. 2 toilets, 2 bathrooms separate from rooms;
3. Common areas: laundry, corridors, verandah etc.
4. garage;
5. storage space;
6. the property should be available with all the specified amenities and ready for occupation, preferably **as soon as possible after award of contract and signature of the legal documents**;
7. proposed house 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;
8. proposed house preferred location to be in residential localities, integrated in the community in city and adjacent area, or city edge;
9. safe and child friendly environment with safe pedestrian access;
10. door(s) for emergency exit;
11. adequate ease of circulation, privacy, opening and ventilation;
12. in-built furniture such as doors and cupboards, materials used and finishes allow easy and cost-effective maintenance and repairs;
13. fire-resistant materials used;
14. secure block boundary wall fencing and gate;
15. land area between **200T (760 m2) to 400T (1,516 m2)**;
16. proper drainage system, septic tanks and absorption pits provided;
17. compliance with normal sanitary, health and fire norms;
18. estimated house area around **400m2.** Ground and first floor acceptable;
19. house finishes and fixtures are in sound conditions;
20. tiling on floors and walls where necessary;
21. access to road, transport, utilities, public services and communication and public facilities;
22. parking space for 1 vehicles;
23. not located near highways, in flood prone areas, no risk of pollution and health hazards;
24. properly fenced with block walls;
25. security: possibility of setting up of related facilities such as a gate post and installation of camera surveillance system;
26. availability of space in the yard for outdoor amenities activities;
27. preference will be given to property with the best functional and technical facilities including electrical system, water and plumbing system, data cabling and telephony system, size, functionality for residential care and accessibility of lobby/reception area and corridors and security provisions particularly for access;
28. the building should be accessible and provide amenities or allow the fixing of amenities to disabled persons; and
29. water storage facilities.
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| Section VI - FORMS OF BIDBID SUBMISSION FORM FOR TECHNICAL PROPOSAL(TO BE FILLED BY THE BIDDER AND SUBMITTED AS THE TECHNICAL PROPOSAL)* + - 1. Name and address of Bidder:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * + - 1. 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 property sale as described above in response to the Invitation for Bids ............................. .
2. I am/We are also enclosing full details and relevant drawings and plans for the land and the house being proposed.
3. The property proposed for sale above shall be available as from ........................... complete with the amenities as defined in ITB.
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.
5. I/We confirm that I am/we are eligible to participate in this bidding exercise and meet the eligibility criteria specified in ITB …………...
6. This bid shall remain valid for a period of 60 days as from the deadline set for the submission of bids.
7. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Having examined the bidding documents, I am /We are submitting our proposal of property sale as agreed in response to the Invitation for Bids ............................. .

|  |  |  |
| --- | --- | --- |
| **Item No** | **Brief Description of land and house offered for sale** | **Amount (Rs)**  |
| **1** | Freehold land and unfurnished concrete house located in residential areas.Mention exact address: |  |
| **2** | Total extent of land (including building thereon): \_\_\_\_\_\_\_ **m2**  |  |
| **3** | Area of the house: \_\_\_\_\_\_**m2** If applicable, ground floor: \_\_\_\_\_\_\_\_\_ **m2**  1 floor:\_\_\_\_\_\_\_ **m2**  |  |
| 4 | Available utilities (electricity, water supply, wastewater disposal and availability of telephone/ internet connections etc.).  |  |
| 5 | Available equipment and amenities (electrical, lights, and plumbing installations).  |  |
| 6 | Housing description (mention area and any other relevant specifications) * Number of bedrooms:

Mention surface area of each:Room 1Room 2Room 3Room 4Room 5Room 6* Whether house is equipped with floor tiles
* Number toilets
* Number of bathrooms
* Mention common areas (laundry area, corridor, staircase etc.)
* Area of living and dining rooms in **m2**
* Whether kitchen is equipped with base and wall cabinets (describe)
* Storage space (describe)
* Verandah area
* State if rooms and common areas have proper aeration
* Other amenities if any:
 |  |
| 7 | State if place is safe and child friendly. |  |
| 8 | Mention area of space available for parking and outdoor play area. |  |
| 9 | State if properly fenced with block wall.  |  |
| 10 | Describe accessibility to public transport, utilities, and other public facilities. |  |
| 11 | Accessibility to disabled persons (if not state if modification is possible) |  |
|  | **Total cost of property sale** |  |
|  | **Any other costs to be borne by Bidder** |  |
|  | **Agency fee** |  |
|  | **Total cost excluding VAT** |  |
|  | **VAT** |  |
|  | **Total cost including VAT** |  |

1. This bid shall remain valid for a period of 60 days as from the deadline set for the submission of bids.

Signature of Bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position in Company (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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## Section VIII - Checklist

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| --- | --- | --- | --- | --- | --- | --- |
| Check list for submission of bids **(to be filled by bidder)**

|  |  |  |
| --- | --- | --- |
| **Item** | **List of documents** | **Checked (tick)** |
| 1. | The following documents shall be included.**Technical Proposal**All relevant drawings (including structural and architectural, electrical, if applicable), survey report/plan, layout plan and site plan for the property. Bid submission Form for technical proposal duly signed.Proof of ownership of building (copy of deeds). Engineer’s Certificate.Copy of the Building and Land Use Permit.List of proposed works with estimated costs to be executed and expected to arrange for the property to suit the requirements of the NSIF. Any other document(s) required to complete the bid submission, as specified in this bidding document.**Financial Proposal**1. Bid Submission Form containing the Financial Proposal.
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|  |

***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.