



# **Invitation For Bids**

## **Construction of a Metal Structure**

**at**

### **Post Office Port Mathurin - Rodrigues**

**Issued on: Tuesday 10 June 2025**

**Bid No.: MRA/OAB/METALSTRUCTURE/105/25**

**Mauritius Revenue Authority  
Level 8, Ehram Court  
Cnr Mgr Gonin & Sir Virgil Naz Streets  
Port Louis  
Tel 207 6000  
E-mail: [fin@mra.mu](mailto:fin@mra.mu)**



## **INVITATION FOR BIDS (WORKS)**

### **CONSTRUCTION OF A METAL STRUCTURE AT POST OFFICE PORT MATHURIN, RODRIGUES**

Reference Number: **MRA/OAB/METALSTRUCTURE/105/25**

#### **INSTRUCTION TO TENDERERS**

##### **A. Introduction**

The Mauritius Revenue Authority (MRA) invites bids for the construction of a metal structure at the Post Office, Port Mathurin in Rodrigues on a design and build basis as more fully described in the Schedule of Requirements.

Bidders are required to make a design and build proposal for the construction of a new metal structure as an annex to the existing post office building in Port Mathurin, Rodrigues. The structure should be able to withstand cyclonic gusts up to 280km/hr. The bidder shall make a design and build proposal in line with the design intent and the scope of works which shall include inter alia:

- a) Construction of a new metal shed enclosed in metal sheeting structure as per design intent in Annexes A1, A2 and A3
- b) Internal cladding, false ceiling and insulation to ceiling and walls as per Annex B
- c) Aluminium openings, Metal burglar bars on openings on external envelope as per Annex B
- d) Fire rated doors in compliance with Mauritius Fire Services as per Annex B
- e) Timber openings for internal doors as per Annex B
- f) Power floated floor finishes and floor dressing
- g) Internal and external paint as per client's requirement and MRA corporate colours
- h) Electrical and data installations including all fittings as per annexes B and C
- i) Site cleaning prior to handing over

The tender documents also contain an optional Bill of Quantities for the office furniture. The MRA reserves the right to omit this optional section at award and tenderers shall not be compensated for loss of profit as a result of omission of these items.

Bidders are informed that the words Employer and Client, wherever used in this bidding document, refer to the Mauritius Revenue Authority.

## **B. Tender Documents**

The documents issued for the purpose of tendering, hereinafter referred to as the Tender Documents shall comprise the following: -

- Instructions to Tenderers
- Bill Of Quantities
- The Scope of Works
- The Schedule of Requirement
- The Conditions of Contract and amended particulars
- Annex A1
- Annex A2
- Annex A3
- Annex B
- Annex C
- Annex D

## **C. Checking of Documents and Obscurities**

The Tenderer shall study and check all the Tender Documents to ensure that they are complete in all aspects and shall immediately notify the Employer's Representative of any discrepancies in the Documents.

Should there be any doubt, discrepancy or obscurity in the meaning, or as to any other matter or item within these tender documents the Tenderer shall notify the MRA immediately and in any case not later than **ten (10) days** before the date fixed for the submission of tenders.

## **D. Addenda**

The MRA may issue Addenda to the Tender Documents prior to the date of submission of Tenders to amend or clarify the Tender Documents, as deemed necessary. Any Addendum issued will become part of the Tender Documents. The Tenderer shall acknowledge receipt thereof immediately by signing and returning to the Employer's Personnel the acknowledgement form attached with the Addendum. Any clarifications or amendments of the Tender Documents will be made only by formal Addenda to the Tender Documents and no claim will be entertained in respect of errors, mistakes or

discrepancies in the issue of the Tender Document, which should have been rectified in the manner described.

#### **E. Completion of Tender Documents**

No alteration shall be made in the Tender Documents by the Tenderer other than as may be instructed.

The tenderer is advised to read the tender documents carefully to ensure that he has complied in all respects with all instructions contained therewith when submitting his tender. Only bids that are substantially complete will be considered for evaluation.

The Tenderer shall price each item, cast each page, total the collection pages, summaries and the Main Summary of the Bills of Quantities and carry the total of the Main Summary to the Agreement, Offer and Acceptance Form. The Agreement, Offer and Acceptance form, Appendices and Bills shall all be completed, signed and dated in the space provided for the purpose. Any items left unpriced will be deemed to be covered elsewhere in the tender sum. Any alterations to entries made by the Tenderer shall be initialed by the person signing the Tender.

#### **F. Currency of bid and payment**

The Currency of the Contract shall be **Mauritian Rupees (MUR)**. Risks associated with fluctuations in exchange rate shall be borne by the Bidder.

#### **G. Language of Bid**

All correspondences and documents relating to the bid shall be in English Language only.

#### **H. Visit to site**

The bidder shall be deemed to have visited the site and acquainted himself with all related and relevant conditions to permit him to submit his bid. No claim for the site visit, want of knowledge or misapprehension will be entertained.

#### **I. Conditions of Bidding**

The bidder is advised that only one bid is allowed per bidder. If a bidder submits more than one bid or is found to have participated in another bidder's bid, he will automatically be disqualified. It is to be noted that this condition only applies to the main bidder for the project but not for subcontracted packages that are domestically awarded.

#### **J. Submission of Quotations**

Bid, in sealed envelopes clearly marked '**CONSTRUCTION OF A METAL STRUCTURE AT POST OFFICE, PORT MATHURIN, RODRIGUES -**

**MRA/OAB/METALSTRUCTURE/105/25' shall be deposited in the tender box located on Level 8, Finance and Administration Department Efram Court Cnr Mgr Gonin & Sir Virgil Naz Streets Port-Louis not later than 1400 hours on Thursday 24 July 2025.**

Bidders shall deposit their Tenders at the address, date and time specified in the invitation to tender letter.

The date and place for delivery of Tenders may be deferred or changed by official notification by the Mauritius Revenue Authority in writing through the issue of Addendum to all recipients of the Tender Documents.

All sections of the Tender 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.

## **K. Eligibility Criteria**

### 1. Registration with CIDB

- (a) Contractors have to be duly qualified and registered with the Construction Industry Authority (ex. CIDB) for the type of works for which this Request for Quotation refers, to be eligible to participate in this bidding process.
- (b) Contractors shall submit a copy of their registration along with their bid where applicable.

**Note:** Bidders may consult the website of the Construction Industry Authority [cidb.govmu.org](http://cidb.govmu.org) for further details concerning registration of contractors

### 2. Bidders' present status

To be eligible to participate in this bidding exercise, Bidders should:

- (a) have the legal capacity to enter into a contract to execute the works;
- (b) not be insolvent, in receivership, bankrupt, subject to legal proceedings for any of these circumstances or in the process of being wound up;
- (c) not have had their business activities suspended;
- (d) not have a conflict of interest in relation to this procurement requirement;
- (e) have a Business Registration Card;
- (f) not be under a disqualification or debarment sanction.

MRA may choose to request any bidder to substantiate compliance with these criteria. Bidders shall fill in the compliance sheet at Annex 1.

## **L. Qualification Criteria**

To be eligible to participate in this bidding exercise, Bidders should have been operating for at least three (3) years in the field of construction in Mauritius/Rodrigues.

## **M. Signing of Tenders**

The person or persons signing the Bid shall be duly authorized to sign. The person or persons signing the Bid shall initial all pages of the submission at the bottom right corner and where amendments or corrections to entries are made, the person or persons shall initial next to it.

## **N. Nonconformities, Errors, and Omissions**

Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation. The Purchaser may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, or to rectify nonmaterial nonconformities or omissions in the bid relating to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

- (a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line-item total as quoted shall govern and the unit price shall be corrected;
- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

## **O. Tender Price**

The Contract shall be on a Fixed price contract basis and shall be deemed to include all duties, taxes and levies payable by the Contractor under the terms of the Contract and in the performance of the duties of the Contractor as stipulated by the laws of the land or as prescribed by the Construction Industry Authority (CIA). However, all rates priced in the bill shall be fixed but shall exclude Value Added Tax (VAT) which shall be applicable only on the final total figure cast in the Summary Page. The VAT component shall be applicable as per the relevant law and shall be adjusted according to the amendments brought thereto by the Mauritius Revenue Authority (MRA). The price shall not be subject to any adjustment in respect of any increases or decreases whatsoever in the cost of labour, materials and/or any increases arising out of, in connection with these two items such as transport, fuel, freight, duties, taxes, variations in exchange rates, devaluation, etc., or any other matters affecting the cost of execution of the Contract. However, increase in wages as a result of changes in legislation shall be adjusted as may be prescribed.

Furthermore, except for bill sections and bill items described as “*PROVISIONAL*”, the quantity of the works set out as per the drawings and specifications shall not be subject to any remeasurement or adjustment whatsoever.

## **P. Withdrawals and modification to bids**

Bidders may modify or withdraw their bids by giving notice in writing to the Employer before the deadline prescribed for submission of bids as per the invitation to tender letter or as further deferred by addenda.

However, if the Bidder withdraws or modifies his bid, without the formal consent of the Employer, between the deadline for submission of bid and the expiration date of the bid validity or extended bid validity as per clause “R” below, this will disqualify the tenderer’s offer for consideration for award of the contract.

## **Q. Clarification to bids**

Tenderers are advised that they may be requested to attend an interview at their own expense or be subjected to further requests for information or clarifications during the tender evaluation.

## **R. Validity**

Tenders submitted shall remain valid for a period of **Ninety (90)** calendar days from the deadline date set for the submission of bids.

The Employer may request the Tenderer to extend its Bid Validity for a specified additional period. The Tenderer may accept or reject the request in writing. It shall be noted that the extension of the Bid Validity does not warrant the modification of the Bid.

#### **S. Tender Expenses and Documents**

All costs incurred by the Tenderer in the preparation of the Tender shall be at the expense, in all respects of the Tenderer.

All recipients of the Tender Documents, whether they submit a Tender or not, shall treat the details of the Documents as private and confidential.

#### **T. Selection and Decision**

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

#### **U. Rights of the Public Body**

The MRA is not bound to accept any Tender and will not assign any explanations or reasons for the rejection of such Tender.

The MRA reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to the award of the Contract without thereby incurring any liability to any Tenderer or without having any obligation to inform the Tenderer of the grounds of the Employer's action.

The MRA 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 MRA shall not be bound to accept the lowest or any quotation.

#### **V. Notification of Award and Debriefing**

1. The Bidder whose Bid has been accepted will be notified of the award prior to the expiration of the Bid Validity by means of a Letter of Acceptance or a Purchase order from the MRA as prescribed by the Contract. This notification of award shall constitute the Formation of the Contract, from which point, the successful Bidder will be required to submit a Performance Security within the time prescribed in the Contract.



Unless or until a Formal Contract Agreement is executed, the Tender together with the written Letter of acceptance of the Employer shall constitute a binding Contract between the Employer and the Tenderer.

2. The MRA 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.

#### **W. Performance Security**

Within twenty-eight (28) days of the receipt of the Letter of Acceptance. The successful Tenderer shall, provide a Performance Security (amounting to 10% of the agreed contract value inclusive of VAT) for the due performance of the Contract. The format of the Performance Security shall be as the Specimen annexed to the Conditions of Contract. The performance security shall expire not later than 28 days from the date of issuance of the certificate of completion/acceptance certificate.

#### **X. Pre-bid Meeting**

Bidders are invited to attend a pre-bid meeting to raise any matter in the understanding of the requirements of the Employer, submission of documents etc. The pre-bid meetings will be held as follows:

##### **In Mauritius**

On Level 8, Eham Court, Cnr. Mgr Gonin & Sir Virgil Naz Streets Port-Louis on **Thursday 19 June 2025 at 1000 hours.**

##### **In Rodrigues**

On Level 1, Customs Office, Cliderlex Building Port-Mathurin Rodrigues on **Wednesday 25 June 2025 at 1000 hours.**

#### **Y. Site visit in Rodrigues**

A site visit at the post office, Port Mathurin, Rodrigues will be organized **on 26 and 27 June 2025 as from 0930 hours.**

The Bidder, at his own responsibility and risk, is encouraged to visit and examine the site(s) and its surroundings where the services are required and obtain all information, measurement, transiting facilities and accessibility that may be required for preparing

the bid and entering into a contract for the services. The costs of visiting the Site shall be at the Bidder's own expense.

Following the site visit, prospective bidders shall be deemed to have acquainted themselves therewith as to its nature, position, means of access or any other matter which, may affect his tender. No claim arising from failure to comply with this recommendation will be considered.

#### **Z. Security of Works**

The successful bidder shall be entirely responsible for the security of all the materials stored on site, equipment, personnel, etc., and must provide all safeguards to ensure security against theft, loss or damage and the protection of the public.

#### **AA. PREVENTION OF ACCIDENT, DAMAGE, ETC.**

The successful bidder is instructed to take reasonable care in the execution of the works as to prevent accidents, damage or loss and disruption of normal activities. The successful bidder shall allow in his rates any expense he deems necessary by taking such care within the site.

#### **AB. WORKS TO BE DELIVERED UP CLEAN**

The successful bidder shall cart away temporary works, wastes, debris and surplus materials from the site as they accumulate and upon completion of the works, remove and cart away all equipment, wastes, unused materials and stains and leave in a clean and tidy state to the satisfaction of the MRA. The whole of the works shall be delivered up clean, complete and in perfect condition in every respect to the satisfaction of the MRA. The successful bidder shall clean and flush all gutters, rainwater and waste pipes, manholes and drains, wash and clean all floors, sanitary fittings, glass inside and outside and any other parts of the works and remove all marks, blemishes, stains and defects from joinery, fittings and decorated surfaces generally, polish door furniture and bright parts of metalwork and leave the whole of the buildings watertight, clean, perfect and fit for occupation to the approval of the MRA.

Your offer should be made on this form stating other relevant data, with any annex you may wish to attach thereto. Works should mandatorily be completed within 20 weeks from issue of MRA's Letter of Commencement.

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

**MRA Procurement Section**

**Date: 10 JUNE 2025**

**BILL OF QUANTITIES**

<b>Item No</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount (Rs. VAT Excl.)</b>
1	<p><b>Preliminaries and General Conditions</b></p> <p>The Bidder shall account in his pricing for indirect costs in the Preliminary section of the Bill that accounts for:</p> <ul style="list-style-type: none"> <li>• Compliance to the Occupational Safety and Health Act</li> <li>• Compliance to the Construction Industry Development Board Act</li> <li>• Compliance to the Labour Act</li> <li>• Management and supervision cost</li> <li>• Temporary installations and site establishment</li> <li>• Logistics, transport, air tickets, accommodation etc.</li> <li>• Any other cost that the contractor deem necessary to design, build and execute the contract</li> </ul>	SUM			
2	Design and build office space overall dimension 12000mm x 4700mm in galvanized metal sections as per contractor's design and cladded with pre-painted galvanized flat-ribbed metal sheets minimum thickness 0.6mm. Roof to be covered in pre-painted zincalume metal sheet minimum 0.6mm thick to client's approval. Minimum headroom of office building shall be 3000mm.	Lot	1		
3	Design and Erect an Inclined Galvanised Metal Roof Structure with zincalume metal sheet covering minimum 0.6mm thick to corridor between new and existing building (indicated in green stripes as per <b>Annex A1</b> )-refer to table 3 in schedule of requirements	Lot	1		

4	Design and Build of a covered tunnel with sloping pitched roof (3250 mm x 2350 mm), height to be aligned and linked with the existing post office building to the new office metal structure in galvanized metal structure and zincalume metal sheet covering minimum 0.6mm thick (refer to <b>Annex A2 &amp; A3</b> )	Lot	1		
5	<b>Air Curtains:</b> Supply, Delivery and Installation, Testing and Commissioning of Air Curtains (dimension to fit opening size) as indicated in <b>Annex B</b>	Nos.	3		
6	<b>Window Openings:</b> Supply, Delivery and Installation of Powder Coated Aluminium Window openings and transom window as dimensioned as per plans referred to at <b>Annex B</b> (Window A & B and Transom Window C)	Nos.	3		
7	<b>Burglar Bars:</b> Supply and install Hot dipped galvanized metal burglar bars in solid iron rod to fit window openings (Window A & B and Transom Window C)	Nos.	3		
8	<b>Doors:</b> Supply, Delivery and Fixation of Aluminium Single Leaf Doors (standard dimensions equipped with all ironmongery and fittings) as indicated in <b>Annex B</b> (Door D & E)	Nos.	2		
9	<b>Doors:</b> Supply, Delivery and Fixation of Aluminium Double Leaf Door (standard dimensions equipped with all ironmongery and fittings) as indicated in <b>Annex B</b> (Door F)	No.	1		
10	<b>Doors:</b> Supply, Delivery and Fixation of Aluminium Opening to contractor's design dimension to cater for displacement of X-Ray Scanner (equipped with all fittings) as indicated in <b>Annex B</b> (Door G)	No.	1		
11	<b>Doors:</b> Supply, Delivery and Fixation of Emergency Exit Door (standard dimension with all ironmongery and fittings) as indicated in <b>Annex B</b>	No.	1		

12	<p><b>Roller Shutters:</b> Design, Supply and Installation of motorized powdercoated aluminium roller shutters to fit opening 2350mm x 3000mm (contractor to take dimension on site prior to fabrication). Supplier shall provide shop drawings and design calculation from a professional registered engineer for resistance to wind loading of up to 280km/hr. Roller shutter shall be equipped with cyclone bars, manual override, key switch and two remote control for each roller shutter. The supplier shall also give a 5 year warranty on the motors for the roller shutter as from date of taking over by the employer.</p>	No.	2		
13	<p><b>Aluminium Partitioning</b> to separate the verification counter from all remaining space as indicated in <b>Annex B</b></p>	Lot	1		
14	<p><b>Interior walls cladding including insulation:</b> Design and install cladding to internal walls in gypsum partitioning system comprising of galvanized metal studs at 400mm centres, and cladded with 12mm thick moisture resistant gypsum board. The exposed sides shall be finished with a fully skimmed 3mm plaster and shall include metal reinforcement corner beads. The cladding shall include for insulating materials and shall have a seamless and painted finish. Price should include for all cut outs for installation of switches, sockets and the likes.</p>	Lot	1		
15	<p>False ceiling and insulation – Supply and install 600x600mm moisture resistant ceiling grid type system false ceiling with T-exposed fixation system and perimeter trim or any approved equivalent. False ceiling shall include for thermal insulation concealed within the false ceiling. Price shall include for cutouts and reinforcements as necessary for installation of downlights, air conditioning grilles and the likes.</p>	Lot	1		

16	<b>Painting-</b> Supply and apply 1 coat undercoat and 2 coats emulsion paint to Interior & Exterior walls and ceiling (MRA Corporate colors)	Lot	1		
17	<b>Concrete floor finishes</b> - Cement and rocksand (1:3) screed mix with a smooth trowelled finish as described to concrete floor	Lot	1		
18	<b>Floor dressing</b> - Supply, prepare and apply chlorinated paint or equivalent to floor surface	Lot	1		
19	<b>Electrical</b> -Supply, delivery and Installation, testing and commissioning of one Distribution Board DB	No.	1		
20	<b>Networking</b> - Supply. Delivery and installation, testing and commissioning of one Data Cabinet	No.	1		
21	<b>Electrical</b> - Supply, Delivery and Installation, testing and commissioning of 4 Feet long tube light	No.	6		
22	<b>Electrical</b> - Supply, Delivery and Installation, testing and commissioning of Emergency Lights- standard type for building	No.	5		
23	<b>Electrical</b> - Trunking and wiring - surface type	Lot	1		
24	<b>Electrical</b> - Holes and Anchors, wiring for Electric and data cables	Lot	1		
25	<b>Electrical</b> - Supply, install, test and commission, switches and sockets (electrical and data)	Lot	1		
26	<b>Waterproofing</b>	Lot	1		
	<b>Total Amount Rs. VAT Exclusive</b>				
	<b>VAT @ 15%</b>				
	<b>Total Amount Rs. VAT Inclusive</b>				
	<b>Contingencies</b>				<b>500,000.00</b>
	<b>Total Contract Amount Rs. VAT Inclusive</b>				

**OPTIONAL BILL – FURNITURE AND FITTINGS**

<b>Item No</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount (Rs. VAT Excl.)</b>
1	Design, supply, deliver and install verification counter 2350mm long, 600mm wide and 1000mm high framed and fabricated in timber framing and clad with oak veneer plywood. The counter shall include a worktop in black galaxy granite or equivalent, 3 drawers and a closing fascia at the front. The contractor shall issue shop drawing for approval by the employer prior to manufacture.	Lot	1		
2	Supply and deliver Office desk approximate size 1800mm long x 700mm wide framed and fabricated in timber framing and oak veneer plywood. Table shall be equipped with 3 drawers.	No.	2		
3	Supply and deliver Office desk approximate size 1500mm long x 700mm wide framed and fabricated in timber framing and oak veneer plywood. Table shall be equipped with 3 drawers.	No.	1		
4	Supply and deliver spray painted metal cupboard, approximate size 900mm wide x 500mm deep x 1800mm high with hinged and lockable doors and storage shelf.	No.	1		
5	Supply and deliver office swivel chair with backrest, armrest and adjustable height mechanism. Chair shall be upholstered with fabric finish to employer's approval.	No.	3		
<b>Total Amount Rs. VAT Exclusive</b>					
<b>VAT @ 15%</b>					
<b>Total Amount Rs. VAT Inclusive</b>					

**Notes:**

- 1) ***Bidder shall make a design and build offer. The bidder must give a brief description of their methodology and design for their proposal.***
- 2) **Bidders are required to fill in the prices for all line items. Incomplete fill in of the cost prices may entail rejection of the bid proposal.**
- 3) **The price shall be treated as fixed and firm in Mauritian rupees for all intent and purpose.**
- 4) **Evaluation shall be conducted as a lot.**
- 5) **An amount of Rs 500,000 (Incl VAT) has been provided for Contingencies in the price schedule.**

- 6) **An optional bill for furniture and fittings shall be priced separately from the main tender price and may be considered in the award of the contract. Subsequent omission of items in the optional bill shall not entitle the contractor to loss of profit.**

Quotation Validity period: <b>90 days</b> after the closing date for bid submission.
Works completion: within <b>20 weeks</b> from issue of MRA's Letter of Commencement.
Closing date and time for submission: <b>1400 Hours on Thursday 24 July 2025.</b>
Mode of Submission: <b><u>Hand Delivered - Bids to be deposited in the Tender Box</u> located on Level 8, MRA Finance and Administration Department, Ehram Court, Cnr. Mgr Gonin &amp; Sir Virgil Naz Streets, Port-Louis</b>

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 MRA's Conditions of Contract.

Date.....

Bidder's signature / seal.....



# 1. SCOPE OF WORKS

## Design and build of a metallic structure as per annexed drawings

The Mauritius Revenue Authority intends to install one X-ray scanner (**Annex D**) at the Post Office in Port Mathurin, Rodrigues, in a secured compound. Given the topology and the landscaping of the site (behind the existing post office), it is proposed to construct a metallic structure. The aims of this structure are:

- (i) To host the public on the right-hand side of the structure (**Annex 1**), to collect their packages.
- (ii) To provide MRA staff with necessary infrastructure to operate the Custom operations in optimal conditions.
- (iii) To enable the process of scanning in both directions, i.e. to load and unload packages/parcels on the conveyor belts leading to the X-ray scanner from right-hand side (RHS) to left-hand side (LHS) and vice versa.
- (iv) The office metal structure will protect/ host MRA's new X-Ray scanner as per Annex A1.

### **The selected structure shall be equipped with:**

- 1. Wall claddings, windows, transom, doors, exit doors, painted surfaces as per client request, office flooring, partitioning for one office in accordance with the Mauritius Fire Services (refer to **Annex B**);
- 2. Air conditioning systems, lightings, surface mount trunking, empty data cabinet, ports (holes) for electric/networking cables (refer to **Annexes B and C**). The MRA shall make provision for the installation of its network points, electrical distribution board, cabling of data cabinet and CCTV system;
- 3. A tunnel to link the existing post office building to the new metallic structure (refer to **Annexures A1, A2 and A3**). The tunnel should be able to accommodate motorized conveyor belts of 600 kilos (kg);
- 4. A covered inclined metal structure for the corridor between the existing building and the new metallic structure (**refer to Annexes A1, A2 and A3**);
- 5. A metal canopy on the right-hand side of the metal structure where the public will interact with MRA;
- 6. Appropriate roof water evacuation systems;
- 7. Waterproofing;
- 8. Painting of whole building structure-interior and exterior.

**The successful bidder shall mandatorily provide the following:**

- (i) A final layout of the metal structure and all engineering drawings related to the metal structure **duly signed by a professional registered engineer.**
- (ii) The as made drawing for the electrical component, wire reticulation, warranty certificate where applicable after the full completion of works.
- (iii) An office metal structure with a turnkey solution where the successful bidder shall bear all associated cost:
  - including accommodation, air tickets, labour, transportation and meals for staffs (in accordance with the Mauritian Labour Laws) until full completion the project.
  - Transport and logistic from Mauritius to Rodrigues

**The following shall be catered by the Mauritius Post Ltd.:**

- (i) Site clearance
- (ii) A concrete floor structure (of around 15000mm x 5500mm)
- (iii) Arrangement for an opening in the wall to enable conveyor belts to be installed in the tunnel linking the existing building and the new metal structure.

## 2. SCHEDULE OF REQUIREMENTS

*[Bidders should complete columns C and D with the specification of the goods offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]*

**Table 1: Design and build metallic structure (metal sheets and sections)**

SN	Specifications	Compliance of Specification Offered (Comply/Not Comply)	Details of Non-Compliance/ Deviation (if applicable)
1	<b>Design and build metallic structure (metal sheets and sections)</b>		
1.1	Design and build metallic structure made of zincalume metal sheets minimum 0.6mm thick and hot dipped galvanized metal sections based on dimensions provided (similar to line item no 1.1, size 12000mm x 4700mm)		
1.2	Office to be erected on concrete floor and waterproofed.		
1.3	No external cladding needed		

**Table 2: Inclined Metallic Structure- Bidder to refer to ANNEX A1.**

SN	Specifications	Compliance of Specification Offered (Comply/Not Comply)	Details of Non-Compliance/ Deviation (if applicable)
2	<b>Inclined Metallic Structure</b>		
2.1	Canopy front & back of metallic structure with galvanized metal structure and zincalume metal sheet cover minimum 0.6mm thick. (L*W). To cater for ease of installation of X-ray scanner		

2.2	Inclined metallic structure in galvanised metal section to be equipped with zincalume metal sheet roof covering & gable end side.		
2.3	Right-hand side of structure to include two aluminium openings. One opening (e.g. accordion type) dimension and size to cater for the installation of the X-ray scanner.		
2.4	Inclined metallic structure to be designed & build on Concrete floor/ base dimension (L W H)		

**Table 3: Details of Doors, Partitioning, Transom, Windows, AC & Air Curtains, [Link between Metal Structure and Existing Building-Annex B](#))**

SN	Specifications	Compliance of Specification Offered (Comply/Not Comply)	Details of Non-Compliance/ Deviation (if applicable)
3.2	<b>Window Openings</b>		
3.2.1	Aluminium Window A- <b>Qty 1</b> Dimension: 1200x1200 mm with Anti-Theft barrier in galvanised solid rod		
3.2.2	Aluminium Window B – <b>Qty 1</b> Dimension: 1200x1200 mm with Anti-Theft barrier in galvanised solid rod		
3.2.3	Aluminium Transom Window C – <b>Qty 1</b> Dimension: 1200x300 with Anti-theft barrier in galvanised solid rod		
3.3	Air Curtain- <b>Qty 3</b> Dimension to fill size –Refer to Annex B		
3.4	<b>Doors</b>		
3.4.1	Door D – <b>Qty 1</b> Single Leaf Aluminium Door Standard dimension office door		
3.4.2	Door E – <b>Qty 1</b> Single Leaf Aluminium Door Standard dimension office door		
3.4.3	Door F – <b>Qty 1</b> Double Leaf Aluminium Door		

SN	Specifications	Compliance of Specification Offered (Comply/Not Comply)	Details of Non-Compliance/ Deviation (if applicable)
	To cater for full width at public area (refer to <b>Annex A1</b> )		
3.4.4	<b>Automated Aluminium Roller shutters – Qty 2</b> To cater for closure and security of the custom office		
3.4.5	<b>Door G- Qty 1</b> To cater for displacement of X-ray Scanner		
3.4.6	<b>Emergency Exit door –Qty 1</b> To comply with Mauritius Fire Services		
3.5	<b>Aluminium Partitioning- Qty 1 Lot</b> To separate the verification counter from all remaining space as indicated in <b>Annex B</b> As per dimension on plan.		
3.6	<b>Interior wall and ceiling cladding with heat insulation- Qty 1 Lot</b> Cladding of all interior walls. Design to be proposed by bidder.		
3.7	<b>Floor finishes – Qty 1 Lot</b> Screed and floor dressing in chlorinated paint or approved equivalent		
3.8	Tunnel linking the building to the new metallic structure- <b>Qty 1 Lot.</b>  (i) Metallic covered. Dimensions 3.5 mts x 2.5 mts approx., height to be adjusted on site. (ii) Surface floor to cater for 600 kilos conveyor belts. <b>(refer to Annex A2 &amp; A3.)</b>		
3.9	A covered metal structure for the corridor between the existing post office building and the new metallic structure- <b>Qty 1 Lot</b> To cater for evacuation of rain water		

**Table 4: Electrical & Networking- Bidder to refer to ANNEX C.**

SN	Specifications	Compliance of Specification Offered (Comply/Not Comply)	Details of Non-Compliance/ Deviation (if applicable)
4.1	Distribution Board DB – Qty 1 24 Modules. Successful bidder to install proper earthing rod		
4.2	Data Cabinet DC – Qty 1 8 U + fan		
4.3	Electric lighting – Qty 6 4 feet long tube light		
4.4	Emergency lights –Qty 5 Standard type for building		
4.5	Trunking - surface type- Qty 1 Lot To be installed all around interior building. Type double compartment of width 50 mm and height 130 mm with cover		
4.6	Holes and anchors for Electric and data cables – Qty 1 Lot To cater for and to discuss during construction phase		

**Table 5: Painting**

SN	Specifications	Compliance of Specification Offered (Comply/Not Comply)	Details of Non-Compliance/ Deviation (if applicable)
5.1	The whole building structure to be painted in one coat undercoat and two coats emulsion paint as per client's requirement. MRA Corporate colors.		

**Table 6: Waterproofing**

SN	Specifications	Compliance of Specification Offered (Comply/Not Comply)	Details of Non-Compliance/ Deviation (if applicable)
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		<b>Comply)</b>	
6.1	The whole building structure including the inclined metal structure shall be waterproofed.		

## A. CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), Ref: **W/GCC10/04-24** for the Procurement of Works (available on website [ppo.govmu.org](http://ppo.govmu.org)) except where modified by the Particular Conditions of Contract specified hereunder.

1. **Site:** The site is located at Post Office, Port Mathurin, Rodrigues.
2. **Start Date:** The start date shall be communicated in writing to the successful bidder.
3. **Works**  
The Works consist of a design and build metallic structure (metal sheets and tubes) on concrete base/floor at the post office in Port Mathurin, Rodrigues.
4. **Insurances:**  
The successful bidder shall take adequate Contractor's All Risks Insurance Policy against injury to the successful bidder's Employees and/or Representatives, Third Parties and Damage to Property.
5. **Intended Completion Date:**  
Within 20 Weeks from issue of MRA's Purchase Order/Letter of Acceptance.
6. **Possession of Site:**  
The site possession date shall be communicated to the service provider.
7. **Defects Liability Period:** The defects liability period is one year from the date of Taking over of the project
8. **Liquidated Damages:**  
The liquidated damages for the whole of the Works are 2% of contract value per week for a maximum of 4 weeks. Once the maximum is reached, MRA may consider termination of the contract.
9. **Prices**  
Prices quoted shall be firm and fixed in Mauritian Rupees 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.



## **10. Payment Structure**

An advance payment representing 40% of the Total Contract Amount shall be payable against a bank guarantee from a recognized bank approved by the MRA of the same amount.

55% of the Total Contract Amount will be payable upon successful completion of the works.

### **Retention Money**

The remaining 5% of the Total Contract Amount shall be retained and released upon expiry of defects liability period. The retention money may be released against a Retention Money Guarantee of an equivalent amount.

## **11. Terms of Payment**

The Public Body undertakes to effect payment within 21 days after submission of invoice and Completion certificate subject to the Contractor submitting all documents as may be required. Payments shall be adjusted to reflect any non-compliance in the execution of the contract.

## **12. 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.

## **13. 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.

## **14. 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 Public Body that has a direct incidence on work start or progress.

## **15. Correction of defects**

The MRA 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 MRA's notice. If the Contractor has not corrected a defect within the time specified in the Public Body's notice, the Public Body will assess the cost of having the defect corrected and recover the money from the Contractor.

## **16. 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; (ii) by arbitration awards; or (iii) by Remuneration Orders.

## **17. 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 MRA.

## **18. Removal and replacement of personnel**

The Contractor shall at the request of the MRA and at no additional cost remove and replace any personnel reported for misconduct or poor performance by another person of similar qualification and experience.

## **19. Settlement of Disputes**

The Parties shall endeavor to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase 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.

# Performance Security

*[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

Date: *[insert date (as day, month, and year) of Bid Submission]*  
Procurement Reference No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

**Beneficiary:** *[insert complete name of Purchaser]*

**PERFORMANCE GUARANTEE No.:** *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)<sup>1</sup> in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,<sup>2</sup> and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758.

*[signatures of authorized representatives of the bank and the Supplier]*

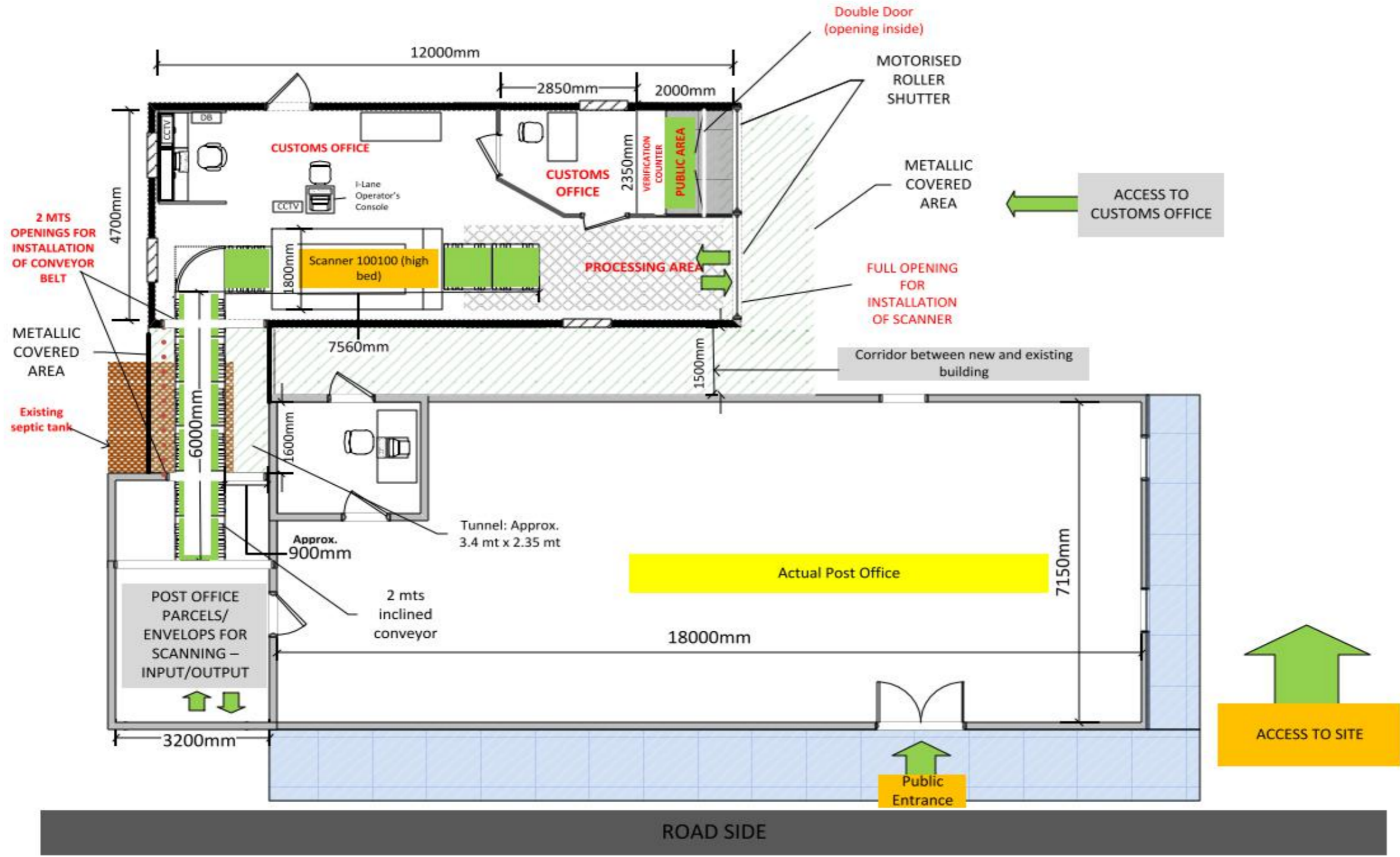
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<sup>1</sup> The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.

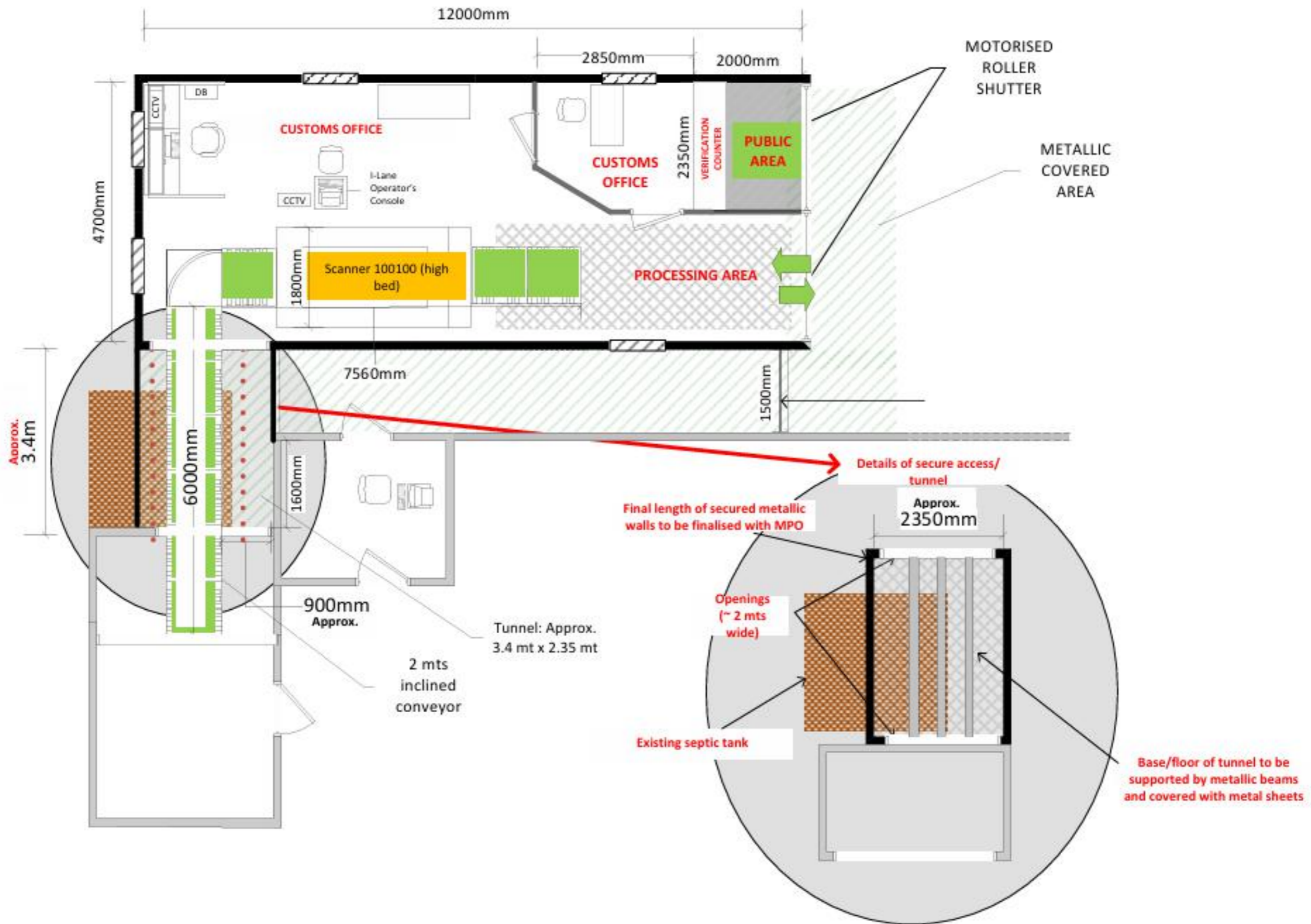
<sup>2</sup> Dates established in accordance with Clause 18.4 of the General Conditions of Contract ("GCC"), taking into account any warranty obligations of the Supplier under Clause 16.2 of the GCC intended to be secured by a partial Performance Guarantee. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Purchaser might consider adding the following text to the Form, at the end of the penultimate paragraph: "We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee."

# **Annexures**

**ANNEX A1**



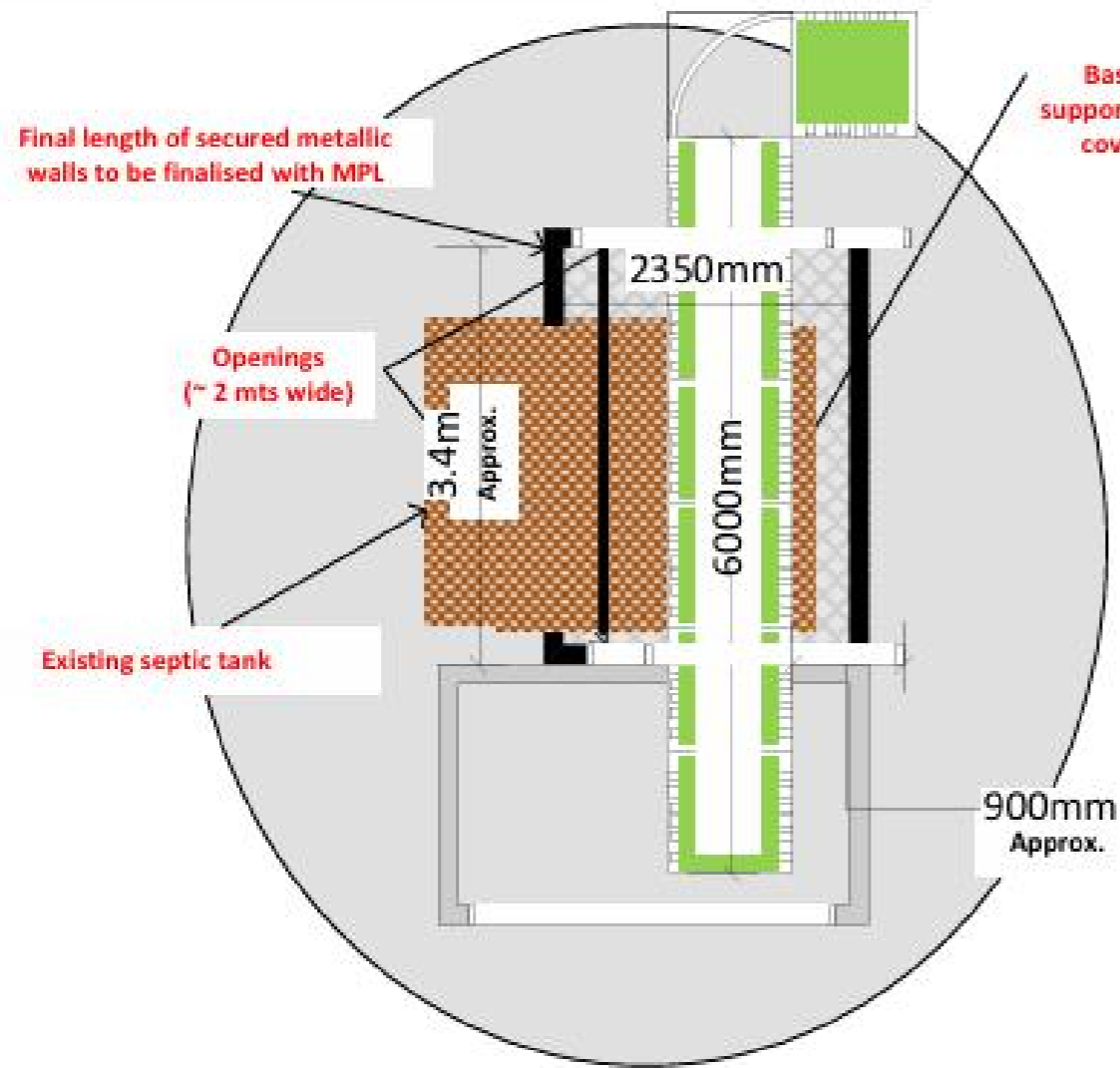
# ANNEX A2



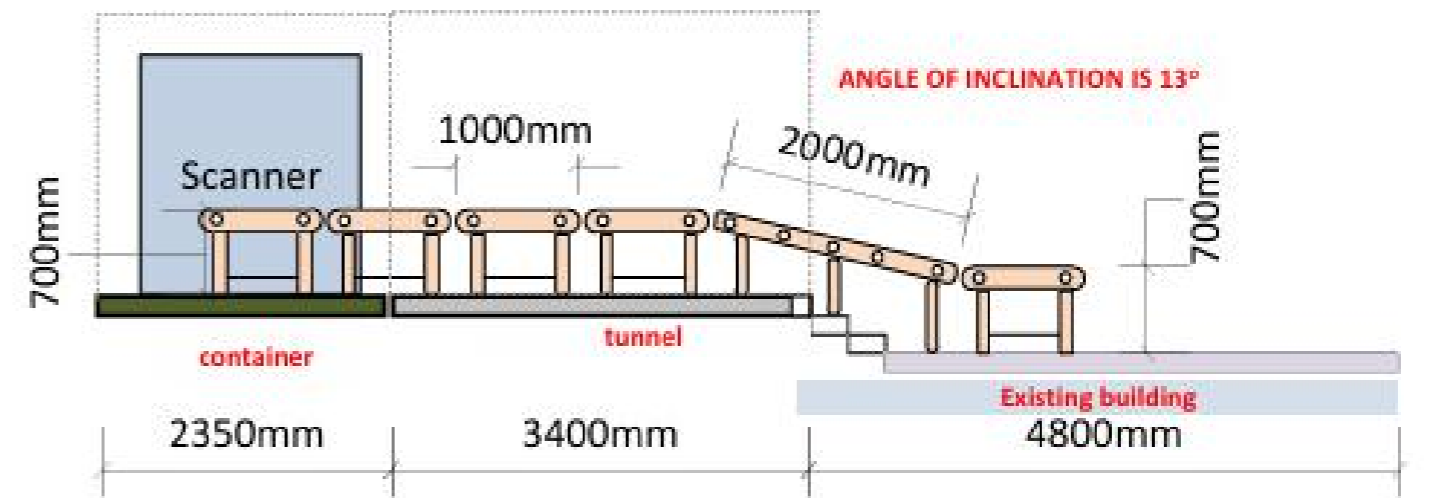
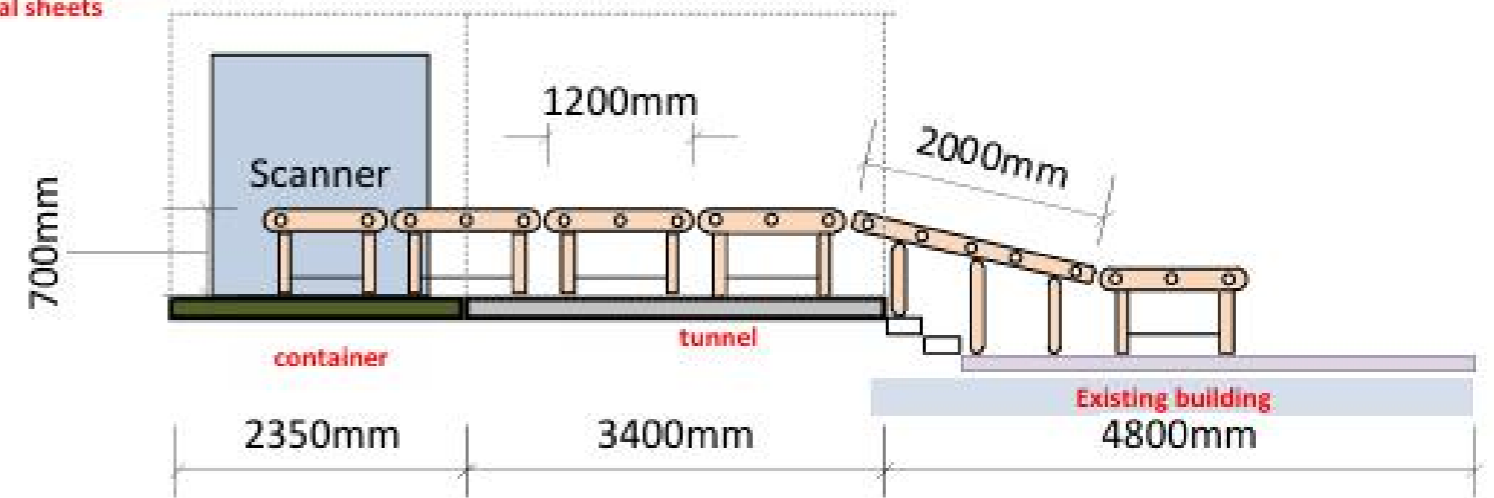


# ANNEX A3

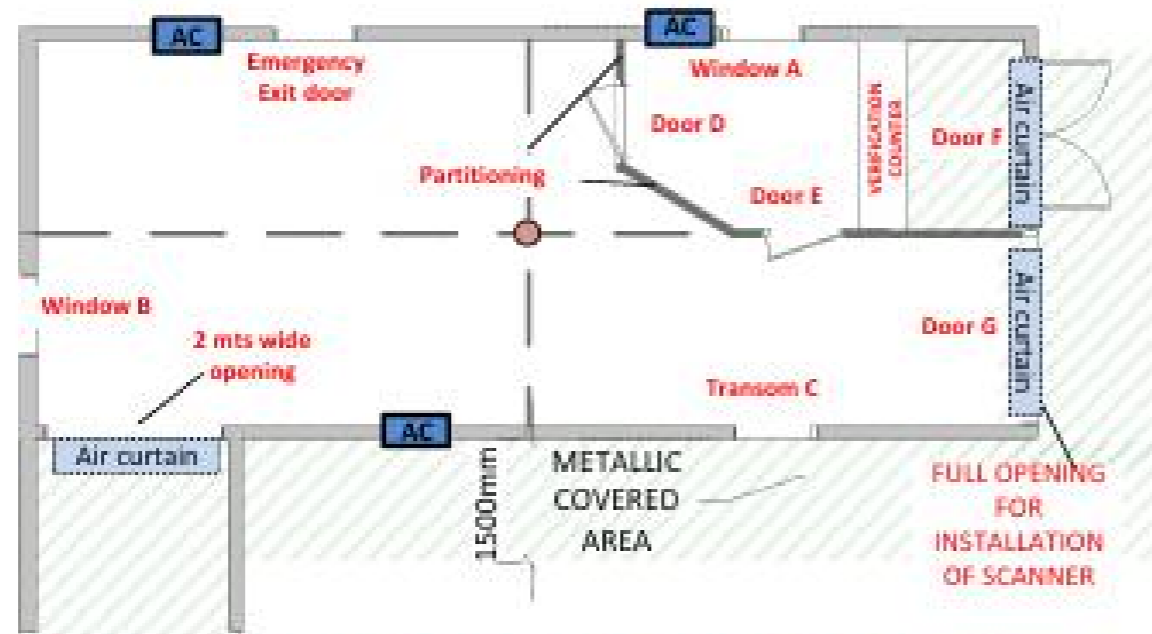
Details of secure access/tunnel TOP VIEW



SECTION VIEW OF TUNNEL WITH CONVEYOR



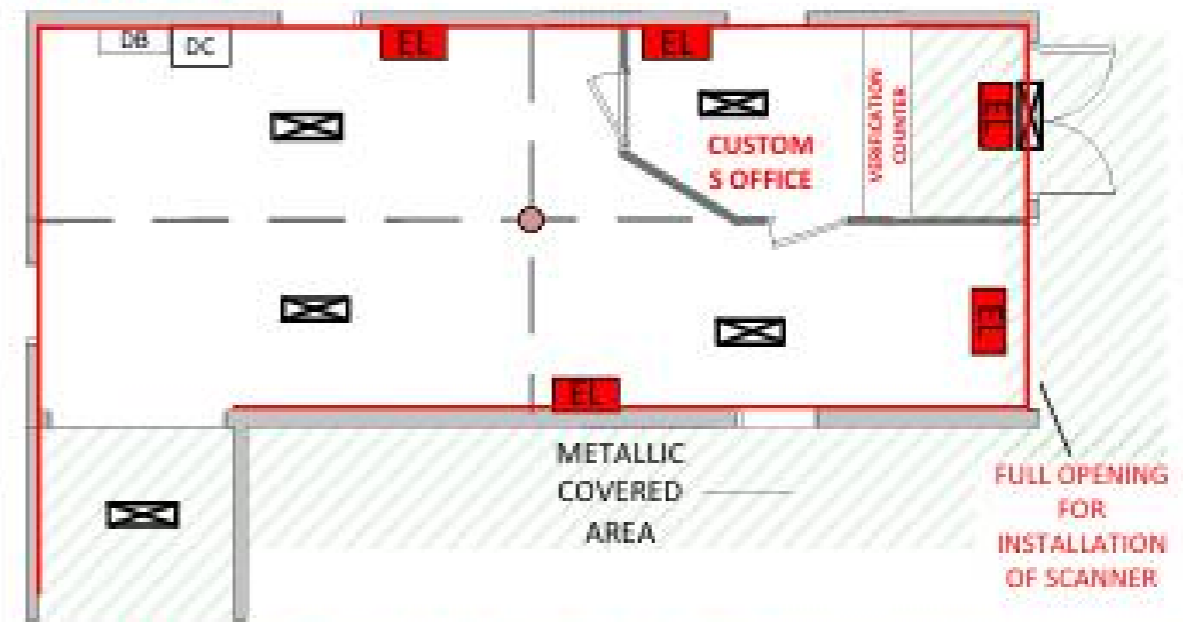
## ANNEX B



DETAILS OF DOORS, PARTITIONING, TRANSOM, WINDOWS, AC & AIR CURTAINS  
– SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING

Description	Unit	Details
Air Conditioner <b>AC</b>	3	18000 BTU
Air Curtain	3	dimension to fill size
Window A	1	1200x1200 mm with Anti Theft barrier
Window B	1	1200x1200 mm with Anti Theft barrier
Transom C	1	1200*300 with anti theft barrier
Door D	1 single	Standard Office door
Door E	1 single	Standard Office door
Door F	1 double	to cater for full width at public area
Door G	1	to cater for displacement of X-ray Scanner
Emergency Exit door	1	To comply with Mauritius Fire Services
Partitioning	NA	As per dimension on plan
False ceiling		As per requirement - building size
Interior wall cladding		all interior walls
Painting		Interior and exterior painted surface as per Client's requirement

## ANNEX C



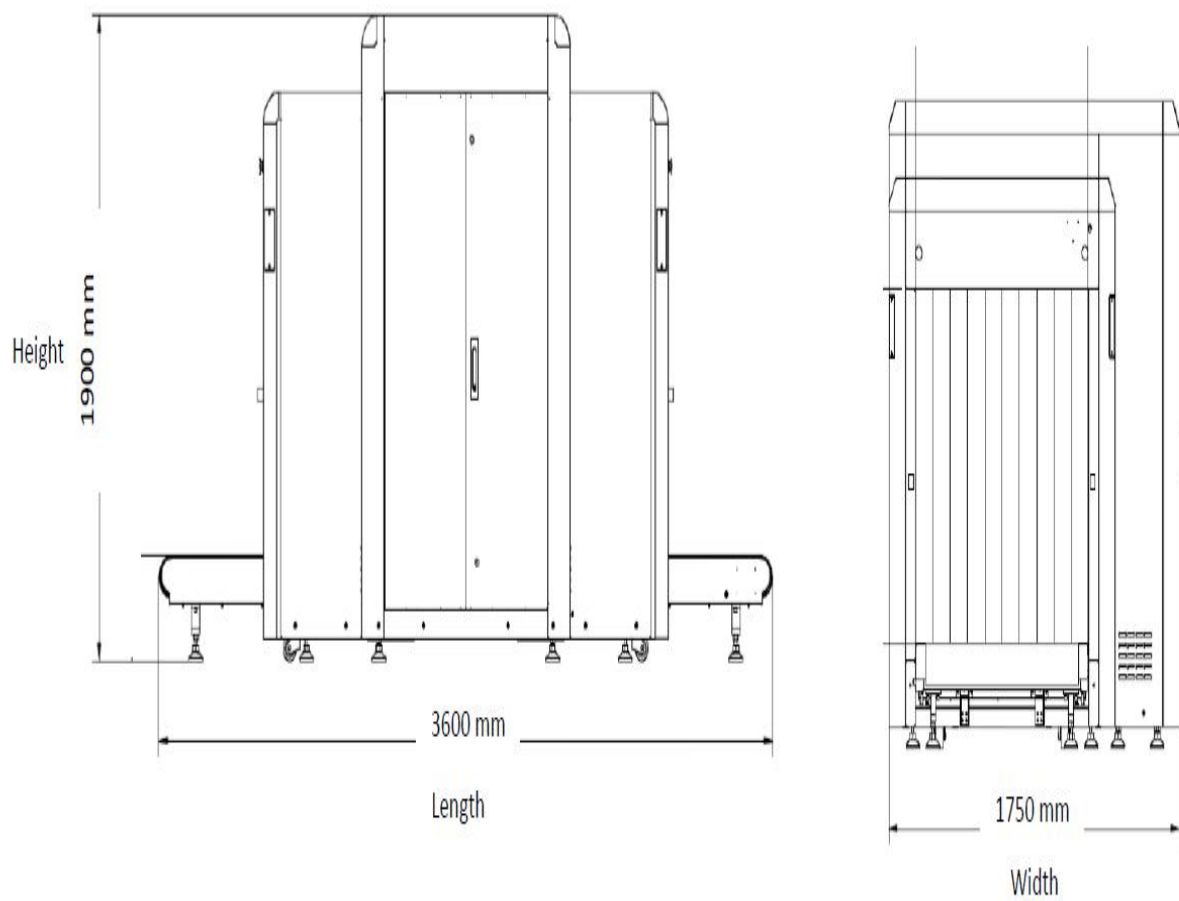
DETAILS OF ELECTRICAL ITEMS - SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING

Description	Unit	Details
Distribution Board DB	1	24 Modules
Data Cabinet DC	1	8 U + fan
Electric lighting	6	Tube light 4 feet long
Emergency lights	5	standard type for building
<u>Trenking - surface type</u>		To be installed all around interior building. Type double compartment of width 50 mm and height 130 mm with cover
Holes and anchors for Electric and data cables		To cater for and to discuss during construction phase



## ANNEX D

### Details of X-ray scanner model 100100



Weight to be considered is approximately 3000 kilograms

X-ray scanner will have castor wheels for installation

**ANNEX 1**

<b>S.N</b>	<b>Description</b>	<b>COMPLY YES/NO</b>
1	Have the legal capacity to enter into a contract to execute the works	
2	Not be insolvent, in receivership, bankrupt, subject to legal proceedings for any of these circumstances or in the process of being wound up	
3	Not have had business activities suspended	
4	Not have a conflict of interest in relation to this procurement requirement	
5	Have a Business Registration Card (attach card)	
6	Not be under a disqualification or debarment sanction	