

Mauritius Revenue Authority Minutes of Pre-Bid Meeting

Topic for the Meeting: Pre-Bid Meeting - Provision of Transport Services for the MRA		Date: 04 February 2026
Project Owner: Finance and Administration Department		
Scheduled time of start: 10.30 Hrs	Actual time of start: 10.35 Hrs	Venue: Conference Room Level 8, Eham Court
Planned duration of the meeting: 60 Mins	Actual duration of the meeting: 55 Mins	Attendance: As Below
Chaired by: Mr I. Goreeba – Mechanical Engineer, FAD		
Secretary: Mrs. D. Sumputh - Meghoo – Support Officer (Finance and Administration Department)		
<u>In Attendance:</u>		
<u>STAFF</u>	<u>TITLE</u>	<u>EMAIL ADDRESS</u>
Ms. I. Dookhan	Ag. Team Leader, Procurement	inaize.dookhan@mra.mu
Mr. J. Sookun	Technical Finance Officer	jhageswar.sookun@mra.mu
Mr. N. Bhugwant	Office Supplies Administrator	nankishore.bhugwant@mra.mu
Ms. D. Bullyraz	Officer, Procurement	doorvashee.bullyraz@mra.mu
Ms. V. Dhoomon	Support Officer	vijna.dhoomon@mra.mu
Mr. D. Seekunto	Support Officer	dayesh.seekunto@mra.mu
<u>Bidders' Representatives:</u>		
<u>NAME</u>	<u>COMPANY</u>	<u>EMAIL ADDRESS</u>
Ms. B.Z Edoe	Ramdarsun & Son Ltd	atish4244@yahoo.com
Ms. T. Ramsurrun	Shinrin Travel Ltd	shinrintravel@yahoo.com
Mrs. S. Ramsurrun		
Mr N. Dookheea	KS Business Co Ltd	nikhileshdookheea7@gmail.com
Mr A. Seetaram		tripodfishltd24@gmail.com
Ms. Y. Pullut	Flo Mobility Services (RHT)	yoshita.pullut@flo.mu
Mr. N. Atawoo		nawez.atawoo@flo.mu
Mr. A. Ittoo	T. Transway Transport Co Ltd	t.transway@gmail.com
Invitees: As Above		
Minutes prepared / recorded by: Mrs. D. Sumputh - Meghoo		
Additional copies to: As above		

1. WELCOME AND OVERVIEW

The Chairperson welcomed all those present and declared the meeting open. He explained that pre-bid meetings allow potential bidders to interact with officers of the MRA who have been involved in the preparation of the bidding documents as well as those who will be administering the contract. It also provides bidders with an opportunity not only to clarify issues related to the bidding documents and its proceedings but also allows them to have a clear understanding of the scope of services required by the MRA.

The agenda was proposed to be as follows:

- (i) Explanation, Information and Clarification on Bidding Process;
- (ii) Activity schedule; and
- (iii) Questions and answers.

2. ITEMS DISCUSSED

- 2.1 Ms. Dookhan provided an overview of the bidding document. The rationale for the submission of documents was also explained emphasizing the necessity for bidders to ensure completeness of their bids. It was made clear that failure to submit mandatory documents by the prescribed deadline may lead to the bid being rejected.
- 2.2 Potential Bidders were informed that bids are being invited for two lots. The contract will be for two (2) years which may be thereafter extended, on same terms and conditions, for an additional period, not exceeding three (3) months based on the service provider's satisfactory performance.
- 2.3 The Eligibility and Qualification Criteria were discussed. Mr. Sookun emphasised that among the mandatory eligibility criteria, the Bidder must have experience in providing transport services to at least one organization of similar size and complexity over the last three years and the average minimum financial amount of similar services over the past five years shall be Rs. 5 million.
- 2.4 Potential bidders were reminded that among the documents to be uploaded, it is essential to include scanned copies of original documents/information regarding any litigation, current or during the last three years, in which the Bidder is involved, the parties concerned, and disputed amount or in case of no litigation, a duly signed undertaking with the company's letterhead. Ms. Dookhan also highlighted that the bid validity period shall be 120 days.
- 2.5 Mr. Seekunto, then, explained thoroughly the different services to be provided as follows:

Conveyance on a door to door basis of Customs Officers working at SSR International Airport (Arrival/Departure Halls and Cargo Shed) in 14 seater vans

Mr. Seekunto explained that drivers shall pick-up officers from their specific locations on a door-to-door basis and convey them to SSR International Airport and Cargo Shed – PATS. Conveyance shall be at specific time and bidders shall quote as follows:

In the morning – Two vans will pick-up customs officers on a door-to-door basis from different locations throughout the island and reach SSR International Airport and Cargo Shed – PATS at 0400 hours.

During the day –

- (i) Officers, who have completed the first shift from SSR International Airport and Cargo Shed – PATS at 1400 hours will be conveyed to their respective locations on a door-to-door basis; and
- (ii) Customs officers of the second shift will be conveyed on a door-to-door basis from different locations throughout the island and reach SSR International Airport and Cargo Shed – PATS at 1400 hours.

At Night - Officers who have completed the second shift from SSR International Airport and Cargo Shed – PATS at or around 2200 hours will be conveyed to their respective locations on a door-to-door basis.

Mr. Sookun highlighted that in view of flight operations and departmental requirements, the service provider should also cater for additional vans between 0000 to 0400 hours.

Conveyance of staff between 0600 to 1800 hours

- (i) Site Visits: Mr. Seekunto explained that requests for site visits are either on drop only basis or drop, wait and return basis throughout the island. Mr. Sookun highlighted that for drop only trips, bidders should quote a rate per trip. However, for trips on drop, wait and return basis, bidders shall quote a trip for the minimum 4 hours. In case the journey exceeds four hours, each hour or any part thereof shall be paid at an hourly rate on a pro-rated basis. Bidders shall also quote for the hourly rate over and above the minimum four hours.

- (ii) Standby at MRA sites: Mr. Seekunto highlighted that two 14-seater vans are required to stand by at each MRA sites namely, Ehram Court, Custom House and Belfort Tower for which, the service provider must cater for movements within Port-Louis between 0830 to 1630 hours. At ICCC, the service provider must cater for movements within the airport region up to Mahebourg/Plaine-Magnien and move to Port Louis and back twice per week.

Mr. Seekunto explained that all vehicles deployed for standby at MRA sites will move within a radius of 15 km of their respective sites. In case the vehicles will be requested to move beyond the radius of 15 km, payment will be made trip wise as per the rate quoted for site visits and payment for the standby portion will be prorated accordingly.

- (iii) Mr. Seekunto apprised the members that conveyance of Staff in buses are required as follows:
 - (a) On weekdays - Two trips in the morning from Victoria Bus Terminal (Gare du Sud) – Port Louis to Custom House – Mer Rouge, Port-Louis and two trips in the afternoon from Custom House – Mer Rouge, Port-Louis to Victoria Bus Terminal (Gare du Sud) in buses of minimum 56-seater capacity.

(b) On Saturdays - One trip in the morning from Victoria Bus Terminal (Gare du Sud) – Port Louis to Custom House – Mer Rouge, Port-Louis and one trip at noon from Custom House – Mer Rouge, Port-Louis to Victoria Bus Terminal (Gare du Sud) in buses of minimum 56-seater capacity.

2.6 Afterwards, the following items under the Scope of Services were elaborated:

- **Obligations of the Service Provider**

Mr Sookun highlighted that all vehicles deployed should not be more than ten years for vans/cars fitted with Air-Conditioner and GPS, and not more than fifteen years for bus. The potential bidders were also reminded that in case of any breakdown, the service provider shall be able to provide a replacement vehicle as soon as possible.

- **Duties of the Contract Manager (Key Personnel)**

Mr. Sookun further stressed on the fact that the Contract Manager should be available on a 24/7 basis, day and night.

- **Profile of the Proposed Drivers**

The potential bidders were also apprised of the fact that all drivers should be well-groomed, drive in accordance with all traffic laws and ensure that their vehicles are well maintained.

Ms. Dookhan also highlighted that for the GPS requirement, the selected bidder will be given four (4) months moratorium to install the equipment.

The Chairperson apprised the members that transport services are also required for conveyance of high level delegates to attend workshops, trainings and conferences throughout the year. In this respect, proper vehicles and drivers are required to convey the delegates as per the schedule of the training and/or conferences to uphold the image of the MRA.

2.7 The attention of the potential bidders was drawn to the General Conditions of Contract (GCC) 3.3.1 - Confidentiality and Conflict of Interest. The Chairperson explained the importance of the Non-Disclosure Agreement given the sensitive nature of MRA's operations and the need to maintain confidentiality.

Ms. Dookhan also explained GCC 3.10.1 of the Special Conditions of Contract which provides for a deduction from the balance of payments, a sum equivalent to two times the rate for non-performance or part performance of a trip/s in case the service provider fails to provide transport services as per the bidding document.

She further apprised the potential bidders that as per GCC 6.6.1, the contract is subject to the price adjustment with changing fuel prices. The fuel component shall account for 40% of the quoted rate and any change in price of diesel/petrol shall be reviewed using this weightage.

3. QUERIES RAISED BY BIDDERS

Query	Response
<p>Mr. Atawoo queried whether it is mandatory to deploy drivers of Mauritian nationality only given that there is a shortage of local labour and whether non-compliance will result in the rejection of the bid.</p>	<p>Ms. Dookhan explained that the requirement falls under the eligibility criteria and if the bidder does not comply with the requirement, the submission will fail the eligibility test and thus be rejected.</p> <p>The Chairperson added that past experience with non-Mauritian drivers had presented operational difficulties due to language barriers and a lack of local geographical knowledge.</p>
<p>Mrs. Ramsurrin inquired on the timing of the submission of the Performance Security.</p>	<p>Ms. Dookhan clarified that only the successful bidder shall be requested to submit the performance security within 28 days of issuance of the letter of acceptance by the MRA.</p>
<p>Reference is made to Lot 1 of Section IV Activity Schedule whereby it was specified that bidders need to provide 14-seater vans for conveyance of staff.</p> <p>Mr. Atawoo requested as to whether there is the possibility to include taxis in his proposed fleet. He further sought clarification on whether the proposal would result in the bid's rejection or merely a lower technical score.</p>	<p>Ms. Dookhan stressed on the fact that the bidders need to comply to the strict requirements of the bidding document. The Chairperson added that 14-seater vans are more convenient given the nature of operations.</p>
<p>Mr. Atawoo queried on the timing that the transport requests will be shared with the service provider.</p>	<p>Mr. Seekunto informed that the monthly rosters of officers at SSRIA and seaport will be shared in advance. While for site visits, the service provider will be notified of the transport requests on the eve of the visits. Mr. Sookun highlighted that the service provider should also be able to arrange for urgent transport requests as and when received.</p>
<p>With respect to the requirement under Lot 2 of the Activity Schedule, <i>'Conveyance of Staff to and from Victoria Bus Terminal (Gare du Sud) – Port Louis to and from</i></p>	<p>Mr. Sookun replied by reiterating the fact that the first bus shall depart from Victoria bus terminal at 08:20 followed by the second one at 08:30. Hence, two</p>

<p><i>Custom House – Mer Rouge, Port-Louis</i>. Mr. Ittoo queried about the possibility of a single bus performing all the trips.</p>	<p>(2) buses are required since the same bus will not be able to perform two consecutive trips on weekdays.</p> <p>However, on Saturdays only one trip is required in the morning and one trip at noon. Hence, only one bus can perform both trips.</p>
<p>Reference is made to ITB 6.3: <i>(l) Subcontracting components of the Services should not exceed 80% of the total number of vehicles deployed daily.</i></p> <p>Mr. Atawoo sought further details regarding the subcontracting components of the contract. He also queried whether vehicles ordered from abroad and not yet delivered in Mauritius will be considered as vehicles owned by his company.</p>	<p>Mr. Sookun stated that at the time of submission of bids, the bidder should have at least 20% of the vehicles intended to be deployed registered in its name.</p> <p>As per Clause 6.3(k) – Qualification of the Bidder, PSVL and Registration Books must be submitted along with the proposals. Ms. Dookhan suggested that the query be submitted using the online clarifications feature available in the e-Procurement System and the MRA will respond online within seven days, provided that such request is received no later than fourteen (14) days prior to the deadline for submission of bid.</p>

4. End of Meeting

The meeting ended at 1130 hours with a note of thanks to bidders for their presence and a gentle reminder to make sure that all requested documents are duly submitted.