



Ministry of Arts & Culture Communiqué Implementation of a Document Management System

In the context of its E-Archives project, the National Archives Department intends to digitalise all its documents. The objectives of the project is to;

- 1) To preserve the original records by reducing the wear and tear on the physical volumes through handling, and
 - 2) To increase and facilitate access to the Documentary Heritage of Mauritius to a national and international audience through access via internet.
1. The National Archives Department invites bids from qualified and eligible bidders for the implementation of Document Management System in the context of its E-Archives project.
 2. Bidding documents will be available as from **Monday 07 May 2018** by downloading **free of charge** from the public procurement portal (**publicprocurement.govmu.org**), **Ministry of Art and Culture(culture.govmu.org)** or the **National Archives(nationalarchives.govmu.org)**. Amendments, if any, to the bidding documents prior to the deadline for submission of bids will be forwarded simultaneously to all prospective bidders who have received the documents directly from Ministry of Arts and Culture.
 3. Bids in a sealed envelope should be deposited in the Tender box at **Ministry of Arts & Culture, 7th Floor, Renganaden Seeneevassen Building, Port-Louis** not later than **13 30 hrs on Wednesday 06 June 2018 (local time) at latest.** The cover of the envelope should contain the following information - Bid Reference Number, the closing date for submission and name of the Bidder. All bids should be duly signed and stamped. **Bids that are not duly signed, as well as late bids will be disqualified automatically.**
 4. A site visit and pre-bid meeting has been scheduled for **Thursday 17 May 2018 at 10 30 hrs.**
 5. Bids will be opened in the presence of Bidders' Representatives, who choose to attend the Bid Opening on **Wednesday 06 June 2018 at 13 45 hrs Local time** and at the following address: **Conference Room Ministry of Arts & Culture, 7th Floor, Renganaden Seeneevassen Building, Port Louis.**

08 May 2018
Ministry of Arts & Culture