



Ministry of Arts and Culture
Communique
Rental of Office Space

The *Ministry of Arts and Culture* intends to rent a building of an approximate area of **3000 m²** in the region of **Port Louis, Ebene Cyber City or Moka** for an initial period of **five** years renewable thereafter on a yearly basis, including amenities such as *partitions, power points, air-conditioning, parking facilities and telephone/internet connection* to serve as *inter alia* offices, *Conference Rooms and Committee Rooms*.

2. Bidding documents will be available as from **28 August 2018** by downloading **free of charge** from website of the Ministry of Arts and Culture (**culture.govmu.org**) or that of the public procurement portal (**publicprocurement.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.

(a) Bidders are required to submit their bids in two separate envelopes --- one for Technical and one financial.

At first stage, only the envelope containing the technical offers will be opened and analysed. Only the technically responsive bids or bids that may be made to meet the requirements with minor changes will be retained for further consideration. Those which are totally outside the scope of the requirements or are otherwise not responsive shall not be retained for further consideration.

(b) At the second stage, bidders whose bids have been retained following the first stage will be invited to submit the agreed upon changes to be brought to the Technical Proposal together with a supplementary to the Financial Proposal by a set time and date. The bids received at the second stage as well as the Financial Proposal received at the first stage will be opened simultaneously in the presence of the bidders or their representatives if they choose to attend.

3. Bids containing the Technical Proposal and Financial Proposal in a sealed envelope for the first stage shall be deposited in the Tender box at **Ministry of Arts and Culture, 7th Floor, Renganaden Seeneevassen Building, Port Louis** not later than **Wednesday 26 September 2018 by 13 30 hours 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 submissions will be automatically disqualified.**

4. The envelope containing the Technical Proposals will be opened in the presence of Bidders' Representatives, who choose to attend the Bid Opening on **Wednesday 26 September 2018 at 13 45 hours** and at the following address: **Conference Room, Ministry of Arts and Culture, 7th Floor, Renganaden Seeneevassen Building, Port Louis.**

The envelope containing the Financial Proposal shall be kept **unopened and secured** for onward process.

29 August 2018

Ministry of Arts and Culture