



Ministry of Arts & Culture **Communique** **Rental of Office Space**

The ***Ministry of Arts & Culture*** intends to rent a building of an approximate area of **7570 m²** in the region of **Ebene** for a duration of **five** years renewable thereafter on a yearly basis, including amenities such as partitions, *power points*, *air-conditioning*, *parking facilities*, *telephone/internet connection etc* to serve as offices with provision for *Conference* rooms and *Committee* rooms etc.

1. Bidding documents will be available as from **17 April 2017 at the Ministry of Arts & Culture, 7th Floor, Renganaden Seeneevassen Building, Port-Louis** against an non-refundable fee of **Rs 200** or by downloading **free of charge** from 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.

2. Bids shall be submitted in a two stages and two envelope- procedure, that is,
(a) At the first stage, bidders will be required to submit a Technical Proposal and a Financial Proposal in two separate envelopes; only the technical offers will be opened and analysed to retain those proposals that meet the requirements of the public body or may be made to meet the requirements with minor changes. 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 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 & Culture, 7th Floor, Renganaden Seeneevassen Building, Port-Louis** not later than **Wednesday 17 May 2017 by 1300 hrs 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.**

5. The envelope containing the Technical Proposals will be opened in the presence of Bidders' Representatives, who choose to attend the Bid Opening on **Wednesday 17 May 2017 at 1315 hrs Local time** and at the following address: **Conference Room Ministry of Arts & Culture, 7th Floor, Renganaden Seeneevassen Building, Port-Louis.**

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

Date: 13 April 2017
Ministry of Arts & Culture