PRIME MINISTER’S OFFICE  
(CIVIL STATUS DIVISION)

INVITATION FOR BIDS

RENTING OF OFFICE SPACE AT TERRE ROUGE TO ACCOMMODATE  
TERRE ROUGE CIVIL STATUS OFFICE

CSD/PMO/Q1 OF 2023-2024/ ONB

Open National Bidding

1. The Prime Minister’s Office, Civil Status Division intends to rent Office Space of an area of 75 m²  
at Terre Rouge to accommodate Terre Rouge Civil Status Office.

2. The rental of Civil Status Office shall be for a period of (three) 03 years as from the date of taking  
over of the building and renewable thereafter on a mutual agreement.

3. The proposed office space/building should be of reinforced concrete, on the ground floor within a  
radius of approximately 600 metres from the nearest Bus Stop, Post Office and Police Station, and  
as more fully detailed in the Technical Requirement. The building should be in Terre Rouge where  
public bus transport is easily available, with easy access by the public, easy access for vehicles, parking  
facilities for 2 vehicles, main circulation area i.e., lobby, kitchen, have toilet facilities, openings fitted  
with Burglar proof, essential amenities such as water, telephone, electricity, power points and lightings,  
air conditioner, fire extinguishers and safety signs.

4. This Division requires that the Office Space with the necessary amenities be made available within  
three (3) months or earlier after the award of contract.

5. Bid Form together with the detailed requirements of the Division is available through direct download  
from Public Procurement Portal: https://publicprocurement.govmu.org/publicprocurement/ OR is  
available at the Registry of the Civil Status Office, Prime Minister’s Office, 7th Floor, Emmanuel  
Anquetil Building, Port Louis.

6. Any clarification sought by any bidder shall be addressed in writing to the Registrar of Civil Status,  
Civil Status Division, 7th Floor, Emmanuel Anquetil Building, Port Louis, Fax No.: 201 1869 so as to  
reach him at least fourteen (14) days before the deadline for the submission of bids.

7. Bids in sealed envelope clearly marked “Renting of Office Space at Terre Rouge to accommodate  
Terre Rouge Civil Status Office – (CSD/PMO/Q1 OF 2023-2024/ ONB), and indicating the closing  
date should be addressed to The Departmental Bid Committee, Level 7, Emmanuel Anquetil  
Building, SSR Street, Port Louis and should be deposited in the Tender Box situated at Civil Status  
Division, Level 7, Emmanuel Anquetil Building, SSR Street, Port Louis not later than  
18 September 2023 at 13:00 (local time) at latest.

8. Bids will be opened in the Conference Room of the Civil Status Division, PMO on the same day  
18 September 2023 as from 13:15 (local time), in the presence of bidders/ bidders’ representatives who  
choose to attend.

Civil Status Division,  
Prime Minister’s Office  
7th Floor, Emmanuel Anquetil Blg  
Port Louis  
18 August 2023