



**PRIME MINISTER'S OFFICE
(CIVIL STATUS DIVISION)**

INVITATION FOR BIDS

**RENTING OF OFFICE SPACE AT PETITE RIVIÈRE TO ACCOMMODATE
PETITE RIVIÈRE CIVIL STATUS OFFICE**

CSD/PMO/Q4 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 approximately 55 m² at Petite Rivière to accommodate Petite Rivière 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 800 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 **Petite Rivière** 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, 7thFloor, 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 Petite Rivière to accommodate Terre Rouge Civil Status Office – (CSD/PMO/Q4 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 **Thursday 12 October 2023 at 10:00 (local time) at latest.**
8. Bids will be opened in the Conference Room of the Civil Status Division, PMO on **the same day Thursday 12 October 2023 as from 10:15 (local time)**, in the presence of bidders/ bidders' representatives who choose to attend.

**Civil Status Division,
Prime Minister's Office
7th Floor, Emmanuel Anquetil Bldg
Port Louis
12 September 2023**