

**Ministry of Health and Wellness**

**Expression of Interest (EOI)**

**Terms of Reference**

**for**

**Renting of Office Space with amenities to accommodate Terre Rouge Community Health Centre**

1. **Introduction**

The Ministry of Health and Wellness intends to rent office space with amenities to accommodate the offices of Terre Rouge Community Health Centre to an area of approximately 2,500 sq ft in the vicinity of Terre Rouge as detailed below:

**General Requirements:**

|  | **Renting of Office Space** |  |
| --- | --- | --- |
| **I** | **Location and Site Condition** |  |
|  | 1 Parking space | Space for minimum 20 cars |
|  | 2. Other added amenities – fencing, concrete refuse bin and proper sewage disposal | * Properly fenced with metal gate entrance and tarred yard
* Separate dumping sheds for general and clinical waste disposal
* The premises should be provided with essential amenities such as electricity, electrical lighting, power points, telephone lines, data points, water supply and adequate roof water tank.
 |
|  | 3. Floor space (Surface Area): | * One building on ground floor of not less than 2,500 sq ft
 |
|  | 4. Period of rental: | Minimum 3 years renewable on a yearly basis |
|  |  |  |
| **II** | **Neighbourhood Data** |  |
|  | 1. Sanitation and health condition | * No dust (clean & tidy)
 |
|  | 2. Absence of adverse influence | * No noise pollution or bad smell
 |
|  |  |  |
| **III** | **Real Estate** |  |
|  | 1. Structural condition  | * Reinforced concrete building with security and emergency exits
* Office space should be partitioned with fireproof materials and allow for the flexibility of re-organising the space to meet our requirements.
* The partitioning and structural modifications in the building to be done to our satisfaction and will have to be effected by the owner at his own costs.
* All openings to be fitted with burglar proof reinforcement and should withstand cyclonic winds at 275 km/hr
 |
|  | 2. Functionality | * Uniform flooring with anti-skid tiles
 |
|  |  a. Ventilation | * Natural light & ventilation
* The areas such as corridor, toilet and kitchen should be properly ventilated.
* All office rooms to be fitted with electric fans and to be well aerated and ventilated.
 |
|  | 3. Facilities |  |
|  |  a. Water supply and toilet  | * Adequate number of toilets (separate for male and female) for both staff and public with adequate water supply (24 hours)
 |
|  |  b. Lighting system  | * Lighting plus emergency light indoor and outdoor
* Yard lightning
 |
|  |  c. Emergency Exit Door (at least 2) | * Security and emergency exits should conform to the Health, Safety and Welfare Act and to the requirement of the Fire Services.
 |
|  |  d. Firefighting equipment | * Building to be provided with firefighting facilities as per established standards
* Fire exits
* Fire Extinguishers
* Fire Signages
* Fire certificate with all firefighting equipment
 |
|  | 4. Other requirements |  |
|  |  a. Maintenance  | * Outdoor Maintenance by service provider
 |
|  | b. Fire Alarm System |  |
|  | c. Availability of ramp for person with disabilities depending on structure of building and land scaping |  |
| **IV** | **Free Services and Facilities** |  |
|  | 1. Air conditioning |  |
|  | 2. Repair and maintenance  | * Repair & maintenance of Air conditioners by service provider
 |
|  | 3. Water and light consumption | To be borne by Ministry of Health and Wellness |
|  | 4. Secure parking space | * Ministry of Health and Wellness to provide Security
 |

**2. Objective**

The objective of this exercise is to shortlist proposals of Office Space that meet the general requirements and required amenities of the Community Health Centre as more fully defined in the Terms of Reference.

The shortlist will comprise:

(i) Proposals that meet the general requirements and required amenities of the Community Health Centre and

(ii) Proposals that may meet the general requirements subject to minor works.

The shortlisted proposals shall be invited thereafter to participate in a bidding process.

**3.** The proposals at this stage should **not** contain rates and other costs

**4. Scope of Amenities**

The bidder shall be required to carry out the necessary required amenities to customise the proposed office space according to the needs and requirements of the relevant Ministries/Departments and to the satisfaction of the Ministry of Health and Wellness.

**5. Documents to be submitted**

With a view to assess the proposals for shortlisting, owners of proposed building/office space are required to submit the following:

* Name of owner of proposed building for the office space
* Type of building proposed
* Location of building
* Floor space area proposed
* No. of Parking slots proposed
* Date from which the proposed building/office space will be available.

**6. Submission of Expressions of Interest**

Expression of Interest in sealed envelope clearly marked **“Renting of Office Space with amenities to accommodate Terre Rouge Community Health Centre – Reference No. MHPQ/NMED/2023-2024/Q77**” and indicating the closing date should be addressed to the **Senior Chief Executive, Ministry of Health and Wellness,** and should be deposited in the **Bid Box,** at the undermentioned addresson or before **29 February 2024 up to 10.00 hours (local time) at latest.**

**7.** Any clarifications sought by any bidder in respect of the shortlisting exercise shall be addressed in writing to the**, Ministry of Health and Wellness,10th Floor, Emmanuel Anquetil Building, SSR Street, Port Louis, Attn: Manager Procurement and Supply, Fax No. +230 214 9006** so as to reach him at least seven (7) days before the deadline for the submission of the application.

**8. The Ministry is under no obligation to shortlist any bidder who expresses interest.**

**9.** The address referred to, for submission of proposals and to attend to opening of the Expression of Interest is:

**The Senior Chief Executive**

**Ministry of Health and Wellness**

**Bid Box, 5th floor, Emmanuel Anquetil Building**

**SSR Street, Port Louis**

**Date : 08 February 2024**