



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

INVITATION FOR BIDS

**RENTING OF OFFICE SPACE AT ROSE BELLE TO ACCOMMODATE
ROSE BELLE CIVIL STATUS OFFICE**

CSD/PMO/Q10 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 68-74 m² at Rose Belle to accommodate Rose Belle 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 **Rose Belle** 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 Rose Belle to accommodate Rose Belle Civil Status Office – (CSD/PMO/Q10 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 **24 April 2024 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 24 April 2024 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
25 March 2024**