



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

INVITATION FOR BIDS

**RENTING OF OFFICE SPACE WITH AMENITIES AT SOUILLAC TO ACCOMMODATE
SOUILLAC CIVIL STATUS OFFICE**

Procurement Ref No: CSD/PMO/ Q8 OF 2024-2025/ ONB

Open National Bidding

1. The Prime Minister's Office - Civil Status Division intends to rent an Office Space between 96 m² and 108 m² complete with amenities as per the technical requirements to accommodate Souillac Civil Status Office.
2. The contract shall be on a Long Term Arrangement (LTA) valid for a period of (three) 03 years as from the date of taking over of the building and renewable thereafter on a mutual agreement at a fixed rate.
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 Souillac 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 Civil Status Division, 7th Floor, Emmanuel Anquetil Building, Sir Virgil Naz Street, Port Louis through the Secretary of the Departmental Bid Committee.
6. Any clarification sought by any bidder shall be addressed in writing to the **Secretary, Departmental Bid Committee, Civil Status Division, 7th Floor, Emmanuel Anquetil Building, Sir Virgil Naz Street, Port Louis** or 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 WITH AMENITIES AT SOUILLAC TO ACCOMMODATE SOUILLAC CIVIL STATUS OFFICE – CSD/PMO/ Q8 OF 2024-2025/ ONB** and indicating the closing date should be addressed to **The Departmental Bid Committee, Civil Status Division, 7th Floor, Emmanuel Anquetil Building, Sir Virgil Naz Street, Port Louis** and should be deposited in the Tender Box situated at **Civil Status Division, 7th Floor, Emmanuel Anquetil Building, Sir Virgil Naz Street, Port Louis** not later than **Thursday 15th of May 2025 by 14:00 at latest**.
8. Bids will be opened in the Conference Room of the Civil Status Division on **the same day Thursday 15th of May 2025 as from 14:05 (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
15 April 2025**