

UNIVERSITY OF MAURITIUS

PRC Ref. No.: UoM 60/25 – Provision of Cleaning Services

Report on Pre-Bid Meeting

A. INTRODUCTION

In accordance with **Paragraph 7 of Section I - Instructions to Bidders** of the Bidding Documents, a Pre-Bid Meeting was held on **Thursday 27 November 2025 at 10.00 hours** in Room G1, Lecture Hall I, Tower Block Academic Complex, University of Mauritius, Réduit.

The main highlights of the Pre-Bid Meeting are presented hereafter.

B. OVERVIEW OF THE SCOPE OF SERVICES

Prospective bidders were briefed on the scope of the services to be provided on and off-Campus. In particular, the following were brought to their attention:

- (i) The required cleaning services should be provided from Monday to Saturday from 07 00 hours to 18 00 hours.
- (ii) An overview of the Reduit Campus was provided as follows:
 - Some 1,000 staff and 10,000 students;
 - Buildings covering an approximate area of 500,000 sq ft;
 - 120 Science and Technology Laboratories;
 - Some 100 classrooms;
 - 374 Toilets; and
 - About 30 Computers Labs among others.

A detailed listing of the buildings, their floor area and amenities that they accommodate are provided in the bidding documents.

- (iii) The cleaning and maintenance of green areas is excluded from the contract. However, the cleaning of car parks, pathways etc. along with the watering of flower pots and plants would have to be carried out by the successful service provider.
- (iv) The contract shall include the provision of emergency cleaning services following crisis situations such as flooding, cyclones, torrential rains and similar occurrences.

- (v) Prospective bidders to quote separately for a rate /hour per operative for cleaning services that may be needed outside the normal working hours stated above at B(i) and as per the Price Schedule (Part B) provided at Page 26 of the Amended Bidding Documents.
- (vi) All litter bins should be emptied on the same day in late afternoon (between 16.00 hrs to 18.00 hrs) to prevent proliferation of pests such as rats and rummage by stray dogs through the garbage.
- (vii) The successful service provider should post at least two Supervisors/Team Leaders on site to ensure that:
 - (a) There is a proper supervision of the cleaning services for all UoM buildings.
 - (b) One Supervisor to oversee the cleaning services for buildings on the Old College Side and the other Supervisor to supervise NAC, Students Centre, Paul Octave Wiehe Auditorium and the Gymnasium.
 - (c) Problems to be addressed at each site would be directly channelled to them for immediate remedial actions.
 - (d) UoM would have a right of inspection on the appointment of the Supervisors.
- (viii) During the evaluation process, bidders would be required to make a presentation on their methodology for cleaning services such as cleaning of pigeon droppings, disposal of waste, etc...
- (ix) As an indicative guideline, bidders were advised that their labour force should not be below 30 full time cleaners to be deployed at the various sites.
- (x) The attention of prospective bidders was drawn to the fact that the successful contractor will have an obligation to ensure that the scope of services is duly complied with and for this purpose, the successful bidder shall ensure that an adequate number of cleaners are posted at all sites at all times.

The onus will be on the successful bidder to deploy additional part time and/or full-time cleaners at no extra costs as and when necessary so as to ensure that the required services are delivered to satisfaction at all times. Shortage of labour will not constitute an acceptable excuse for any shortcoming in the services to be provided.

- (xi) Prospective bidders were informed that there should be a regular rotation of cleaning staff.

Thereafter, prospective bidders were invited to seek clarifications.

C. QUERIES FROM PROSPECTIVE BIDDERS

(i) Cleaning of the Campus Ground

One bidder requested for information on the cutting and removal of grass on the green spaces.

Prospective bidders were informed that:

- a) The cutting of trees, shrubs and vegetation and the removal of grass/leaves would be undertaken by the UoM Farm.
- b) The cleaning of the Campus Ground including parking spaces, walkways, driveways, staircases, etc across the Campus should be undertaken by the Service Provider in coordination with the Farm Manager.

(ii) Request for a Schedule of Work

In order to enable a proper planning and monitoring of the cleaning of buildings, external walkways, staircases and other similar premises, the successful service provider should submit a schedule of work on a weekly basis to be agreed with the Services Section.

(iii) Employment of Foreign Cleaners

One prospective bidder queried whether the employment of foreign personnel to provide the required cleaning services is acceptable to UoM.

Prospective bidders were informed that UoM did not have any objection. The successful bidder should submit a detailed list of its labour force who would be employed to provide the required cleaning services provided that they would comply with all related legislations and remuneration laws and the personnel should be suitably qualified and competent.

The meeting was closed at 10.50 hours.

This report shall be considered as Addendum No.1 to the Bidding Documents.

03 December 2025

JC/CSNM/HG