



Under the aegis of the Ministry of Arts and Cultural Heritage
Royal Road, Coteau Raffin
Tel: 451 5759/5799; Fax: 451 5765; Email:lemorneheritage2@gmail.com

OFFICE SPACE FOR RENT WITH AMENITIES IN THE REGION OF EITHER LE MORNE AND ITS VICINITY, LA GAULETTE OR COTEAU RAFFIN (Ref: LMHTF/1/2023)

Invitation for Bids

The *Le Morne Heritage Trust Fund* intends to rent offices spaces **in the region of Le Morne and its vicinity, La Gaulette or Coteau Raffin of approximate area of 860 -970 square feet being 80-90 square meters**

1. The proposed building should comprise of the following:
 - (i) reinforced concrete, with security, be in conformity with the Health, Safety and Welfare Act and Fire Certificate;
 - (ii) the partitioning and structural modifications in the buildings to the satisfaction of the Public Body would have to be effected by the owner at his own cost;
 - (iii) openings should be fitted with burglar proof reinforcement and should withstand cyclonic winds of 240 km/hr;
 - (iv) the premises should be provided with essential amenities such as single phase electrical supply (minimum 5 KW), electrical lighting and power points, telephone lines, water supply and roof water tank;
 - (v) be provided with fire detectors, fire alarm and firefighting facilities as per established standards;
 - (vi) adequate number of toilets (separate for gents and ladies) for both staff and public should be provided;
 - (vii) office should be provided with air conditioning system(split type) and the other areas namely corridor, toilets, kitchenette/mess
 - (viii) should be properly ventilated;
 - (ix) parking facilities should be provided for a minimum of two (2) vehicles;
 - (x) the building should have a proper drainage system.

2. The *Le Morne Heritage Trust Fund* requires **that the Office Space be delivered with all the necessary amenities as per our requirements by beginning of October 2025.**

3. The duly completed quotation form should be sealed in a single envelope, clearly marked with the Procurement Reference Number and the Bidder's name at the back of the envelope and addressed to ***The Director, Le Morne Heritage Trust Fund, Level 9, Hennessy Court Building, Pope Hennessy Street, Port Louis.*** The sealed envelope should be deposited in the Quotation/Tender Box located at ***Le Morne Heritage Trust Fund, Level 9, Hennessy Court Building, Pope Hennessy Street, Port Louis not later than Monday 07th of August 2023 by latest noon.*** Late quotations will be rejected and shall be returned unopened to the bidder concerned.

4. The *Le Morne Heritage Trust Fund* reserves the right to:-
 - (a) accept or reject any bid; and
 - (b) Annul the bidding process and reject all bids at any time prior to contract award, without incurring any liability towards the bidder.

***Le Morne Heritage Trust Fund
Royal Road, Coteau Raffin
June 2023***

General Terms and Conditions Applicable to the Bidding process

1. Rights of Public Body

The *Le Morne Heritage Trust Fund* shall have the rights to (a) request clarifications at time of evaluating quotations and (b) reject any quotation. The *Le Morne Heritage Trust Fund* shall not be bound to accept the lowest or any quotation.

2. Prices

The monthly rental fee quoted shall be firm throughout the contract period and inclusive of VAT and any other prevailing taxes and charges payable by the building owner.

3. The Contract

The letter of Acceptance together with this Quotation form shall constitute the contract between the *Le Morne Heritage Trust Fund* and the Lessor.

4. Employer

The *Le Morne Heritage Trust Fund* inviting the Quotation is the Lessee for the purpose of entering into contract with the successful bidder referred hereto as Lessor.

5. Project Manager

The Project Manager is the person appointed by the Lessee responsible for supervising the execution of the services and administrating the contract.

6. Advanced payment

Advance payment is not applicable.

7. Payment

The Lessee undertakes to effect payment by the 5th day of each month at latest.

8. Eligibility of Bidders

Bidders should prove themselves to be owner of the building and overall premises and duly authorized to enter into a lease agreement with a third party. Bidders should submit evidence of their ownership of the premises and layout of their premises indicating the useable space.

9. Clarification of Quotation form

For any clarification of the quotation form, Bidders may contact the above in writing addressed to **Le Morne Heritage Trust Fund, Royal Road, Coteau Raffin or by calling on 451 5759/99 during office hours.**

10. Amendment of quotation form

Before the deadline for submission of quotation, the *Le Morne Heritage Trust Fund* may modify the quotation form by issuing addenda. Any addendum issued shall be communicated in writing to everyone having obtained the quotation forms directly from *Le Morne Heritage Trust Fund*.

11. Evaluation Methodology

- (a) After receiving the quotations, premises offered will be visited by the Bid Evaluation Committee to identify those premises that meet the specified requirements.
- (b) Proposals that are completely out in satisfying the general requirements will be rejected. Those satisfying the general requirements and specified details requirements, and those that meet the general requirements and may be made to satisfy the detailed requirements will be retained for further evaluations.
- (c) Proposals that are responsive and those that may after arranging for the required fixtures and fittings satisfy the requirements of the *Le Morne Heritage Trust Fund* requirements shall be subject to an evaluation based on a marking system as defined hereunder:

Table of Rating Factors for Lease of Real Estate

Marking for technical merit (Tm):

	Rating Factors	Weight (%)	Rating
I	Location and Site Condition		
	1. Accessibility	(30)	
	2. Parking space	(20)	
	3. Other added amenities	(10)	
		(100)	
II	Neighbourhood Data		
	1. Prevailing rental rate	(25)	
	2. Sanitation and health condition	(25)	
		(100)	
III	Real Estate		
	1. Structural condition	(30)	
	a. Room arrangement	(6)	
	b. Circulation	(6)	
	c. Light and ventilation	(6)	
	d. Space requirements	(6)	
	3. Facilities		
	a. Water supply and toilet	(6)	
	b. Lighting system	(6)	
	c. Fire escapes	(6)	
	d. Fire fighting equipment	(6)	
	4. Other requirements		
	a. Maintenance	(5)	
		100	

	Rating Factors	Weight (%)	Rating
	I. Location and Site Condition	× (.25) =	
	II. Neighborhood Data	× (.25) =	
	III. Real estate	× (.50) =	
Factor Value			

Marking for financial merit (Fm):

	Rating Factors	Weight (%)	Rating
	I. Rental of office space (monthly)	100	

The lowest rental rate shall obtain the maximum mark 100 whilst the others shall be allocated marks inversely proposal of the lowest rental to the quoted rental.

$$\text{Total Marking} = (0.7 \times \text{Tm}) + (0.3 \times \text{Fm})$$

- (d) The proposal having obtained the highest mark shall be retained for award of contract subject to the Government Valuation Office confirming the reasonableness of the quoted rate. In case the quoted rate is substantially high the *Le Morne Heritage Trust Fund* may choose to negotiate with the highest ranked bidder or choose to consider the second ranked bidder so on and so forth until a deal is reached or decide to re-invite bids.

12. Submission of bids

Bidders should fill in the attached form(s) as applicable and attached all relevant documents such as evidence of ownership, layout plan of the proposed office space, site plan etc...

Bids should be forwarded in a sealed envelope and deposited in the tender box located at *the Le Morne Heritage Trust Fund, Level 9, Hennessy Court Bldg, Pope Hennessy Street, Port Louis.*

Late quotations will be rejected and shall be returned unopened to the bidder concerned.

Technical Requirements Form

Le Morne Heritage Trust Fund's Requirements

Proposals for renting of office space shall meet the following requirements:

- (a) The Office space should be available with all specified amenities as from 1st October 2023.
- (b) Office space of **about 860 -970 square feet being 80-90 square meters in the region of either Le Morne and its vicinity, La Gaulette or Coteau Raffin as per details below.**
- (c) The office space should be in the region of **either Le Morne and its vicinity, La Gaulette or Coteau Raffin.**
- (d) Building should be of reinforced concrete with security and emergency exits in conformity with the Health, Safety and Welfare Act and to the requirement of the Fire Services.
- (e) The offices should allow for the flexibility of re-organizing the space to meet the *Le Morne Heritage Trust Fund's* requirements.
- (f) Openings should be fitted with burglarproof reinforcement and should withstand cyclonic winds.
- (g) The premises should be provided with essential amenities such as electricity, electrical lightings and power points as per the requirements of Energy Services Division, water supply, water storage facilities, single phase (minimum 5KW) electricity supply and electrical installation to MS 63 with proper earthing, inclusive of 40 mA CB and 30 mA ELCB on all sub-circuits.
- (h) Building should be provided with Fire Certificate and also satisfy Occupational Health and Safety requirements.
- (i) Two toilets with wash hand basins-one for ladies and one for gentlemen
- (j) The other areas such as toilet and mess room should be properly ventilated. There should be adequate natural ventilation through openings in all areas.
- (k) There should be adequate natural lightings through glazed openings to enable use of artificial lighting during the day.
- (l) Parking facilities to be provided.
- (m) Provision should be made for curtains.
- (n) Rent shall be exclusive of utility bills.
- (o) The building should be freshly painted.

Other Requirements

- (a) The Bidder should state the earliest date as from which the office space fitted with all the amenities shall be available to the *Le Morne Heritage Trust Fund*.
- (b) Unless terminated earlier by the *Le Morne Heritage Trust Fund* the duration of the contract shall be for 24 months from the date of award of contract or renewable thereafter on a 2 years basis on terms and conditions agreeable to both parties.
- (c) A complete structural, copy of plan and technical information and architectural set of drawing shall be submitted with the Quotation Form. Bidders may propose office layout, but final decision on layout rest with the *Le Morne Heritage Trust Fund*.

Indicative Accommodation Schedule of Offices

Relocation of Offices – Le Morne Heritage Trust Fund for Le Morne, or La Gaulette or Coteau Raffin Site

SN	NAME OF OFFICE	OFFICE REQUIREMENTS	OFFICE SPACE (M ²)	
1	Chairman	Office --- 1unit	9	
2	Officers	Office --- 1 unit	10	
3	Officers	Offices --- 3 units of 14 m ² each	42	
4	For kitchenette	1 unit	9	
5	Store Room	1 unit	10	
		Total		80
	This requirement is for office space only, it excludes toilet, corridor, etc.			

Bidder's Proposal Form – Office space

Procurement reference No:LMHTF/1/2023

		Required	Proposed (Tick as appropriate)	
1.	Area of Office Space: The region of Le Morne or its vicinity, La Gaulette or Coteau Raffin excluding mess room, toilet facilities and main circulation area i.e. staircase, lift lobby	860 -970 square feet being 80-90 square meters	(State exact area proposed)	
2.	Availability of Office space	as from the beginning of October 2023	YES	NO
3.	Building	Distance from nearest Bus Stop within a maximum radius of 50 meters	YES	NO
		easy access to public	YES	NO
		Parking facility for a minimum of 2 (two vehicle)	YES	NO
		easy access for vehicles	YES	NO
		Concrete building with security and emergency exits	YES	NO
		Painted	YES	NO
		Ceramic tiling or equivalent	YES	NO
		Proper drainage system	YES	NO
		Openings fitted with burglarproof	YES	NO
4.	Utilities	Power points and lightings	YES	NO
		Telephone lines	YES	NO
		Water	YES	NO
		Roof water tank	YES	NO
5.	Facilities	Toilets- 1 for Ladies and 1 for Men	YES	NO
		Kitchenette	YES	NO

		Parking facilities	YES	NO
6.	Security devices	Fire detectors	YES	NO
		Fire alarm	YES	NO
		Firefighting facilities	YES	NO

I, the undersigned, duly authorized to enter into a lease agreement, declare having read all the terms and conditions of this Request for Quotation, subscribe to them without reservation, and undertake to make available my premises to *Le Morne Heritage Trust Fund* for occupation as from complete with all amenities to their satisfaction at the monthly rate of Rs.inclusive of VAT .

Name of Bidder:

Residential Address:

Address of Proposed Building:

Tel. No. (Home)..... **Mobile:** **Office**.....

E-mail address:

Date: **Signature:**