



***Le Morne Heritage Trust Fund***

**Issued on 5<sup>th</sup> January 2018**

**for**

**Renting of Office Space with amenities in the region of Port Louis**

**Procurement Reference No:**

**LMHTF/50/2017**

**Royal Road**

**Le Morne Village**

**Tel : 451 5759 / 451 5799**

**Email : lemorneheritage2@gmail.com**



## **Rental of Office Space**

Authorised under section 24(2) of the Public Procurement Act of 2006

The Le Morne Heritage Trust Fund invites Expression of Interest (EOI) from owners of buildings for the rental of Office space which will be used as Site Office.

The Le Morne Heritage Trust Fund intends to rent an office space with amenities in the range of **650-700 square feet** in the region of **Port Louis, for a duration of One(1) year and renewable, thereafter, for an additional period of one(1) year, as per reference LMHTF/50/2017.** This document refers to the terms of the eligibility criteria, and other terms and conditions set out hereunder.

The building is to be equipped with amenities such as water supply, partitions, power points, air-conditioning, telephone connections, parking facilities and in accordance with Health and Safety Regulations to serve as offices.

Any resulting contract shall be subject to the terms and conditions referred to in this document. Queries, if any, should be addressed to **the Officer in Charge, Le Morne Heritage Trust Fund.**

1. The proposed Office Space should be of reinforced concrete, with easy access to the public, easy access for vehicles, toilet facilities, parking facilities and essential amenities.
2. This document is available at the Le Morne Heritage Trust Fund, Royal Road, Le Morne village **or can be downloaded, free of charge, from the website of the Le Morne Heritage Trust Fund Website: <http://www.lemorneheritage.org/>.**
3. The duly completed proposal form should be sealed in a single envelope, clearly marked with the Procurement Reference Number and the Applicant's name at the back of the envelope and addressed to: **The Officer in Charge, Le Morne Heritage Trust Fund.** The sealed envelope should be deposited in the **Tender Box located at Le Morne Heritage Trust Fund, Royal Road, Le Morne village on or before Wednesday 10<sup>th</sup> January 2018 up to 12.00hrs** at latest. Late proposals will be rejected and shall be returned unopened to the parties concerned.
4. **Terms and Conditions**

(a) The Le Morne Heritage Trust Fund reserves the right to:-

- Cancel/withdraw the invitation without assigning any reason thereof;

- Accept/reject any proposal; and
  - Annul the bidding process and reject all bids at any time prior to contract award, without incurring any liability towards the bidder; and
  - Discontinue the rental of the building at any point of time on account of non-satisfactory conditions.
- (b) The Owner of the building has the right to discontinue the rental of building with three months advance notice.
- (c) There is no fee for participation in the EOI.
- (d) **No financial offer should be made at this stage.**

**Le Morne Heritage Trust Fund**  
**Royal Road**  
**Le Morne Village**  
**Tel : 451 5759 / 451 5799**  
**Email : lemorneheritage2@gmail.com**

## **General Terms and Conditions Applicable**

### **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 **subject to the concurrence of the Valuation Department** and 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 the Quotation shall constitute the contract between the Le Morne Heritage Trust Fund and the Lessor. The successful bidder will have to enter into a lease agreement with the Le Morne Heritage Trust Fund.

### **4. Lessee/Lessor**

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

### **5. Advanced Payment**

Advance payment is not applicable.

### **6. Payment**

The Lessee undertakes to effect payment each month each month by bank transfer.

### **7. Eligibility**

The Interested Parties 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. The Applicants should submit evidence of their ownership of the premises and layout of their premises indicating the useable space.

### **8. Validity of Bids**

At the time of the request for quotations, the bid validity period shall be **120** days as from the date of the deadline for the submission of bids.

#### **9. Clarification of Quotation**

For any clarification regarding the submission of quotations, the applicants may contact the Trust in writing to: **The Officer in Charge, Le Morne Heritage Trust Fund, Royal Road, Le Morne village. Fax No 451 5765, E-mail address: lemorneheritage2@gmail.com. Requests for clarifications should be made at least 1 day prior to the closing date for submission.**

#### **10. Amendment**

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

#### **11. Evaluation Methodology**

- (a) After receiving the quotations, the 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 will be retained for further evaluation.
- (c) The 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):**

<b>SN</b>	<b>Rating Factors</b>	<b>Weight (%)</b>	<b>Rating</b>
<b>I</b>	<b>Location, Site Conditions &amp; Facilities offered</b>		
	1. Accessibility to the public	(20)	
	2. Accessibility for disabled persons	(20)	
	3. Parking for staff	(10)	
	4. Parking for visitors	(05)	
	5. Structural conditions	(25)	
	6. Maintenance services	(10)	
	7. Other facilities offered	(10)	
		<b>(100)</b>	

- (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 Trust may choose to negotiate with the highest ranked bidder or choose to consider the second ranked bidder and so forth until a deal is reached or decide to re-invite bids.

**12. Submission of Expression of Interest**

Interested Parties should fill in the attached form(s) as applicable and submit all relevant documents such as evidence of ownership, layout plan of the proposed Office space, site plan etc. Expression of Interest should be forwarded in a sealed envelope, clearly marked with the Procurement Reference Number and the Applicant's name at the back of the envelope. The sealed envelope should be deposited in the tender box located at the **reception of the Le Morne Heritage Trust Fund, Royal Road, Le Morne village, on or before Wednesday 10<sup>th</sup> January 2018 up to 12.00hrs at latest.** Proposals that cannot be inserted in the tender box due to their size should be submitted to the **Officer in Charge, Le Morne Heritage Trust Fund, Royal Road, Le Morne village** by the same date and time at latest.

Late proposals will be rejected and shall be returned unopened to the applicant concerned.

**13. Opening of Expression of Interest**

Applications received for this Expression of Interest will be opened on the same day and place at **12: 25 hrs** in the presence of the applicants or their representatives who may wish to attend. The attendees shall sign a register evidencing their attendance.

## **Building Space Requirements – In Port Louis**

### **Building Office Space to accommodate Le Morne Heritage Trust Fund Site Office**

- (i) Office space in the range of 650-700 square feet excluding:
  - (a) Circulation areas i.e corridors, terraces/lobby/reception area;
  - (b) Kitchenette/mess; and
  - (c) Toilets.
- (ii) The building space should be easily accessible and shall be located in the centre of Port Louis.
- (iii) Building should be of reinforced concrete with security and emergency exit in conformity with the Health, Safety and Welfare Act and to the requirements of the Fire Services.
- (iv) 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.
- (v) Flooring should be in ceramic tiling or equivalent for easy maintenance.
- (vi) Openings should be fitted with burglar proof reinforcement and should withstand cyclonic winds of 240 km/hr.
- (vii) The premises should be provided with essential amenities such as (three phase electrical supply), electrical lighting and power points, telephone lines, water supply and roof water tank.
- (viii) The building should be provided with fire detectors, fire alarm and firefighting facilities as per established standards.
- (ix) Adequate number of toilets (separate for gents and ladies) for both staff and public should be provided.
- (x) Office should be provided with air conditioning (split type) and the other areas namely corridor, toilets, kitchenette/mess should be properly ventilated.
- (xi) Parking facilities should be provided for a minimum of One (1) vehicle.
- (xii) The building should have a proper drainage system.



- (xiii) The building space fitted with all amenities as defined above shall be made available and ready for occupation preferably by January/February 2018.
- (xiv) The initial contract period shall be for a duration of **One(1) year and renewable, thereafter, for an additional period of one(1) year** on terms and conditions agreeable to both parties.

**Proposal Form – Office Space in Port Louis**

**Procurement reference No: LMHTF/50/2017**

**To: Le Morne Heritage Trust Fund**

SN	Description	Required	Proposed (Tick as appropriate)		
1.	Area of Office Space excluding mess room, toilet facilities and main circulation areas (staircase, lift lobby, etc.)	<b>650-700 square feet</b>	(State exact area proposed)		
2.	Availability of Office space	Within one (1) month as from the date of award of the Contract	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No				
3.	Building	In Port Louis as specified in the requirements.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
		Yes	No		
		Easy access to public	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
		Yes	No		
		Easy access for vehicles	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
		Yes	No		
Concrete building with security and emergency exits	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No		
Yes	No				
Painted	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No		
Yes	No				
Openings fitted with burglarproof	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No		
Yes	No				
4.	Utilities	Power points, lightings, telephone, sockets and data points	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
		Yes	No		
Water	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No		
Yes	No				
5.	Facilities	Toilets - for Ladies ,for Men	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
		Yes	No		
		Kitchenette	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No				
Parking Facilities: Minimum 1 Slot	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No		
Yes	No				

I, the undersigned, duly authorized to enter into a lease agreement, declare having read all the terms and conditions of this Expression of Interest, subscribe to them without reservation and undertake to make available my premises to the Le Morne Heritage Trust Fund for occupation as from ..... complete with all amenities to the satisfaction of the Trust.

**Name:** .....

**Residential Address:** .....

**Address of Proposed Building:** .....

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

**Date:** ..... **Signature:** .....

**Seal (If proposal is made by a Corporate Entity):** .....