Public Officers' Welfare Council
Promoting the welfare of Public Officers and their families
6th Floor, Atom House, 16, Royal Street, Port Louis
Tel: 208 6658 / 208 0157 Fax: 208 6659
Email: powc@govmu.org Website: http://powc.govmu.org

A. REQUEST FOR QUOTATIONS (RFQ)

Date: 18 July 2019

The Manager
Name of Company
Address

Dear Sir/Madam,

You are hereby invited to submit your best quotation for the services listed hereunder and as more fully described in the Schedule of Requirements on page 2. Your offer should be made on this form stating other relevant data, with any annex you may wish to attach thereto. We commit ourselves to maintain the highest standard of integrity and ethical principles during all stages of the procurement cycle.

Name of Officer: Mr. Shakeeldeo Bundhoo
Date: 18 July 2019

<table>
<thead>
<tr>
<th>Item No</th>
<th>Brief Description of Services (Renting)</th>
<th>Sub-Total from Priced Activity Schedule</th>
<th>VAT (Rs)</th>
<th>Amount (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Erection of Marquees, tents, podium, supply of trestles, chairs, water tanks with water pumps, sinks and distribution points, and lightings and power points.</td>
<td></td>
<td></td>
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</tbody>
</table>

Quotation Validity period: 90 days after the closing date for bid submission
Closing date and time for submission: on or before Thursday 29 August 2019 up to noon at latest
Modes of Submission: To be deposited in Tender Box located at Public Officers' Welfare Council, 6th floor, Atom House, 16 Royal Street, Port Louis.
Late quotations will be rejected

I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption during our participation in the bidding process and we commit ourselves to observe the same principles if the contract is awarded to me/us and during its execution. We understand that transgression of the above is a serious offence and appropriate actions will be taken against me/us.

I/We agree to execute the services mentioned above and more fully described hereunder at price(s) quoted by me/us in accordance with the Public Body's Conditions of Contract.

Date……………………………..

Bidder's signature / seal ………………………..
## B. SCHEDULE OF REQUIREMENTS

### 1. SCOPE OF SERVICES, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The Public Officers’ Welfare Council, operating under the aegis of the Ministry of Civil Service and Administrative Reforms, is holding the 26th edition of its Annual Kermesse on **Sunday 10 November 2019** on the Gymkhana Grounds, Vacoas from 0900 hrs to 1730 hrs.

The Public Officers’ Welfare Council invites bidders to submit best quote for renting of marquees, tents, podium, supply of trestles, chairs, water tanks, sinks and distribution points, and lightings and power points.

*Bidders should state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.*

The Specifications and Compliance Sheet are as follows:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Technical Specification Required</th>
<th>Compliance of Specification Offered</th>
<th>Details of Non-Compliance/Deviation (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Marquees minimum size of 4mx4m with aluminium frame and covered with white tarpaulin. Marquise should be clean and standard.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Podium minimum size of 12mx9m with overall height of 6m rear and 7m front with raised platform 1.5m above ground level. Platform to be of at least 20mm thick plywood covered with fitted carpet “moquette”. Cloakroom size to be 2.5mx3m with lightings, power points and fan.</td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>Salle blanche <strong>(Rest Room)</strong> minimum size of 12mx12m and height 6m and covered with white tarpaulin.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Salle blanche <strong>(Food Court)</strong> minimum size of 8mx16m and height 6m and covered with white tarpaulin.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Salle blanche <strong>(invitees for the opening ceremony)</strong> minimum size of 10mx4m and height 6m and covered with white tarpaulin.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Temporary electrical installation for the Kermesse as described at annex I including all lighting fittings, floodlights, power sockets, generator installations with changeover, earthing and testing. An electrician to be standby on site from the beginning till the end of the Kermesse.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Water pumps and water tank of minimum capacity 2500 L. A plumber to be standby on site from the beginning till the end of the Kermesse.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name:  
Signature:  
Position:  
Date:  
Authorised for and on behalf of:  
Company:  

Page 2 of 7
### 2. PRICED ACTIVITY SCHEDULE

**QUOTATION FOR:** Renting of Marquees, tents, podium, trestles, chairs, water tanks with water pumps, sinks, distribution points, lightings and power points

**Procurement Ref No.** Q18/61

#### INSTRUCTIONS TO BIDDERS

- Bidders shall fill-in columns F, G, H & I and fill the total
- E= mark with a * if an equivalent is quoted
- F= Rate per unit
- G= Total price for one item (C x F)
- If an equivalent is quoted, please attach to your quote appropriate technical information & specification
- Bidders shall fill in and sign the bottom section of this page

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Goods (Renting)</th>
<th>Quantity required</th>
<th>Unit of measure</th>
<th>E*</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Erection of Marquees</td>
<td>60-70</td>
<td>Unit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provision of Trestles</td>
<td>180</td>
<td>Unit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provision of:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) Plastic chairs</td>
<td>700</td>
<td>Unit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) Chairs for invitees (VIP)</td>
<td>50</td>
<td>Unit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Podium with 2 Cloakrooms</td>
<td>1</td>
<td>Unit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Salle Blanche (Rest Room)</td>
<td>1</td>
<td>Unit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Salle Blanche (Food Court)</td>
<td>2</td>
<td>Unit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Salle Blanche (invitees)</td>
<td>1</td>
<td>Unit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Temporary electrical installation for the Kermesse as described at annex I including all lighting fittings, floodlights, power sockets, generator installations with changeover, earthing and testing.</td>
<td>Lot</td>
<td></td>
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<tr>
<td>7</td>
<td>Supply &amp; installation of 4 water tanks with water pumps, 8 wash basins and 20 taps</td>
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<td></td>
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</tr>
</tbody>
</table>

#### TOTAL

<table>
<thead>
<tr>
<th>NAME:</th>
<th>POSITION:</th>
<th>SIGNATURE:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>........................................................................</td>
<td>.................................</td>
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<td>.................</td>
</tr>
</tbody>
</table>

| NAME OF COMPANY:                                                                 |
| ........................................................................ |
| ........................................................................ |

| ADDRESS ......................................................................................... |
| ......................................................................................... |
| ......................................................................................... |

**Key notes:** NA=NOT APPLICABLE, NQ=NO QUOTE

Priced Activity Schedule Authorised By:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Date:</td>
</tr>
<tr>
<td>Tel. Nos:</td>
<td></td>
</tr>
</tbody>
</table>
C. INSTRUCTIONS TO BIDDERS

1. Submission of Quotations

1.1 Quotations comprising of Section A and the Priced Activity Schedule (Section B) must be submitted as stated in the RFQ: by hand (in sealed envelopes marked in the lower left hand corner of the envelope ‘SEALED QUOTATION FOR (Renting of Marquees, tents, podium, trestles, chairs, water tanks with water pumps, sinks, distribution points, lightings and power points- Q18/61 to the contact person stated in the RFQ; or in the same manner, deposited in a Tender Box at the location stated in the RFQ;

1.2 All sections of a RFQ shall be filled; where a section is not applicable, the letters N/A shall mean NOT Applicable and the letters N/Q shall mean No Quote.

2. Selection and Decision

2.1 Selection shall be based on the lowest price offered, subject to compliance with scope of service, specifications, performance standards and duration of service period in accordance with the General Terms and Conditions.

3. Rights of the Public Body

The Public Body shall have the right to (a) ask for clarifications at time of evaluating quotations, (b) split the contract on an item basis or (c) reject all quotations. The Public Body shall not be bound to accept the lowest or any quotation.

4. Notification of Award and Debriefing

4.1 The Public Body shall, after award of contract exceeding Rs 1 million, promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount.

4.2 Furthermore, the Public Body shall attend to all requests for debriefing for contract exceeding Rs 1 million, made in writing within 30 days the unsuccessful bidders are informed of the award.
D. CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), Ref: NCS/RFQ13/11-13 for the Procurement of non-Consultancy Services (available on website ppo.gov.mt) except where modified by the Particular Conditions of Contract specified hereunder.

1. **Site:** The site is located at Gymkhana, Vacoas.

2. **Start Date:** *(see other conditions at No. 17 on page 7)*

3. **Services:** The Services consist of renting of marquees, tents, podium, trestles, chairs, water tanks with water pumps, sinks, distribution points, lightings and power points.

4. **Insurances:** Except for the cover mentioned in (iii) hereunder, the other insurance covers shall be in the joint names of the Service Provider and the Employer and the minimum insurance amounts shall be:
   i. for loss or damage to its property and Equipment:
   ii. for Third Party insurance to cover claims for death or bodily injury, or loss of or damage to property in connection with the Contract:
   iii. for Employer’s liability and workmen’s compensation cover

5. **Intended period of services:** *(see other conditions at No. 17 on page 7)*

6. **Possession of Site:** *(see other conditions at No. 17 on page 7)*

7. **Liquidated Damages:** The liquidated damages for the whole of the Services are 1% per day. The maximum amount of liquidated damages for the whole of the services is 10% of the total value.

8. **Prices**
   Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract. The prices quoted shall include all costs, where applicable, such as transportation to the place of delivery stated in the RFQ, insurance, or any other associated costs.

9. **Payment**
   The Public Body undertakes to effect payment within 30 days after the supply of the service items to the satisfaction of the Public Body and subject to the Service Provider submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

10. **Correction of defects**
    The Public Body shall give notice to the Service Provider of any defects in the service. Every time notice of a defect is given, the Service Provider shall correct the notified defect within the length of time specified by the Employer’s notice. If the Service Provider has not corrected a defect within the time specified in the Employer’s notice, the Public Body will assess the cost of having the defect corrected and deduct same amount from money due to the Service Provider.
11. Termination

The Public Body may terminate the contract, by not less than thirty (30) days' written notice of termination to the Service Provider, if the Service Provider does not remedy a failure in the performance of its obligations under the Contract, the Service Provider become insolvent or bankrupt, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of 60 days or for its convenience.

12. Assignment

The Service Provider shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of the Public body.

13. Insurance

The Service Provider shall, for the execution of this contract, provide and thereafter maintain insurance (a) against all risks in respect of its property and any equipment used; (b) for appropriate Employer's Liability and Workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death and (c) liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property.

14. Removal and replacement of personnel

The Service Provider shall at the request of the Public Body and at no additional cost remove and replace any personnel reported for misconduct or poor performance by another person of similar qualification and experience.

15. Labour Clause

The remuneration and other conditions of work of the employees of the Service Provider shall not be less favourable than those established for services of the same character in the trade concerned- (i) by collective agreement applying to a substantial proportion of the employees and employers in the trade concerned; (ii) by arbitration awards; or (iii) by Remuneration Orders.

16. Settlement of Disputes

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred to the competent court of Mauritius.
17. **Other conditions**

17.1 The provision of items as per Section B on Page 2, unless specified otherwise, should start on **Tuesday 05 November 2019 as from noon and be ready on Thursday 7 November 2019 at latest.** The Contractor must dismantle same on Monday 11 November 2019 and clear the grounds by noon.

17.2 **Trestles and plastic chairs shall be made available and installed in each marquee on Saturday 09 November 2019 by 1000 hours in the morning. Chairs for invitees (VIP) shall be made available on Friday 08 November 2019.** The Contractor shall take back same on Monday 11 November 2019 by noon at latest.

17.3 Tarpaulins shall be in good condition, leak proof and shall be provided on both sides and on the rear side in addition to the top cover of the Marquee with aluminium frame.

17.4 **All installations should be done from 0900 to 1800 hours.** Beyond that time, the contractor will have to bear the cost of overtime for all Officers concerned.

17.5 Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Body’s requirements.

17.6 The Contractor shall make due allowance for the above in his quotation.