

# **THE DISTRICT COUNCIL OF FLACQ**



## **STANDARD BIDDING DOCUMENTS**

### **OFFICE SPACE FOR RENT**

#### **FOR**

### **RENTAL OF BUILDING FOR USE AS**

### **SUB HALL AT ST REMY**

**BID NO: EOI/2/2023/2024**

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**The District Council of Flacq  
Francois Mitterrand Street, Central Flacq  
Tel : 413 2600  
Fax : 413 3055**

**17 JAN, 2024**

## General Terms and Conditions Applicable to the Bidding process

### 1. Rights of Public Body

The *District Council of Flacq* shall have the rights to (a) request clarifications at time of evaluating quotations and (b) reject any quotation. The *District Council of Flacq* 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 District Council of Flacq* and the Lessor.

### 4. Employer

The *District Council of Flacq* 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 5<sup>th</sup> 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 *The Chief Executive, District Council of Flacq* or by calling on 413-2600 during office hours.

### 10. Amendment of quotation form

Before the deadline for submission of quotation, the *District Council of Flacq* 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 *District Council of Flacq*.

### 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.

## Technical Requirements Form

### **Please Read and fill in where applicable**

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

- 1-Building should be approximately **135 SQUARE METRE.**
- 2-Building should have toilet amenities.
- 3-Building should have a provision of **Water Supply** and **CEB connection.**
- 4-Building should be accessible to inhabitants residing in the above locality.
- 5-Parking facilities( if possible).
- 6-Ground floor building.
- 7-Owner should have a building and Land use Permit for the proposed building.
- 8-Building should be in a suitable and good condition.

## 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 *District Council Office*.
- (b) Unless terminated earlier by *The District Council of Flacq* the duration of the contract shall be for **24 months** from the date of award of contract or renewable thereafter on a yearly 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 *District Council of Flacq*.
- (d) The bidder should be the owner of the Land and Building Property and have a Property deed on his own name( **MANDATORY**)

## Bidder's Proposal Form – Office space

(To be filled by Bidder)

Procurement reference No:.....

Date:.....

**To:**  
**The District Council of Flacq**  
 Francois Mitterand Street, **Central Flacq**

		Required	Proposed (Tick as appropriate)		
1.	Area of Office Space excluding mess room, toilet facilities and main circulation area i.e. staircase, lift lobby.	<b>135 square meters</b>	(State exact area proposed) <table border="1" style="width: 100%; border-collapse: collapse;"> <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				
2.	Availability of Office space	as from March 2024	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>		
3.	Building	Distance from nearest Bus Stop within a radius of 1000 meters (or reasonable)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>		
		easy access to public	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>		
		easy access for vehicles	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>		
Concrete building with security and emergency exits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>				
Painted	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>				
4.	Utilities	Power points and lightings	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>		
Water	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>				
5.	Facilities	Toilets	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>		
Parking facilities	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>				

*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 District Council of Flacq for occupation as from ..... complete with all amenities to the satisfaction of District Council of Flacq division at the monthly rate of Rs..... inclusive of VAT .*

**Name of Bidder:** .....

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

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

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

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