



# PRIME MINISTER'S OFFICE CIVIL STATUS DIVISION

## INVITATION FOR BIDS

### RENTING OF OFFICE SPACE WITH AMENITIES AT QUATRE BORNES TO ACCOMMODATE QUATRE BORNES CIVIL STATUS OFFICE

Reference No: CSD/ PMO/ Q3 of 2024-2025/ ONB

### Open National Bidding

1. The Prime Minister's Office - Civil Status Division intends to rent an Office Space complete with amenities of an area of **68 - 74 m<sup>2</sup>** in the region of **Quatre Bornes** to accommodate **Quatre Bornes Civil Status Office**. Any resulting contract shall be subject to the terms and conditions referred to in the bidding document.
2. The rental of Civil Status Office shall be for a **period of (three) 03 years** as from the date of taking over of the building and renewable thereafter on a mutual agreement. The proposed office space/building should be of reinforced concrete, **on the ground floor within a radius of approximately 800 metres from the nearest Post Office, Police Station and Bus Stop, and as more fully detailed in the Technical Requirement Section in the Bidding Document.**
3. This Division requires that the Office Space with the necessary amenities be made available within **three (3) months or earlier after the award of contract.**
4. The Bid Form together with the detailed requirements of the Division is available through direct download from Public Procurement Portal: <https://publicprocurement.govmu.org/publicprocurement/> **OR** collected from the **Secretary of Departmental Bid Committee of the Civil Status Division, Prime Minister's Office, 7<sup>th</sup>Floor, Emmanuel Anquetil Building, Port Louis.**
5. Bids in sealed envelope clearly marked "**RENTING OF OFFICE SPACE WITH AMENITIES AT QUATRE BORNES TO ACCOMMODATE QUATRE BORNES CIVIL STATUS OFFICE – (CSD/PMO/Q3 OF 2024-2025/ ONB)**", and indicating the closing date should be addressed to **The Registrar of Civil Status, Level 7, Emmanuel Anquetil Building, SSR Street, Port Louis** and should be deposited in the Tender Box situated at **Civil Status Division, Level 7, Emmanuel Anquetil Building, SSR Street, Port Louis** not later than **Monday 14<sup>th</sup> of October 2024 by 1300 hours at latest.**
6. Bids will be opened in the Conference Room of the Civil Status Division, PMO on **the same day Monday 14<sup>th</sup> of October 2024 at 13:15**, in the presence of bidders/ bidders' representatives who choose to attend.

Civil Status Division,  
Prime Minister's Office  
7<sup>th</sup> Floor, Emmanuel Anquetil Blg  
Port Louis  
13 September 2024