

Standard Bidding Documents

for

Supply of Uniforms

for

Year 2025 & 2026

RFP No: 04 of 2024/2025

27 SEPTEMBER 2024

27 September 2024

The Manager

Dear Sir,

**REQUEST FOR PROPOSAL FOR SUPPLY OF UNIFORMS FOR A PERIOD OF
TWO YEARS 2025 & 2026**

RFP No. 04 of 2024/2025

1. Invitation

THE MAURITIUS POST LIMITED (MPL) is pleased to invite you to submit your best proposal for the supply of uniforms for the two years 2025 and 2026.

2. Background

MPL is the designated postal operator of Mauritius with offices island wide, including Rodrigues and Agalega. It was incorporated as a private company with Government as majority shareholder and took over the activities of the Government Postal Services Department in 2003.

3. Project Scope

This Request for Proposal is for the provision of Uniforms to MPL's Uniformed Staff as per terms and conditions contained in the document.

Summary of Uniforms

| S/N | Details | Qty | Remarks |
|------------------------------|---|------|-------------------------------|
| Category A - Uniforms | | | |
| 1. | Pale Blue & White Stripe Terylene Cotton Shirts (Long Sleeves) | 1320 | Section III & IV - to fill in |
| 2. | Pale Blue Terylene Cotton Shirts (Short Sleeves) | 171 | Section III & IV - to fill in |
| 3. | Dark Blue Terylene Cotton Trousers | 1026 | Section III & IV - to fill in |
| 4. | Dark Blue Terylene Worsted Trousers | 522 | Section III & IV - to fill in |
| 5. | Terylene Worsted Straps - 1 stripe | 272 | Section III & IV - to fill in |
| 6. | Terylene Worsted Straps - 2 stripes | 610 | Section III & IV - to fill in |
| 7. | Terylene Worsted Straps - 3 stripes | 44 | Section III & IV - to fill in |
| 8. | Dark Blue Terylene Worsted Skirts | 24 | Section III & IV - to fill in |
| 9. | White Terylene Cotton Shirts (short sleeves) with one breast pocket and logo of MPL | 15 | Section III & IV - to fill in |
| 10. | Polo Shirt with one breast pocket and logo of MPL | 69 | Section III & IV - to fill in |
| Category B - Uniforms | | | |
| 11. | Gents' Shoes | 1096 | Section III - to fill in |
| 12. | Ladies' shoes | 50 | Section III - to fill in |
| 13. | Ladies' Peak Cap | 16 | Section III - to fill in |
| Category C - Uniforms | | | |
| 14. | White Cotton Vest | 1112 | Section III & IV - to fill in |
| 15. | Dark Blue Socks | 1668 | Section III & IV - to fill in |
| 16. | Dark Blue Ties | 1112 | Section III & IV - to fill in |

A. Category A - Supply of Uniforms

Sewing Pattern

a) Shirts (General)

Long sleeves, two breast pockets with flaps provided with a slit for holding pens and two shoulder bands and a badge with logo of the Mauritius Post embroidered on top of the left pocket.

The clothing material should be of the same type and design as per approved sample.

b) Trousers (General)

Normal pattern with four pockets - two on the side, one on the rear with a flap and a small inside pocket in the front.

c) Measurement

The successful tenderer shall be required to take individual measurement of each eligible staff. The cost of this task should be included in the quoted price. The uniform must be wrapped and the name of the staff and Post Office must be specified on the packet. A copy of the measurement should be forwarded to Finance Section accordingly for records purposes.

Note: (i) Samples of cloth should be submitted with tenders.

B. Category B - Supply of Uniforms

Shoes (Gents & Ladies)

Black leather shoes must be provided with anti-slippery soles and waterproof cord with nylon laces.

Note: Sample of shoes should be submitted with tenders.

C. Category C - Supply of Uniforms

1. Dark blue socks must be composed of 100 % cotton.
2. The white cotton vests without sleeves must be 100% cotton, with sizes Medium, Large and Extra Large.
3. Dark blue ties.

Note:

- (i) **Sample of vests, socks and ties should be submitted with tenders.**
- (ii) **Samples of cloth should be submitted with quotation together with test report from Mauritius Standards Bureau (MSB).**

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to:

Mr. Booshan Chittoo
Health & Safety Officer
The Mauritius Post Ltd
1, Sir William Newton Street
Port Louis 11328

Telephone: +230 208 2851; Fax: +230 211 1315

E-mail address: bchitto@mauritiustpost.mu

Yours faithfully,

V. BOYRO
Ag. Head of Procurement

I. Fibre Composition for Uniforms

Test Report from Mauritius Standards Bureau (MSB) should accompany your bid as listed below:

1. Pale Blue & White Stripe Terylene Cotton Shirts (Long Sleeves)

| Table 1: Pale Blue & White Stripe Terylene Cotton Shirts (Long sleeves) | | |
|--|----------------------------|---|
| SN | Descriptions | Rating |
| 1. | Fabric Composition | 65% Polyester ($\pm 5\%$), 35% Cotton ($\pm 5\%$) |
| 2. | Pilling | 4 or above |
| 3. | Colour Fastness to laundry | 4 or above |
| 4. | Colour Fastness to light | 4 or above |
| 5. | Fabric Weight | 110gms - 130gms |
| 6. | Dimensional Stability | $\pm 5\%$ |

2. Pale Blue Terylene Cotton Shirts (Short Sleeves)

| Table 2: Pale Blue Terylene Cotton Shirts (Short sleeves) | | |
|--|----------------------------|---|
| SN | Descriptions | Rating |
| 1. | Fabric Composition | 65% Polyester ($\pm 5\%$), 35% Cotton ($\pm 5\%$) |
| 2. | Pilling | 4 or above |
| 3. | Colour Fastness to laundry | 4 or above |
| 4. | Colour Fastness to light | 4 or above |
| 5. | Fabric Weight | 110gms - 130gms |
| 6. | Dimensional Stability | $\pm 5\%$ |

3. Dark Blue Terylene Cotton Trousers

| Table 3: Dark Blue Terylene Cotton Trousers | | |
|--|----------------------------|---|
| SN | Descriptions | Rating |
| 1. | Fabric Composition | 65% Polyester ($\pm 5\%$), 35% Cotton ($\pm 5\%$) |
| 2. | Pilling | 4 or above |
| 3. | Colour Fastness to laundry | 4 or above |
| 4. | Colour fastness to light | 4 or above |
| 5. | Fabric weight | 175gms - 225gms |
| 6. | Dimensional stability | $\pm 5\%$ |

4. Dark Blue Terylene Worsted Trousers

| Table 4: Dark Blue Terylene Worsted Trousers | | |
|---|----------------------------|--|
| SN | Descriptions | Rating |
| 1. | Fabric Composition | 65% Polyester ($\pm 5\%$), 35% Viscose ($\pm 5\%$) |
| 2. | Pilling | 4 or above |
| 3. | Colour Fastness to laundry | 4 or above |
| 4. | Colour fastness to light | 4 or above |
| 5. | Fabric weight | 175gms - 225gms |
| 6. | Dimensional stability | $\pm 5\%$ |

5. Terylene Worsted Straps

| Table 5: Terylene Worsted Straps | | |
|---|----------------------------|--|
| SN | Descriptions | Rating |
| 1. | Fabric Composition | 65% Polyester ($\pm 5\%$), 35% Viscose ($\pm 5\%$) |
| 2. | Pilling | 4 or above |
| 3. | Colour Fastness to laundry | 4 or above |
| 4. | Colour Fastness to light | 4 or above |
| 5. | Fabric Weight | 175gms - 225gms |
| 6. | Dimensional stability | $\pm 5\%$ |

6. Dark Blue Terylene Worsted Skirts

| Table 6: Dark Blue Terylene Worsted Skirts | | |
|---|----------------------------|--|
| SN | Descriptions | Rating |
| 1. | Fabric Composition | 65% Polyester ($\pm 5\%$), 35% Viscose ($\pm 5\%$) |
| 2. | Pilling | 4 or above |
| 3. | Colour Fastness to laundry | 4 or above |
| 4. | Colour Fastness to light | 4 or above |
| 5. | Fabric Weight | 175gms - 225gms |
| 6. | Dimensional Stability | $\pm 5\%$ |

7. White Terylene Cotton Shirts (Short Sleeves) with one breast Pocket and logo of MPL

| Table 7: White Terylene Cotton Shirts (Short Sleeves) with one breast Pocket and logo of MPL | | |
|---|----------------------------|---|
| SN | Descriptions | Rating |
| 1. | Fabric Composition | 65% Polyester ($\pm 5\%$), 35% Cotton ($\pm 5\%$) |
| 2. | Pilling | 4 or above |
| 3. | Colour Fastness to laundry | 4 or above |
| 4. | Colour Fastness to light | 4 or above |
| 5. | Fabric Weight | 110gms - 130gms |
| 6. | Dimensional Stability | $\pm 5\%$ |

8. White Cotton Vest

| Table 8: White Cotton Vest | | |
|-----------------------------------|----------------------------|-----------------|
| SN | Description | Rating |
| 1. | Fabric Composition | 100% cotton |
| 2. | Pilling | 4 or above |
| 3. | Colour Fastness to laundry | 4 or above |
| 4. | Colour Fastness to light | 4 or above |
| 5. | Fabric Weight | 100gms - 130gms |
| 6. | Dimensional Stability | $\pm 5\%$ |

9. Dark Blue Socks

| Table 9: Dark Blue Socks | | |
|---------------------------------|----------------------------|-----------------|
| SN | Description | Rating |
| 1. | Fabric Composition | 100% cotton |
| 2. | Pilling | 4 or above |
| 3. | Colour Fastness to laundry | 4 or above |
| 4. | Colour Fastness to light | 4 or above |
| 5. | Fabric Weight | 100gms - 130gms |
| 6. | Dimensional Stability | $\pm 5\%$ |

10. Dark Blue Ties

| Table 10: Dark Blue Ties | | |
|---------------------------------|----------------------------|----------------|
| S/N | Descriptions | Rating |
| 1. | Fabric Composition | 100% cotton |
| 2. | Pilling | 4 or above |
| 3. | Colour Fastness to laundry | 4 or above |
| 4. | Colour Fastness to light | 4 or above |
| 5. | Fabric Weight | 100 gms-130gms |
| 6. | Dimensional Stability | ± 5% |

11. Polo Shirt

| Table 11: Polo Shirt | | |
|-----------------------------|----------------------------|---------------|
| S/N | Descriptions | Rating |
| 7. | Fabric Composition | 100% cotton |
| 8. | Pilling | 4 or above |
| 9. | Colour Fastness to laundry | 4 or above |
| 10. | Colour Fastness to light | 4 or above |
| 11. | Fabric Weight | 225gms |
| 12. | Dimensional Stability | ± 5% |

ALL the above criteria have to be met for the cloth submitted, failing which the bid will be rejected.

SECTION I: REQUEST FOR PROPOSAL CONDITIONS

1. Preparation of Bids

You are requested to quote for the item mentioned in Section III by completing, signing and returning:

- a) the List of Item and Price Schedule in Section III; and
- b) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Proposal, including the Special Conditions of Contract in Sections VI and VII, before preparing your bid. The standard forms in this document may be re-typed for completion, but the Bidder is responsible for their accurate reproduction.

2. Validity of Bids

The Bid validity period shall be **180 days** from the date of submission deadline.

3. Delivery

Delivery shall be made to the MPL Stores Section, Glen Park the soonest possible but not exceeding **6 months** from the date of the award of the contract, failing which a penalty of Rs 2.00 per day per set of uniform may be charged, subject to a maximum of 10% of the contract value.

4. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the RFP No. 04 of 2024/2025 - Supply of Uniforms for Year 2024 & 2025, addressed to The Mauritius Post Ltd with the Bidder's name at the back of the envelope.

5. Submission of Bids

Bids should be deposited in the Tender Box located at ***MPL Headquarters, 1, Sir William Newton Street, Port Louis 11328***, not later than **04 November 2024 by 13:00 hours local time**.

Bids by post or hand delivered should reach

The Chief Executive Officer
The Mauritius Post Ltd
1, Sir William Newton Street
Port Louis 11328

by the same date and time at latest. Late bids will be rejected.

Bids received by e-mail will not be considered.

6. Evaluation of Bids

The Mauritius Post Ltd shall have the right to request for clarifications during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, to determine the lowest evaluated bid.

7. Eligibility Criteria

To be eligible to participate in this Bidding exercise, you should:

- a) have the legal capacity to enter into a contract to supply the goods and related services;
- b) not be insolvent, in receivership, bankrupt, subject to legal proceedings for any of these circumstances or in the process of being wound up;
- c) not have had your business activities suspended;
- d) not have a conflict of interest in relation to this procurement requirement; and
- e) have a valid trading licence.

The Mauritius Post Ltd may choose to request any bidder to substantiate compliance with these criteria.

8. Documents Establishing Conformity of Goods and Related Services

Bidders shall submit along with their bids the documents marked hereunder:

| | | |
|----|---|-------------------------------------|
| a) | Documents to establish conformity of goods as specified in <i>Fibre Composition for Uniforms</i> , highlighting deviations, if any, so as to establish substantial responsiveness of the proposed goods item; Test report from Mauritius Standards Bureau (MSB) to confirm specification are met. | <input checked="" type="checkbox"/> |
| b) | Documentary evidence to establish Bidder's ability to provide the service or to execute the works with regard to their skills, efficiency, experience and reliability. | <input checked="" type="checkbox"/> |

9. Technical Compliance

Bidders shall submit along with their bid documents samples of cloth as provided by MPL. The cloth samples must be of at least of size 1m².

The Specifications and Compliance Sheet – Section IV detail the specifications of the item to be supplied. The specifications have to be met, but no credit will be given for exceeding the specifications.

10. Prices and Currency of Bids

Bids to be priced in Mauritian Rupees only.

11. Bid Securing Declaration

Bidders are required to subscribe to a *Bid Securing Declaration* for this procurement process as per Section II.

12. Award of Contract

The Bidder having submitted the lowest evaluated responsive bid and qualified to supply the goods items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Sections VI and III: Contract.

13. Performance Security

Bidders are required to a **Performance Bond** equivalent to **10%** of the contract value. The Performance Bond shall be submitted **within 10 days** of the issue of Purchase Order and shall be valid for a period of **six (6) months** as from the date of award. The Performance Bond may be in the form of cash or Bank Cheque drawn in favour of the Mauritius Post Ltd.

The Performance Bond shall be repaid to the supplier within one month of completion of the delivery of the articles and/or materials. In case of breach of Contract, it may be applied, wholly or in part, to meet the liability of the supplier under clauses 15 and 16 in Section VII: Quotation Conditions of Contract.

14. Integrity Clause

The Mauritius Post Ltd commits itself to take all measures necessary to prevent corruption and ensures that none of its staff, personally or through his/her close relatives or through a third party, will in connection with the bid for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.

15. Rights of The Mauritius Post Ltd

The Mauritius Post Ltd reserves the right: -

- (a) to modify the provisions of the Request for Proposal at any time prior to the scheduled date for written responses. Additional scope and requirements may be added. Notification of such changes will be provided to all bidders. Your bid should remain valid for acceptance for a minimum period of **180 days** from the closing date of submission of proposals; and
- (b) to accept or reject any quotation or all quotations, and to annul the quotation process and reject all quotations at any time prior to award of the contract without thereby incurring any liability to any tenderer and without any obligation to inform bidders of the grounds for its actions.
- (c) The Mauritius Post Ltd reserves the right to split the Tender without thereby incurring any liability to any Tenderer.

SECTION II: BID LETTER
(To be completed by Bidders)

| | |
|------------------|---|
| Bid addressed to | : The Mauritius Post Ltd |
| RFP No. | : 04 of 2024/ 2025 |
| Subject Matter | : Supply of Uniforms for Year 2025 & 2026 |

- a) We offer to supply the item listed in the attached List of Item and Price Schedule in Section III as per the defined specification, *except for the qualified deviation* and, in accordance with the terms and conditions stated in your Request for Proposal referenced above.
- b) We confirm that we are eligible to participate in this Request for Proposal exercise and meet the eligibility criteria specified in RFP Conditions
- c) The validity period of our Quotation is **180 days** from the date of the bid submission deadline.
- d) We confirm that our quoted price in the List of Item and Price Schedule is fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the Bid validity.
- e) 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 awarded the contract and during its execution.

We understand that transgression of the above is a serious offence and appropriate actions will be taken against such bidders/suppliers.

Bid Authorised by:

| | | | |
|-------------------------------------|--|----------------------------|------------|
| Name of Bidder | | Company's Address and seal | |
| Contact Person | | | |
| Name of Person Authorising the Bid: | | Position: | Signature: |
| Date | | Phone No./E-mail | |

BID SECURING DECLARATION

By subscribing to the undertaking in the Bid letter:

I/We* accept that I/we* may be disqualified from bidding for any contract with the Mauritius Post Ltd for the period of time that may be determined, if I am/we are* in breach of any obligation under the bidding conditions, because I/we*:

- (a) have modified or withdrawn my/our* bid after the deadline for submission of bids during the period of bid validity specified by the me/us in the Bid letter; or
- (b) have refused to accept a correction of an error appearing on the face of the bid; or
- (c) having been notified of the acceptance of our bid by the Mauritius Post Ltd during the period of bid validity, (i) have failed or refused to execute the Contract, if required, or (ii) have failed or refused to furnish the Performance Bond, in accordance with Section I – Request for Proposal Conditions.

I/We* understand this Bid Securing Declaration shall cease to be valid (a) in case I/we am/are the successful bidder, upon our receipt of copies of the contract signed by you and the Performance Bond issued to you by me/us; or (b) if I am/we are* not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our* bid.

*To delete as appropriate

Date :

Signature :

Name of Signatory :

SECTION III: LIST OF ITEM AND PRICE SCHEDULE

| INSTRUCTIONS TO BIDDERS | | | | | | | | |
|---|---|-------------------|------------------|------------|----------------------------------|-------------------------------|-----------------------|-------------------|
| <p><u>Bidders to fill-in columns D, E, F, G, H & I and the total</u></p> <p>E= mark with an *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F)</p> <ul style="list-style-type: none"> • 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. | | | | | | | | |
| A | B | C | D | E | F | G | H | I |
| Item No. | Description of Goods | Quantity required | Unit of measures | * | Price per unit (VAT Incl.) Rs | Total price (VAT Incl.) Rs | Delivery (days/weeks) | Country of Origin |
| Category A - Uniforms | | | | | | | | |
| 1. | Pale Blue & White Stripe Terylene Cotton Shirts (Long Sleeves) | | | | | | | |
| a) | Year 2025 | 1320 | | | | | | |
| b) | Year 2026 | 1320 | | | | | | |
| 2. | Pale Blue Terylene Cotton Shirts (Short Sleeves) | | | | | | | |
| a) | Year 2025 | 171 | | | | | | |
| b) | Year 2026 | 171 | | | | | | |
| 3. | Dark Blue Terylene Cotton Trousers | | | | | | | |
| a) | Year 2025 | 1026 | | | | | | |
| b) | Year 2026 | 1026 | | | | | | |
| 4. | Dark Blue Terylene Worsted Trousers | | | | | | | |
| a) | Year 2025 | 522 | | | | | | |
| b) | Year 2026 | 522 | | | | | | |
| NAME: | | POSITION: | | SIGNATURE: | | | DATE: | |
| NAME OF COMPANY: | | ADDRESS: | | | | | | |

Key Notes: NA – NOT APPLICABLE, NQ – NO QUOTE

SECTION III: LIST OF ITEM AND PRICE SCHEDULE

| INSTRUCTIONS TO BIDDERS | | | | | | | | |
|---|--|-------------------|------------------|------------|----------------------------------|-------------------------------|------------------------|-------------------|
| <u>Bidders to fill-in columns D, E, F, G, H & I and the total</u> | | | | | | | | |
| E= mark with an *if an equivalent is quoted | | | | | | | | |
| F= Rate per unit G=Total price for one item (C x F) | | | | | | | | |
| <ul style="list-style-type: none"> • 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. | | | | | | | | |
| A | B | C | D | E | F | G | H | I |
| Item No. | Description of Goods | Quantity required | Unit of measures | * | Price per unit (VAT Incl.) Rs | Total price (VAT Incl.) Rs | Delivery (days/ weeks) | Country of Origin |
| Category A - Uniforms | | | | | | | | |
| 5. | Terylene Worsted Straps - 1 Stripe | | | | | | | |
| a) | Year 2025 | 272 | | | | | | |
| b) | Year 2026 | 272 | | | | | | |
| 6. | Terylene Worsted Straps - 2 Stripes | | | | | | | |
| a) | Year 2025 | 610 | | | | | | |
| b) | Year 2026 | 610 | | | | | | |
| 7. | Terylene Worsted Straps - 3 Stripes | | | | | | | |
| a) | Year 2025 | 44 | | | | | | |
| b) | Year 2026 | 44 | | | | | | |
| | | | | | TOTAL (5+6+7) | | | |
| 8. | Dark Blue Terylene Worsted Skirts | | | | | | | |
| a) | Year 2025 | 24 | | | | | | |
| b) | Year 2026 | 24 | | | | | | |
| 9. | White Terylene Cotton Shirts (Short Sleeves) with one breast Pocket and logo of MPL | | | | | | | |
| a) | Year 2025 | 15 | | | | | | |
| b) | Year 2026 | 15 | | | | | | |
| NAME: | | POSITION: | | SIGNATURE: | | | DATE: | |
| NAME OF COMPANY: | | ADDRESS: | | | | | | |

Key Notes: NA – NOT APPLICABLE, NQ – NO QUOTE

SECTION III: LIST OF ITEM AND PRICE SCHEDULE

| INSTRUCTIONS TO BIDDERS | | | | | | | | |
|---|--|-------------------|------------------|---|----------------------------------|-------------------------------|------------------------|-------------------|
| <u>Bidders to fill-in columns D, E, F, G, H & I and the total</u> | | | | | | | | |
| E= mark with an *if an equivalent is quoted | | | | | | | | |
| F= Rate per unit G=Total price for one item (C x F) | | | | | | | | |
| <ul style="list-style-type: none"> • 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. | | | | | | | | |
| A | B | C | D | E | F | G | H | I |
| Item No. | Description of Goods | Quantity required | Unit of measures | * | Price per unit (VAT Incl.) Rs | Total price (VAT Incl.) Rs | Delivery (days/ weeks) | Country of Origin |
| Category A - Uniforms | | | | | | | | |
| 10. | Polo Shirt with one Breast pocket and logo of MPL | | | | | | | |
| a) | Year 2025 | 69 | | | | | | |
| b) | Year 2026 | 69 | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| NAME: | | | POSITION: | | SIGNATURE: | | | DATE: |
| NAME OF COMPANY: | | | ADDRESS: | | | | | |

Notes: NA – NOT APPLICABLE, NQ – NO QUOTE

SECTION III: LIST OF ITEM AND PRICE SCHEDULE

| INSTRUCTIONS TO BIDDERS | | | | | | | | |
|---|---|-------------------|------------------|------------|----------------------------------|-------------------------------|------------------------|-------------------|
| <u>Bidders to fill-in columns D, E, F, G, H & I and the total</u> | | | | | | | | |
| E= mark with an *if an equivalent is quoted | | | | | | | | |
| F= Rate per unit G=Total price for one item (C x F) | | | | | | | | |
| <ul style="list-style-type: none"> • 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. | | | | | | | | |
| A | B | C | D | E | F | G | H | I |
| Item No. | Description of Goods | Quantity required | Unit of measures | * | Price per unit (VAT Incl.) Rs | Total price (VAT Incl.) Rs | Delivery (days/ weeks) | Country of Origin |
| Category B - Uniforms | | | | | | | | |
| 11. | Gents' Shoes | | | | | | | |
| a) | Year 2025 | 1096 | | | | | | |
| b) | Year 2026 | 1096 | | | | | | |
| 12. | Ladies' Shoes | | | | | | | |
| a) | Year 2025 | 50 | | | | | | |
| b) | Year 2026 | 50 | | | | | | |
| | Note: Price quoted for the shoes should not exceed Rs 750 (VAT Incl.) per pair | | | | | | | |
| TOTAL (10+11) | | | | | | | | |
| 13. | Ladies' Peak Cap | | | | | | | |
| a) | Year 2025 | 16 | | | | | | |
| b) | Year 2026 | 16 | | | | | | |
| NAME: | | POSITION: | | SIGNATURE: | | | DATE: | |
| NAME OF COMPANY: | | ADDRESS: | | | | | | |

Key Notes: NA – NOT APPLICABLE, NQ – NO QUOTE

SECTION III: LIST OF ITEM AND PRICE SCHEDULE

| INSTRUCTIONS TO BIDDERS | | | | | | | | |
|--|--------------------------|-------------------|------------------|------------|----------------------------------|-------------------------------|-----------------------|-------------------|
| <p><u>Bidders to fill-in columns D, E, F, G, H, I & J and the total</u></p> <p>E= mark with an *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F)</p> <ul style="list-style-type: none"> 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. | | | | | | | | |
| A | B | C | D | E | F | G | H | I |
| Item No. | Description of Goods | Quantity required | Unit of measures | * | Price per unit (VAT Incl.) Rs | Total price (VAT Incl.) Rs | Delivery (days/weeks) | Country of Origin |
| Category C - Uniforms | | | | | | | | |
| 14. | White Cotton Vest | | | | | | | |
| a) | Year 2025 | 1112 | | | | | | |
| b) | Year 2026 | 1112 | | | | | | |
| Note: Price quoted for the White Cotton Vest should not exceed Rs 100 (VAT Incl.) | | | | | | | | |
| 15. | Dark Blue Socks | | | | | | | |
| a) | Year 2025 | 1668 | | | | | | |
| b) | Year 2026 | 1668 | | | | | | |
| Note: Price quoted for Dark Blue Socks should not exceed Rs 70 (VAT Incl.) | | | | | | | | |
| 16. | Dark Blue Ties | | | | | | | |
| a) | Year 2025 | 1112 | | | | | | |
| b) | Year 2026 | 1112 | | | | | | |
| Note: Price quoted for Dark Blue Ties should not exceed Rs 85 (VAT Incl.) | | | | | | | | |
| NAME: | | POSITION: | | SIGNATURE: | | | DATE: | |
| NAME OF COMPANY: | | ADDRESS: | | | | | | |

Key Notes: NA – NOT APPLICABLE, NQ – NO QUOTE

SECTION IV: SPECIFICATIONS AND COMPLIANCE SHEET

[Bidders should complete columns C and D with the specification of the goods offered. Also, 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.]

1. Pale Blue & White Stripe Terylene Cotton Shirts (Long Sleeves)

| Item No | Technical Specification Required | Compliance of Specification Offered | Details of Non-Compliance/ Deviation (If applicable) |
|-----------------------------------|--|-------------------------------------|--|
| A* | B* | C | D |
| Fabric Composition | 65% Polyester ($\pm 5\%$), 35% Cotton ($\pm 5\%$) | | |
| Pilling | 4 or above | | |
| Colour Fastness to laundry | 4 or above | | |
| Colour fastness to light | 4 or above | | |
| Fabric weight | 110gms - 130gms | | |
| Dimensional stability | $\pm 5\%$ | | |

2. Pale Blue Terylene Cotton Shirts (Short Sleeves)

| Item No | Technical Specification Required | Compliance of Specification Offered | Details of Non-Compliance/ Deviation (If applicable) |
|-----------------------------------|--|-------------------------------------|--|
| A* | B* | C | D |
| Fabric Composition | 65% Polyester ($\pm 5\%$), 35% Cotton ($\pm 5\%$) | | |
| Pilling | 4 or above | | |
| Colour Fastness to laundry | 4 or above | | |
| Colour fastness to light | 4 or above | | |
| Fabric weight | 110gms - 130gms | | |
| Dimensional stability | $\pm 5\%$ | | |

3. Dark Blue Terylene Cotton Trousers

| Item No | Technical Specification Required | Compliance of Specification Offered | Details of Non-Compliance/ Deviation (if applicable) |
|-----------------------------------|--|-------------------------------------|--|
| <i>A*</i> | <i>B*</i> | <i>C</i> | <i>D</i> |
| Fabric Composition | 65% Polyester ($\pm 5\%$), 35% Cotton ($\pm 5\%$) | | |
| Pilling | 4 or above | | |
| Colour Fastness to laundry | 4 or above | | |
| Colour fastness to light | 4 or above | | |
| Fabric weight | 175gms - 225gms | | |
| Dimensional stability | $\pm 5\%$ | | |

4. Dark Blue Terylene Worsted Trousers

| Item No | Technical Specification Required | Compliance of Specification Offered | Details of Non-Compliance/ Deviation (if applicable) |
|-----------------------------------|---|-------------------------------------|--|
| <i>A*</i> | <i>B*</i> | <i>C</i> | <i>D</i> |
| Fabric Composition | 65% Polyester ($\pm 5\%$), 35% Viscose ($\pm 5\%$) | | |
| Pilling | 4 or above | | |
| Colour Fastness to laundry | 4 or above | | |
| Colour fastness to light | 4 or above | | |
| Fabric weight | 175gms - 225gms | | |
| Dimensional stability | $\pm 5\%$ | | |

5. Terylene Worsted Straps

| Item No | Technical Specification Required | Compliance of Specification Offered | Details of Non-Compliance/ Deviation (if applicable) |
|-----------------------------------|---|--|---|
| <i>A*</i> | <i>B*</i> | <i>C</i> | <i>D</i> |
| Fabric Composition | 65% Polyester ($\pm 5\%$), 35% Viscose ($\pm 5\%$) | | |
| Pilling | 4 or above | | |
| Colour Fastness to laundry | 4 or above | | |
| Colour fastness to light | 4 or above | | |
| Fabric weight | 175gms - 225gms | | |
| Dimensional stability | $\pm 5\%$ | | |

6. Dark Blue Terylene Worsted Skirts

| Item No | Technical Specification Required | Compliance of Specification Offered | Details of Non-Compliance/ Deviation (if applicable) |
|-----------------------------------|---|--|---|
| <i>A*</i> | <i>B*</i> | <i>C</i> | <i>D</i> |
| Fabric Composition | 65% Polyester ($\pm 5\%$), 35% Viscose ($\pm 5\%$) | | |
| Pilling | 4 or above | | |
| Colour Fastness to laundry | 4 or above | | |
| Colour fastness to light | 4 or above | | |
| Fabric weight | 175gms-225gms | | |
| Dimensional stability | $\pm 5\%$ | | |

7. White Terylene Cotton Shirts (Short Sleeves) with one breast Pocket and logo MPL

| Item No | Technical Specification Required | Compliance of Specification Offered | Details of Non-Compliance/ Deviation (if applicable) |
|-----------------------------------|--|--|---|
| <i>A*</i> | <i>B*</i> | <i>C</i> | <i>D</i> |
| Fabric Composition | 65% Polyester ($\pm 5\%$), 35% Cotton ($\pm 5\%$) | | |
| Pilling | 4 or above | | |
| Colour Fastness to laundry | 4 or above | | |
| Colour fastness to light | 4 or above | | |
| Fabric weight | 110gms - 130gms | | |
| Dimensional stability | $\pm 5\%$ | | |

8. White Cotton Vest

| Item No | Technical Specification Required | Compliance of Specification Offered | Details of Non-Compliance/ Deviation (if applicable) |
|-----------------------------------|---|--|---|
| <i>A*</i> | <i>B*</i> | <i>C</i> | <i>D</i> |
| Fabric Composition | 100% cotton | | |
| Pilling | 4 or above | | |
| Colour Fastness to laundry | 4 or above | | |
| Colour fastness to light | 4 or above | | |
| Fabric weight | 100gms - 130gms | | |
| Dimensional stability | $\pm 5\%$ | | |

9. Dark Blue Socks

| Item No | Technical Specification Required | Compliance of Specification Offered | Details of Non-Compliance/ Deviation (if applicable) |
|-----------------------------------|---|--|---|
| <i>A*</i> | <i>B*</i> | <i>C</i> | <i>D</i> |
| Fabric Composition | 100% cotton | | |
| Pilling | 4 or above | | |
| Colour Fastness to laundry | 4 or above | | |
| Colour fastness to light | 4 or above | | |
| Fabric weight | 100 gms-130gms | | |
| Dimensional stability | ± 5% | | |

10. Dark Blue Ties

| Item No | Technical Specification Required | Compliance of Specification Offered | Details of Non-Compliance/ Deviation (if applicable) |
|-----------------------------------|---|--|---|
| <i>A*</i> | <i>B*</i> | <i>C</i> | <i>D</i> |
| Fabric Composition | 100% cotton | | |
| Pilling | 4 or above | | |
| Colour Fastness to laundry | 4 or above | | |
| Colour fastness to light | 4 or above | | |
| Fabric weight | 100gms-130gms | | |
| Dimensional stability | ± 5% | | |

11. Polo Shirt

| Item No | Technical Specification Required | Compliance of Specification Offered | Details of Non-Compliance/ Deviation (if applicable) |
|-----------------------------------|---|--|---|
| <i>A*</i> | <i>B*</i> | <i>C</i> | <i>D</i> |
| Fabric Composition | 100% cotton | | |
| Pilling | 4 or above | | |
| Colour Fastness to laundry | 4 or above | | |
| Colour fastness to light | 4 or above | | |
| Fabric weight | 225gms | | |
| Dimensional stability | ± 5% | | |

Specifications and Compliance Sheet Authorised By:

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

SECTION V: QUOTATION FORM FOR SUPPLY OF UNIFORMS FOR YEAR 2025 & 2026

Name of Supplier/Company : _____

Business Address : _____

Mobile No. : _____ **Fax No.** : _____

Office No. : _____ **Email Add** : _____

Trading License No. : _____ **Validity** : _____

Business Registration Card No. : _____ **VAT Registration No.** : _____

No. of years relevant experience in the supply of uniforms : _____

No. of Employees : _____

List of major clients for the past five years and details of items supplied:

Reference letter from at least 3 clients : _____

No. of years of experience of your employees in tailoring : _____

No. of Industrial machineries and other equipment : _____

DOCUMENTS TO BE SUBMITTED: -

| Companies/Corporates: | | Individuals: | |
|-----------------------|---|--------------|---|
| 1. | TEST REPORT from Mauritius Standards Bureau (MSB) | 1. | TEST REPORT from Mauritius Standards Bureau (MSB) |
| 2. | A copy of Certificate of Incorporation | 2. | Copy of National Identity Card |
| 3. | A copy of the Business Registration Card | 3. | Proof of address (copy of recent utility bill) |
| 4. | A copy of the VAT Registration Certificate | 4. | Copy of Trade License (where applicable) |
| 5. | A copy of the current Trade License | 5. | Letter of references from Clients (At least 3) |
| 6. | Proof of address (copy of recent utility bill) | | |
| 7. | Letter of references from Clients (At least 3) | | |

Date: -----

Signature: -----

Name of Signatory: -----



The Mauritius Post Ltd reserves the right to effect site visit to the business premises of the bidder to satisfy itself that the bidder has the capacity to perform the contract (e.g. adequacy of business premises, machinery, equipment and staff).

SECTION VI: CONTRACT AGREEMENT AND GENERAL 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) for the Procurement of Goods RFP No. 04 of 2024-2025.

SECTION VII: QUOTATION CONDITIONS OF CONTRACT

Procurement Reference Number: RFP No. 04 of 2024-2025

1. By participating in this Request for Proposal, you are indicating your acceptance to be bound by all the provisions therein.
2. Quotations must not be made for sizes, dimensions, qualities, etc. other than those specified on the tender, unless otherwise requested by The Mauritius Post Ltd.
3. The shirts shall be well cut to measure and tailored according to pattern. Supplies not in accordance with the required pattern or approved sample/s will be rejected by the Company and in case of failure by the supplier to replace them, the company may use its discretion to obtain supplies of the required pattern from any other sources and the extra cost shall be claimed to the supplier and may be deducted from amount payable to the supplier.
4. Rejections of articles and/or materials as unsuitable shall be notified by The Mauritius Post Ltd or any authorised officer to the supplier who shall be bound to replace them forthwith by others in all respects satisfactory.
5. In the event of the supplier failing to replace any article or material as provided for in paragraph 4, The Mauritius Post Ltd shall be at liberty to purchase such article or material elsewhere, and charge any extra cost or expense to the Contractor by deduction from his deposit or sums due.
6. Failure on the part of the supplier to abide by his quotation and comply generally with the other conditions of the tender shall constitute a breach of contract and the supplier will be required to make good any excess expenditure that may be incurred by The Mauritius Post Ltd in obtaining the articles and/or materials from other sources.
7. The successful tenderer will have to supply a sewn sample of the shirt for approval by the Mauritius Post Ltd.
8. Payment to the supplier for supplies effected by him shall be made at the rates quoted on the tender within one month from the date of delivery. **Payments will only be effected after delivery of all the uniforms to the satisfaction of the Company.**
9. On the date of payment, a retention fee of **10%** of the contract will be withheld for a period of **two months**.
10. **All expenses whatsoever, in connection with the contract/quotation such as cost of paper; stamping, measurement etc. shall be borne by the supplier.**
11. Where the supplier is not domiciled in Mauritius and:
 - a) is a corporate body, the supplier undertakes to provide the Mauritius Post Ltd with acceptable documentary evidence of the official address of its registered office.
 - b) is not a corporate body, he shall designate a person in Mauritius to receive such notices or documents as may be required to be served upon him.

12. The delivery of any article or the performance of any service or work shall be accompanied by such invoice as may be required by the client.
13. Receipts will be given to the supplier or his agents, as the case may be, by the Receiving Officer for the articles supplied or the services performed, and those receipts with the supplier's invoices shall be sent to the requisitioning office as soon as possible.
14. In case of default by the supplier resulting in an additional expenditure by the client, the client may as its option recover such expense by withholding an equivalent amount on sums due to the supplier.
15. In case of breach or failure in any of the conditions of the contract, the client may cause a notice to be served on the supplier by leaving a copy thereof at the domicile of the supplier to the effect that the contract entered into is cancelled by the client and upon such services as aforesaid and without any other judicial or extra-judicial formality, the contract shall cease and be terminated.
16. Should the contract be terminated as above, the security furnished by or on behalf of the supplier shall be forfeited without prejudice to any other remedy open to the client.
17. Any query or additional information required by any bidder should be submitted to The MPL **seven (7) clear working days before closing date for submission of proposal.**
18. The information contained in this Request for Proposal and the supporting documents and any related written or oral communication is believed to be correct at the time of issue and based upon our present documentation, but MPL will not accept any liability in interpretation and no warranty is given as such.
19. Any requirement for clarifications with regard to this Request for Proposal document may be obtained from 09.00 hours to 16.00 hours local time, Monday to Friday except on public holidays from:

Mr. Booshan Chittoo
Health & Safety Officer
The Mauritius Post Ltd
1, Sir William Newton Street
Port Louis 11328

Telephone: +230 208 2851; Fax: +230 211 1315
E-mail address: bchitto@mauritiustpost.mu

All questions should be in writing and submitted either by post, fax or to the email address above at latest by 23 October 2024.

SCHEDULE 1: BID CHECKLIST SCHEDULE

| Description | Attached (please tick if submitted and cross if not) |
|--|--|
| Bid Letter | |
| List of Item and Price Schedule | |
| Technical Proposal | |
| Letter of references | |
| Sample of cloth | |
| Test report from MSB | |
| | |
| | |
| | |

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its bid to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*

SCHEDULE 2: CLIENT REFERENCE – SUPPLY OF UNIFORMS
(In Client’s Letterhead)

We hereby confirm that _____ (*service provider name*) has supplied uniforms to us for a period of _____ (*date*).

We hereby confirm that uniforms provided were of good quality and as per specifications and were supplied on a timely basis to our full satisfaction.

Name of Company : _____

Address of Company : _____

Contact Number

Tel : _____

Fax : _____

Email : _____

Website : _____

Name of Officer : _____

Position : _____

Signature : _____

Date : _____

Seal

