

INVITATION TO TENDER FOR THE PREPARATION OF SITE AND INSTALLATION OF SCANNER

Procurement Reference: ITT No. 04 of 2024/2025

1.0 INVITATION

THE MAURITIUS POST LIMITED (MPL) is pleased to invite you to submit your best quote for the above-mentioned tender.

2.0 BACKGROUND

The Mauritius Post Ltd (MPL) is a private company which took over the activities of the Postal Services Department in 2003 from the government.

The MPL was established for the purpose of providing accessible, affordable and reliable postal services to all customers wherever they reside. It operates a network of 119 Post Offices across the country to accomplish its purpose. As the designated postal operator, the MPL has to inter alia, offer post office letterboxes service, issuance of postage stamps and conveyance of letters.

3.0 SCOPE OF WORK

MRA is planning to install four 20-foot metal containers that will occupy 84 square metres at the rear of Port Mathurin post office in Rodrigues. Clearance and preparation of site is under the responsibility of MPL.

The scope of work for this project will include the following:

a) Site Clearance

- Cutting down of trees and carting away/ cleaning.
- Removal of existing water tank and re-installation of same including piping and provision with an automatic water pump (1 HP – Silent) including electrical power supply.
- Cleaning of existing water tank. Disconnection, transfer of water tank and reconnection to be done on weekend or after office hours. Water supply to be available upon opening of post office on the next day.
- Demolition of concrete wall and carting away of debris.
- New septic tank and cancelling of existing one including excavation works.
- Disconnection/ reconnection to septic tank to be done on weekend. Washroom and toilet should be operable upon opening of post office.

b) Fencing

- Rebuilding or repairing the damaged fencing surrounding the site with barbed wire on top (Height 180 cm including straining wire).

c) Garage Improvements

Levelling the garage ceiling, which will include:

- Installing appropriate concrete beam 200mm x 400 mm.
- Refitting existing iron sheets to the ceiling.
- Installing a roller shutter to replace the existing metal door for enhanced security.
- A manual device for opening and closing of the roller shutter.

d) Access Modification

- Demolition of the garage wall (located within the back office) to ensure better access for bulk parcels to the scanning room (Replastering where needed).
- Ensuring all access ways from the containers to the post office corridor are securely covered with metal sheets and a metal door at entrance of corridor.

e) Foundation Requirements

- As the installation will include a 3-ton X-ray scanner, site levelling with a concrete structural base of at least 84 square meters is proposed (6 metres x 14 metres). It is to be elevated to the same level of the highest step of the concrete stair found in the garage. The garage floor should remain at the same level.

Note: The foundation works has to be completed within the first 15 days.

f) Land Ownership and Approval

- Verification of MPL's ownership of the land designated for the installation of containers.
- Assessment of necessary authorisations or approvals required by relevant authorities to proceed with this project.

g) Data and Electrical Wiring

- New data & electrical wiring, (camera/ alarm) in container. The location will be provided later.

h) Air Conditioners

- Installation of 4 Wall type ACs, that is one in each container (4 x 18,000 BTU). The location will be provided later.

More details are at **Annex 1**.

4.0 TENDER CONDITIONS

By participating in the Invitation to Tender, you are indicating your acceptance to be bound by all the provisions of the Invitation to Tender.

The information contained in this Invitation to Tender and the supporting documents and any related written or oral communication is believed to be correct at the time of issue, but MPL will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the MPL.

The MPL reserves the right to modify the provisions of the Invitation to Tender 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 **60 days** as from the closing date of the tender.

Any requirement for clarifications with regard to this Invitation to Tender may be obtained from 09:00 hours to 16:00 hours local time, Monday to Friday except on public holidays from:

The Ag. Operations Manager
The Mauritius Post Limited
1, Sir William Newton Street
Port Louis 11328
E-mail address: nmaherally@mauritiustpost.mu

The Ag. Infrastructure Manager
The Mauritius Post Limited
1, Sir William Newton Street
Port Louis 11328
E-mail address: dramahotar@mauritiustpost.mu

All queries should be made in writing and submitted either by post or to the above email addresses **no later than seven (7) clear working days before the closing date of the tender.**

Any clarification or amendment will be issued by a final addenda and posted on the website of Mauritius Post. The Mauritius Post Ltd may amend this Invitation to Tender (including the date or time for closing) at any time by a written addendum issued in identical form to each Bidder. Any addendum issued will become part of the Invitation to Tender document.

All works shall be completed within **60 days** as from the date of award of contract.

Relevant documents may be downloaded from our website at www.mauritiustpost.mu.

5.0 DEADLINE FOR SUBMISSION

The ITT No.04 of 2024/2025 is to be enclosed in a sealed envelope clearly marked “*Procurement Reference ITT No. 04 of 2024/2025 Tender for the Preparation of Site and Installation of Scanner*” and addressed to:

The Postmaster
Port Mathurin Post Office
Rue de Solidarite
Port Mathurin
RODRIGUES

Your bid must be deposited at the above address **no later than 04 April 2025 by 13:00 hours local time.**

6.0 INSTRUCTIONS TO BIDDERS

The completed proposal must be delivered in a sealed envelope at the submission address before the time and date of the submission of the proposals indicated above. Any bid received later than the closing date for submission of proposals shall be rejected.

Any effort by a bidder to influence the Tender Committee staff in the evaluation of proposals, or award of contract may result in the rejection of the bidder’s proposal.

The MPL does not bind itself to accept the lowest tender, nor will it assign any reason for the rejection of a tender and reserves the right to annul the bidding process.

The MPL reserves the right to split the tender without thereby incurring any liability to any Tenderer. Bids received after the prescribed date and time shall not be considered.

We look forward to receiving your bid by **04 April 2025 at 13:00 hours local time at latest.**

**The Mauritius Post Ltd
1, Sir William Newton Street
Port Louis 11328
Mauritius**

27 February 2025

A. FINANCIAL PROPOSAL

SN	Description	Amount in Rs
1.	Site Clearance	
a)	Cutting down of trees, carting away/cleaning.	
b)	Removal of existing water tank, cleaning of tank and reinstallation of same including piping and provision with automatic water pump (1 HP Silent).	
c)	Cancellation of old septic tank. Excavation works, installation of new septic tank and reconnection to existing toilet.	
2.	Fencing	
a)	Removal and fixing of new fence or repair of old existing fence.	
3.	Garage Improvements	
a)	Levelling of garage ceiling including: - Construction of new concrete beam 200mm x 400mm. - Refitting of existing iron sheet.	
b)	Supply and fixing of new roller shutter in lieu of metal door. A manual device for opening and closing of shutter should be included.	
4.	Garage demolition and new roof sheeting	
a)	Demolition of garage wall (back office) and carting away and replastering to be done where needed.	
b)	Corridor between container and post office building to be covered with iron sheets and a metal door at the entrance.	
5.	New concrete floor for new X ray machine (3 tons)	
a)	Levelling of floor to receive hardcore spalls.	
b)	Supply of hardcore fillings (200 mm thickness)	
c)	Supply of crusher run (150 mm thickness)	
d)	Casting of concrete floor with Mesh A252.	
6.	Data Points	
a)	Supply and installation of four data points with double sockets, wiring and connections.	

SN	Description	Amount in Rs
7.	Electrical Points	
a)	Supply and installation of four electrical points with three double sockets, wiring and connections.	
8.	Air Conditioners	
a)	Supply and installation of four wall type air conditioners units 18,000 BTU including electrical wiring and connections.	
9.	Fire Extinguishers	
a)	Supply and installation of four fire extinguishers on wall.	
	TOTAL	
	VAT at 15%	
	GRAND TOTAL	

Note:

- 1(a) and 5(a) to 5(d) is to given priority upon start of work and should be completed within first 20 days after award of the contract.
2. The remaining works to be completed within the period of 60 days.