

Invitation for Bid
Open National Bidding

**Purchase of 15 Seater Van not less than ten (10) years
old (as from 2016 and above)**

Procurement Reference No: MMC/ONB/01 of 2026 -27

2nd October 2026

Letter of Invitation

MMC/ONB/01 of 2026-27

2nd October 2026

Invitation for Bids for Purchase of 15 Seater Van not less than ten (10) years old (as from 2016 and above)

The Mauritius Museums Council invites bids for the item described in detail hereunder. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to the Secretary of the Departmental Tender Committee, 1st floor, Mauritius Institute Building, Chaussée, Port Louis. (Tel: 212 5717, fax: 210 1272)

Please prepare and submit your quotation in accordance with the instructions given .

Yours faithfully,

(V.Rupear)

Director

SECTION I: INVITATION FOR BIDS

1. Preparation of Bids

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

- (a) the Bid Letter in Section II with its annex for Bid Securing Declaration, where applicable; and
- (b) the List of Goods and Price Schedule in Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Invitation for Bids document, including the Special Conditions of Contract in Section VII, before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

2. Validity of Bids

The Bid validity period shall be **Ninety (90) days** from the date of submission deadline.

3. Delivery

Delivery shall be ten (10) days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

4. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Body with the Bidder's name at the back of the envelope.

5. Submission of Bids

Bids should be deposited in the Quotation/Tender Box located at **1st Floor, Mauritius Institute Building, Chaussée, Port Louis** not later than **Monday 19th October 2026 at 10 30 latest**. Bids by post or hand delivered should reach **Mauritius Institute Building, Chaussée, Port Louis** by the same date and time at latest. Late bids will be rejected.

Bids received by e-mail will not be considered.

6. Bid Opening

Bids will be opened by the Mauritius Museums Council at **1st Floor, Mauritius Institute Building, Chaussée, Port Louis** on **Monday 19th October 2026 at 11 30 latest**. Bidders or their representatives may attend the Bid Opening if they choose to do so.

7. Evaluation of Bids

The Public Body 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, subject to Margin of Preference where applicable, to determine the lowest evaluated bid.

8. 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 have a conflict of interest in relation to this procurement requirement; and
- (c) have a Business Registration Number

The Public Body may choose to request any bidder to substantiate compliance with these criteria.

9. 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 Schedule of Requirements, highlighting deviations, if any, so as to establish substantial responsiveness of the proposed goods item;	☒
(c)	Documentary evidence to establish to the satisfaction of the Purchaser that goods proposed, as per other than the brand name, catalogue numbers or standard as specified by the Purchaser, ensures substantial equivalence or are superior.	☒

10. Technical Compliance

Bidders shall submit along with their bids documents, catalogues (if any) and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Purchaser's requirements.

The Specifications and Performance Requirements, and Compliance Sheet details the minimum specifications of the goods items to be supplied. The specifications have to be met, but no credit will be given for exceeding the specifications.

11. Prices and Currency of Bids

Bids to be priced in Mauritian Rupees

12. Bid Security/Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process

13. Margin of Preference NOT APPLICABLE

- 13.1 Small and Medium Enterprises (SME), registered with the SME Mauritius Ltd and submitting the "Made in Moris" certification issued by the Association of Mauritian Manufacturers for the locally manufactured goods procured through this contract shall benefit from a Margin of Preference of 40% at evaluation.
- 13.2 SMEs not holding "Made in Moris" certification shall be eligible for a Margin of Preference of 30% at evaluation.
- 13.3 Women owned Micro, Small and Medium Enterprises (MSMEs) shall benefit from an additional 10% margin of preference over and above those applicable.
- 13.4 Local manufacturers, which are not SMEs shall benefit from a margin of preference of 30% on their locally manufactured goods.
- 13.5 When selected for award and as requested by the public body, bidders applying for the Margin of Preference shall submit, the following, where applicable:
 - (i) evidence of their registration as enterprise in the Republic of Mauritius;
 - (ii) evidence of registration with SME Mauritius Ltd.;

- (iii) certification issued by the Association of Mauritian Manufacturers for the goods bearing the “Made in Moris” label (where applicable);
- (iv) cost structure of local inputs in the manufacture of the goods, as per the template provided and duly signed by a certified accountant;
- (v) evidence of women ownership.

14. 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 Section VI: Contract.

15. Performance Security

NOT APPLICABLE

16. Notification of Award and Debriefing

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.

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

17. Integrity Clause

The Public Body 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.

18. Rights of Public Body

The Mauritius Museums Council reserves the right:

- (a) to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to contract award.

SECTION II: BID LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your bid with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RB prevail over any attachments. **If your bid is not authorised, it will be rejected.**]*

Bid addressed to:	Mauritius Museums Council
Procurement Reference Number:	MMC/ONB/01 of 2026-27
Subject matter of Procurement:	Purchase of 15 Seater Van not less than Ten (10) years old (as from year 2016 and above)

- (a) We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specification, *except for the qualified deviation [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Invitation for Bids referenced above.
- (b) We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.
- (c) We undertake to abide by the Conduct of Bidders and Suppliers as provided under section 52 of Public Procurement Act during the procurement process and the execution of any resulting contract.
- (d) We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD
- (e) The validity period of our Quotation is **Ninety (90)** days from the date of the bid submission deadline.
- (f) We confirm that our quoted prices in the List of Goods and Price Schedule are 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.
- (g) The delivery period offered, from the date of issue of Purchase Order/ Letter of Acceptance, is as shown in the List of Goods items and Price Schedule
- (h) 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 any Public Body for the period of time that may be determined by the Procurement Policy Office under section 35 of the Public Procurement Act, 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 Museums Council 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 Security, in accordance with the Instructions to Quote.

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 Security 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.

In case of a Joint Venture, all the partners of the Joint Venture shall be jointly and severally liable.

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Purchase of 15 Seater Van not less than Ten (10) years old (as from year 2016 and above)

Procurement Ref No. MMC/ONB/01 of 2026-27

INSTRUCTIONS TO THE PUBLIC BODY					INSTRUCTIONS TO BIDDERS			
At time of preparation of the RB, Columns A to E shall be filled in by the Public Body. [To be filled by the Public Body]					<u>Bidders to fill-in columns F, G, H, I, & J and the total</u> F= mark with a *if an equivalent is quoted - 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	D	E	F	G	H	I	J
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit without VAT Rs ¹	VAT Rs	Delivery (days/weeks)	Country of Origin
1.	15 seater van	1	unit					
					TOTAL			
NAME:		POSITION:		SIGNATURE			DATE	
NAME OF COMPANY:		ADDRESS:						

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENT

Type	: Standard Passenger Van with sliding windows.
Engine	: Diesel water cooled of 2700 – 3200 cc for naturally aspirated engine or about 2400 – 3000cc for turbo charged engine.
Steering	: Right Hand Drive, Power Assisted.
Transmission	: Manual gear box with 5 or more forward speed and 1 reverse
Seating Capacity	: 15 seats, all seats to be original factory fitted with seat belts and rear most seats preferably foldable.
Air Conditioner	: Original factory fitted air conditioning system at front and rear (roof)
Body	: Fully factory built
Doors	: Two front, one LHS sliding door and tail gate.
	: (i) Original AM/FM radio CD player
	(ii) All other standard accessories, such as heater/ventilation system, defroster, triangular reflectors, spare wheels, tool kit, jack, heavy duty floor mats, 1.0 kg dry powder fire extinguisher, spare keys, etc
	➤ To specify vehicle fitness expiry date.
	➤ To specify vehicle mileage in Km.
	➤ To specify last servicing done and when tyres were changed.
	➤ Warranty Certificate for battery.
	➤ Claim history from insured company
	➤ Maintenance/ Servicing history
	➤ Copy of horse power (2 sides Recto/verso)
	➤ Insurance copy

Price quoted to include all duties and taxes

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: MMC/ONB/01 of 2026-27

5	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	As per specifications & performance requirement in section IV – page 9		
1	Type: Standard Passenger Van with sliding windows.		
2	Diesel water cooled of 2700–3200 cc. for naturally aspirated engine or about 2400 – 3000cc for turbo charged engine		
3	Steering: Right Hand Drive, Power Assisted		
4	Transmission : Manual gear box with 5 or more forward speed and 1 reverse		
5	Seating Capacity : 15 seats, all seats to be original factory fitted with seat belts and rear most seats preferably foldable.		
6	Air Conditioner : Original factory fitted air conditioning system at front and rear (roof)		

7	Body : Fully factory built		
8	Doors : Two front, one LHS sliding door and tail gate.		
9	Original AM/FM radio CD player		
10	All other standard accessories, such as heater/ventilation system, defroster, triangular reflectors, spare wheels, tool kit, jack, heavy duty floor mats, 1.0 kg dry powder fire extinguisher, spare keys, etc		
11	To specify vehicle fitness expiry date.		
12	To specify vehicle mileage in Km.		
13	To specify last servicing done and when tyres were changed.		
14	Warranty Certificate for battery.		
15	Claim history from insured company		
16	Maintenance/ Servicing history		
17	Copy of horse power (2 sides Recto/verso)		
18	Insurance copy		

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	
Contact No.		E-mail address	

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 (Ref. G/RFQ-GCC4/11-21)¹ * (available on website ppo.govmu.org) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **MMC/ONB/01 of 2026-27**

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Body to suit the requirements of the specific procurement].*

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is The Mauritius Museums Council, Chaussee Street, Port Louis
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Mauritius Museums Council the address and the contact name shall be: V. Rupear, Director, Tel 211 7794 For the Supplier, the address and contact name shall be
Delivery and Documents GCC 13.1	The Goods are to be delivered within Ten (10) days from the date of Purchase Order or Letter of Acceptance.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	The Purchaser undertakes to effect payment within 10 working days from receipt of invoice after supply of the goods items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any non-compliance in the execution of the contract
Terms of Payment GCC 16.4	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
Packing GCC 23.2	Not Applicable
Insurance GCC 24	Not Applicable

Subject and GCC clause reference	Special Conditions
Transportation GCC 25	The Goods shall be delivered: Not Applicable
Inspection and Tests GCC 26.	The goods will be inspected and commissioned by the client's
Warranty GCC 28.3	The minimum period of warranty shall be (Bidder to specify-)

SCHEDULE 4: BID CHECKLIST SCHEDULE

Procurement Reference No.: MMC/ONB/01 of 2026-27

Description	Attached (please tick if submitted and cross if not)
Bid Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Evidences for conformity of Goods	

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.