



RFQ Reference: RFQ/MUS/2022/006 - Renovation works for office space on 7th Floor	Date: 23 May 2022
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## SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by: **DocuSigned by:**

A handwritten signature in black ink, appearing to read 'A. Serumaga', enclosed within a blue DocuSign signature box.

Signature: \_\_\_\_\_ 0836CB4C5457427...

Name: Amanda Serumaga

Title: Resident Representative

Date: 24-May-2022

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>17 June 2022</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address – <a href="mailto:procurement.mu@undp.org">procurement.mu@undp.org</a></p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <a href="mailto:procurement.mu@undp.org">procurement.mu@undp.org</a></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF format</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 30 MB</li> <li>▪ Mandatory subject of email: <b>RFQ/MUS/2022/006 – Renovation works for office space on 7th Floor</b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>

<b>Gifts and Hospitality</b>	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is <b>delayed by 1 (One) Month.</b>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>Mauritius Rupees MUR</b>
<b>Joint Venture, Consortium or Association</b>	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.

	Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Bill of Quantities - BOQ</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate;</p> <p><input type="checkbox"/> List and value of projects performed for the last five (5) years plus client's contact details who may be contacted for further information on those contracts;</p> <p><input type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</p> <p><input checked="" type="checkbox"/> Other Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List</p>
<b>Quotation validity period</b>	Quotations shall remain valid for 180 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<p><input type="checkbox"/> Not permitted</p> <p><input checked="" type="checkbox"/> Permitted by lots</p>
<b>Alternative Quotes</b>	<p><input type="checkbox"/> Not permitted</p> <p><input checked="" type="checkbox"/> Permitted</p>

	If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"		
<b>Payment Terms</b>	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other within 30 days of submission request for payment for the completed works		
	<b>Payment Term</b>	<b>Payment Percentage</b>	<b>Progress Performance</b>
	Upon signing of contract and submission of new workplan	10%	On Mobilisation / Materials on Site
	Upon Certificate of Substantial Completion within 4 weeks upon signing of contract	40%	After 50% of site progress performance and certification of works
	Upon Certificate of Substantial Completion within 8 weeks upon signing of contract	40%	After 100% of site progress performance, not include minor defect repair
	Upon Certificate of Final Completion (Completion of Defects Liability Period)	10%	Defect liability after 3 months after completion of works and upon handover of completed office
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Passing Inspection Complete Installation <input checked="" type="checkbox"/> Passing all Testing <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others		
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:deepa.seeburn@undp.org">deepa.seeburn@undp.org</a> with copy to <a href="mailto:fatuma.musa@undp.org">fatuma.musa@undp.org</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <b>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</b>		
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 6 days before the submission deadline. Responses to request for clarification will be communicated by email by <b>31 May 2022</b>		
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.		
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.		
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order		

<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, the UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25% ) of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input checked="" type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	08 July 2022
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

## **ANNEX 1: SCHEDULE OF REQUIREMENTS**

### **TERMS OF REFERENCE - RENOVATION OF UNDP OFFICE AT ANGLO-MAURITIUS HOUSE, 6<sup>TH</sup> FLOOR**

#### **Background Information**

The UNDP Mauritius occupies the Anglo Mauritius House, Intendance Street, Port Louis, on the 5<sup>th</sup> and 6<sup>th</sup> Floor. We now have an increase of staff and activities and with a view at providing an optimal environment for UNDP staff housed at Anglo-Mauritius House, we wish to first renovate the 7<sup>th</sup> floor.

UNDP Mauritius Office has an architectural design and building space plan, that we wish to actualize it. This new plan will ensure there is an interior fit-out of the office that will optimize the utilization of space and existing furniture, fixtures, equipment and accessories and promote an effective and efficient work environment. This renovation should result to a modern, collaborative and creative space (office and conference room) adequate to the type of work done in its offices.

The working drawing is hereby provided in the Annex II of this TOR

#### **Description of required service**

The services required are Interior Installation, Mechanical & Electrical and IT;. The supplier is expected to provide the goods and related services to ensure the required works are delivered and installed properly and inline with the overall schedule of renovation.

#### **Location of work**

Anglo Mauritius House, 7th Floor, Intendance Street,

#### **Delivery lead Time/Period of Performance**

12 weeks from the issuance of the contract of the Civil Work and 6 (Six) months retention

#### **Scope of Work**

1. Construction/installation work (please refer to work description on Bill of Quantity/BOQ and detail drawing)
2. Mobilization of adequate workers.
3. Mobilization of adequate construction work supporting equipment.
4. Mobilization of expertise resources to manage construction work on site.
5. Provision of building materials and transportation to project sites.
6. Final clearing work upon completion of construction work.
7. Six (6) months of defect and liability period.
8. Reporting and documentation.

#### **Technical specification**

The total renovation area is 322 square meters. The technical specification and drawing will be provided to Contractor.

#### **Deliverables**

1. Renovated office with complete necessary installation defined under the scope of work (including flooring, painting etc)
2. Statement of Completion with final payment invoice.

**Qualification of the Company**

- Contractor with legal company certificate.
- Contractor with classification for building construction work who has minimum 1 relevant project within the last year.
- Contractor with financial ability and classification level based on project budget.
- Personnel availability.
- Availability of construction equipment.

**Qualification of Personnel**

The contractor should provide the following personnel:

1. Project Coordinator - 1 person
2. Supervisor and Quality Controller - 1 person

**Supervision, Monitoring and Reporting**

1. The contractor should maintain daily supervision.
2. The daily activity should be compiled in one specific format in weekly basis (Weekly report).
3. Prepare bi-weekly report as progress report in bi-weekly basis and the supporting document for payment instalment
4. Final report upon completion of construction work and first hand over note.
5. Second hand over note upon completion with full satisfactory of defect and liability period.

**Payment**

Payment will be made after satisfactory acceptance by UNDP the services provided on the following schedule

<b>Payment Term</b>	<b>Payment Percentage</b>	<b>Progress Performance</b>
Upon signing of contract and submission of new workplan	10%	On Mobilisation / Materials on Site
Upon Certificate of Substantial Completion within 6 weeks upon signing of contract	40%	After 50% of site progress performance
Upon Certificate of Substantial Completion within 12 weeks upon signing of contract	40%	After 100% of site progress performance, not include minor defect repair
Upon Certificate of Final Completion (Completion of Defects Liability Period)	10%	Defect liability after 3 months after completion of works and upon handover of completed facility



Bill of Quantity - BOQ**Technical Specifications for Works:**

Item	Description	Unit	Qty	Rate MUR	Amount MUR
<b>1</b>	<b><u>Lot 1 -Demolition works</u></b>				
<b>1.1</b>	<b><u>Flooring</u></b>				
	<i>Works consist of removing / scraping of existing floor finishes together with associated fixing accessories, carting away of the removed materials off site and reinstating and prepare the structural substrate to receive new finishes.</i>				
A	Remove existing carpet and prepare to receive new floor finishes(Qty: 95m <sup>2</sup> )	Lot	1		
B	Remove existing carpet tiles and prepare to receive new floor finishes(Qty: 107m <sup>2</sup> )	Lot	1		
C	Remove existing Laminate Flooring and prepare to receive new floor finishes(Qty: 18m <sup>2</sup> )	Lot	1		
D	Remove existing ceramic tiles and prepare to receive new floor finishes(Qty: 30m <sup>2</sup> )	Lot	1		
<b>1.2</b>	<b><u>Ceiling</u></b>				
	<i>Works consist of removing / scraping of existing Ceiling finishes together with associated fixing accessories, carting away of the removed materials off site and reinstating and prepare the structural substrate to receive new finishes.</i>				
E	600 x 600 Ceiling Tiles	Lot	1		
F	Gypsum Ceiling (Qty: 24m <sup>2</sup> )	Lot	1		
G	Existing wooden air conditioning ducts (Qty: 53m <sup>2</sup> )	Lot	1		
	<b>Demolition works</b>	<b>1.0</b>	<b>Balance b/f</b>		

Item	Description	Unit	Qty	Rate MUR	Amount MUR
	<b>Balance from 1.0</b>				
<b>1</b>	<b><u>Demolition works</u></b>				
<b>1.3</b>	<b>Partitions</b>  <i>Works consist of removing / scraping of existing Partitions together with associated fixing accessories, carting away of the removed materials off site and reinstating and prepare the structural substrate to receive new finishes. Note that proper precautions should be taken to limit noises, dusts during demolition and carting away process. Demolition should be performed according to British Standard's methodology so that it should not affect the structural integrity of the whole building.</i>				
<b>1.3.1</b>	<b>Gypsum &amp; Aluminium Glazed Partitions</b>				
A	Removal and carting away of all gypsum partitions together with associated studs and tracks. All fixing accessories removed to accommodate new finishes. <b>Concrete Blockwall</b>	Lot	1		
B	Removal and carting away of designated blockwall partitions together with related ties.	Lot	1		
<b>1.4</b>	<b>Electrical &amp; Network items</b>				
C	Removal of all Electrical Cabling, Truncking, Fittings and lightings. Items to be stored and submitted to Client	Lot	1		
<b>1.5</b>	<b>Shopfitting items</b>				
D	Removal of all doors together with fittings like handles ,hindges and locks. Items to be stored and submitted to Client	Lot	1		
	<b>Demolition works</b>	<b>1.1</b>	<b>Carried to Summary</b>		

Item	Description	Unit	Qty	Rate MUR	Amount MUR
2	<p>- <b>Lot 2 - Refurbishment of Metal Window Frame</b></p> <p>Work consist of hacking and stripping of loose existing paint off internal window metal frames. Any broken glass pane should be removed and replaced. Defective as well as loose putty should be replaced. Bare metal should be etched, primed before the application of paint as per Client's selection</p>				
2.2.1	Window Bays (Qty:42 nos)	Lot	1		
	<b>Refurbishment of Metal Window Frame</b>	<b>2.0</b>	<b>Carried to Summary</b>		0.00

Item	Description	Unit	Qty	Rate MUR	Amount MUR
<b>LOT 3</b>	<b><u>NEW WORKS</u></b>				
	<b><u>NEW GYPSUM PARTITION WORKS</u></b>				
	Supply and fix 75mm thick drywall partition comprising of galvanised studs faced both sides with 12mm thick moisture resistant gypsum board with rockwool insulation and finished with 3 mm skim all to Rate to include for cutting, wastage, forming opening to receive doors, windows and the like.				
<b>A</b>	<b>Conference rooms</b>	m <sup>2</sup>	11.5		
<b>B</b>	<b>Resident Representative's Office</b>	m <sup>2</sup>	4		
<b>C</b>	<b>Cafeteria Area</b>	m <sup>2</sup>	24		
<b>D</b>	<b>Finance &amp; Social Economic Development Unit</b>	m <sup>2</sup>	36		
<b>E</b>	<b>Operating Manager &amp; Environment</b>	m <sup>2</sup>	36		
<b>F</b>	<b>Senior Economist &amp; Ass. Resident Rep.</b>	m <sup>2</sup>	36		
<b>G</b>	<b>Other Semi Closed Offices</b>	m <sup>2</sup>	13.5		
	<b><u>Extra Overs Timber Reinforcement to receive Glazed Partition</u></b>				
<b>H</b>	Conference Rooms	Lm	11		
<b>I</b>	Resident Representative Office	Lm	11		
<b>J</b>	Closed & Semi Closed Offices	Lm	45		
<b>k</b>	All other areas	Lm	15		
	<b>NEW PARTITION WORKS</b>	<b>3.0</b>	<b>Balance c/f</b>		0.00

Item	Description	Unit	Qty	Rate MUR	Amount MUR
<b>3.1</b>	<b><u>Balance B/f</u></b> <b><i>Cladding to Columns</i></b> Supply & Fix of Gypsum 12.5mm Thick including frameworks to Column and including Skimming and Painting. (16 nos) <b>NEW PARTITION / SCREEN WORKS</b> <b>DOUBLE CNC CUT-OUT ALUMINIUM COMPOSITE PANELS SANDWICHED WITH 12MM SPACER HOLD WITH ALUMINIUM POST FIXED ONTO THE CONCRETE FLOOR SLAB.</b>	Lot	1		
<b>A</b>	Resident Representative Office - (2 Panels)	LOT	1		
<b>B</b>	Semi Closed Office - (12 Panels)	LOT	1		
<b>C</b>	Think tank - (10 panels)	LOT	1		
<b>D</b>	Open Space - Cafeteria & Printing Area - (9 Panels)	LOT	1		
	<b><u>GLAZED PARTITION</u></b> <i>Supply &amp; Installation of Full Glazed Partition Ref. DEKO FG using Natural Anodised Aluminium Profile and 12mm Clear Laminated Single Glazing Panels from 2000mm to 2700mm Height and Maximum Width 1200mm</i>				
<b>A</b>	Overall partition size for closed office of 11m <sup>2</sup>	m <sup>2</sup>	60		
<b>B</b>	Overall partition size for closed office of 38m <sup>2</sup>	m <sup>2</sup>	33		
<b>C</b>	Overall partition size for conference rooms	m <sup>2</sup>	28		
<b>D</b>	Overall partition size for Semi-closed office	m <sup>2</sup>	48		
<b>E</b>	Supply& Fix of SILICON @ Butt joint 10mm	Lot	1		
	<b>NEW PARTITION WORKS</b>	<b>3.1</b>	<b>Carried to Summary</b>		

Item	Description	Unit	Qty	Rate MUR	Amount MUR
<b>3.2</b>	<b>FALSE CEILING WORKS</b>				
	<b><i>Grid Ceiling</i></b>				
	Solid suspended ceilings; Suspended ceiling in Armstrong Ceiling Dune Supreme Reveal Edge in metal suspension system of main channel on wire or rod hangers all to manufacturer's instruction and to Designer's approval				
<b>A</b>	Depth of suspension - 330mm	m <sup>2</sup>	84		
	<b><i>Flush plastered Ceiling</i></b>				
	Solid suspended ceilings; high moisture resistant gypsum boards fixing to and including Contractor's designed framework supports all to Designer's approval				
	Ceilings; 12mm thick gypsum boards; joints covered with wire scrim and taped, horizontal on suspended framework including painting & skimming				
<b>B</b>	Depth of suspension - 330mm	m <sup>2</sup>	110		
	<b><i>Bulkheads</i></b>				
<b>C</b>	Depth of suspension - 400 to 900mm	m <sup>2</sup>	56		
	<b><i>Shadow line</i></b>				
<b>D</b>	Shadow line	Lm	220		
	<b><i>Access Trap</i></b>				
<b>E</b>	Extra over for access hatch, size 600 x 600mm	Nos	6		
	<b><i>Aluminium Slats Bulkhead</i></b>				
<b>F</b>	Aluminium Slats Bulk Head	LOT	1		
	<b>FALSE CEILING WORKS</b>	<b>3.2</b>	<b>Carried to Summary</b>		

Item	Description	Unit	Qty	Rate MUR	Amount MUR
<b>3.3</b>	<b>NEW RAISED FLOORING WORKS</b> <i>New raised flooring with Finish level at 150mm high. Provision of 5,7mm for LVT Flooring to be catered upon installation. Raised floor can consist of wooden batten and Fiber Cement board on top as walking support, proposal for structure need to be approved by designer. All visible facia should be in Aluminium composite</i>				
<b>A</b>	Resident Representative Office	m <sup>2</sup>	43		
<b>B</b>	Conference room & Reception	m <sup>2</sup>	38		
<b>C</b>	Finance and SEDU	m <sup>2</sup>	24		
<b>D</b>	Operating Manager and Environment	m <sup>2</sup>	24		
<b>E</b>	Senior Economist and Ass. R. Representative	m <sup>2</sup>	24		
<b>F</b>	Cafeteria	m <sup>2</sup>	24		
	<b>NEW LVT FLOORING WORKS</b> <i>Supply &amp; Installation of the Following; LVT - 1220mm x 180mm x 5.2mm thick with underlay together with relevant threshold at openings or space transition (if required) and skirting to perpendicular surface. Ref: Victorian Ash or equivalent - sample to be approved by designer or client.</i>				
<b>G</b>	Resident Representative Office	m <sup>2</sup>	43		
<b>H</b>	Reception	m <sup>2</sup>	5		
<b>I</b>	Corridor & Common area	m <sup>2</sup>	69		
<b>J</b>	Finance and SEDU	m <sup>2</sup>	24		
<b>K</b>	Operating Manager and Environment	m <sup>2</sup>	24		
<b>L</b>	Senior Economist and Ass. R. Representative	m <sup>2</sup>	24		
<b>M</b>	Semi Closed Office	m <sup>2</sup>	20		
<b>N</b>	Cafeteria	m <sup>2</sup>	24		
	<b>NEW FLOORING WORKS</b>	<b>3.3</b>	<b>Balance c/f</b>		

[illegible]



Item	Description	Unit	Qty	Rate MUR	Amount MUR
3.5	<p><b>DOOR OPENINGS</b></p> <p>Reinstating and installation of existing doors for the following. Including replacing &amp; Fix of Handles, Ironmongeries (Hinges, Complete lockset, door stop) where applicable)</p> <p><b><u>Sliding</u></b> <i>Single leaf Semi - Solid Door, size: 850mm x2100mm high.</i></p> <p><i>Single leaf Semi Solid Door, size: 900mm x2100mm high.</i></p> <p><i>Single leaf semi solid Door with fix side glazed panels, size: 900mm x2100mm high.</i></p>	<p>Nos</p> <p>Nos</p> <p>Nos</p>	<p>6</p> <p>6</p> <p>2</p>		
	<b>DOOR OPENINGS</b>	<b>3.5</b>	<b>Carried to Summary</b>		

Item	Description	Unit	Qty	Rate MUR	Amount MUR
<b>3.6</b>	<b>PAINTING WORKS</b> <i>Prepare and apply 1 coat of undercoat or equivalent and 2 coats of "faint silhouette" or "Pure White" colour paint or equivalent paint to the following surfaces in strict accordance with manufacturer's instructions and architect's approval.</i>				
<b>A</b>	Concrete Wall and RC Columns	m <sup>2</sup>	210		
<b>B</b>	Gypsum Partitions and column claddings	m <sup>2</sup>	303		
<b>C</b>	Gypsum Ceiling	m <sup>2</sup>	110		
<b>D</b>	Sides of Bulk Heads  <i>Prepare and apply 1 coat of undercoat or equivalent and 2 coats of different colour paint or equivalent paint to the following surfaces in strict accordance with manufacturer's instructions and architect's approval.</i>	m <sup>2</sup>	112		
<b>E</b>	Office Walls	m <sup>2</sup>	45		
<b>F</b>	Cafeteria Walls  <i>Prepare and apply 1 coat of undercoat or equivalent and 2 coats of Grey Anthracite colour paint or equivalent paint to the following surfaces in strict accordance with manufacturer's instructions and architect's approval.</i>	m <sup>2</sup>	9		
<b>G</b>	Ceiling Soffit	m <sup>2</sup>	175		
<b>H</b>	Door Access to Abulition facilities	Lot	1		
	<b>PAINTING WORKS</b>	<b>3.6</b>	<b>Carried to Summary</b>		

Item	Description	Unit	Qty	Rate MUR	Amount MUR
<b>LOT 4</b>	<b>SHOPFITTING WORKS</b>				
	<i>Reception Area - Reception Counter</i>				
<b>A</b>	Supply & Installation of L-Shaped Desk Overall Size 2600mm x 700mm x 750mm, made of White Melamie Plywood with Timber Edging and Ground Supports, Fixed to wall with threaded rod	Lot	1		
	<i>Coffee Station Area - Storage Unit</i>				
<b>B</b>	Supply & Installation of Printing Unit Overall Size 2100mm wide x 500mm deep x 750mm high, Internal Carcass made of White HMR Board 18mm Thick with Timber Edging with top in Plywood Melamine 18mm Thick. Including the supply & fix of Ironmongeries such as soft closing hinges, drawer runners. Doors to be painted in Duco Satin Finish.	Lot	1		
	<i>Coffee Station Area - Kitchenette Unit</i>				
<b>C</b>	Supply & Installation of Console Unit Overall Size 3350mm wide x 600mm deep x 900mm high, Internal Carcass made of White HMR Board 18mm Thick with related Edging. Including the Supply & Fix of Marble Ref Sky Grey Honed. Doors to be painted in Duco Satin Finish. Top Wooden Shelves next to melamine closed top storage shelves to be made in solid Kiat framed onto solid wood body.	Lot	1		
	<i>Think Tank - Library Type Table Unit</i>				
<b>D</b>	Supply & Installation of Library type tableUnit Overall Size 2700mm wide x 500mm deep x 900mm high, Internal Carcass made of White HMR Board 18mm Thick with Timber Edging. Including the Supply & Fix of Solid timber wood Ref Kiat. Tops to be Varnished in Satin Finish. (Qty: 5 Pcs)	Lot	1		
	<b>SHOPFITTING</b>	<b>4.0</b>	<b>Carried to Summary</b>		

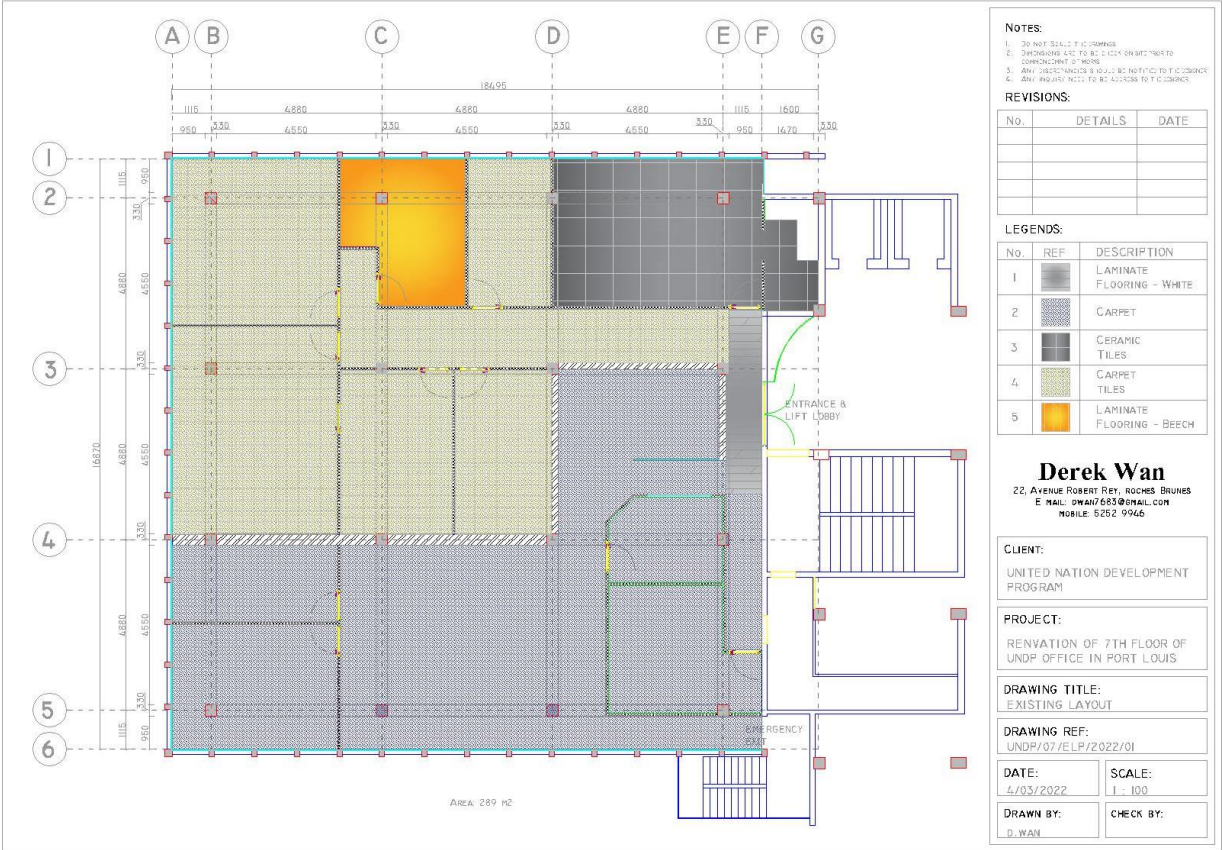
Item	Description	Unit	Qty	Rate MUR	Amount MUR
<b>LOT 5</b>	<b>ELECTRICAL &amp; LIGHTING</b> <i>Supply and Installation of 600 X 600 LED Grid lights to be mounted in false ceiling. Cable to be used: 1.5mm Specification: At least 30 Watts or more. Daylight LED. min. 40,000 hours average rated life</i>				
<b>A</b>	Resident Representative Office	Nos	3		
<b>B</b>	Conference room	Nos	4		
<b>C</b>	Finance and SEDU	Nos	2		
<b>D</b>	Operating Manager and Environment	Nos	2		
<b>E</b>	Senior Economist and Ass. R. Representative	Nos	2		
<b>F</b>	Semi Closed Office	Nos	4		
<b>G</b>	Cafeteria	Nos	3		
<b>H</b>	Supply and installation of 3m tracklights with LED spots for Conference, R.R & Think Tank	Lot	1		
<b>I</b>	Supply and installation of LED pendant light. Sample to be approved. Fixation height to be determined by engineer	Nos	15		
<b>J</b>	Supply and installation of linear LED light of along corridor	Lot	1		
<b>K</b>	Supply and installation of lighting Switch (Offices & General Spaces) Specification: 1G 1W Arteo type or equivalent	Nos	15		
<b>L</b>	Supply and installation of PIR lighting Switch (Corridor) Specification: Ceiling Mount Motion Sensor Switch, 360 Occupancy Sensor, High Sensitivity PIR Motion Sensor Light Switch, Ceiling Motion Sensor (110V-277VAC) or equivalent	Nos	6		
	<b>ELECTRICAL &amp; LIGHTING</b>	<b>5.0</b>	<b>Balance C/F to 5.1</b>		

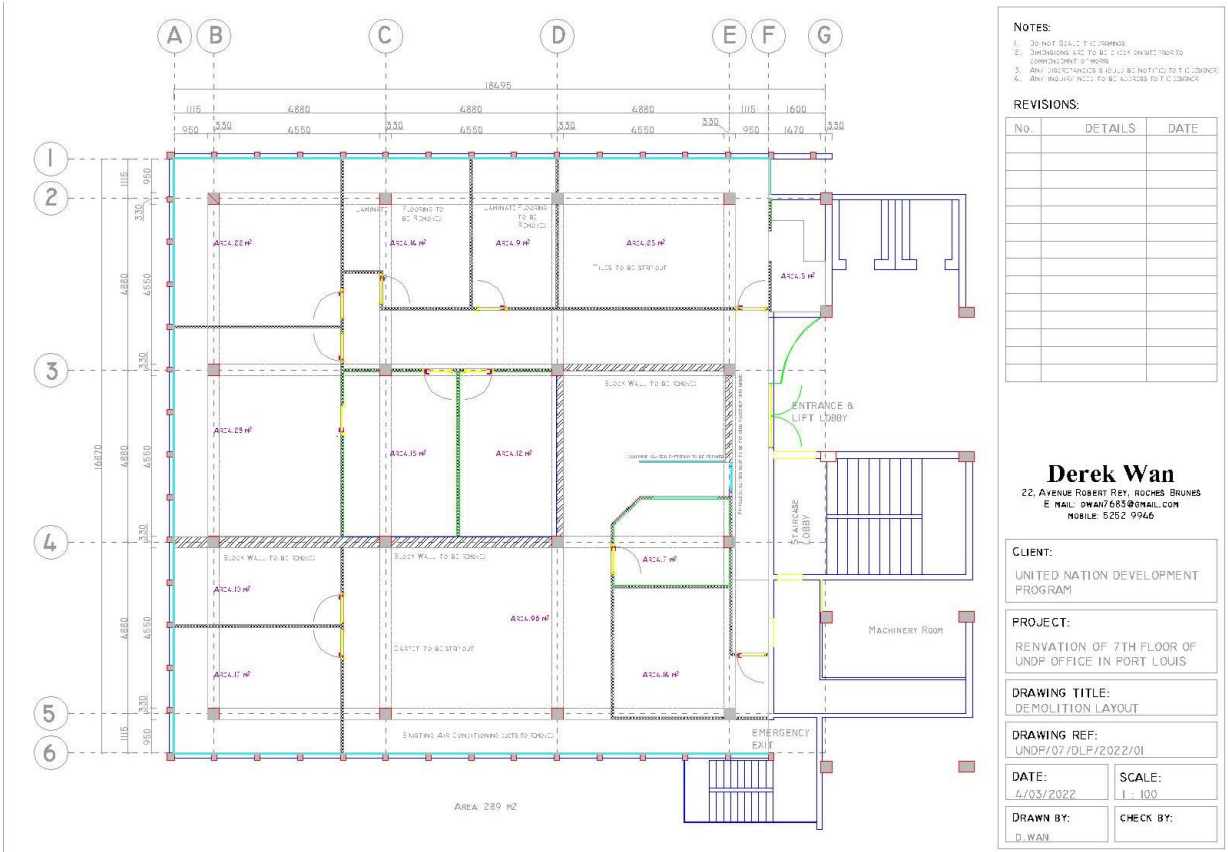
Item	Description	Unit	Qty	Rate MUR	Amount MUR
<b>LOT 5.1 Cont/...</b>	<b>ELECTRICAL &amp; LIGHTING</b>				
<b>A</b>	Supply and installation of lighting Switch (Conference & Think Tank) Specification: 4G 4W Arteo type or equivalent	Nos	6		
<b>B</b>	Supply and installation of Double Electrical Sockets Specification: 2.5mm Cable to be used Socket type: British universal 13 A Arteo or equivalent (SAMPLE TO BE PROVIDED) Circuit to be seperated for each office	Nos	40		
<b>C</b>	Supply and installation of Single Electrical Sockets Specification: 2.5mm Cable to be used. Socket type: French 16A Arteo or equivalent (SAMPLE TO BE PROVIDED)	Nos	12		
<b>D</b>	Supply and installation of electrical points for A/C grid 13 A Specifications: 2.5mm Cable to be used Socket type: British 13 A Synergy type ending in false ceiling.Circuit to be seperated as per provided plan	Lot	1		
<b>E</b>	Supply and installation of cable tray along corridors with relevant fixation. Height to be determined by engineer. (Approx 50M)	Lot	1		
<b>F</b>	Supply and installation of 25mm cable from CEB main to distribution box (Approx 22M)	Lot	1		
<b>G</b>	Supply and installation of electrical distribution box including breaker, ELCB, isolater ect according to standards	Lot	1		
<b>H</b>	Supply and installation of Conduit / Trunking & electrical box for USB Sockets	Lot	1		
<b>I</b>	Supply and installation of Conduit / Trunking & electrical box for HDMI Sockets	Lot	1		
<b>J</b>	Supply and installation of Conduit / Trunking & electrical cables	Lot	1		
	<b>ELECTRICAL &amp; LIGHTING</b>	<b>5.1</b>			

			<b>Carried to Summary</b>		
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate MUR</b>	<b>Amount MUR</b>
<b>LOT 6</b>	<b>NETWORKING</b>				
<b>A</b>	Installation of data points <b>Specifications:</b> Cat 6 pure copper cable Data Points ending at server room on a patch panel Sockets to be provided and fixed on wall Sockets type: Arteo or equivalent (samples to be provided) Sockets to be labeled and tested	no.	21		
<b>B</b>	POE 24 Ports gigabit switch manageable	no.	1		
<b>C</b>	Data CABINET 42U 800X1000X1000	no.	1		
<b>D</b>	SHELF FOR 42/30/20U 800X1000	no.	2		
<b>E</b>	Patch Panel 24 Ports	no.	1		
<b>F</b>	Power Bar 13 A 10 modules for data cabinet	no.	1		
<b>G</b>	Rack Mounted 2KVA online UPS	no.	1		
<b>H</b>	Installation of existing Data Cabinet Transfer all connections in new cabinet Move all fibre phone services in data cabinet Comission UPS	Lot	1		
<b>I</b>	Relocate FAX line to specified location	Lot	1		

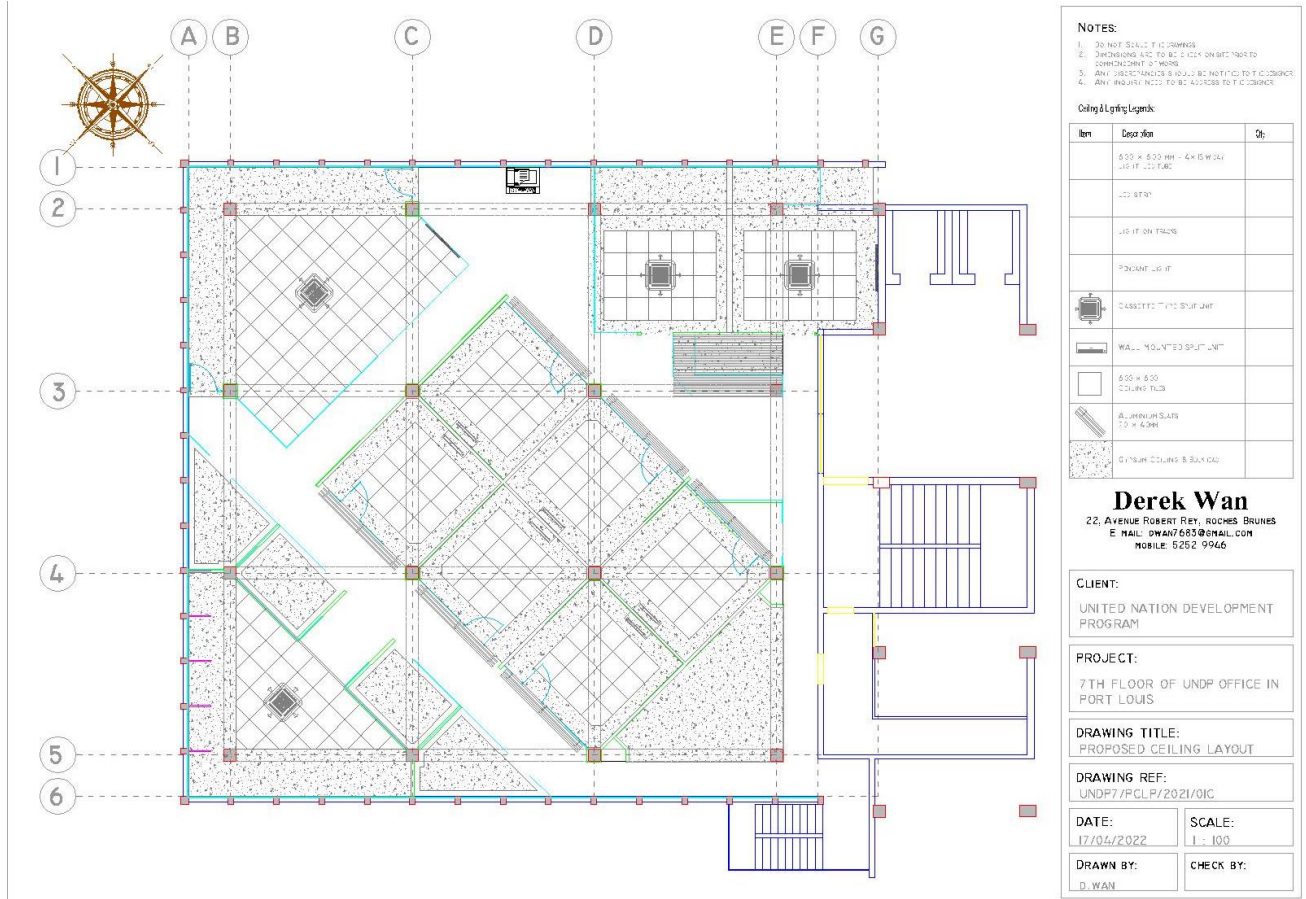
	NETWORKING	6.0	Carried to Summary	
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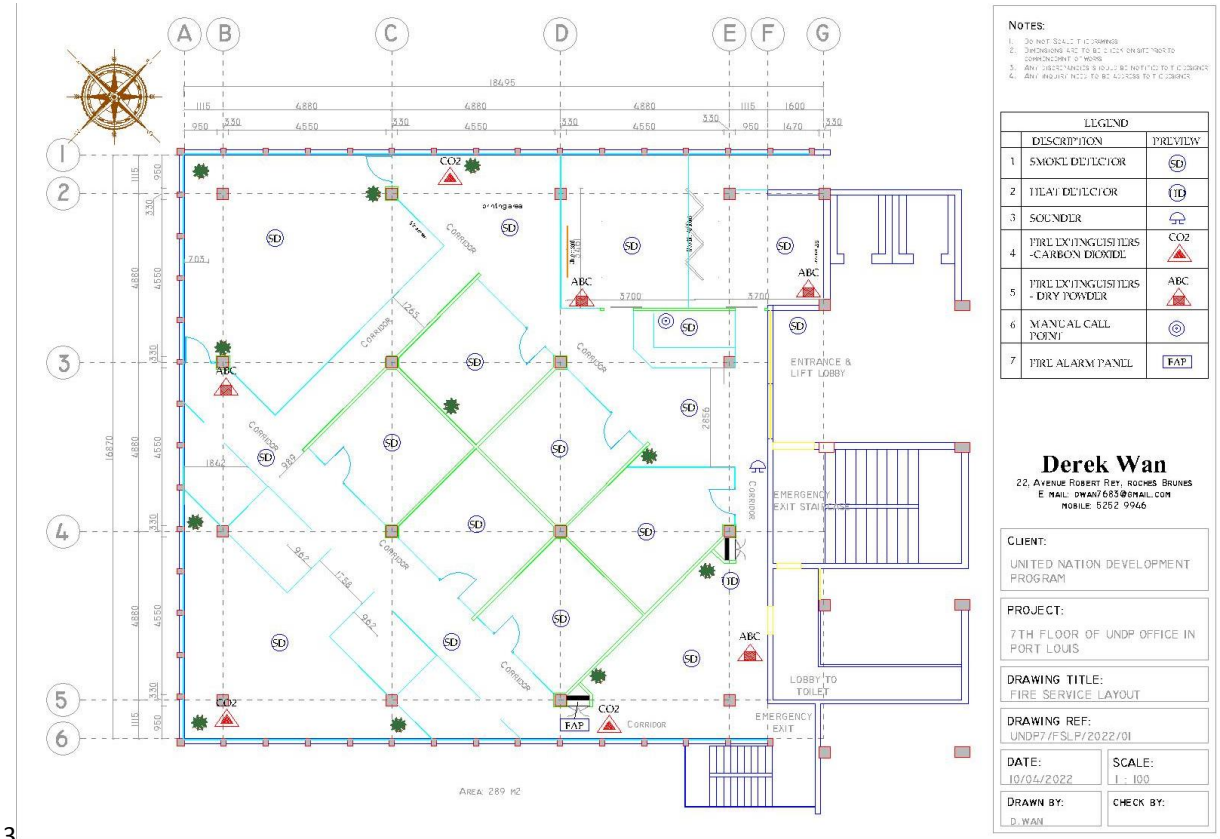
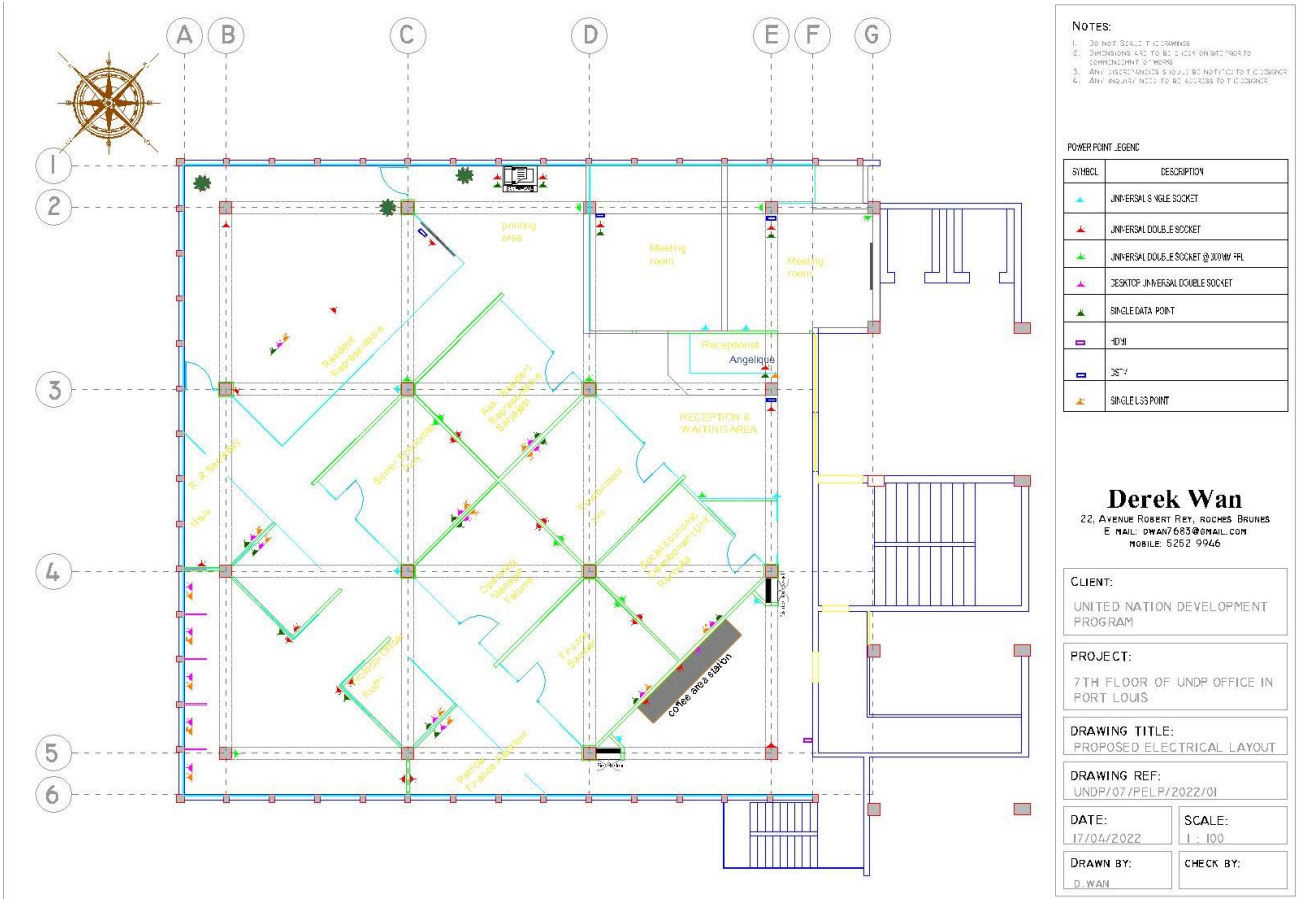
Office Drawing



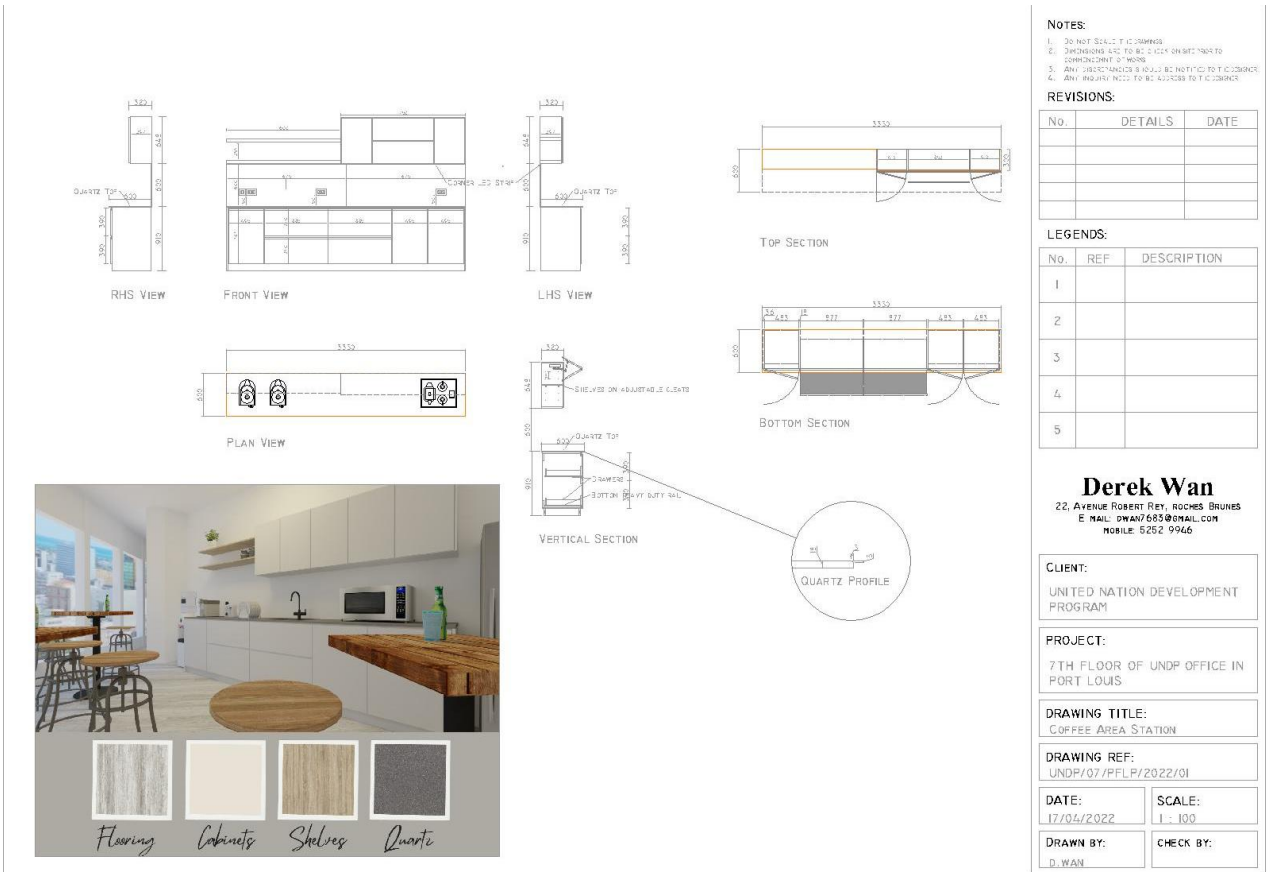
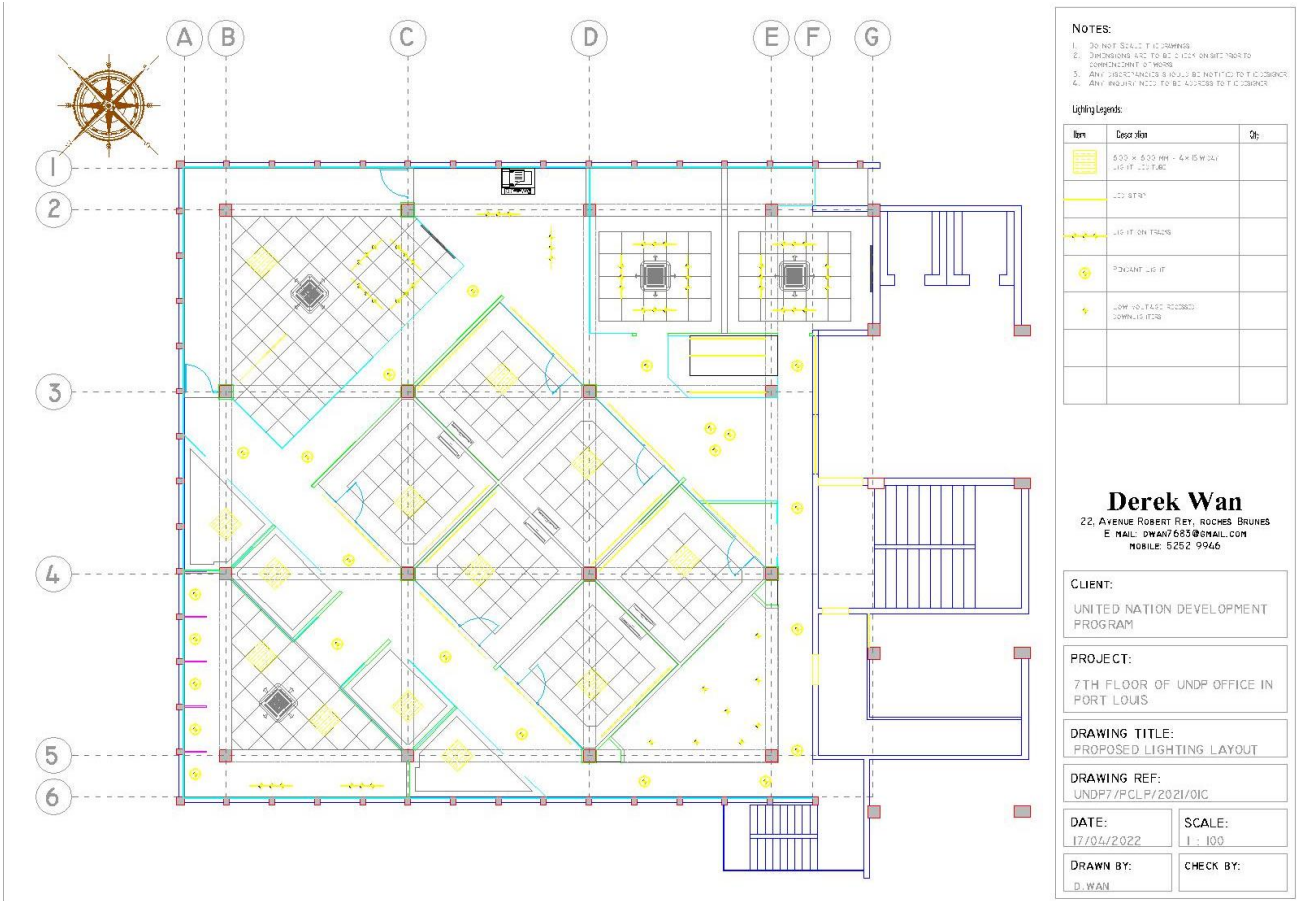












**Delivery Requirements**

<b>Delivery Requirements</b>	
<b>Delivery date and time</b>	Bidder shall deliver the works within 12 weeks after Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	Inspection by UNDP Engineer
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	UNDP Country Office, 7th Floor Anglo Mauritius House, Intendance Street, Port-Louis
<b>Distribution of shipping documents (if using freight forwarder)</b>	N/A
<b>Packing Requirements</b>	N/A
<b>Training on Operations and Maintenance</b>	N/A
<b>Warranty Period</b>	6 (Six months)
<b>After-sales service and local service support requirements</b>	N/A
<b>Preferred Mode of Transport</b>	N/A

**CLIENT:**UNITED NATION DEVELOPMENT  
PROGRAM**PROJECT:**UPGRADING OF 6TH FLOOR OF  
UNDP OFFICE IN PORT LOUIS**DRAWING TITLE:**

PROPOSED LAYOUT 2

**DRAWING REF:**

UNDP/PLP/2020/02 C

**DATE:**

15/11/2020

**SCALE:**

1 : 100

## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's , sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ/MUS/2022/006 - Renovation works for office space on 7th Floor	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER – WORKS**

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ/MUS/2022/006 - Renovation works for office space on 7th Floor	Date: Click or tap to enter a date.

**Technical Offer**

*Provide the following:*

- a brief description of your qualification and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

**Financial Offer**

Description of Works	UOM	Qty	Unit Price	Total Price
<b>Total</b>				

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<b>Exact name and address of company</b> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	<b>Authorized Signature:</b> Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.