



THE DISTRICT COUNCIL OF BLACK RIVER

RENTAL OF BUILDING TO BE USED AS VILLAGE HALL

Invitation for bids

The **District Council of Black River** intends to rent a building of approximately 150-200 square metres in the Albion Village Council's area, preferably at Belle Vue for use as a Village Hall.

1. The proposed building should-
 - (a) be in concrete;
 - (b) be easily accessible to the public;
 - (c) be properly ventilated;
 - (d) have adequate parking facilities for at least 2 vehicles, proper toilet facilities and other amenities such as water, adequate lighting and power points.
2. Bidding documents will be available as from **10 August 2016** by calling in person at the Registry of the District Council of Black River, Geoffroy Road, Bambous
3. Bids in a sealed envelope addressed to the Chief Executive, District Council of Black River, Geoffroy Road, Bambous and bearing Reference Number BRT 167 shall be deposited at the Tender Box, ***at the Registry of the District Council of Black River, Geoffroy Road, Bambous not later than 13.00 hrs on or before 24 August 2016.*** All bids should be duly signed. Bids that are not duly signed, as well as late bids will be disqualified automatically.
4. The **District Council of Black River** reserves the right to:-
 - (a) Accept or reject any bid; and
 - (b) Annul the bidding process and reject all bids at any time prior to contract award, without incurring any liability towards the bidder.

The District Council of Black River
Geoffroy Road
Bambous
08 August 2016

GENERAL TERMS AND CONDITIONS APPLICABLE TO THE BIDDING PROCESS

1. Rights of Public Body

The **District Council of Black River** shall have the right to

- (a) Request clarifications at time of evaluating quotations and
- (b) Reject any quotation.

The **District Council of Black River** shall not be bound to accept the lowest or any bid.

2. Prices

The monthly rental fee quoted shall be firm throughout the contract period and inclusive of VAT and any other prevailing taxes and charges payable by the building owner.

3. The Contract

The letter of Acceptance together with this bidding document shall constitute the contract between the **District Council of Black River** and the **Lessor**.

4. Employer

The **District Council of Black River** is inviting the bid and is the Lessee for the purpose of entering into contract with the successful bidder referred hereto as Lessor.

5. Advanced payment

Advance payment is not applicable.

6. Payment

The Lessee undertakes to effect payment by the **8th day of each month** at latest.

7. Eligibility of Bidders

Bidders should prove themselves to be owner of the building and overall premises and duly authorized to enter into a lease agreement with a third party. Bidders should submit evidence of their ownership of the premises and layout of their premises indicating the useable space.

8. Clarification of bidding document

Clarification on Bidding document shall be in writing only and addressed to the **Chief Executive, District Council of Black River** or sent by on **Fax 452-0303** during office hours at least **7 days** before the deadline for submission of bids.

9. Amendment of bidding document

Before the deadline for submission of bids, the **District Council of Black River** may modify the Bidding document by issuing addenda. Any addendum issued shall be communicated in writing to everyone having obtained the bidding documents directly from the District Council of Black River.

10. Evaluation Methodology

- (a) After receiving the bids, premises offered will be visited by the Bid Evaluation Committee to identify those premises that meet the specified requirements.
- (b) Proposals that are completely out in satisfying the general requirements will be rejected. Those satisfying the general requirements and specified detailed requirements will be retained for further evaluation.
- (c) The lowest offer satisfying the general requirements and specified detailed requirements will be retained for award of the contract.

11. Deadline for Submission of Bids/Late Bids:

- 11.1 Bids must be deposited in the Tender Box situated at the **Registry, District Council of Black River, Geoffroy Road, Bambous not later than 13.00 hrs on or before 24 August 2016.**
- 11.2 Any Bid received by the procuring entity after the Deadline for Submission of Bid will be rejected and returned unopened to the Bidder.

12. Modification, Substitution and Withdrawal of Bids: The Bidder may modify, substitute or withdraw its Bid after submission, provided that written notice of the modification, substitution and withdrawal is received by the procuring entity prior to the deadline for submission. No Bid may be modified after passing of the Deadline for Submission of Bids. No Bid may be withdrawn in the interval between the Deadline for Submission of Bids and the expiration of the Period of Bid Validity.

13. Opening and Evaluation of Bids

- 13.1 **The District Council of Black River** will open all Bids in the presence of Bidders' Representatives who choose to attend **on 24 August 2016 at 13.30 hrs.** The Bidders' Representatives who are present shall sign a register evidencing their attendance.
- 13.2 No bid shall be rejected at the Bid Opening, Except for late bids, which shall be returned unopened to the Bidder.

Technical Requirements Form

The District Council Black River

Proposals for renting of building shall meet the following requirements:

- (a) The building should be available with all specified amenities as from **two weeks after award of contract**.
- (b) The building should be situated in the Albion Village Council's area preferably in the region of Belle Vue and should have adequate parking facilities, proper toilet facilities, and be properly ventilated.
- (c) Building should be in concrete with security and emergency exits in conformity with the Health, Safety and Welfare Act and to the requirement of the Fire Services.
- (d) The rented spaces may be situated wholly on ground floor or on ground floor and first floor.
- (e) Openings should be fitted with burglar proofs.
- (f) The premises should be provided with essential amenities such as electricity, and water supply electrical lightings, power points. (A minimum of one lighting point and one socket 13A per room). A fiberglass or polyurethane water tank of a minimum capacity of 500 litres should be provided at the roof of the building with all pipings.)
- (g) Building should be provided with emergency fire exit doors to satisfy the requirement of fire services and also satisfy Occupational Health and Safety requirements.
- (h) Two toilets, each equipped with sanitary appliances and wash hand basins. Toilets should be accessible to disabled persons as well.
- (i) Areas such as toilet and kitchenette should be properly ventilated. There should be adequate natural ventilation through openings in all areas.
- (j) There should be adequate natural lightings through glazed openings to enable use of artificial lighting during the day.
- (k) Parking facilities to be provided for at least two vehicles.
- (l) Rent shall be exclusive of utility bills.
- (m) The building should be freshly painted.
- (n) Flooring should be of either wood parquet or ceramic tiles.

Other Requirements

- (a) The Bidder should state the earliest date as from which the building shall be available to the **District Council of Black River**.
- (b) Unless terminated earlier by the **District Council of Black River** the duration of the contract ***shall be for 36 months from the date of award of contract and renewable thereafter on a yearly basis on terms and conditions agreeable to both parties.***
- (c) Copies of floor layout plans, sections, clear site and location plan should be submitted along with the quotation.

I, the undersigned, duly authorized to enter into a lease agreement, declare having read all the terms and conditions of this Request for Quotation, subscribe to them without reservation, and undertake to make available my premises to **the District Council of Black River** for occupation as from two weeks from award of contract complete with all amenities to the satisfaction of **the District Council of Black River** at the monthly rate of Rs.inclusive of VAT.

Name of Bidder:

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Residential Address:

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Address of Proposed Building:

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Tel No. (Home).....

Mobile:

Office.....

E-Mail.....

Date:

Signature:

FORM OF BID
BID SUBMISSION FORM FOR TECHNICAL PROPOSAL
(TO BE FILLED BY THE BIDDER AND SUBMITTED AS THE TECHNICAL PROPOSAL)

1. Name and address of Bidder:

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Telephone No Mobile Phone

Fax No E-mail address

2. Having examined the bidding documents, the receipt of which is hereby acknowledged, I am / We are submitting our proposal of building for rental as described above in response to the Invitation for Bids **BRT 167**
3. I am/ We are also enclosing full details and relevant drawings of the building being proposed.
4. The building proposed above shall be available complete with the amenities as defined in the Technical Requirement Form.
5. I/We confirm that I am/we are eligible to participate in this bidding exercise and meet the eligibility criteria specified in the Technical Requirement Form
6. This bid shall remain valid for a period of **120 days** as from the deadline set for the submission of bids.
9. We undertake to abide by the Conduct for Bidders and Contractors as provided under section 52 of Public Procurement Act 2006 during the procurement process and the execution of any resulting contract.

Signature of Bidder

Position in Company (if applicable)

Date: