



QUOTATION AND TENDER PROCESS

Introduction

The quotation and tender processes are both used to obtain written offers from suppliers for the supply of goods and services. The quotation process is normally used for relatively low value and low risk purchases. For higher value purchases, which require greater accountability, the more formal tendering process should be adopted. Both processes are described in more detail below.

Quotation Process

In accordance with the MIOD's Procurement Policy, three written quotations are required for any purchases under Rs 100,000. Requests for quotations can be made verbally or in writing. Generally such purchases are characterised by simple specifications.

In seeking written quotations the supplier should be asked to submit details of price, time required for delivery, trade or early payment discounts, any other costs associated with delivery and carriage and, where appropriate, the cost of maintenance. Suppliers should be given a reasonable period to respond to enquiries.

All quotation responses should be recorded on the MIOD Quotation Summary Form.

If 3 quotes for the product or service required cannot be obtained, or it is impractical to do so, then approval must be given by the CEO to waive this and the waiver recorded on the Quotation Summary Form.

In accordance with the MIOD's Procurement Policy, the Board or appropriate Board Committee must approve any expenditure over Rs 50,000 and this approval should be recorded on the MIOD Quotation Summary Form.

Tender Process

Any purchases above Rs 100,000 are subject to the MIOD's competitive tendering procedures. The tender process is more formal than that required for quotations and a standard 'Invitation to Tender' comprising of a Tender Submission Form, a Specification Form, a Schedule of Services and Prices, a Specification and Compliance Form and other documents. These are issued to suppliers to complete and return by an agreed closing date.

The Specification Form is the key document because it defines what the MIOD wishes to purchase and so what the provider must supply.

All invitations to tender for a specific requirement must be identical. Individual suppliers must not be offered different terms or information. Suppliers must be allowed a reasonable period to prepare and submit their tenders, this will depend on the nature of the requirement.

The number of suppliers invited must be appropriate to the nature and size of the contract. This should be a minimum of 3. However, where it is not possible to secure the minimum number because of the nature of the goods, services or works the written approval of the Chairman must be obtained to waive this requirement. Tenders should be advertised on the MIOD's website and in the press.

All tenders should be opened on the due date and in the presence of at least two members of the Audit Committee. Members of staff and directors should not be involved in opening, evaluating or awarding tenders from any individual or organisation with whom they have a family, personal or financial relationship.

Request For Proposal (RFP)

for



RFP No:

Issued on:

Mauritius Institute of Directors

1st Floor,

Raffles Tower,

19 Cybercity,

Ebene.

Tel 4681010/5

Fax: 4681017

Email: miod@miod.mu

Website: www.miod.mu

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Letter of Invitation to Tender

[Date]

Dear Sirs,

Request For Proposal for the Provision of

The Mauritius Institute of Directors invites you to submit your best proposal for the provision ofas described in the tender documents.

Tender Documents are available on our Website (<http://www.miod.mu>) and may be downloaded by interested suppliers. Copies of the tender documents are also available from our offices between 8:30 am to 4:30 pm.

Closing Date of Submission of Tenders: ***** at ****hrs.

Any query should be addressed to the Chief Executive Officer, Mauritius Institute of Directors, 1st Floor, Raffles Tower, 19 Cybercity, Ebene.

Yours faithfully,

Jane Valls

Chief Executive Officer

TENDER PROCEDURES

Instructions to Suppliers

1. MIOD Tender Process

The MIOD is committed to an efficient, effective and transparent procurement system which reflects the principles of our Procurement Policy:

- Provide the best possible value.
- Conducted in a fair, objective and transparent manner.
- Compliant with all relevant legislation and any other related policies.
- Use best practice in the application of ethical standards
- Consistent with the MIOD's Vision, Mission and Values.

The objective of the Tender Process is to fairly select suppliers with whom the MIOD should do business. The Tender Rules and Procedures set out the system by which our tendering is governed.

All MIOD tenders will be open tenders and will be advertised in the media and on our website.

The MIOD Audit Committee will be responsible for managing the process and making the final recommendation to the Board.

The Board of the MIOD will make the final decision and their decision will be final, confidential and binding.

2. Documents Required

You are requested to tender for the services by completing, signing and returning:

- (a) the Tender Submission Form;

- (b) the Schedule of Services and Prices;
- (c) the Specification and Compliance Form; and
- (d) Documents evidencing your qualifications and eligibility (see paragraphs 8 and 9).

You are advised to carefully read the complete Invitation to Tender document, before preparing your Tender. The standard forms in this document may be retyped for completion but the Supplier is responsible for their accurate reproduction.

3. Validity of Tender

The tender validity required is 90 days from the date of submission deadline.

4. Sealing and Marking of Tenders

Tenders should be sealed in a single envelope, clearly marked with the Request for Proposal Reference Number and the Supplier's name at the back of the envelope and addressed to the Mauritius Institute of Directors. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

5. Submission of Tenders

Tenders should be sent to the Mauritius Institute of Directors, 1st Floor, Raffles Tower, 19 Cybercity, Ebene not later than ***** at ****hrs. Late submissions may be rejected.

6. Evaluation of Tenders

6.1 Technical Evaluation

The maximum marks for the Technical Evaluation shall be 100 marks*. The pass marks for the Technical Evaluation shall be 50* (this may vary according to the product or service required)

Only those tenders having scored at least the pass marks shall be retained for further evaluation. Tenders having scored less than the pass marks shall be declared not responsive.

Details of Technical Evaluation Markings	
	Max Marks
Company Profile and Experience	
Sub Total (A)	
Management and Organization / Methodology and Management Approach	
Sub Total (B)	
Manpower Policy, Recruitment and Screening Mechanism, Training	
Sub Total (C)	
Supervision and Monitoring Mechanism	
Sub Total (D)	
Logistics	
Sub Total (E)	
TOTAL MARKS-Technical (A+B+C+D+E)	100

6.2 Financial Evaluation

The Financial Evaluation shall be based on 100* marks, the lowest quote scoring the highest marks.

**this may vary according to the product or service required*

6.3 Ranking of Tenders

Ranking of the tenders shall be made in the order of the highest marks after adding the technical score to the financial score.

7. Eligibility Criteria

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

- (a) have the legal capacity to enter into a contract;
- (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) have fulfilled all your legal obligations to pay taxes and social security contributions;
- (e) not have a conflict of interest in relation to this procurement requirement;
- (f) not have been convicted for an offence involving fraud, corruption or dishonesty.

8. Qualification Criteria

All suppliers shall include the following information and documents with their tenders:

- (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the Supplier;

confirmation authorizing the signatory of the tender to commit the Supplier;

- (b) experience in services of a similar nature and size for each of the last three years, and details of services under way or contractually committed; and clients who may be contacted for further information on those contracts;
- (c) major items of logistics support and strategies proposed to carry out the Contract;
- (d) qualifications and experience of key supervisory personnel proposed for the Contract;
- (e) reports on the financial standing of the Supplier, such as profit and loss statements and auditor's reports for the last financial year;
- (f) information regarding any litigation, current or during the last three years, in which the Supplier was/is involved, the parties concerned, the issues involved, the disputed amounts; and awards;

9. Documents Evidencing Eligibility

You are requested to submit copies of the following documents as evidence of your eligibility:

- (a) Valid business licence;
- (b) Business Registration Card;
- (c) Undertaking in respect of labour clause (see paragraph 11)

10. Technical Criteria

The Specification and Compliance Form details the minimum specification of the services required. The services offered must meet this specification, but no credit will be given for exceeding the specification.

11. Currency of Tender

Tenders shall be priced in Mauritian rupees and all payments will be made in this currency.

12. Labour Clause

In order to qualify for award of the Contract, the Supplier shall provide an undertaking that the salaries and wages to be paid in respect of this tender are compliant with the relevant Laws, Remuneration Order and Award where applicable, if it is awarded the contract or part thereof.

13. Best Evaluated Tender

The best evaluated tender shall be the tender that is eligible, substantially responsive to the technical requirements of the Mauritius Institute of Directors, scores the highest marks and which, in the view of the Directors of the Mauritius Institute of Directors, best meets the requirements of the company.

14. Contract

14.1 Award of Contract

Award of contract shall be by issued of a Letter of Acceptance.

14.2 Term of Contract

The contract, once signed, shall be for an initial period of one year which may be renewed upon satisfactory performance, for a maximum of 3 years.

15. Rights of the Mauritius Institute of Directors.

The Mauritius Institute of Directors reserves the right:

- (a) to split the contract as per the best evaluated cost per item, and
- (b) to accept or reject any tender or to cancel the tender process and reject all tenders at any time prior to contract award.

16. Indemnification

The Supplier shall indemnify, hold and save harmless, and defend, at its own expense, the MIOD, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Supplier, or the Supplier's employees, officers, agents or sub-contractors, in the performance of this Contract. The obligations under this clause do not lapse upon termination of this Contract.

17. Insurance and Liabilities to Third Parties

17.1 The Supplier shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

17.2 The Supplier shall provide and thereafter maintain all appropriate Employer's Liability and Workmen's Compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

17.3 The Supplier shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, or other equipment owned or leased by the Supplier or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

Tender Submission FORM

(to be completed by Suppliers)

[Complete this form with all the requested details and submit it as the first page of your Tender with the documents attached as requested in the Checklist. Please ensure that your Tender is signed and duly authorised below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your Tender is not signed and duly authorised, it may be rejected.]

Attn Chief Executive Officer
Mauritius Institute of Directors
1st Floor,
Raffles Tower,
19 Cybercity,
Ebene.

Dear Madam,

Request for Proposal for the Provision of

RFP Number.....

Having carefully examined the Invitation to Tender for.....dated..... and the documents detailed therein:-

We confirm that we have fully satisfied ourselves as to the nature of the requirements of the MIOD.

We hereby offer to supply the goods/and or (related) services in accordance with the services detailed in the Specification Form, in accordance with the terms and conditions stated in your Invitation to Tender referenced above and we duly submit our Tender and the necessary enclosures as per the Checklist.

In the event that our Tender is accepted we undertake to execute a formal contract with the MIOD embodying all of the terms and conditions contained within this offer. Unless and until a formal agreement is executed, this Tender together with the MIOD's written acceptance shall constitute a binding Contract between us.

We agree to abide by our Tender for a period of 90 days fixed from the lodgement date of tenders, and it shall be binding upon us at any time before expiration of that period.

We confirm that the prices quoted in the Schedule of Services and Prices 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 Tender validity.

We understand that you are not bound to accept the lowest or any Tender received, nor assign a reason for the rejection of any Tender. We accept that any costs incurred in Tender preparation are for our own account.

We confirm that we are eligible to participate in this Tender Exercise and meet the eligibility criteria specified in the Tender Procedures of your Invitation to Tender.

We confirm that the person whose signature is appended to this Tender is a duly authorised signatory of our Company and has full and formal legal authority to sign this Tender on behalf of our Company.

We understand that if our Tender is accepted we shall be reimbursed for the goods and services in accordance with the terms and conditions of the Contract to be executed between us.

Certificate of Tender

We certify that this is a bona fide Tender, intended to be competitive, and that we have not fixed or adjusted the amount of the Tender in accordance with any other person, body or association.

Tender Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company

Business

Registration

Number:

Tax Account

No:

Address:

SPECIFICATION FORM

Scope of Services

1. **Background:**

2. **Purpose of the services/goods required:**

3. **Supplier response required:**

4. **Timetable for choosing a supplier:**

5. **Description of services/goods required**

6. **Performance monitoring**

7. **Post contract evaluation**

Schedule of Services and Prices

RFP Number: _____

[Complete the unit and total prices for each item listed below of your Tender. Authorise the prices quoted in the signature block below. The table shown hereunder may be customized as per the type of services required].

Item No	Brief Description of Goods or Services	Total Price (Rs)
A*	B*	C
1		
2		
3		
4		
5		
6		
<i>Enter 0% VAT rate if VAT exempt.</i>		Other additional costs
		Subtotal
		VAT @ %
		Total

Schedule of Services and Prices Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of: _____ (DD/MM/YY)

Company: _____

Specification and Compliance Form

RFP No:

[Suppliers should complete columns C and D with the specification of the services 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.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>D</i>	<i>E</i>
1			
2			
3			
4			
5			

Specification and Compliance Form Authorised By:

Supplier's _____ Name: _____

Signature:

Position: _____ Date: _____

Authorised for and on behalf of:

(DD/MM/YY)

Company:

Checklist

Tender Checklist

RFP No.:

Description	Attached (please tick if submitted and cross if not)
Tender Submission Form	
Schedule of Services and Prices	
Specification and Compliance Form	
Documents evidencing the supplier's eligibility; (a) Valid business licence; (b) Business Registration Card; (c) Undertaking in respect of labour clause	
Documents related to the supplier's qualification criteria for tender: (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the Supplier; confirmation authorizing the signatory of the tender to commit the Supplier; (b) experience in services of a similar nature and size for each of the last three years, and details of services under way or contractually committed; and clients who may be contacted for further information on those contracts;	

<ul style="list-style-type: none"> (c) major items of logistics support and strategies proposed to carry out the Contract; (d) qualifications and experience of key supervisory personnel proposed for the Contract; (e) reports on the financial standing of the Supplier, such as profit and loss statements and auditor's reports for the last financial year; (f) information regarding any litigation, current or during the last three years, in which the Supplier was/is involved, the parties concerned, the issues involved, the disputed amounts; and awards; 	
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Name of Supplier: _____

Contact Person: _____ Phone Number: _____

Signature of authorised signatory: _____

Company Seal _____