



BANK OF MAURITIUS

**INVITATION TO BID
SUPPLY OF UNIFORM ITEMS**

April 2025



INVITATION TO BID

SUPPLY OF UNIFORM ITEMS

21 April 2025

1. The Bank of Mauritius (Bank) invites bids from eligible and qualified local bidders for the supply of Uniform Items for Bank Attendants/Drivers/Security Officers.

The technical specifications for the supply of Uniform Items are listed in Section 2 of the Invitation to Bid document.

2. Bidders shall be qualified and have the required experience for the supply of uniform items. In this respect, documentary evidences of the bidder's technical capacity shall be furnished as listed in Section 3 (i) of the Invitation to Bid document.
3. A pre-bid meeting shall be held on **5 May 2025 at 10.30 hrs** for prospective bidders to take cognizance of the scope of work. Prospective bidders are requested to confirm their attendance by emailing procurement@bom.mu not later than **14:30 hrs on 2 May 2025**.
4. A complete set of the bidding documents can be downloaded from the Bank's website at <https://www.bom.mu/procurement/notice-of-tender>.
5. Bids not conforming to the specifications and failing to provide the required details will be rejected. Late submission of bids will not be accepted.
6. Bids should be valid for a period of **one hundred and fifty (150) days** from date of submission.
7. The Bank may, during the evaluation period, request such additional information as it may require from tenderers.
8. Queries, if any, should be addressed to the Chairperson - Tender Committee at the following email address: tender.committee@bom.mu by **8 May 2025**. Responses to queries shall be published on the Bank's website by **13 May 2025**.
9. The bid shall be sent **electronically**, by email, from the email address of the authorised signatory of the bidder to tender.committee@bom.mu by **15.00hrs (local time) on 16 May 2025, at latest**.
10. The bid must be submitted as an attachment in the email sent by the authorised signatory. The name of the electronic file must be **"Supply of Uniform Items Bank Attendants/Drivers/Security Officers at the Bank of Mauritius"**.
11. The electronic documents should be encrypted with a strong password before being sent by email.

Encryption procedures:

- a. Open the document (Word, PDF, or ZIP).

- b. Apply encryption: i. For Word/PDF: Go to File > Protect Document > Encrypt with Password.
- ii. For ZIP: Use a secure compression tool and enable encryption.
- c. Use a strong password (min. 8 characters, mix of letters, numbers, symbols).
- d. Save the encrypted document securely.
- e. Send the password in a separate email from the document submission.
- f. Do not include the password in the document or submission email.
- g. Attach the encrypted document to the designated email.
- h. Confirm submission and notify the recipient of the password separately.

Failure to comply with the above submission formats may entail rejection of the bid

- 12. The Bank reserves the right to split the contract on an item basis and award the Contract to different Bidders
- 13. The Bank reserves the right to accept or reject any bid and to annul the bidding exercise and reject all bids without thereby incurring any liability to any bidder or any obligation to inform bidders of the grounds of its action.

SUPPLY OF UNIFORM ITEMS

Section 1- Instructions to Bidders

1. Scope of Bid

- (a) The Bank of Mauritius ('Bank') invites sealed bids from eligible local bidders for the supply of uniform items for the Bank Attendants/Drivers/Security Officers.
- (b) The specifications of the Uniform Items are more fully described in **Section 2** of this document under "**Schedule of Requirements and Price Activity**".

2. Contents of the Bidding Document

- (a) The bidding documents consist of the sections indicated below. The uniform items and the associated services required, procedures and the contract terms are prescribed in these Sections.
 - Invitation to bid (Cover Page)
 - Instructions to Bidders (Section 1)
 - Schedule of Requirements and Price Activity (Section 2)
 - Qualifications of Bidders (Section 3 (i))
 - Bid Form (Section 3 (ii))
 - Conditions of Contract (Section 4)

3. Clarification of Tender Document

Prospective Bidders requiring any clarification on the bidding documents shall notify the Bank in writing at the address indicated in this document or by sending an e-mail to tender.committee@bom.mu. The Bank shall respond to any request for clarification received as indicated at Paragraph 8 of Page 2 of this document.

4. Amendment of the Bidding Documents

Prior to the deadline for the submission of bids, the Bank may modify this document by issuing addenda. Any addendum thus issued shall be part of the Invitation to Bid document and shall be posted on the Bank's Website.

5. Preparation of Bids

The Bid to be submitted by the Bidder shall comprise the following:

- (a) The Schedule of Requirements and Price Activity (in Section 2);
- (b) Statement of the Bidder's Qualifications and other information requested in the Bid Document (Section 3 (i) & (ii));
- (c) Conditions of Contract (Section 4);
- (d) Any other information required to be completed and submitted by Bidders.

6. Bid Prices and Currency of Bid

The Bidder shall fill in rates and prices for all the items described in Section 2 under the “Schedule of Requirements and Price Activity”. Items for which no rate or price is entered by the Bidder shall not be paid for by the Bank when executed and shall be deemed covered by the other rates and prices of items in the Price Activity.

All duties, taxes, and other levies payable by the bidder under the Contract, or for any other cause, shall be included in the rates, prices, and total Bid price submitted by the Bidders.

The rates/prices quoted by the Bidder shall be fixed and shall not be subject to adjustment on any account.

All rates and prices shall be quoted by the Bidder entirely in Mauritian Rupees (MUR).

7. Quotation validity Period

The quotation should be valid for a period of **one hundred and fifty (150) days** after the submission deadline.

- (a) In the event of a force majeure such as war, strike, riot, crime, epidemic or an act of God, the validity period shall be automatically extended by the corresponding period of the force majeure;
- (b) A bid submitted for a shorter validity period shall be rejected by the Bank as non-responsive.

8. Delivery of the Uniform Items

- (a) The quantity of the uniform items ordered may be increased or decreased.
- (b) The delivery of the Uniform items should be within **two (2) months** of the placement of the order.

9. Format and Signing of Bid

The Bidder shall prepare one (1) original of the documents comprising the Bid as described in Clause 5, bound with the volume containing the Form of Bid.

The Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder.

All pages of the Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.

The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Bank, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

10. Submission Of Bids

The bid must be submitted as an attachment in the email sent by the authorised signatory. The name of the electronic file must be **“Supply of Uniform Items Bank Attendants/Drivers/Security Officers at the Bank of Mauritius”**.

The electronic documents should be encrypted with a strong password before being sent by email.

Encryption procedures:

- a. Open the document (Word, PDF, or ZIP).
- b. Apply encryption: i. For Word/PDF: Go to File > Protect Document > Encrypt with Password. ii. For ZIP: Use a secure compression tool and enable encryption.
- c. Use a strong password (min. 8 characters, mix of letters, numbers, symbols).
- d. Save the encrypted document securely.
- e. Send the password in a separate email from the document submission.
- f. Do not include the password in the document or submission email.
- g. Attach the encrypted document to the designated email.
- h. Confirm submission and notify the recipient of the password separately.

Failure to comply with the above submission formats may entail rejection of the bid

Bids received after the closing date and time will not be considered.

11. Qualification of the Bidder

It is the purpose of the Bank not to award a contract to any Bidder, which does not furnish satisfactory evidence that it has the experience of successfully supplying uniform items of this type and magnitude, and that it has sufficient capital, equipment, and personnel to enable it to successfully supply the uniform items, or which has previously failed to satisfactorily perform on any current or previous contracts.

The Bidder shall complete the "Statement of Bidder's Qualifications" form in Section 3(i) of this document authorizing the Bank to make such investigation as it may deem necessary to determine the ability of the Successful Bidder to supply the uniform items, and the Bidder shall furnish to the Bank, under oath if so required, all such information and data for this purpose as the Bank may request.

12. Withdrawal of Bids

Any Bidder may withdraw its Bid, either personally or by written request, at any time before the closing date for submission of Bids.

13. Irregular Bids

A Bid shall be considered as irregular and may be rejected by the Bank, for, amongst others, any of the following reasons:

- (a) If there are unauthorized additions, conditional or alternate proposals, or irregularities of any kind which may tend to make the Bid incomplete, indefinite, or ambiguous as to its meaning.
- (b) If the Bidder adds any provision reserving the right to accept or reject an award, or to enter into a Contract pursuant to an award.
- (c) If there is reason to believe that any Bidder is interested in more than one Bid, or that there has been collusion among the Bidders.

14. Disqualification of Bidders

More than one bid from an individual, a firm, a partnership, a corporation or any association, under the same or different names, shall not be considered. Reasonable grounds for believing that any Bidder is interested as a principal in more than one bid for the supply of the uniform items contemplated shall cause the rejection of all bids in which such Bidder is believed to be interested.

A Contract shall be awarded only to the responsible, responsive Bidder capable of supplying the uniform items, and having sufficient resources and finances to carry out the work properly.

15. Rejection of Bids

The Bank reserves the right to reject any or all bids any time prior to the award of the Contract or annul the bidding exercise, without incurring any liability whatsoever to any Bidder or having to inform the Bidders of the grounds thereof.

16. Hold Harmless

The Successful Bidder shall agree to protect, defend, indemnify, and hold the Bank and its employees free and harmless from and against any and all losses, penalties, settlements, costs, charges for professional fees or other expenses or liabilities of every kind and character resulting from errors, omissions or negligent acts of the Successful Bidder, its agents, employees or representatives, in the performance of the Contractor's duties under any agreement resulting from award of this Bid. The Successful Bidder shall further agree to investigate, handle, respond to, provide defences for and defend any such claims etc., even if such claim is groundless, false or fraudulent.

17. Contract Changes

Either party may request changes in the scope of services and standards to be performed. Changes which are mutually agreed upon by the Parties shall be incorporated by written amendment to the Contract.

18. Subcontractors

Any Bidder in response to this bid shall not subcontract any part or section of the Work to be performed to any person or subcontractor without the written consent of the Bank.

19. Contract Award And Signing Of Agreement

- (a) The Bank reserves the right to accept the whole or part of the Bid. The Bank also reserves the right to split the contract on an item basis and award the Contract to different Bidders.
- (b) Subject to Clause 17, the Bank shall award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents, provided that such Bidder has been determined to be qualified in accordance with the provisions of Clause 13.
- (c) The Bidder whose Bid has been accepted shall be notified of the award by the Bank by registered letter. This letter (Letter of Award) shall state the sum (Contract Price) that the Bank shall pay the Successful Bidder in consideration of the supply of the uniform items by the Successful Bidder as prescribed by the Contract.

- (d) After the award of the Contract the Successful Bidder shall be required to attend a meeting at the Bank to coordinate the way forward in terms of arrangements to obtain specific individual measurements of each staff of the Bank and any associated requirements.

20. Confidentiality

The Successful Bidder and its representative(s) working on this Project undertake to maintain throughout and after their relationship with the Bank the confidentiality of any matter relating to the affairs of the Bank which comes to their knowledge and shall not, on any account and at any time, disclose directly or indirectly to any person, any such matter or information. The Successful Bidder shall also ensure that its representative(s) requiring unaccompanied access to the premises of the Bank sign a Declaration of Confidentiality in the format set out in the Third Schedule of the Bank of Mauritius Act 2004.

Section 2- Schedule of Requirements and Price Activity

Quotation for the Supply of Uniform Items for the Bank Attendants/Drivers/Security Officers.

(i) Male Staff Members

Items No.	Brief Description of Goods	Quantity (Pieces/Set)	Price per Unit (MUR) Exc.VAT	Total Price (MUR) Exc. VAT
1	Pair of trousers: • Colour: Dark Navy Blue	124		
2	Coats • Colour: Dark Navy Blue	93		
3	Shirts (long sleeves) • Colour: White	261		
4	Shirts (long sleeves) • Colour: Light Blue	8		
5	Pair of Socks • Colour: Black	310		
6	Ties • Garnet colour with Bank's logo embroidered in gold	87		
7	Ties • Dark Navy blue with Bank's logo embroidered in gold	2		
8	Security Badge	12		
9	Overall one piece (short sleeves) • Colour: Royal blue with Bank's name printed at the back in white colour	99		
Specifications: <ul style="list-style-type: none"> The uniforms items shall be suitable for winter and summer and colour fading resistant. The Trousers/Shirts/Overalls shall be opaque wash and crease resistant. 				
			Subtotal	
			VAT (15%)	
			Total	

(ii) **Female Staff Members**

Items No.	Brief Description of Goods	Quantity (Pieces/Set)	Price per Unit (MUR) Exc.VAT	Total Price (MUR) Exc. VAT
1	Pair of trousers: <ul style="list-style-type: none">• Colour: Dark Navy Blue	32		
2	Blouses (Short Sleeves) <ul style="list-style-type: none">• Colour: White	72		
3	Coats <ul style="list-style-type: none">• Colour: Dark Navy Blue	24		
4	Scarves <ul style="list-style-type: none">• Colour: Dark Navy Blue with white dots	24		
Specifications: <ul style="list-style-type: none">• The uniforms items shall be suitable for winter and summer• The above-mentioned items shall opaque except for scarves (4) and colour fading resistant• Wash and crease resistant.				
			Subtotal	
			VAT (15%)	
			Total	

Additional Requirements for all the Uniform Items:

1. Samples (Ties/socks) and swatches of at least 10x10 cm (L*W) of the proposed fabric and colour for the uniforms items shall be submitted along with the quotation.
2. The model of the uniform items will be provided by the Bank to the Successful Bidder after the award of the contract.
3. The Successful Bidder shall make his own arrangements to obtain specific Individual Measurements of each staff of the Bank.
4. Any adjustment required in the uniform shall be completed within one (1) month of the delivery of the uniform item and shall be done at the Successful Bidder's cost.

Section 3 (i) - Qualifications of Bidders

STATEMENT OF BIDDER'S QUALIFICATIONS

If necessary, questions may be answered on separate sheets. The Bidder may submit any additional information it desires.

1. Name of Bidder:
2. Status of the Firm: Corporation/ Partnership or Trust (Enclose Certificate of Registration/ Incorporation)
3. Registered Office Address:
4. Name of Shareholders:
5. Name of Directors:
6. Name of Beneficial Owners:
7. How many years have you been engaged in the contracting business under your present firm or trade name?
8. List the contracts over the last three (3) years as Prime suppliers of supply of similar items on a separate sheet and attach to the Bid. Include (a) Name of company/individual, address, contact name and phone number (b) Type of work performed and year of completion (c) Value of contract.
9. General character of goods/services provided by Bidder.
10. Give a list of key persons including Directors with details of their positions in your company, qualifications and experience in similar jobs that you intend to employ / nominate for the supply of the uniform items.
11. Have you ever failed to complete any work awarded to you?
12. Have you ever defaulted on a contract?
13. Give your banks' references _____
14. Fill out a detailed financial statement and/or furnish any other financial related information that may be required by the Bank.
15. Certify to the Bank by way of a written undertaking that none of your Shareholder(s)/ Director(s) / Beneficial Owner(s) have been involved or alleged to have been involved in any case of bribery, corrupt or fraudulent practices, money laundering and/or otherwise debarred from participating in any public procurement.
16. Provide the Bank with the written consent of the Bidder, Shareholder(s)/ Director(s) / Beneficial Owner(s) allowing the Bank to request for their respective MCIB Reports, to be used solely for the purpose of this bidding exercise.
17. State whether the Directors, Shareholders or Beneficial Owners have ever made any arrangements or composition with creditors, filed for bankruptcy or adjudged bankrupt or been convicted with a criminal offence and if so, the nature thereof.
18. Proposed plan for delivery of the items, as necessary, to comply with the requirements of the tender document.

19. We hereby certify that all statements made and information supplied in this form and accompanying statements are true and correct.

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Bank in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated this _____ day of _____ 2025

By : _____

Section 3 (ii) – BID FORM

FORM OF BIDDER'S BID (Covering Letter)

(To be submitted on letterhead of the Bidder)

The Chairperson-Tender Committee
Bank of Mauritius
Sir William Newton Street
PORT LOUIS, 11328

Dear Sir, Madam

Supply of Uniform Items for the Bank Attendants/Drivers/Security Officers

Having examined the Conditions of Contract and specifications including addenda, the receipt of which are hereby duly acknowledged, we, the undersigned, offer to supply the uniform items described above in conformity with the Conditions of Contract and Specifications as per the Bid Document for the Contract Price as mentioned in the Financial Bid, or such other sums as may be ascertained, in accordance with the Financial Bid attached herewith and made part of the Bid.

This Bid and the Bank of Mauritius' written acceptance thereof, shall constitute a binding Contract between us. We understand that the Bank of Mauritius (Bank) is not bound to accept the lowest or any bid that it received and it may also cancel the whole tendering exercise without giving any reason therefor and incurring any liability in that respect.

We further authorise the Bank, as part of its bid evaluation exercise, to consult the Credit Profile Report of the bidder, if any, maintained on the Mauritius Credit Information Bureau (MCIB).

We undertake, if our Bid is accepted, to deliver the uniform items in accordance with the schedule specified in Schedule of Requirements and Price Activity.

We agree to abide by this Bid for the period of Bid validity from the date fixed for Bid opening it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with the Bank's written acceptance thereof and the Bank's notification of award, shall constitute a binding Contract between us.

We hereby confirm that this Bid complies with the Bid validity and the Schedule of Requirements and Price Activity of by the Bidding Document.

Yours faithfully
(Authorized Signatory)

Name & Title of Signatory_____

Name of Bidder_____
(Company Seal)

Section 4 - Conditions of Contract

1 Warranty

- 1.1 The Supplier warrants that the uniform items shall conform to the standards, specifications and related services as defined in the tender document subject to any alternative proposal made by the Supplier in its response to the tender document.
- 1.2 The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of uniform items and related services.
- 1.3 The Supplier warrants that the uniform items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

2 Payment Terms

The Bank shall effect payments to the Supplier as follows upon receipt of the Supplier's Commercial Invoice:

- a) 50% of the Contract Price upon signature of agreement
- b) 25% of the Contract Price after delivery of the uniform items as per the specifications provided by the Bank
- c) Remaining 25% of the Contract Price after completing all the adjustments.

Payments shall be effected with thirty (30) days from the date of receipt of Supplier's Invoices.

3 Inspection

The Bank shall have a reasonable time after delivery of the uniform items to inspect them and to reject and refuse acceptance of any such uniform items not conforming to the Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

4 Adjustment

Any adjustment required in the uniform items shall be completed within one (1) month and shall be done at the Supplier's cost.

5 Liquidated Damages

Liquidated damages for the whole contract shall amount to **0.5%** per day. The maximum amount of liquidated damages for the whole contract is **5%** of the final contract price.