

**MINISTRY OF FINANCE & ECONOMIC DEVELOPMENT**

**PROCUREMENT POLICY OFFICE**

**Circular No 4 of 2008**

**Ref : F/PPO/4/1**

**From : Director, Procurement Policy Office**

**To : Heads of Public Bodies**

**Request for Sealed Quotations -  
Procurement Method**

Please refer to the documents "Request for Sealed Quotations" (RFQs) issued by this Office on the website:<http://www.mof.gov.mu>

2. The recommended threshold for this method of Procurement is Rs 5 million.
3. Where quotations received are for a value of Rs 1 million and above:
  - (i) a record of the Quotation Opening of the RFQs stating the name of all bidders and the amount quoted by them should be put on the Notice Board of the Public Body within one working day of the opening;
  - (ii) after award of contract all unsuccessful bidders referred to in the preceding paragraph should be informed of the name of the successful bidder and the contract amount.; and
  - (iii) on request from any unsuccessful bidder within 30 days of notification, the Public Body shall promptly inform the bidder of the reasons for which his bid was unsuccessful.
4. A Public Body may provide for submission of Request for Sealed Quotations by facsimile subject to the following:
  - (i) the facsimile machine is secured under lock and key; and
  - (ii) opening procedures similar to those for submission through a bid box are applied.
5. For any additional information, kindly contact this Office:

Tel No. 201-3760

Fax No. 201-3758

Email:- [mof-pposecretariat@mail.gov.mu](mailto:mof-pposecretariat@mail.gov.mu)

**Procurement Policy Office  
27 February 2008**