

MINISTRY OF FINANCE & ECONOMIC EMPOWERMENT
PROCUREMENT POLICY OFFICE

Circular No. 9 of 2009

Ref : F/PPO/4/1 Vol 2
From: Director, Procurement Policy Office
To : Heads of Public Bodies

New Standard Bidding Documents

In the context of the updating of Standard Bidding Documents (SBDs) this office is:

- (a) phasing out of the Open Advertised Bidding document Ref. No. SCS/SBD15/12-08 relating to Procurement of Security and Cleaning Services by 31st August 2009; and
- (b) issuing with immediate effect the following three SBDs:
 - Procurement for Security Services, Ref. No. SS/SBD25/07-09
 - Procurement for Cleaning Services, Ref. No. CS/SBD26/07-09; and
 - Selection of Consultant (Recommended for Small/Individual Assignments)Ref No. SC/SBD27-SIA/07-09

2. There is no change in respect of the Bidding Documents for Request for Sealed Quotations and Restricted Bidding for Security/Cleaning Services of values up to Rs. 5m.

3. The changes that have been brought in the new SBDs are highlighted in annex. Mr. P. Goburdhun, Technical Adviser at this Office may be contacted (tel. no. 201-3760 or email mof-pposecretariat@mail.gov.mu) for any clarification or guidance in the use of the documents.

Procurement Policy Office
22 July 2009

New Standard Bidding Document

1. Procurement for Security and Cleaning Services

- (a) Two separate documents have been prepared to conduct bidding exercises for these services. Evaluation of bids shall be carried out on the basis of Technical and Financial Proposals submitted in one envelope.
- (b) Only the proposals of those bidders that are substantially responsive and have satisfied the minimum pass mark for the Technical Proposals shall be considered for further evaluation.
- (c) Provisions have been made in these bidding documents for Service Providers to comply with wages and working conditions that have been established by collective agreement, arbitration awards or Remuneration Orders, or that are not less favourable than the general level observed in the trade where these conditions are not regulated.
- (d) Procurement of cleaning services shall be invited henceforth on performance basis by describing the full scope of works. Bidders shall be given an indication of the human resources deployed in past contracts to enable them to make proposals that would satisfy the requirements of the public body.
- (e) The SBDs provide guidance to Public Bodies to have Management meetings and other ways of monitoring Service Providers' performance. Data from such monitoring processes will be useful for rating contractor's performance in future procurement exercises.

2. Selection of Consultant for Small/Individual Assignments

Public Bodies may have recourse to this mode of selection of Consultant for capacity building, assistance for project management and other small assignments for which consultants are available on the market. This document is meant for such assignments where the Consultant acting on his individual capacity or on behalf of a Consultancy Firm will be posted on a full-time basis to complete the assignment.
