

TENDER NOTICE

Renting of office space

1. The Information and Communication Technologies Authority (ICTA) requires for rent office space of an approximate area of 1500 square metres (15000 square feet) and is accordingly inviting tenders for same..

Tenders in sealed envelopes addressed to the Executive Director should be deposited in the tender box of the Authority situated at 1st floor, Jade House, Cnr Jummah Mosque & Remy Ollier Streets, Port Louis on Wednesday 25th May 2005 by 13.30 hours at latest and with top left hand corner marked “*office space for the ICTA*”.

2. Tenders received after the specified time and date will not be considered.
3. The office space proposed should be in a single building ideally located in the centre of Port Louis and should be easily accessible to the public.

Specifications

4. The building should be in reinforced concrete with easy access, security and emergency exits, staircases and lifts as appropriate and should be burglar-proof. It should satisfy the requirements of the occupational health and safety authorities and the fire services.
5. The building should be provided with essential amenities and facilities such as: -
 - (i) round-the-clock surveillance with security guards, 7 days a week, including public holidays;
 - (ii) readily available telephone/fax/internet lines;
 - (iii) modern fire fighting and smoke detection equipment and fire escapes;
 - (iv) a minimum of 10 covered free secured parking bays/lots;
 - (v) water supply with adequate water storage capacity;
 - (vi) adequate electrical lighting and power points with electrical installations and trunking;
 - (vii) quality air conditioning and adequate ventilation;
 - (viii) standby generators; and
 - (ix) conveniently located separate toilets for ladies and gentlemen (number to be specified) on each level.
6. The office premises, including the amenities, should be accessible after normal working hours.
7. In case of co-tenancy, a copy of the “service charge” agreement providing for maintenance and cleaning of the common space should be submitted.
8. Full details of any “syndic agreement” should be given including the approximate monthly charges.

9. A copy of the plan of the building, showing the area and lay out of each floor, and of any other relevant technical information such as the engineer's certificate should be submitted with the tender. Where partitioning works have already been carried out, the floor area of each room corridor, kitchenette and the individual partitioning should also be indicated.
10. If need be, the partitioning works should be adjusted to the requirements of ICTA.
11. The proposal should specify the types of partitioning and flooring finish in place or proposed.
12. In case the building is still under construction, the tentative dates of completion and handing over of the building should be indicated.
13. The proposed rental should be on monthly basis and should be inclusive of all charges and VAT, if applicable.
14. The premises should be available for occupation as early as possible.
15. The ICTA reserves the right:
 - (a) to accept or reject any bid or
 - (b) to annul the bidding process and reject all bids at any time prior to award of contract without hereby incurring
 - (i) any liability towards any bidder
 - or
 - (ii) any obligation to inform any bidder of the grounds for its action.