

Ref: CIDB/RFP/01/20
(In reply please quote reference)

07 December 2020

Attention: All Prospective Bidders

Dear Sir/Madam,

**Request for Proposals for the Provision of
Consultancy Services for the Implementation
of a Quality Management System (ISO 9001:2015)**
Ref: CIDB/RFP/01/20

Clarification No.1

Please find below the replies to queries from prospective bidders in respect to the above mentioned bidding exercise. Clarification No. 1 will form part of the Contract.

Sn	Queries from Prospective Bidders	CIDB's Replies
1	How many departments/sections are there at CIDB?	There are two Divisions, namely: <ul style="list-style-type: none"> • (i) The Corporate Division which comprises the Administrative and Human Resource Section, the Registry and the Finance Section; and • (ii) The Technical Division
2	Is there only one building or other sites?	CIDB has no offsite offices, and it is currently located on two floors viz.the 5 th and 6 th Floors of the Mutual Aid Building II, which is situated at 5 Guy Rozemont Square, Port Louis. The Administration and Human Resource, and Finance Section is located on the 5 th Floor, while the Technical Section is on the 6 th Floor.
3	How many employees are there in the organisation?	CIDB is a fast growing organisation and comprises 20 Staff members. In the coming years the personnel is likely to double.

4	With respect to Qualifications of the Consultants (Part 9) , whether other Certificates from International Institutions would be considered acceptable to CIDB?	The Consultant should possess at least a Professional Evaluation and Certification Board (PECB) Certification in ISO 9001, or any other equivalent Certification acceptable to the CIDB
5	Is there any activities related to Design and Development	<p>There are no in-house activities related to Design and Development.</p> <p>The activities of CIDB are in accordance with the objects and functions of the CIDB Act which may be consulted on the website https://www.cidb.mu/</p>
6	What are the activities of the different departments/sections?	Detailed activities are more fully described in Annex I herewith attached.
7	Is the CIDB in the position to provide an upfront payment or assistance for the consultant to acquire accommodation, flight and transport for a duration which is mutually beneficial to the consultant and CIDB?	No, the Consultant should make his own arrangements.

DETAILED ACTIVITIES OF CIDB

ADMINISTRATION DIVISION			TECHNICAL DIVISION
Finance Section	Administrative & HR Section	Registry	
<ul style="list-style-type: none"> • Ensuring financial, accounting & procurement, and supply regulations & procedures are in compliance. • Compile schedules and information required for the preparation of statutory reports, annual estimates and final accounts. • Preparation of Payroll. • Up-to date records of all financial transactions. • Maintain cash flow budgets and financial forecasts. • Verification of all accounting statements produced for statutory purposes and management. • Preparation and monitoring of Estimates and Final Accounts and other Financial Statements. • Asset Management. • Procurement and Supply • Collection of revenue due to the Board. • Bank transactions and bank reconciliation statements. 	<ul style="list-style-type: none"> • General administration and Human Resource Management. • Day to day administrative tasks. • Staff Development, Training and welfare. • Maintenance of IT infrastructure. • Ensuring compliance with ICT standards, guidelines and methodologies. 	<ul style="list-style-type: none"> • Prepare and maintain files • Maintain and manage Office Correspondences (incoming and Outgoing). • Receive, sort and process mails for documentation. • Act as a facilitator among Staff in the distribution of documents. 	<ul style="list-style-type: none"> • Process Applications of Consultants, Contractors, Suppliers and other Service Providers operating in the Construction Industry. • Undertaking site visits, inspections, and investigations on construction sites. • Carry out desk research on issues related to the Construction Industry. • Organisation and planning of training programmes. • Enquire into complaints made by the members of the public. • Assist SMEs in the Construction Industry, that is, to provide advice in Construction matters. • Undertake surveys related to the Construction Sector. • Periodically preparing and updating the National Schedules of Rates. • See also Query and Reply No. 5

Note:

- (a) The above List of Activities is not exhaustive.
- (b) The Executive Director is assisted by the Manager Corporate Services and the Manager Technical Services. The Manager Corporate Services is supported by 10 Staff Members and the Manager Technical Services has 7 Staff Members under his responsibility.