



CONSTRUCTION INDUSTRY DEVELOPMENT BOARD  
5th Floor, Mutual Aid Building II, 5, Guy Rozemont Square, PORT-LOUIS 11327

## MINUTES OF THE PRE-BID MEETING

<b>DATE &amp; TIME:</b>	12 <sup>th</sup> December 2023 at 10.30 hours
<b>LOCATION:</b>	5th Floor, Mutual Aid Building II, 5, Guy Rozemont Square, PORT-LOUIS 11327
<b>PARTICIPANTS (CIDB)</b>	<ol style="list-style-type: none"><li>1. Trilock Bhunjun</li><li>2. Rambassun Sewpal</li><li>3. Vinay Kumar Rawoo</li><li>4. Himanshu Beedassy</li><li>5. Dinesh Soorjun</li></ol>
<b>PARTICIPANTS (BIDDERS)</b>	<ol style="list-style-type: none"><li>1. ELEVANTE PROPERTY SERVICES represented by Andreas Bjorlow</li><li>2. CURRIMJEE REAL ESTATE LTD represented by Krishen Veerapen Chetty and Dhavesh Neermul</li><li>3. SCW (CENTREPOINT) represented by Aadil Chinoy, Didier Hung, Ashna Reekoye and Yavin Ramsamy</li></ol>
<b>AGENDA</b>	<ol style="list-style-type: none"><li>1. Introduction</li><li>2. Brief Presentation</li><li>3. Questions and Answers</li><li>4. Final Remarks and Closing</li></ol>

### 1. Introduction

1.1. The CIDB introduced the team, thanked the bidders for attending the pre-bid meeting and further elaborated on the importance and criticality of pre-bid meetings. The bidders were informed that the questions would be consolidated, and answers would be sent by e-mail to all bidders.

### 2. Brief Presentation

2.1. The bidders were taken through the bid document, highlighting the procurement process and the critical areas of the bid document. Bidders were notified that the purpose of the pre-bid meeting was to give bidders an opportunity to interact and ask questions.

2.2. It was further explained that the bid document is a one-envelope bid, whereby a single envelope should contain the technical proposal and financial proposal. The technical proposal and the financial proposal shall be opened on the same day.

2.3. Emphasis was made on the Documents comprising the Bid.

- 2.4. Bidders were urged to observe the instructions, the evaluation criteria that has three (3) rating factors for the technical evaluation and two (2) rating factors for the financial evaluation as described in Section II Article 22 of the bid document.
- 2.5. Bidders were advised to observe suppliers' code of conduct and to give the CIDB, time to evaluate within the bid validity period and make follow up after the bid validity period expires.
- 2.6. Bidders were advised to complete and sign all appendices/forms, to strive for compliance as much as possible and that late bids shall be rejected.
- 2.7. Bidders were informed to use the template for submission of financial proposal as provided on page 49 of the bid document. Bidders were also advised that they should price for:
  - (a) Rental of office space
  - (b) Cost of floor finishes, partitioning works, M&E services and Integrated Communication Network over 5 years, to be divided by 60 months to have the monthly rental rate
  - (c) Rental fee for parking of 15 vehicles ONLY
  - (d) Syndic fee
- 2.8. Bidders were advised that bids shall be valid for at least 120 days after the submission of bids.
- 2.9. Bidders were advised that a substantially responsive bid is one which conforms to all the terms and conditions of the ITB **without material deviations**.
- 2.10. Bidders were advised to fill in the "Checklist for Submission of Bids" in Section VIII of the bid document.

### **3. Questions and Answers**

- 3.1. **Question:** What are the requirements for the Performance Security?  
**Answer:** The conditions for the Performance Security are at paragraph 28 on page 12 of the bid document.
- 3.2. **Question:** Can proposed lease agreement be amended?  
**Answer:** A draft proposed lease agreement is herewith provided in Section V. Bidders may submit their comments/suggestions which may be subject to negotiation and finalization, prior to award of contract. The lease agreement shall be for a period of 5 years.
- 3.3. **Question:** When should the office space be delivered to the Client?  
**Answer:** The office space should be available with all the specified amenities and ready for occupation, within 3 months of the date of the Letter of Award.
- 3.4. **Question:** What is the tentative date of award?  
**Answer:** The CIDB shall prior to the expiration of the period of Bid Validity and prior to awarding the contract, notify the selected bidder of its selection for award while at the

same time informing the unsuccessful bidders of the name of the selected bidder and the amount of rent payable.

3.5. **Question:** Is early occupancy allowed?

**Answer:** Yes, within 3 months of the date of the Letter of Award.

3.6. **Question:** Can the bid submission date be extended?

**Answer:** Any extension to the bid submission date shall be communicated by way of an addendum.

3.7. **Question:** There is no Technical Specifications for Integrated Network in the bid document?

**Answer:** CIDB has not provided technical specifications for Integrated Network. However, CIDB maintains the requirements for Integrated Communication Network and bidders are requested to submit their best proposal for Integrated Network.

3.8. **Question:** With reference to paragraph (q) under Section V - is relocation of IT equipment required to be done by the successful bidder?

**Answer:** No, relocation of IT equipment will not be required.

3.9. **Question:** Should details of the Interior Designer be provided?

**Answer:** Bidders are required to provide details of the Interior Designer. The fit-out works will be supervised by a Project Manager, to be appointed by CIDB, who will oversee that the works are performed according to the prescribed specifications. The CIDB reserves the right to change some materials proposed after discussions with the Interior Designer.

3.10. **Question:** What are the requirements for the Gym?

**Answer:** CIDB require only the space for the Gym. Gym equipment should be excluded.

3.11. **Question:** Is mezzanine acceptable in the bid proposal?

**Answer:** Yes, mezzanine is acceptable subject to meeting the requirements for Architectural Technical Specifications. Clear heights should be specified on drawings.

3.12. **Question:** What are the requirements for mobility of impaired persons?

**Answer:** Bidders shall conform to the local regulations including the Building Control Regulations.

3.13. **Question:** What are the drawings to be provided?

**Answer:** Bidders should submit the layout plans and detailed drawings of the building being proposed and give full description and specifications of materials to be used for the fit-out works. On award for the contract, the Interior Designer of the selected bidder shall liaise with the Project Manager appointed by the CIDB to produce the office layout plans and all other appropriate drawings and product specifications following award of the contract. Also refer to the Table of Rating Factors for Lease of Real Estate to understand the criteria of bid assessment.

- 3.14. **Question:** How should Free Services and Facilities mentioned on page 10 be priced?  
**Answer:** Free Services and Facilities should be included in the **Syndic** fees.
- 3.15. **Question:** How should utilities bill with respect to electricity, water, telephone, and any other services be priced?  
**Answer:** Utilities bill with respect to electricity, water, telephone, and any other services should be included in the **Syndic fees for ALL common spaces ONLY**. For office spaces as per Annex A of the bid document, the utilities bill shall be paid by the CIDB.
- 3.16. **Question:** Can the rental rate allow for fluctuations based on CPI after 1 year rental?  
**Answer:** The rental rate is fixed for 5 years. No price fluctuations are allowed within this period.
- 3.17. **Question:** Can the lease agreement be made for a fixed period of at least 3 years, thereafter an exit period of 3 months be provided, instead of an exit period of 3 months anywhere within the 5-year lease period.  
**Answer:** The contract shall be on a Long-Term Arrangement (LTA) basis with the successful bidder. The LTA will be valid for five (5) years at fixed rates and may be extended on a yearly basis for a further period of five (5) years based on the actual performance of the LTA holder, on the terms and conditions agreeable to both parties as a result of evaluation of the market rates.
- 3.18. **Question:** Is an area of less than 1,000 square metres acceptable?  
**Answer:** Only Office area of between 1,000 and 1,200 m<sup>2</sup> to accommodate the indicative requirements of the CIDB as listed at Annex A of the bid document will be acceptable.

Having no further matters of discussions and questions, bidders thanked the presenters for the enlightened presentation and promised to comply with the requirements of the bid.

#### **4. Final Remarks and Closing**

Bidders were urged to read the bidding instructions **carefully** so as to have a clear understanding of the requirements and to ensure a complete submission.

Bidders were thanked for their presence.