

**SIT Property Development Ltd**  
**Ground Floor, NG Tower, Cybercity, Ebène**

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# **BIDDING DOCUMENTS**

**Issued on: 23 October 2025**

**For**

**Request for Quotation for  
Cleaning of Windows, Alucobond  
Cladding Panels and Façades at The  
CORE Building, Ebène**

**Procurement No: *SPDL/RFQ/C2025/34***

## SECTION I: INVITATION FOR BIDS

### 1. Preparation of Bids

You are requested to quote for the items mentioned in SECTION IV by completing, signing, and returning:

- (a) the Bid Letter in SECTION II;
- (b) the Specifications in SECTION III;
- (c) Priced Activity Schedule in SECTION IV; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Invitation for Bids document, including the Special Conditions of Contract in SECTION V, before preparing your bid. The standard forms in this document may be retyped for completion but the Service provider is responsible for their accurate reproduction.

You may wish to ask for clarifications **seven (7) days** before the closing date of Bids.

### 2. Validity of Bids

The Bid validity period shall be **120** days from the date of submission deadline.

### 3. Duration of works

The duration of works shall be completed **within 45 working days** from the date of Letter of Acceptance.

### 4. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the **Procurement Reference No.: SPDL/RFQ/C2025/34**, addressed to **SIT Property Development Ltd ('SPDL'), Ground Floor, NG Tower, Cybercity, Ebène**, with the Service provider's name at the back of the envelope.

### 5. Submission of Bids

Bids should be deposited in the Tender Box located at the reception of **SIT Property Development Ltd ('SPDL'), Ground Floor, NG Tower, Cybercity, Ebène** not later than **Monday, 10<sup>th</sup> November 2025 at 15.00 hours**.

Late bids will be rejected and Bids received by e-mail will not be considered.

### 6. Site Visit

A site visit will be conducted on **Friday, 31<sup>st</sup> October 2025, at 10.30 hours**, at **The CORE Building, Ebène** to raise any matter in the understanding of the requirements of the SPDL, submission of documents etc.

### 7. Evaluation of Bids

SIT Property Development Ltd shall have the right to request for clarifications during evaluation. Offers that are substantially responsive shall be compared based on price or ownership cost, to determine the lowest evaluated bid.

## 8. Eligibility Criteria

To be eligible to participate in this Bidding exercise, you should:

- a) have the legal capacity to enter into a contract to supply the related services;
- b) not be insolvent, in receivership, bankrupt, subject to legal proceedings for any of these circumstances or in the process of being wound up;
- c) not have had your business activities suspended;
- d) not have a conflict of interest in relation to this procurement requirement; and
- e) have a valid trading licence.

## 9. Documents Establishing Conformity of Related Services

The Service providers shall submit along with their bids the documents marked ☒ hereunder:

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                            |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| (a) | The company profile, past experience for the last five years and evidence of similar services provided and customer's reference details;                                                                                                                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/>                                        |
| (b) | A list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the services during the period specified in the Specification and Performance Requirement Sheet, following commencement of the services.                                                                                                                                                                                                          | <input checked="" type="checkbox"/>                                        |
| (c) | Major items of resources, logistics support and strategies in the execution of the services which are in compliance with the Occupational Safety and Health (Works at Height) Regulation 2013 and the Occupational Safety and Health (Personal Protective Equipment) Regulation 2012.                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/>                                        |
| (d) | Evidence of the Service Provider's technical capacity to be furnished by one or more of the following means: <ul style="list-style-type: none"><li>(i) a list of the principal deliveries effected in the past five years, with the sums, dates and recipients, whether public or private, involved; and</li><li>(ii) Type test certificates drawn up by official quality control institutes or agencies of recognized competence attesting the conformity of the goods with respect to specifications conformity.</li></ul> | <input checked="" type="checkbox"/><br><input checked="" type="checkbox"/> |
| (e) | Documentary evidence to establish Service Provider's ability to provide the service or to execute the installation with regard to their skills, efficiency, experience and reliability and Risk Assessment for working at heights as per existing regulations.                                                                                                                                                                                                                                                               | <input checked="" type="checkbox"/>                                        |
| (f) | Evidence of Insurance Certificates of manpower for onsite works                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/>                                        |
| (g) | Name of Registered Health & Safety Officer/Consultant appointed by the Service Provider                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/>                                        |
| (h) | Work Methodology as follows: <ul style="list-style-type: none"><li>(i) Cleaning,</li><li>(ii) Working at heights.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/>                                        |

#### **10. Technical Compliance**

The Service Provider shall submit along with their bid documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to the Employer's requirements.

The Specifications and Performance Requirements, and Compliance Sheet details the minimum specifications of the goods items to be supplied. The specifications have to be met, but no credit will be given for exceeding the specifications.

#### **11. Prices and Currency of Bids**

The Service provider shall quote in Mauritian Rupees (**MUR**). Prices quoted should be fixed and firm.

#### **12. Award of Contract**

The Service Provider having submitted the lowest evaluated responsive bid and qualified to supply the goods items and related services shall be selected for award of contract. Award of contract shall be by issue of a Letter of Acceptance.

#### **13. Integrity Clause**

SIT Property Development Ltd commits itself to take all necessary measures to prevent corruption and ensures that none of its staff, personally or through his/her close relatives or through a third party, will in connection with the bid for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.

#### **14. Rights of SIT Property Development Ltd**

SIT Property Development Ltd reserves the right to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to the award of contract, without thereby incurring any liability to any bidder.

#### **15. Performance Security**

The successful bidder shall upon acceptance of his offer submit a Performance Security amounting to 10% of the Contract Price.

#### **16. Insurance and Liabilities to Third Parties**

- (i) The service provider shall, at its own expense, keep in force at all times for the duration of the agreement, a public liability insurance policy.
- (ii) The service provider shall provide and thereafter maintain all appropriate Employer's liability and workmen's compensation, or its equivalent with respect to its employees to cover claims for personal injury or death in connection with the contract.
- (iii) The Service Provider shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under the contract.
- (iv) For the Third-Party Insurance Liability, the Insurance Policy shall:
  - a) name the Employer and its staff as additional insured;
  - b) include a waiver of subrogation of the Service Provider's rights to the insurance carrier against the Employer; and
  - c) provide that the Employer shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

## SECTION II: BID LETTER

**(to be completed by Service Provider)**

*[Complete this form with all the requested details and submit it as the first page of your bid with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your bid is not authorised, it will be rejected.**]*

|                                |                                                                                                                             |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Bid addressed to:              | <b>Chief Executive Officer</b><br><br><b>SIT Property Development Ltd, Ground Floor, NG Tower,<br/>Cybercity, Ebène</b>     |
| Procurement Reference Number:  | <b>SPDL/RFQ/C2025/34</b>                                                                                                    |
| Subject matter of Procurement: | <b>Cleaning of Windows, Alucobond Cladding Panels and Façades at<br/>The CORE Building, Ebène for Years 2025 &amp; 2026</b> |

- (a) We offer to supply the services listed in the attached Priced Activity Schedule as per the defined specification and, in accordance with the terms and conditions stated in your Invitation for Bids referenced above.
- (b) We confirm that we are eligible to participate in this bidding exercise and meet the eligibility criteria specified in Section I: Invitation for Bids.
- (c) The validity period of our bid is **120 days** from the date of the bid submission deadline.
- (d) We confirm that our quoted prices in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the Bid validity.
- (e) The duration of works for shall be completed within 30 days as from the Letter of Acceptance.
- (f) We have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption during our participation in the bidding process and we commit ourselves to observe the same principles if awarded the contract and during its execution.

We understand that transgression of the above is a serious offence and appropriate actions will be taken against such bidders/service providers.

**Bid Authorised by:**

|                                     |  |                            |            |
|-------------------------------------|--|----------------------------|------------|
| Name of Service provider            |  | Company's Address and seal |            |
| Contact Person                      |  |                            |            |
| Name of Person Authorising the Bid: |  | Position:                  | Signature: |
| Date                                |  | Phone No./E-mail           |            |

## **SECTION III: SPECIFICATIONS**

### **1.0 Description of The CORE Building**

The CORE Building, developed by SIT Property Development Ltd ('SPDL'), is a modern commercial complex located in the heart of Ebène Cybercity, Mauritius. Spanning approximately 28,985 square meters, the building is situated on a 2-acre plot and serves as a prominent business hub.

The complex comprises two distinct wings:

1. University of Mauritius Wing – A four-storey building primarily used for educational and administrative purposes.
2. SIT Tower – A fifteen-storey office tower housing corporate offices, business service providers, and commercial spaces.

The building features extensive glazing, Alucobond cladding panels, and large façade surfaces, which require specialised maintenance to preserve its aesthetic appeal and structural integrity.

### **2.0 Scope of Services**

The scope of services involves the cleaning and maintenance of the exterior surfaces of The CORE Building for the years 2025 and 2026, including:

- Cleaning of Windows: Removal of dirt, dust, and stains from glass surfaces using appropriate cleaning agents and techniques.
- Cleaning of Alucobond Cladding Panels: Washing and maintaining the aluminium composite panels to prevent discoloration and corrosion including minor repairs.
- Cleaning of Façades: Ensuring the entire exterior of the building remains free from stains, pollutants, and weather-related damage including minor repairs.
- Repairs and Maintenance of 'The CORE' Signage: inspection, cleaning, and necessary repair works to ensure proper functionality and visibility of the signage.
- Supply and replace LED Strip light on The CORE Signage located on the roof of the building
- Take delivery of bulbs from SPDL and provide labour only to change the defective lights on the balcony on Level 5 to Level 13 at The Core.

The service shall be carried out at a frequency of one (1) complete cleaning service per year for the years 2025 and 2026, as per the requirements outlined above and in SECTION IV: Priced Activity Schedule.

Additionally, all works must comply with Occupational Safety and Health (Works at Height) Regulation and Occupational Safety and Health (Personal Protective Equipment) Regulation, ensuring safety standards are met.

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference. No.: SPDL/RFQ/C2025/34

| Cleaning of Windows, Alucobon Cladding Panels and Facades at The CORE Building, Ebène for Year 2025 |                                                                                                                                                    |            |              |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------|
| Item                                                                                                | Description                                                                                                                                        | Unit       | Amount (MUR) |
| 1                                                                                                   | Mobilisation and demobilisation to and from site.<br>Cleaning of external windows, Alucobond cladding panels and facades, including minor repairs. | SUM        |              |
| 2                                                                                                   | Repairs and maintenance of 'The CORE' signage located on roof.                                                                                     | SUM        |              |
| 3                                                                                                   | Supply and change of LED Strip lights on 'The CORE' signage located on roof                                                                        | SUM        |              |
| 4                                                                                                   | Replace bulb on balcony of Level 5 to 13 at "The CORE" Building (The Bulb will be provided by SPDL)                                                | 9          |              |
| <b>TOTAL AMOUNT</b>                                                                                 |                                                                                                                                                    |            |              |
| <b>ADD VAT</b>                                                                                      |                                                                                                                                                    | <b>15%</b> |              |
| <b>TOTAL AMOUNT INCLUDING VAT</b>                                                                   |                                                                                                                                                    |            |              |

| Cleaning of Windows, Alucobon Cladding Panels and Facades at The CORE Building, Ebène for Year 2026 |                                                                                                                                                    |            |              |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------|
| Item                                                                                                | Description                                                                                                                                        | Unit       | Amount (MUR) |
| 1                                                                                                   | Mobilisation and demobilisation to and from site.<br>Cleaning of external windows, Alucobond cladding panels and facades, including minor repairs. | SUM        |              |
| <b>TOTAL AMOUNT</b>                                                                                 |                                                                                                                                                    |            |              |
| <b>ADD VAT</b>                                                                                      |                                                                                                                                                    | <b>15%</b> |              |
| <b>TOTAL AMOUNT INCLUDING VAT</b>                                                                   |                                                                                                                                                    |            |              |

## SECTION V: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference. No.: SPDL/RFQ/C2025/34

| Subject          | Special Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Notices          | <p>Any notice shall be sent to the following addresses:<br/>For SIT Property Development Ltd (SPDL), the address and the contact name shall be:</p> <p style="text-align: center;"><b>Mrs. Nishta Jooty-Needroo</b><br/><b>Chief Executive Officer</b><br/><b>SIT Property Development Ltd ('SPDL')</b><br/><b>Ground Floor, NG Tower</b><br/><b>Cybercity, Ebène</b></p> <p>For the Service Provider, the address and contact name shall be</p> <hr/> <hr/> <hr/> <hr/>                                                                                                          |
| Terms of Payment | <p>The structure of payments shall be: Full payment upon satisfactory completion of <i>Contract Windows, Alucobond Cladding Panels and Façades at The CORE Building, Ebène</i>.</p> <p>The Purchaser undertakes to effect payment within <b>28</b> working days from receipt of invoice after delivery of service to the satisfaction of the Purchaser and subject to the Service Provider submitting all required documents. Final payment shall be adjusted to reflect any non-compliance in the execution of the contract.</p> <p>The currency of payment shall be in MUR.</p> |