**National Library**

**(A parastatal body operating under the aegis of Ministry of Arts and Cultural Heritage)**

**PROCUREMENT NOTICE**

**Renting of Office Space in the Region of Quatre Bornes, Phoenix, Ebene and Moka**

**Reference No.: 1 of 2021 – 2022**

 The National Library intends to rent Office Space in the range of 13,000 to 14,000 square feet with ammenities in the region of Quatre Bornes, Phoenix, Ebène and Moka to accommodate the National Library for a duration of 2 years, renewable thereafter for further periods of one (1) year on the terms and conditions agreeable to both parties.

2. Bidding documents may be downloaded free of charge from the Public Procurement Portal: [www.publicprocurement.govmu.org](http://www.publicprocurement.govmu.org) and also from the National library Website: <http://national-library.mu>

3. Bids shall be submitted in a single stage and two envelope-procedure, that is

1. Bidders will be required to submit a Technical Proposal and a Financial Proposal in two separate envelopes; only the technical offers will be opened and analyzed to retain those proposals that meet the requirements of the National Library. Those which are totally outside the scope of the requirements or are otherwise not responsive shall not be retained for further consideration; and
2. The Financial Proposal of selected bidders whose bids have been retained will be opened in the presence of the bidders or their representatives if they choose to attend. The unopened Financial Proposals shall be returned to the unsuccessful bidders.

4. Bids containing the Technical Proposal and Financial Proposal in a sealed envelope shall be deposited in the Quotation Box at the **National** **Library**, **2nd Floor, Fon Sing Building, 12th, Edith Cavell St, Port Louis** not later than **18 January, 2022 at 13.00 hrs**. The cover of the envelope should contain the following information – *Bid Reference Number, the closing date for submission and name of the Bidder.* All bids should be duly signed and stamped. **Bids that are not duly signed, as well as late bids will be disqualified automatically.**

5. The envelope containing the Technical Proposals will be opened in the presence of Bidders’ Representatives, who choose to attend the Bid Opening on **18 January 2022 at 13.15 hours local time** and on 2nd Floor at the address mentioned below.

**National Library,**

**2nd Floor, Fon Sing Building**

**12th, Edith Cavell St.**

**PORT LOUIS**

**10th December, 2021**