



## REQUEST FOR PROPOSAL

### MAINTENANCE AND REPAIRS OF AIR CONDITIONING AND VENTILATION SYSTEMS AT THE BANK OF MAURITIUS

*5 September 2025*

1. The Bank of Mauritius ('Bank') invites bids from eligible local and qualified Bidders for the Maintenance and Repairs of Air Conditioning and Ventilation Systems at its premises situate at Sir William Newton Street, Port-Louis, as more fully described in the Request for Proposal (RFP).
2. Prospective bidders are requested to contact the Procurement Section of the Bank – [procurement@bom.mu](mailto:procurement@bom.mu) by e-mail for obtaining a complete set of the RFP document. In the request, the prospective bidder shall disclose the name of the Company and that of the requester.
3. Bids should be in accordance with the requirements mentioned in the bid document and should conform to the following conditions:
  - (i) Bids not conforming to the specifications and failing to provide the required details will be rejected.
  - (ii) Late submission of bids will not be accepted.
4. Bids should be valid for a period of **one hundred and fifty (150) days** from date of submission.
5. The Bank may, during the evaluation period, request such additional information as it may require from tenderers.
6. Bids received after the closing date and time or not conforming to the specifications shall not be considered.
7. Queries, if any, should be addressed to the Chairperson - Tender Committee at the following email address: [tender.committee@bom.mu](mailto:tender.committee@bom.mu) by **12 September 2025**. Responses to queries shall be published on the Bank's website by **17 September 2025**.
8. The Request for Proposal shall be sent **electronically**, by email, from the email address of the authorised signatory of the bidder to [tender.committee@bom.mu](mailto:tender.committee@bom.mu) by **15.00hrs (local time) on 23 September, at latest**.
9. The Proposal must be submitted as an attachment in the email sent by the authorised signatory. The name of the electronic file must be **"Request for Proposal for Maintenance and Repairs of Air Conditioning and Ventilation Systems at the Bank of Mauritius."**
10. The electronic documents should be encrypted with a strong password before being sent by email.

11. Encryption procedures:

- a. Open the document (Word, PDF, or ZIP).
- b. Apply encryption: i. For Word/PDF: Go to File > Protect Document > Encrypt with Password.  
ii. For ZIP: Use a secure compression tool and enable encryption.
- c. Use a strong password (min. 8 characters, mix of letters, numbers, symbols).
- d. Save the encrypted document securely.
- e. Send the password in a separate email from the document submission.
- f. Do not include the password in the document or submission email.
- g. Attach the encrypted document to the designated email.
- h. Confirm submission and notify the recipient of the password separately.

**Failure to comply with the above submission formats may entail rejection of the bid**

12. Bids received after the closing date and time shall not be considered.

13. The Bank reserves the right to accept or reject any bid and to annul the bidding exercise and reject all bids without thereby incurring any liability to any bidder or any obligation to inform bidders of the grounds of its action.