# **Metro Express Ltd**

Sicom Tower, Wall Street, Ebene

## **Meeting Record**



Project	Rental of 12 Commercial Spaces at Rose-Hill Central station			
Subject	Pre-Bid Meeting/Site visit Minutes Responses to other Queries received by potential bidders	Date of Pre-Bid Meeting/Site visit	1 June 2022	
		Time of Pre-Bid Meeting/Site visit	10.00 hrs – 11.00 hrs	
Venue	Rose-Hill Central Station	Recorded by	MEL	

#### In attendance:

#### The Representatives of MEL were:

Name	Designation	Contact No.	Email	
Z. Nahaboo	Senior Engineer			
V. Ho Kam	Manager, Park and Leisure			
D. Sembhoo	Senior Engineer	460 0460	procurement@metroexpressltd.org	
S. Bulato	Executive Procurement			

The meeting was attended by Prospective Bidders/Representatives: As per attached attendance sheet

Item	Discussion		
1.	Introduction		
1.1.	MEL welcomed all present and informed that the purpose of the Pre-Bid Meeting/Site visit was to allow prospective bidders to visit the site and the individual 12 commercial space which would be rented by MEL.		
2.	Issues Discussed		
2.1.	MEL gave an overview of the bidding exercise as hereunder:		
	The Employer is: METRO EXPRESS LTD		
	The type of the bidding process is: Open National Bidding		
	The name of the bidding exercise is: Rental of 12 Commercial Spaces at Rose-Hill Central Station.		
	<ul> <li>The Closing date and time for submission: Friday 08<sup>th</sup> July 2022 at 13.30 hrs at the latest.</li> </ul>		
	<ul> <li>Any other query should be addressed to MEL by email at procurement@metroexpressltd.org by Friday 24<sup>th</sup> June 2022 at 16.00 hours at the latest.</li> </ul>		
	<ul> <li>All the 12 Commercial spaces roller shutters were opened for the potential bidders to have an idea about the space that is available for rent.</li> </ul>		
	<ul> <li>Each of the spaces had a number and it should be specified by the bidder for which they are bidding.</li> </ul>		
	<ul> <li>Utilities/Amenities for each of the spaces were shown to the prospective bidders</li> </ul>		
3.	Queries raised during the Pre-Bid meeting/site visit		
3.1.	The following responses are brought to the queries raised as follows:		

### Item Discussion

3.2.

SN.	Query	Response
i.	What is the provision for toilet for prospective tenants	Arrangement will be made for the sharing of toil with MEL staffs
ii.	How much is the security deposit	2 months rent
iii.	What is the hours of operation?	From 6 a.m. to 22.00 p.m.
iv.	What is the closing date for submission of bids?	It was clearly mentioned that as it is bidding exercise, submissions should be provided in the following format:  One (1) bound hard copy, market "Original" and one (1) bound hard copy marked "Copy" in a sealed package marked 'Strictly Private and Confidential bearing Procurement Reference N
		MEL/ONB/CS/21/21, with the bidder name clearly indicated.  Bids should be deposited in the Bid/Tender Bolocated at Metro Express Ltd, 3rd Floor, SICO Tower, Wall Street, Cybercity, Ebene 72201, n later than Friday 08th 2022 at 13.30 hours. La bid submissions will be rejected
V.	For how long would the space be rented?	Initially the lease would be for an initial period three years, and may be renewed for an addition two years.
vi.	Special conditions for the rented spaces?	No cooking is allowed in the premises.
vii.	Is there any space reserved for selling food and for other items	There is no such segregation as each of the commercial space is isolated
viii.	The prospective tenants asked for how they are going to bring their goods, meaning loading and unloading	We mentioned that this could be done after/before the bus operating hours
ix.	Is there any parking for tenants?	There is no provision for parking
x.	Why no minimum cost is mentioned concerning the monthly rent	The prospective tenants should quote for reasonable price.
xi.	Is there a flexibility concerning the submission of bids?	No, it should be on the date specified only i. Friday 8 <sup>th</sup> July 2022 @ 13.30 at latest
xii.	Will MEL give the space to two bidders having same type of business?	Yes, it is possible
xiii.	How will MEL allocate the respective spaces	The award shall be made to the substantial responsive bidder whose proposal is mo advantageous to MEL.
xiv.	Do the tenants need to have an insurance	The building is already insured by MEL, the tenants will have to insure their goods are equipment
XV.	Can the future tenants make modification to the space?	Yes, alterations or modifications can be done wi prior consent of MEL
xvi.	Can a bidder have more than one shop?	Bidder can bid for more than one shop, but will be allocated one only as per the bidding document
xvii.	Do we need to submit business plan?	Bidders may submit a business plan as adde value for evaluation

Item	Discussion		
4.	Conclusion		
4.1.	The site visit ended with a note of thanks at 11:30 hours:  • The notes of meeting will be circulated by MEL and uploaded on the official website <a href="https://www.mauritiusmetroexpress.mu">www.mauritiusmetroexpress.mu</a> .		
	<ul> <li>For any additional query or clarification, bidders may send an email to <u>procurement@metroexpressltd.org</u> till 24<sup>th</sup> of June 2022</li> </ul>		

