



Metro Express Ltd

**Bidding Document
for
Rental of Commercial Container at
Bell Village**

OPEN NATIONAL BIDDING

Procurement Reference No.: MEL/RFQ/0242/25(B)

Metro Express Ltd
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SECTION I – INVITATION FOR BIDS

1. Background

As part of an Embellishment Project being undertaken by Metro Express Ltd (MEL), the metro corridor is being embellished through the planting of shrubs and trees, the construction of small-scale social parks, the painting of artworks on the infrastructure and the installation of recycled shipping containers. Accordingly, one (1) recycled shipping container, refurbished into a commercial container has been installed at Bell Village, underneath the metro viaduct, along Old Moka Road.



Figure 1: Location of Commercial Container at Bell Village



Figure 2: Picture of Commercial Container at Bell Village

SECTION I: INVITATION FOR BIDS (IFB)

Metro Express Ltd intends to lease the commercial container at Bell Village through this procurement exercise which is an Open National Bidding Exercise.

2. Eligibility Criteria

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

- a. Be at least 18 years old and be legally allowed to sign contracts;
- b. Have a valid Business Registration Card (BRN);
- c. Have sufficient funds to pay the rental amount to Metro Express Ltd;
- d. Where you are an individual submitting a bid, possess or is in the process of obtaining a Certificate of Character dated not more than three (3) months, showing that you have not been convicted of offences for the past 10 years.
- e. meet the following criteria in order to sign the Bid Letter at Section II:
 - you do not have any conflict of interest;
 - you are not insolvent, in receivership, bankrupt, subject to legal proceedings for any of these circumstances or in the process of being wound up; and
 - you have not had your business activities suspended.

3. Features of the Commercial Container

Dimension:



Figure 3: Dimensions of the Commercial Container

SECTION I: INVITATION FOR BIDS (IFB)

Exterior Refurbishment:

- a. External cladding on the front of the container for improved appearance.
- b. Wooden clad counter of width 0.3m in front of the container as a serving hatch.
- c. Profilage roofing on top of the commercial container including a space of approximately 0.4m in height for installation of shop signage by the tenant.
- d. Two manual roller shutters installed at the front openings.
- e. Two rear doors for access to the container.

Interior Refurbishment:



Figure 4: Internal Refurbishment of Container

- a. White interior painting.
- b. Installation of marine board for flooring inside the container.
- c. Two light fixtures and two 13 Ampere double sockets installed and will be connected to the electrical network.

SECTION I: INVITATION FOR BIDS (IFB)

Utility Connections:

- a. Electrical connection will be carried out by Metro Express Ltd including the installation of the electrical meter by the Central Electricity Board (CEB) and connection to the Distribution Board of the container.
- b. Water connection to the container including connection to existing Central Water Authority (CWA) network and installation of CWA water meter will be carried out by Metro Express Ltd.
- c. A grease trap will be Installed by Metro Express Ltd for disposal of greywater.

Outdoor Areas:

- a. The paved area in front of the container is available for use by the Tenant to compliment the activities of the commercial container. e.g. installation of outdoor seating facilities.



Figure 5: Paved area in front Commercial Container

- b. Approximately five (5) dedicated parking spaces (delimited in red in the figure below) are available for use by the Tenants and their customers.



Figure 6: Available Parking Spaces

SECTION I: INVITATION FOR BIDS (IFB)

4. Authorised Use of the Commercial Container

The commercial container shall be used strictly for authorised business purposes as approved by Metro Express Ltd. The following conditions apply regarding its use:

- a. Cooking will be allowed within the commercial container provided that all required fire certificates are obtained from the relevant authorities and the cooking mechanism and equipment are first approved in written by Metro Express Ltd. It is the responsibility of the Tenant to ensure compliance with the safety regulations as well as obtaining any additional approvals or permits required in connection with cooking activities.
- b. The Tenant may make addition or extension to the commercial container provided written approval is obtained from Metro Express Ltd.
- c. The commercial container shall, at no point in time, be used for storage of goods.
- d. The premises shall not be used for the conduction of illicit activities or for the sale of alcohol.
- e. Available space around the container may be used by the Tenant to compliment the activities of the commercial container following written approval from Metro Express Ltd.

5. Rental Price of the Commercial Container

The bidder shall quote in the Price Activity Schedule at **Section III** the amount he is bidding for the rental of the commercial container at Bell Village.

The **minimum acceptable monthly rent** by Metro Express Ltd for the commercial container at Bell Village is **MUR 8,000**, excluding VAT.

6. Key Terms and Conditions of the Rental

The key terms and conditions applicable to the rental of the commercial container are as follows:

- a. The Tenant shall be responsible for maintaining the commercial container and the adjacent areas in a clean, hygienic and orderly condition at all times.
- b. The Tenant shall be responsible for waste disposal and pest control.
- c. Metro Express Ltd will be responsible for structural maintenance of the container resulting from normal wear and tear only.
- d. The Tenant shall bear all the costs related to utilities (e.g water and electricity) required for business operations.
- e. Inspection and maintenance of all electrical installations and equipment shall be the responsibility of the Tenant.

SECTION I: INVITATION FOR BIDS (IFB)

- f. Water connections and grease traps shall be maintained by the tenants to prevent any leak and contamination.
- g. Any works or deliveries by the Tenant shall not interfere with the rail operations of Metro Express Ltd.
- h. Metro Express Ltd shall not provide any dedicated security service or surveillance for the container and its surroundings. Metro Express Ltd shall not be held liable or responsible for any theft, loss, damage, or other incidents.
- i. The initial lease period for the rental of the commercial unit shall be one (1) year after signing of the Lease Agreement.
- j. At the expiry of the Lease, the Lease may be renewed for a further period of one (1) year and the rent may be subject to an annual increase not exceeding 5% per year following mutual agreement.
- k. Upon signing of the Lease Agreement with Metro Express Ltd, the Tenant shall submit, within 30 days, a security deposit fee equal to three (3) months of the rental price.

7. Documents to be submitted

Bidders are advised to carefully read the entire bidding document before preparing and submitting their bids. Bidders may submit a bid either as an individual or as a company, but not both. Depending on the selected category, bidders are required to submit the relevant documents as listed in Table 1 below as part of their bid submission. Failure to submit the required documentation may result in disqualification of the bid.

Table 1 lists the mandatory documents to be submitted for each category. Where a document is marked as “N/A” (Not Applicable), it is not required for that specific category.

Table 1: Documents to be submitted

No.	Documents	Individual	Company
1	Duly Signed Bid Letter and Bid Securing Declaration found at Section II of this document	✓	✓
2	Filled Price Activity Schedule found at Section III of this document	✓	✓
3	Copy of National Identity Card	✓	N/A
4	Copy of Certificate of Incorporation	N/A	✓

SECTION I: INVITATION FOR BIDS (IFB)

5	Copy of Proof of Address	✓	✓
6	Copy of Certificate of Character (Dated not more than 3 months before submission of bid) <u>Or</u> Proof of recent application for a Certificate of Character	✓	N/A
7	Valid Business Registration Card for Proposed Activity	✓	✓
8	Description of proposed business activity to be conducted in the commercial container, including: – The type of products or services you plan to offer. – For which purpose the adjacent aggregate area will be used. – Your proposed days and hours of operation.	✓	✓
9	List of any experience in similar services and current contractual commitments (if any)	✓	✓
10	Bank Statement for last one (1) year	✓	N/A
11	Financial Statements for financial years 2024–2025	N/A	✓

N/A – Not Applicable

8. Pre-bid Meeting /Site Visit

A Pre-bid Meeting/ Site Visit will be held on Friday 17th October 2025 at 11:30 hours and the meeting point is Bell Village Metro Park, next to the commercial container, underneath the metro viaduct, along Old Moka Road.

Additional pre-bid meetings/ site visits may also be organised upon request from prospective bidders, by contacting Metro Express Ltd via email at procurement@metroexpressltd.org or by phone on 460 0460 or 260 1765.

All queries received during the site visit will be replied via email and forwarded to all attendees and would be uploaded on MEL's website (<https://mauritiusmetroexpress.mu/>)

SECTION I: INVITATION FOR BIDS (IFB)

9. Clarifications by Prospective Bidder

A prospective Bidder requiring any clarification on this Invitation for Bid shall contact Metro Express Ltd in writing at the address provided or by email at "procurement@metroexpressltd.org". Metro Express Ltd will only respond to clarifications received before Monday 10th November 2025.

10. Submission of Bids

Submissions should be submitted in the following format:

One (1) bound hard copy, marked "Original" in a sealed package marked "Strictly Private and Confidential" bearing **Procurement Reference No: MEL/RFQ/0242/25(B)**, with the bidder's name clearly indicated on the package. Bids should be deposited in the Bid/Tender Box located at *Metro Express Ltd, Richelieu Branch Road, Petite Rivière, 91304*, on Monday 17th November 2025 at 15.00 hours at latest.

Late bid submissions will be rejected.

11. Validity of Bids

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

12. Bid Evaluation Process

The evaluation of bids will be conducted as per the steps detailed in *Annex A* found at the end of this document.

13. Clarifications by MEL

MEL shall have the right to ask for clarifications at time of evaluation or accept or reject any bid or cancel the bidding process and reject all bids at any time prior to contract award.

14. Award of Contract

The award shall be made to the substantially responsive bidder whose proposal is most advantageous to Metro Express Ltd taking into account price and other factors included in the bidding document. A Letter of Acceptance in accordance with terms and conditions will be issued to the successful Bidder.

15. Rights of Metro Express Ltd

Metro Express 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 contract award without incurring any liability to the bidder.

SECTION II: BID LETTER & BID SECURING DECLARATION

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BID LETTER

Bid Addressed to:	METRO EXPRESS LTD
Procurement Reference Number:	MEL/RFQ/0242/25(B)
Subject matter of Procurement:	Rental of Commercial Container at Bell Village

- (a) We confirm that we are eligible to participate in this Bidding exercise and meet the eligibility criteria specified in **Section I: Invitation for Bids**.
- (b) We undertake to abide by the Conduct of Bidders and Suppliers as provided under section 52 of Public Procurement Act during the procurement process and the execution of any resulting contract.
- (c) We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD.
- (d) The validity period of our bid is **120 days** from the date of the bid submission deadline.
- (e) We confirm that the prices quoted 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.
- (f) The services will commence from date of issue of Letter of Acceptance and signing of a Lease Agreement.
- (g) 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.

SECTION II: BID LETTER & BID SECURING DECLARATION

BID SECURING DECLARATION

By subscribing to the undertaking in Bid Letter:

I/We* accept that I/we* may be disqualified from bidding for any contract with any Metro Express Ltd for the period of time that may be determined by the Procurement Policy Office under section 35 of the Public Procurement Act, if I am/we are* in breach of any obligation under the bidding conditions, because I/we*:

- (a) have modified or withdrawn my/our* bid after the deadline for submission of bids during the period of bid validity specified by me/us in the Bid Letter; or
- (b) have refused to accept a correction of an error appearing on the face of the bid; or
- (c) having been notified of the acceptance of our bid by the *Metro Express Ltd* during the period of bid validity, (i) have failed or refused to execute the Contract, if required, or (ii) have failed or refused to furnish the Advance Payment, in accordance with the Instructions to Bidders.

I/We* understand this Bid Securing Declaration shall cease to be valid (a) in case I/we am/are the successful bidder, upon our receipt of copies of the contract signed by you and the Advance Payment issued to you by me/us ; or (b) if I am/we are* not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our* Bid.* To delete as appropriate.

Bid Authorised By:

Name of Bidder (Individual / Company):	Residential Address/ Registered Address:
Name and Designation of Contact Person (If different from above):	Email Address:
Name of Person Authorising the Bid:	Phone Number:
Signature and Date:	

SECTION III: PRICE ACTIVITY SCHEDULE

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The bidder is requested to provide the requested information in the Price Activity Schedule and submit it in his bid:

Please provide the following details.:

Name of bidder:	
Name and designation of contact person:	
Contact number:	
Email address:	

Proposed monthly rent payable to Metro Express Ltd should be submitted using the table below:

SN	Reference	Monthly Rental Price per Commercial Container proposed by Bidder (MUR Excl. VAT)	Purpose of Rental Space
1	Bell Village Commercial Container		

Bidders are advised to submit proposals that are competitive while remaining commercially reasonable.

ANNEXES

ANNEX A – BID EVALUATION PROCESS

Step 1: Eligibility Check

Received bids will be first reviewed for compliance with the eligibility criteria as outlined in Sub-Section 2 of the IFB (Eligibility Criteria).

Step 2: Completeness of Bid

Eligible bids will then be checked for completeness based on the submission of all required documents as listed in Sub-Section 7 (Documents to be submitted).

Step 3: Compliance with Authorised Use

The proposed business activity of the bidder will be verified against the conditions listed at Sub-Section 4 of the IFB (Authorised Use of the Commercial Container) to ensure that the commercial container will be used for authorised business purposes.

Step 4: Evaluation of Financial Offer

Compliant bids will be assessed based on their proposed monthly rental price:

- Bidders must quote a monthly price equal or above MUR 8,000, exclusive of VAT.
- The Bidder who has proposed the highest monthly rental price will be selected.

Step 5: In Case of Equal Proposed Rental Prices

In the event that two or more bidders quote the same highest monthly rental price, the final selection will be based on the most competitive overall proposal, considering the following criteria:

- Proposed business concept
- Financial capability
- Relevant experience