



OPEN ADVERTISED BIDDING:
SUPPLY, DESIGN &
MANUFACTURE OF UNIFORMS
Date Issued: March 11, 2022



Contents

A.	Overview	3
B.	General Instruction to Bidders.....	3
1.	Bidder shall not have Conflict of Interest	3
2.	Fraud and Corruption.....	3
3.	Eligible Bidders	3
4.	Sections of Bidding Documents	4
5.	Amendment of Bidding Documents.....	4
6.	Cost of Bidding	4
7.	Withdrawal, Substitution, and Modification of Bids	4
8.	Confidentiality	4
9.	Clarification of Bids	5
10.	Correction of Arithmetic Errors	5
11.	Requirement Interpretation	5
12.	Late Bids.....	5
13.	Right to accept or reject any /All Bids.....	5
14.	Mauritian Law	6
C.	Bid Data Sheet.....	6
1.	Uniform Requirement	6
2.	Scope of Work.....	7
3.	Eligibility Criteria	11
4.	Supplier’s Response	11
D.	Specific Terms and Conditions	11
E.	Annexure 1.....	13
F.	Annexure 2.....	15
	Checklist of documents to be provided along with financial proposal	15



A. Overview

MauBank Ltd invites proposal from eligible and qualified bidders for the supply, design and manufacture of uniforms for Female and Male staff of MauBank Ltd.

B. General Instruction to Bidders

1. Bidder shall not have Conflict of Interest

Bidders should mandatorily declare conflict of interest situations.

Bidders found to be in a conflict of interest situation, and which has not been disclosed, shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in a bidding process if, including but not limited to; a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods and services that are the subject of the bid.

2. Fraud and Corruption

MauBank Ltd will reject a proposal if it determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or obstructive practices in competing for the procurement in question.

- “Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- “Fraudulent practice” is any act or omission, including a misinterpretation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the action of a party;
- “Obstructive practice” acts intended to materially impede the exercise of the Bank inspection and audit rights.

3. Eligible Bidders

A Bidder that is under a declaration of ineligibility by the Government of Mauritius in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.

A Bidder who in the past failed to fulfill his contract with the Bank up to the level of our satisfaction shall be disqualified.



4. Sections of Bidding Documents

The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

5. Amendment of Bidding Documents

At any time prior to the deadline for submission of bids, MauBank Ltd may amend the Bidding Documents by issuing addendum. Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all those who have obtained the Bidding Documents. In situations where, open advertising bidding method has been adopted, the Bank shall publish addendums in newspaper and Bank's Website to ensure all bidders have the same information and understanding. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Bank may at its discretion extend the deadline for the submission of bids.

6. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and MauBank Ltd shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7. Withdrawal, Substitution, and Modification of Bids

No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity period.

The withdrawal, substitution or modification of a bid after the deadline for submission of bids has expired will result in forfeiture of the bid security amount (If Any).

Bidder may withdraw its bid prior to the deadline for the submission of bids without forfeiting its bid security (If Any).

8. Confidentiality

Bidders should not divulge, discuss or disclose to any third party the existence of this request response or any information contained therein, other than a third party or parties selected by your company to assist you in the preparation of your proposal. Such third parties should be bound equally by a confidentiality agreement. Failing to abide to the above will lead to automatic disqualification.



Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process.

9. Clarification of Bids

To assist in the examination, evaluation, comparison and post-qualification of the bids, The Bank may at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by MauBank Ltd shall not be considered. The Bank's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors (if any) discovered in the Evaluation of the bids.

10. Correction of Arithmetic Errors

Provided that the Bid is responsive, MauBank Ltd shall correct arithmetical errors on the following basis:

- if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

11. Requirement Interpretation

It is the bidder's responsibility to properly interpret and comprehend all of the Bank's requirements prior to submitting the response.

12. Late Bids

MauBank Ltd shall not consider any bid that is received after the deadline and shall be declared late and rejected.

13. Right to accept or reject any /All Bids

MauBank Ltd reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.



14. Mauritian Law

It is hereby agreed that all matters arising during the tendering exercise, shall be governed by the Laws of Mauritius, and it is agreed that both Bidder and Bank shall submit to the exclusive jurisdiction of the Courts of Mauritius.

C. Bid Data Sheet

1. Uniform Requirement

The Bank is proposing to offer the following set of uniform to its staff:

A. Uniform set-Male

Description	Qty
Trousers	5
Shirts	5
Ties	3
Coat (optional)	1
Polo Shirt (Optional)	2

B. Uniform set- Female

Description	Qty
Trousers	2
Shirts short sleeves	2
Shirts long sleeves	2
Skirts	2
Ladies Jacket	1
Dress	1
Ladies Scarves	2
Camisole	2
Ladies Belt	1
Cardigan	1
Polo Shirt (Optional)	2



The quantity of uniforms required shall be one between the three options listed below: -

Option 1: -

Provision of uniforms to Front liners only.

Description	No of staff
Female	160
Male	88

Option 2: -

Provision of uniforms to Front liners and Operation staff only.

Description	No of staff
Female	242
Male	128

Option 3: -

Provision of uniforms to All staff.

Description	No of staff
Female	326
Male	235

2. Scope of Work

- A. Bidders must submit a minimum of two designs for each item mentioned in the uniform set. The bank requires uniforms for its employees to reflect professionalism and elegance, as well as to project a good corporate image, while also being innovative, and all models proposed should fit different morphology.
- B. The fabrics proposed for the uniforms should be colourfast, non-creasy, and long lasting (at least two years) and suitable for the normal wash cycle in domestic washing machines. They should be comfortable to wear in all climates. The country of origin of fabrics, the type of material for each unit, and the characteristics of such material should be clearly specified in your proposal, with samples included.



- C. The Bank requires that the uniforms be stitched using high-quality materials and accessories such as buttons, fasteners, and so on, in order to be used for a minimum of two years. Details about such accessories should be included in your proposal. The stitching should be of high quality, with a perfect finish. Offer must include a sample of each finished item listed above.
- D. Design suggestions must be based on the MauBank colour codes shown below. Designs can also be a combination of both primary and secondary colour codes.

Primary Colour Chart



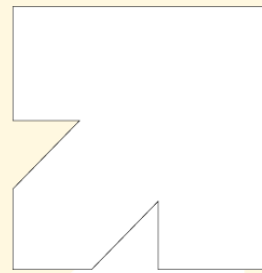
MAU
BLUE

CMYK 100/90/37/37
RGB 23/39/81
PANTONE 655C
1727551



MAU
YELLOW

CMYK 0/18/100/0
RGB 255/206/1
PANTONE 116C
FFCE01



MAU
WHITE

CMYK 0/0/0/0
RGB 255/255/255



Secondary Colour Chart



MAU
APRICOT

CMYK 6/40/57/0
RGB 234/165/117
PANTONE 472 C
EAA575



MAU
GREEN

CMYK 31/13/81/0
RGB 186/193/89
PANTONE 7744 C
BAC159



MAU
KHAKI

CMYK 16/18/42/0
RGB 216/199/157
PANTONE 7501C
D8C79D



MAU
GREY

CMYK 25/18/26/0
RGB 193/194/183
PANTONE 413 C
C1C2B7



MAU
BLUE GREY

CMYK 51/30/31/1
RGB 132/156/162
PANTONE 5425 C
849CA2

E. The selected bidder will be required to take measurement of staff at the following locations:

- MauBank Head Office,
- MauBank Sub Office and
- Business Centres

Note: we have 18 Business centers across Mauritius and one (1) Business Centers in Rodrigues. Prior appointment must be obtained through the HR Division.

F. Proposal should detail whether uniform items will be "Made to Measure" or made using "Size Sets."

G. Pre-qualify bidders shall be called upon to present a set of prototypes of the approved designs for final evaluation/review.

H. Selected bidders will be required to complete the entire delivery within 18 weeks from the measurement date; failure to do so will result in a penalty fee of Mur 2000 per day.



- I. Uniforms should be packed separately for each staff.
- J. A fit-in exercise should be carried out prior final delivery of uniforms.
- K. Following the delivery of uniforms to employees, an after-sales service (at the selected bidder's cost) should be provided to carry out any necessary adjustments in the event of a staff complaint and/or replacement as required by the bank.
- L. Bidders should also guarantee material availability for 6 months after final delivery. In the event that the bank has a new recruit (a maximum of 25 employees), the bank will order the production of additional uniforms as needed.
- M. Bidders are responsible for all costs associated with the preparation of their proposal, including the cost of sampling.
- N. Payment Term shall be as follows: -
 - 1. 50 % upon confirmation of order
 - 2. 40 % upon delivery
 - 3. 10% of the contract amount will be held until the Bank determines that the contract has been fully executed and all adjustments (if any) have been successfully entertained (maximum of 60 days).

3. Eligibility Criteria

#	Criteria	Remarks
1	The Bidder must demonstrate a sound financial standing.	Financial statement for the last 2 years to be provided
2	The bidder has to submit an undertaking that no Government / undertaking organizations have blacklisted the bidder for any reason	Undertaking by Bidder to be provided
3	The bidder should not outsource the contract to subcontractor. The bidder should deploy & manage the project with its own certified resources.	Undertaking to be submitted

4. Supplier's Response

Response Content

The response should be clear and concise. To facilitate consistent evaluation and understanding of the response, we request that the following guidelines be adhered to:

- The response should be structured as per Annexure 1. You are requested to follow the proposed structure. Failure to do so will carry negative markings in the final evaluation.
- Bidders are required to provide documentary evidence as listed in Annexure 2.
- You may add any other details that you consider will bring value to your proposal and will benefit the bank.

D. Specific Terms and Conditions

- The successful bidder must ensure that he or she understands the nature and scope of the works. No claim for additional expenses will be permitted on the grounds that insufficient information was provided in the Tender Documents, or that he/she was unfamiliar with the working conditions, or that he encountered unexpected difficulty during the course of the work.



- Bidders must submit both the technical and financial proposals separately. Bidders must thus submit proposals in an outer sealed envelope, marked “SUPPLY, DESIGN & MANUFACTURE OF UNIFORMS” containing two separately sealed and labeled technical and financial envelopes and deposit same in our tender box located at our Head Office, ground floor, Ebene Cybercity, not later than **29 March 2022 at noon.**

- **Bid Validity Period**
Bid shall remain valid for a period of **120** days after the bid submission deadline. The Bank shall reject a bid valid for a shorter period as non-responsive.

- The contract shall be on fixed rates for a period of two (2) years and which may be renewed for one (1) additional year subject to satisfactory performance, under the same terms and conditions.

- **Clarification of tender documents**
A prospective bidder requiring any clarification on the bidding documents should contact through an official e-mail to procurement Department on **procurement@maubank.mu** at least **7 days** before the bid submission deadline. If the Bank determines that it is necessary to amend the bidding document due of a clarification, it shall do so in accordance with internal procedure.

E. Annexure 1

I/We hereby confirm that the cost will be fixed and no adjustment shall be made to the contract sum in respect of rise or fall in the cost of labour, materials, taxes, exchange rate, transport, fuel, inflation etc.

I/We also confirm my/our agreement to Terms and Conditions specified in the Bid document and shall abide to all conditions without any prejudice, if contract is allocated to our/my company

Design 1: -

Design 1			
Men's uniform Set	Qty	Unit Price	Amount Excl VAT
Trousers	5		
Shirts	5		
Ties	3		
Coat (optional)	1		
Polo Shirt (Optional) for both genders	2		
Women's uniform Set			
Trousers	2		
Shirts short sleeves	2		
Shirts long sleeves	2		
Skirts	2		
Ladies Jacket	1		
Dress	1		
Ladies Scarves	2		
Camisole	2		
Ladies Belt	1		
Cardigan	1		
Polo Shirt	2		
Sub Total			
VAT			
Grand Total			



Design 2: -

Design 2			
Men's uniform Set	Qty	Unit Price	Amount Excl VAT
Trousers	5		
Shirts	5		
Ties	3		
Coat (optional)	1		
Polo Shirt (Optional) for both genders	2		
Women's uniform Set			
Trousers	2		
Shirts short sleeves	2		
Shirts long sleeves	2		
Skirts - fully lined	2		
Ladies Jacket- fully lined	1		
Dress (fully lined)	1		
Ladies Scarves	2		
Camisole	2		
Ladies Belt	1		
Cardigan	1		
Polo Shirt	2		
Sub Total			
VAT			
Grand Total			

Company : _____

Authorised Signatory

Name : _____

Title : _____

Signature : _____

Company Seal : _____

Telephone : _____ Fax: _____

Email : _____

F. Annexure 2

Checklist of documents to be provided along with financial proposal

1	Documentations	Yes	No
1.1	Company Profile	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Certificate of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
1.3	BRN Certificate	<input type="checkbox"/>	<input type="checkbox"/>
1.4	VAT Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Trade License	<input type="checkbox"/>	<input type="checkbox"/>
1.6	List of Directors and list of shareholders	<input type="checkbox"/>	<input type="checkbox"/>
1.7	List of references of similar works carried out over the last five years and list of referrals with valid contact details. Contract Amount should be specified	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
1.8	Financial statement for the last two years	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Evidence to demonstrate Service Provider has sufficient logistic and manpower to deliver the service	<input type="checkbox"/>	<input type="checkbox"/>