



Request for Proposal

Production of a New Booth – RFP/MKT/2023/70

The bank is inviting bids for the production of a booth of 9X3 mts

1. Description

MauBank wishes to produce a branded Booth to be used in trade fairs, as per the design and scope of work below.

The booth will have to be a modular one with three sections as per the designs attached, so that it can be used as a 9X3 mt or 6X3 mt or 3X3 mt unit.

Refer to the artworks below/attached.

2. Scope of work

Project Deliverables		
SN of Design Elements	Deliverable No 1	Description
1	Dismountable partition systems 3X3mts	Partitions to be covered with vinyl (Avery) MauBank blue (Pantone 295c).
2	Yellow border on Top (Box - Column)	Yellow acrylic to be used on top of booth with built in led lamps (Pantone 116c).
3	Yellow border on left and right of booth	Acrylic. (Pantone 116c)
4	MauBank Luminous logo (3D)	Production and installation of luminous MauBank logo (1m50X1m50) with acrylic cut-out lettering fixed on blue partition.
5	Acrylic Arrow (3D)	Luminous arrow
6	Rug Demountable 3X3 mts (x3)	Blue rug on laminated wooden flooring to be catered for.
7	Wood Base 3X3 mts (x3)	Wood Base to be added to the floor for wiring purposes.
8	Smart TV	One 75-inch smart tv set with wall bracket to be provided on the blue partition.
9	Sofa & Coffee table	2 one-seater sofas of yellow colour (Pantone 116c) & Coffee table
10	Meeting table and chairs	3 arm chairs & dining table in light grey or neutral colour. Contemporary sleek set to be proposed.
11	Counter	Counter (Length 1M20cm, Height varies between 90cm and 110cm and stool between 70-80cm (H)



		with storage conveniences and a lock to be catered along with 2 high chairs.
12	Clear Acrylic Stand to display brochures and iPad	1 Clear Acrylic stand (2X10mm thick) to display a tablet and brochures. (Refer to image) Approximate Dimension 1M50 (H) x 30 cm (W) 1 tablet to be procured and displayed on the acrylic stand.
13	Luminous poster frame	2 A1 luminous poster frames to be catered.
14	Downlights	9 led lights' spots (warm colour) to be catered.

3. Design of booth

MauBank Booth: 9x3x3 mts

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| 1. 3x3x3mts Partitions painted MauBank blue (Pantone 295 c) or vinyl (Avery) - demountable partition systems 3x3mts | 4. MauBank luminous logo (acrylic cutout lettering) 1m50x1m150 fixed on partition | 7. Wood base for wiring purposes | 12. Digital stand (clear acrylic2x10mm thick) with brochures & flyers holders to promote products & services of the Bank |
| 2. Luminous border (Box) MauBank yellow (Pantone 116c) | 5. Luminous acrylic arrow | 8. 100" smart tv set (wall bracket) | 13. 2x A1 luminous aluminium poster frame |
| 3. Yellow luminous column MauBank yellow | 6. Blue carpet or blue laminate flooring - demountable 9x3 mts | 9. New sofa & low table (waiting area) | 14. Downlights |
| | | 10. Meeting table and chairs | 15. Plant |
| | | 11. New counter with storage area for staffs belonging and brochures or any office items & stools | |





MauBank Booth: 9x3x3 mts (demountable partition systems)



MauBank Booth: 3x3x3 mts





MauBank Booth: 6x3x3 mts



4. Other Terms and Conditions

- Alternative materials may be proposed. However, SPs need to validate all materials they will be using and provide samples prior to production.
- Proposals of items like TV, Tablet, sofa, coffee table, dining table and chairs, rugs should be of good quality as this will be used for commercial purposes. All proposals should be submitted with all detailed specifications including pictures of specific item being proposed for validation prior to purchase.
- Service Provider to provide the best lead time for the project completion after issuance of Purchase Order as the bank intend to use the new Booth by 16 October 2023.



INSTRUCTION TO BIDDERS

1. Bids shall remain valid for the period of **120 days** after the submission deadline date as prescribe below. MauBank shall reject a quote valid for a shorter period as non- responsive.
2. Your response for ***Financial and Technical should be sent via two separate*** password protected email, addressed to the Chairperson of the Bid Opening Committee and with subject **“production of a New Booth – Ref - RFP/MKT/2023/70”** at latest by **12.00 hrs.** (Mauritian Time) on **Friday 29, September 2023.**

Your proposal response must be password oriented and sent to: -

- The procurement department on the following address - procurement@maubank.mu
- The password to open the proposal should be shared on Bidopeningcommittee@maubank.mu just after the closure date and time (i.e. between **12.05 hrs. to 12.15 hrs.** (Mauritian Time) on **Friday 29, September 2023.**
- Proposal should be detailed per line item and submitted with as much details as possible for each item being proposed.

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

3. MauBank Ltd reserves the right to accept or reject any proposal, and to annul the procurement process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.
4. Any bidder having any other query pertaining to the above RFQ should write to the below email address:
 1. procurement@maubank.mu
5. MauBank Ltd will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or obstructive practices in competing for the contract in question.

If the email size & attachments are more 10 MB, kindly send your proposal in split emails or via drop box or we transfer.

We look forward for your timely proposal submission.

End of RPF