



Request For Quotation (RFQ)

Ref: MNS/RFQ/007-2024

Occupational Safety and Health Consultancy services

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June 2024

Confidential

Date: 21 June 2024

Dear Sir/Madam,

Subject: Request for Quotation for the Occupational Safety and Health Consultancy services

1. Mauritius Network Services Ltd. (MNS), a private company based in Ebène, invites proposals for the occupational safety and health consultancy services as described at **Annex 1** of this Request for Quotation.

2. In order to prepare a responsive proposal, you must carefully review and understand the contents of the following documents:

- a. [This Invitation letter and Quotation Instruction Sheet \(QIS\)](#)
- b. [Scope of work – Specifications \(Annex 1\)](#)

3. The supplier having submitted the proposal representing the best value for money, i.e. lowest-priced technically-compliant of the proposed offers may be selected.

4. The successful bidder will be required to enter into a contract and a detailed agreement including all terms and conditions will be set out by MNS after approval of the proposal.

5. MNS reserves the right to accept or reject any proposal, and to cancel the process and reject all proposals at any time prior to the award of contract without thereby incurring any liability to the suppliers or any obligation to inform the suppliers of the grounds for such action. Canvassing will lead to automatic disqualification.

6. At any time prior to the deadline for the submission of proposals, MNS may, for any reason, whether at its own initiative or in response to a clarification requested by a supplier, modify the RFQ by way of a written amendment. All suppliers that have received the RFQ document shall be notified in writing of any such amendments. In order to offer suppliers reasonable time to take any such amendments into account in preparing their proposals, MNS may, at its discretion, extend the deadline for the submission.

7. MNS may seek for clarifications wherever needed.

8. No supplier shall contact MNS on any matter relating to its tender from the time of the tender opening to the time the contract is awarded. Any effort by a supplier to influence MNS in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the supplier's proposal.

9. A supplier who gives false information in the proposal about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future procurement process.

10. A detailed company profile including years of existence, response time, references, Certificate of Incorporation, BRN and VAT certificate and audited accounts for the last 3 years must be submitted.

11. Conditions to participate in the tender:

11.1 Legal capacity to enter into a contract for procurement.

11.2 Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not subject of legal proceedings relating to the foregoing.

11.3 Shall not be debarred from participating in the procurement process.

12. Corrupt or Fraudulent Practices:

12.1 MNS requires that suppliers observe the highest standard of ethics during the procurement process and execution of contracts.

12.2 MNS will reject a proposal for award if it determines that the supplier recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

12.3 A supplier who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in future Procurement process.

13. Confidentiality:

The bidder shall:

(a) Use confidential information only for the business purpose for which it was disclosed;

(b) Keep confidential all information about MNS that is not freely available to the public;

(c) Not divulge confidential information or details thereof to any person or company without the prior written consent of MNS.

14. The Quotation Instruction Sheet (QIS) below provides the requisite information for the Supplier as guide to respond to this request.

QUOTATION INSTRUCTION SHEET (QIS)

Instruction to Suppliers	Specific Requirements
Deadline for Submission of Proposal	<p>Date and Time: 12 July2024 @ 14hrs00.</p> <p>Proposals received after this date and time will be disqualified.</p> <p>In the event of due date being an unexpected declared holiday, the due date for submission will be the next working day.</p>
Method of Submission	By email on procurement@mns.mu
Proposals Validity Period commencing after closing date of the RFQ	<p>90 days</p> <p>MNS may exceptionally request supplier to extend bid validity beyond the initial period indicated in the RFQ document. Request will be communicated in writing.</p> <p>During the validity period, price variations due to inflation, fluctuations in exchange rate, or any other market factors shall not be considered after receipt of the proposal.</p>
Payment Terms	<ul style="list-style-type: none"> • Monthly payment in arrears 15 days after reception of invoice.
Clarifications of solicitation documents	<p>Requests for clarification may be submitted by 02 July 2024 to this email: procurement@mns.mu .</p> <p>If the clarification email is different from the submission email address, do not submit any official quotes to the clarification email address. Doing so may invalidate your quote and MNS will not be able to consider it.</p>

	<p>Clarification requests of this RFQ shall include the following subject header format: "RFQ#Request for Clarification from <i>Supplier Name</i>"</p> <p>Suppliers shall not communicate with any other MNS personnel regarding this RFQ.</p> <p>MNS shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of MNS to extend the deadline date, unless MNS deems that such an extension is justified and necessary.</p>
<p>Responses to clarification requests will be binding on all Suppliers and will be distributed via:</p>	<p>Email</p>
<p>Value Added Tax on Price Quotation</p>	<p>Must be exclusive of VAT</p>
<p>Amendment of Tender Document</p>	<ul style="list-style-type: none"> • At any time prior to the deadline for submission of proposals, MNS, for any reason, whether at its own initiative or in response to a clarification requested by a prospective supplier, may modify the RFQ documents by issuing an addendum. • All prospective suppliers who have obtained the RFQ documents will be notified of the amendment by email and such amendment will be binding on them. • In order to allow prospective suppliers reasonable time in which to take the amendment into account in preparing their proposals, MNS, at its discretion, may extend the deadline for the submission of RFQ.

15. This letter is not to be construed in any way as an offer to contract with your organisation.

Yours faithfully,

MNS Procurement

Mauritius Network Services Ltd.

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Annex 1

Scope of Services

The Consultancy Services will include but not limited to:

- a) Ensure a safe workplace environment without risk to health.
- b) Ensure that all health & safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated, and communicated.

To advise the company in cases of non-compliance with the applicable laws on safety and health issues and forthwith formulate and drive an action plan for corrective actions.

- c) Ensure the COMPANY meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.
- d) Ensure the completion and regular review of risk assessments for all work equipment and operations.
- e) Ensure that all accidents are documented, investigated and recommended improvements implemented.
- f) Ensure that safety inspections are regularly carried out, fire drills and fire alarms are correctly verified and reported, safety inspections, risk assessments and lone-working procedures are managed, and employees are aware of their responsibilities.
- g) Coordinate the development of health & safety policies, systems of work and procedures.
- h) Ensure full and accurate health & safety and training records are maintained.

To investigate and record all employee's complaints and occupational accidents for reporting purposes. To recommend any safety and health measures to be implemented accordingly.

- i) Establish a full programme of documented health & safety inspections, audits and checks.
- j) Establish a structured programme of health & safety training throughout the COMPANY and establishing an effective communication channel between the COMPANY and its employees to relay any occupational health and safety concerns.
- k) Manage and devise the agenda for, chair and formulate & prepare minutes for the health & safety committee meetings.
- l) Ensure that all agreed action points are completed within agreed deadlines.

- m) Keep up to date with all aspects of relevant health, safety & welfare at work legislation and communicate relevant changes to the General Manager through the Systems Manager.
- n) Provide regular reports to management of the COMPANY on relevant health & safety activities.
- o) Participate in meetings when required to report on relevant health & safety matters.
- p) To assume any other reasonable duties that may be required by management of the COMPANY from time to time.
- q) Providing advice, information, instructions and training on local workplace health & safety issues.
- r) Helping with managing the risk associated with hazards in the workplace.
- s) Helping to promote workplace health & safety awareness.
- t) Participate in the delivery of related educational training and health & safety awareness programmes.
- u) To conduct safety tour with new recruits and explain the first aid process, fire regulations and emergency procedures.
- v) To conduct at least one occupational safety and health week per year.
- u) Provide necessary support and associated duties as per the Occupational Safety & Health Act 2005.

The list above is not exhaustive.

The CONSULTANT shall take directions from management of the COMPANY and shall comply with the reasonable requirements of the COMPANY. The CONSULTANT will be expected to work at least 1 full day per week in office to handle all the duties listed above. Additional services or amendments to the Services described above may be agreed upon between the Parties.