



BIDDING DOCUMENT
Issued on: 17 April 2024

for

**Procurement of Uniforms for
Employees of the SICOM Group**

**Procurement Reference No:
SIC-HR-ONB-2024-001**

State Insurance Company of Mauritius Ltd | Business Registration No. C07007065

SICOM Building, Sir Célécourt Antelme Street, Port Louis, 11302

t: (230) 203 8400 | f: (230) 208 7662

sicom.mu





Letter of Invitation

17 April 2024

Dear Sir/Madam

State Insurance Company of Mauritius Ltd
Invitation to Bid
Procurement of Uniforms for Employees of the SICOM Group
Procurement Reference No: SIC-HR-ONB-2024-001

The State Insurance Company of Mauritius Ltd (SICOM) invites you to submit your bid for the Procurement of Uniforms for its employees. We are looking for distinctive, elegant, stylish and comfortable wear in line with the Group's visual identity and which our Employees will be proud to wear.

We commit ourselves to maintaining the highest standard of integrity and ethical principles during all stages of the procurement cycle.

We thank you for your kind consideration.

Yours faithfully,

A A Arekion
Manager – Human Resources

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Section I: Invitation To Bid

1. Introduction

The State Insurance Company of Mauritius Ltd (SICOM) is hereby inviting bids from established local Suppliers with proven track record and experience for the design, production and delivery services for its new corporate uniform collection for the Group of Employees as detailed herein, which shall form the basis for future negotiation(s) and, ultimately, the Contract between your firm, herein referred to as the Supplier, and the SICOM, herein referred to as the Purchaser.

2. Preparation of Bids

You are requested to quote for the items mentioned in Section III by completing, signing, and returning:

- a) the Bid Letter in Section II with its annex for Bid Securing Declaration, where applicable; and
- b) the List of Goods and Price Schedule in Section III; and
- c) any other attachment deemed appropriate.

You are advised to carefully read the complete Invitation to bid document, including the Conditions of Contract in Section V, before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

The Technical Proposal shall be prepared using the attached form of the bid document as per Annex 1.

The Financial Proposal shall be prepared using the attached form of the bid document as per Annex 9.

3. Request for Clarification

Any request for clarification(s) should be sent to the following e-mail: human.resources@sicom.mu addressed to the Manager of HR Department. Such request is to be sent at least 07 days prior to deadline for submission of bids.

4. Eligibility Criteria

To be eligible to participate in this Bidding exercise, the firm should:

- (a) have the legal capacity to enter into a contract to supply the goods and related services;
- (b) not be insolvent, in receivership, bankrupt, subject to legal proceedings for any of these circumstances or in the process of being wound up;
- (c) not have had its/his business activities suspended;
- (d) not have a conflict of interest in relation to this procurement requirement;
- (e) have a valid trading licence;
- (f) have at least 5 years proven experience in design, manufacturing, supply and delivery of corporate uniforms for Ladies and/or Gentlemen;
- (g) have successfully designed and supplied corporate uniforms of similar nature to at least one organisation of similar size as SICOM (approx. 300 employees) within the past 5 years. You will have to submit documentary evidence/reference on your experience on past projects. However, SICOM reserves the right to visit the customer and/or request any additional information that deems necessary to assess the capacity and experience of any Bidder and the quality of the uniform supplied.

A Bidder shall not participate in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved.

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. Bids from suppliers appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for

Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected. Bids from suppliers appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

SICOM may request bidders to substantiate compliance with these criteria.

5. Technical Compliance

Bidders shall submit along with their bids, documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to SICOM's requirements.

The Statement of Requirements details the minimum specifications of the goods items to be supplied. The specifications must be met, but no credit will be given for exceeding the specifications.

6. Prices and Currency of Bids

Prices quoted shall be firm and fixed in Mauritian Rupees during validity period of bid and for execution of contract. The prices quoted shall include all costs, where applicable, such as transportation to the location for delivery stated in the Invitation to Bid, insurance, packing, labeling, or any other costs.

7. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process.

8. Submission of Bids

Bids in sealed in a single envelope clearly marked 'Invitation to Bid – Procurement of Uniforms for SICOM Group of Employees' and indicating the corresponding Procurement Reference Number: 'SIC-HR-RFQ-2024-001 should be addressed to the Group Chief Executive Officer and deposited in the Tender Box located on the Ground Floor, SICOM Building 1, Sir Celicourt Antelme Street, Port Louis, Mauritius on or before **3 May 2024 at latest 15h30**.

Late bids shall not be accepted and bids sent by email shall not be considered.

9. Cost of bidding and Language

The Bidder shall bear all costs associated with the preparation and submission of its bid, and SICOM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. The Bid, as well as all correspondences and documents relating to the bid exchanged by the Bidder and SICOM, shall be written in English.

10. Documents to be submitted

Technical Proposal

- (a) Signed Technical Form as per Annex 1.
- (b) Company profile (organisational structure, certificate of incorporation, Business Registration certificate and Vat certificate, list of owners, shareholders, and directors) as per Annex 2.
- (c) Number of years of experience in design, manufacturing, supply, and delivery of corporate uniforms as per Annex 2.
- (d) Client portfolio as per Annex 3 (list of past and current customers together with evidence or reference to whom corporate uniform design services have been provided and supplied to companies of similar size as SICOM (approx. 300 employees) within the last 5 years).
- (e) Staff profile as per Annex 4 (List and CV of the Manager, Stylist/Designer, Tailor for this project– names, present position, years of experience, major projects handled).

- (f) A sample of a stitched corporate uniform from past project should be submitted along with the bid. In the case of a past project submission and a sample of the fabric(s) being proposed to SICOM for each category should also be submitted along with the bid.
- (g) Methodology, approach strategies and work plan proposed demonstrating as to how the successful bidder will execute the services mentioned in the Statement of Requirements as per Annex 7. The document must be concise, clear and well organized.
- (h) The bidder should have sufficient resources such as staff, workers with appropriate skills, logistics (machine, storage & transport facilities etc) as well as enough fabric to successfully execute the contract. The bidder must include details of the number of staff deployed for this contract and their logistics facilities. Details of the Supplier's factory facilities, a list of equipment/machines installed therein including details of skilled workers and length of experience of each worker should be submitted.

Financial Proposal

- (a) Signed Financial Form as per Annex 9.
- (b) Reports on the financial standing of the Bidder for the last three years, such as Certified copies of Financial Statements/ Audited Accounts/ Turnover as filed at the Registrar of Companies before the deadline set for such submission of bids.
- (c) Financial proposal including prices, discounts and payment terms as per Section III.
- (d) Price structure over the contract duration.
- (e) Any other references or factors relevant to the Supplier's capacity and willingness to satisfy SICOM's requirements.

Bidders shall include the information and documents listed above with their bids. The non-submission of the document by the Bidder within the prescribed period may lead to the rejection of its bid.

11. Bid Opening

Bids will be opened internally by SICOM.

12. Selection and Award

The method of selection of the Supplier shall be Quality and Cost

Technical and Financial Proposals shall be evaluated on the basis of their responsiveness to the Statement of Requirements based on the following evaluation criteria:

Details of Technical Evaluation Markings	Max Marks
Company Profile and Experience	30
Proposed Technical Resources and Approach	60
Staff Profile, Supervision and Monitoring Mechanism	10
TOTAL MARKS-Technical	100

Each responsive bid will be given a technical score (St) over a maximum score of 100 points. The minimum pass mark is **60** for Technical Proposal. Only those bids having scored at least the pass marks shall be retained for further evaluation.

A bid shall be rejected at this stage if it does not respond to important aspects of the Invitation to Bid, and particularly the Statement of Requirements, or if it fails to achieve the minimum technical score. Those achieving the minimum technical score will be considered for financial evaluation. The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The formula for determining the financial scores is the following:

$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the bid under consideration.

The weights given to the Technical and Financial bids are:

$T = 0.6$ and

$P = 0.4$

Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights ($T =$ the weight given to the Technical Proposal; $P =$ the weight given to the Financial Proposal; $T + P = 1$)

The firm achieving the highest combined technical and financial score may be invited for negotiations or awarded the contract.

13. Clarifications from Bidders

Should you be contacted for negotiations, you must be prepared to furnish the detailed cost break-down and other clarifications to the bids submitted by you, as may be required to adjudge the reasonableness of the bids.

14. Award of Contract

Award of contract shall be by issue of a Letter of Acceptance in accordance with terms and conditions.

15. Integrity Clause

SICOM commits itself to take all measures necessary to prevent corruption and ensures that none of its staff, personally or through his/her close relatives or through a third party, will in connection with the bid for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.

16. Confidentiality

SICOM requires that Bidders participating in this procurement exercise observe the highest standard of ethics during the procurement process and execution of contracts.

As the successful bidder(s) will have access to the data/information of the company while doing the assignment, SICOM requests the bidder(s) not to disclose or part with any information relating to the Group and its data to any person or persons, as may come into possession of the bidder(s) during course of the exercise.

SICOM will be the sole proprietor of the design of the corporate uniforms.

17. Rights of SICOM

SICOM reserves the right to:

- a) ask for clarifications at time of evaluating quotations;
- b) split the contract on an item basis or by lots;
- c) negotiate with the preferred bidder; and
- d) reject any or all quotations.

SICOM may reject any or all quotations, including the lowest quotation, and in so doing shall not incur (i) any liability towards any bidder or any party whatsoever, or (ii) any obligation to inform any bidder about the grounds of such action.

18. Contract Duration and Renewal of Contract

The contract duration shall be for a period of one year.

SICOM reserves the right to renew the contract for further 12 months upon satisfactory performance on the same terms and conditions.

Section II: Bid Letter (to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your bid with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the bidding document prevail over any attachments. **If your bid is not authorised, it will be rejected.**]*

Bid addressed to:	SICOM Ltd
Procurement Reference Number:	SIC-ONB-2024-001
Subject matter of Procurement:	Procurement of Uniforms for SICOM Group of Employees

- (a) We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specification, *except for the qualified deviation [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Invitation for Bids referenced above.
- (b) We confirm that we are eligible to participate in this Invitation to Bid exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.
- (c) The validity period of our Quotation is 180 days from the date of the bid submission deadline. SICOM reserves the right to request for an extension of the bid validity period to complete the evaluation exercise and to award the contract.
- (d) We confirm that our quoted prices in the List of Goods and Price 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.
- (e) The delivery period offered, from the date of issue of the Letter of Acceptance, is as shown in the Conditions Of Contract.
- (f) 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.

Bid Authorised by:

Name of Bidder				Company's Address and seal	
Contact Person					
Name of Person Authorising the Bid:			Position:	Signature:	
Date		Phone No./E-mail			

BID SECURING DECLARATION

By subscribing to the undertaking in the Bid letter:

I/We* accept that I/we* may be disqualified from bidding for any contract with SICOM for the period of time that may be determined by SICOM, 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 the 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 SICOM 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 Performance Security, in accordance with the Instructions to Quote.

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 Performance Security 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.

In case of a Joint Venture, all the partners of the Joint Venture shall be jointly and severally liable.

*To delete as appropriate

Section III: List of Goods and Price Schedule

For Male Employees

Item No	Description	Unit of Measure	Unit Price (Rs) (Including VAT)
A	B	C	D
1.	Trousers Classic	Pair	
2.	Trousers Slim Fit	Pair	
3.	Classic long sleeves shirt	Unit	
4.	Slim long sleeves shirt	Unit	
5.	Classic short sleeves shirt	Unit	
6.	Slim short sleeves shirt	Unit	
7.	Tie	Unit	
8.	Polo shirt with SICOM embroidered logo*	Unit	

For Female Employees

Item No	Description	Unit of Measure	Unit Price (Rs) (Including VAT)
A	B	C	D
1.	Trousers classic fit	Pair	
2.	Trousers slim fit	Pair	
3.	Skirt	Unit	
4.	Pregnancy dress	Unit	
5.	Blouse long sleeve	Unit	
6.	Blouse short sleeve	Unit	
7.	Dress with Scarf	Unit	
8.	Churidar set (top, bottom and horni)	Unit	
9.	Sari including blouse and petticoat*	Unit	
10.	Polo shirt with SICOM embroidered logo*	Unit	

Note to Bidders:

- i. Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE
- ii. Items marked with * are optional and will not be considered for evaluation. To use annotation NQ.
- iii. Please mark with a ** if an equivalent is quoted. If an equivalent is quoted, please attach to your quote appropriate technical information & specification.
- iv. Bidders shall submit technical data sheets of the proposed item and a sample of fabric as well as a sample of each proposed item.
- v. Any proposed discount shall be clearly mentioned.
- vi. All expenses whatsoever incurred, in connection with the contract/quotation such as transportation cost, cost of paper, stamping, etc shall be borne by the Supplier.

I/We hereby certify that 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 the contract is awarded to me/us and during its execution. We understand that transgression of the above is a serious offence and appropriate actions will be taken against me/us. I/We agree to supply the abovementioned good(s) at price(s) quoted by me/us and subject to SICOM's Conditions of Contract.

PRICE SCHEDULE AUTHORISED BY:

NAME:		SIGNATURE:		VAT NUMBER	
POSITION:		DATE:		BRN NUMBER	

Section IV: Statement of Requirements

1. Introduction

A new set of uniform is required for SICOM employees in a completely new design concept for year 2024/2025. Staff uniform is one of the most visible elements of our brand and a reflection of our corporate image. Therefore, uniforms should be elegant, stylish of high quality and be distinctive. Employees should feel proud of wearing an exquisitely designed uniform that is comfortable for work and at the same time, further their sense of belonging to and identity of the company.

2. Requirements

Design and Style

- Design and colours should be proposed by the bidder. The design concept is around the SICOM Logo and in colours such the pantone colours in Annex 6.
- Design features include SICOM corporate logo strategically embroidered. The characteristic of the style is a classic look with nice cut and suitable for all sizes, fabrics that are adjustable for winter and summer seasons; high quality, good drape, comfortable to wear and easy to maintain.
- To create a sketch of the proposed models. The sketches shall be from different angles, including front and back, to have a good overview of the design.
- The designs shall be submitted in colour on A4 sized paper.
- The sketches shall be accompanied by a technical description of the offer including technical specifications of the proposed fabric.
- Technical specifications of the fabric shall include composition of materials and fabric weight.
- The design shall be submitted at the time of tender for technical evaluation together with samples of the proposed fabric.
- All fabrics should be opaque, colour fading resistant, soft to skin, domestic machine washable, crease and piling resistant.

Measurements

All uniforms must be on a 'made to measure' for all staffs or can be based on an accurately defined, wide ranged size set to be agreed with SICOM which would adequately cater for the need of all the employees.

Measurement taking will be under the responsibility of the selected Supplier and shall be taken at SICOM premises including its branches. The selected Supplier should ensure that all order forms/measurements have been properly filled in and signed by employees.

Note:

(1) The successful bidder (s) shall have to:

- Provide stitched garment prototypes in the design and fabrics approved for daily use by SICOM employees. The Supplier will have to take the measurement of the selected staffs.
- Proceed with measurements for all employees as per Schedule below. List of employees/category shall be provided to the Supplier.
- Schedule appointments with HR section for measurement of staffs and trials to ensure, confirm measurements and fittings.
- Ensure that the materials, accessories used as well as the overall stitching of different components in the garments such as seams, linings, buttons, pockets, hems, zips etc are of very good quality and high standard. Poor quality and/or low standard item would be rejected at the inspection or quality control stages.

- Ensure that the uniforms manufactured are of excellent quality, high standard, comfortable [allows freedom of movement], and the look of the garment should be classy.
 - Ensure that the company pantone codes specified is respected (where applicable) and that the fabric design/structure and specifications below are adhered to.
 - Ensure that the fabric proposed and approved are available for production. No alternative fabrics shall be accepted after the award of contract.
 - Ensure that all uniforms are manufactured according to approved samples and specifications.
 - Undertake delivery of finished products in individual packages and maintain records of such deliveries.
- (2) Upon confirmation of fittings, employees who are satisfied with their uniforms should sign-off for finalisation and delivery.
 - (3) All uniforms must be based on an accurately defined, wide ranged size sets (to be agreed with SICOM) which would adequately cater for the need of all SICOM employees. However, as and when required, necessary adjustments/modifications would be made to suit the purpose.
 - (4) As regard to uniforms that require some kind of modifications/amendments, appropriate arrangement would need to be made for a fresh trial and in case of agreement, the employee concerned should sign-off for finalisation and delivery.
 - (5) All completed uniforms shall be duly tagged with employee's name, sizes and Department/Section should be delivered to HR accompanied by the list of employees and sign-off forms. Packing should be made in such manner that the batches are clearly identified. All items allocated to an employee should be packed in one parcel and clearly tagged with employee's name.
 - (6) Employees will be given trials as may be required before final delivery of uniforms, and the Bidder will arrange for these to be executed at the Employee's place of work (Ebene Office or Head Office, Port Louis)
 - (7) The delivery of any article shall be accompanied by such invoice as may be required by SICOM. The Supplier will be responsible to ensure that the right uniform has been delivered to the right employee and copies of the delivery notes are to be submitted to SICOM mentioning names of recipients to whom uniforms were delivered.

Population

	Male	Female
No of Staff	107	173

Ladies are each entitled to four sets of uniform which can be a mix of following items:

- Trousers with Blouse
- Skirt with Blouse
- Dress and Scarf
- Churidar Set (top, bottom and horni)
- Sari including blouse and petticoat.

Gentlemen are each entitled to five shirts, four trousers and 2 ties.

Models should differ among:

- a. Cadres (76 employees)
- b. Maintenance (2 employees) and
- c. Clerical Support/Office Attendant (29 employees)

Samples

A sample of a stitched corporate uniform from past project should be submitted along with the bid. In the case of a past project submission and a sample of the fabric(s) being proposed to SICOM for each category should also be submitted along with the bid.

Prototypes

The selected bidder may be required to produce a prototype of the ready-made selected design. He may also be required to incorporate minor changes proposed by SICOM for production of the prototype.

Prototypes will be at the cost of the bidder.

Compliance Certificates

The Supplier shall ensure that the uniforms manufactured are as per approved sample and the fabric is the same as the one approved by approved Quality Control Institution.

The Supplier shall ensure that the material accessories used as well as the overall stitching of the different components such as seams, linings, buttons, pockets, zips, etc are as per approved samples.

The proposed fabrics shall have to be tested by the Successful Supplier at the bidder's own cost; for fibre content, colour fastness, abrasion and piling by the Mauritius Standard Bureau or any other approved institution for all tests under the MSB standard (available at the MSB office/library. The lab test should be of a min of 3 washes at 30°C with tumble dry.

Certificate(s) of tests carried out should be submitted within 2 weeks after selection of fabrics. SICOM will not approve any fabric prior to submission of fabric test report. However, SICOM reserves the right to cross verify the fabrics through an Inspection Agent and inform Supplier accordingly. Uniform should last for minimum 12 months use.

Process Schedule

Overleaf is an overview of the milestones that will be the basis of the metrics of performance on the part of the Supplier. Failure to meet the dates mentioned below (except in circumstances of extreme hardship or as agreed with SICOM) will be tantamount to the bidder not satisfying the Company's requirements.

MILESTONES	TENTATIVE DURATION OF STAGES/ STEPS/ PROCESS
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Phase 1 - TENDER EXERCISE

Submission of bidding document & compulsory documents and samples	On or before closing date of tender
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Phase 2 - AWARD OF CONTRACT

Meeting with earmarked supplier	TBA
Submission of Compliance Certificate	2 weeks as from above
Submission of prototypes	10 days from meeting held with Supplier
Letter of Award	2 days after submission of prototype(s)
Submission of Performance Security	1 week as from date of issue of Letter of award
Signature of Contract	1 week as from date of issue of Letter of award

Phase 3 - STAFF OPTION & MEASUREMENT TAKING

Measurement taking & Staff option	Within 1 Week from letter of award
Supplier to submit copy of staff option to SICOM	Within 1 Week from letter of award

Phase 4 - UNIFORM TRIALS & DELIVERY OF STAFF UNIFORMS

Uniform Trial 1	8 weeks from Measurement Exercise
Uniform Trial 2	1 week from Uniform Trial 1
Delivery of Uniforms to SICOM	Within 2 weeks from Uniform Trial 2
Fittings as may be applicable & final Delivery of Uniforms to SICOM & sign off delivery note	Within 1 week from Uniform Trial 2

Note: The bidder should submit a detailed work plan on how it will achieve the specified delivery time frame.

Follow up on the production of uniforms

Selected Supplier (s) must provide appropriate access to Officers from SICOM to inspect uniforms under production, closely monitor quality of work during production etc within their premises. The Supplier must inform the production schedule so that SICOM can plan visits accordingly. The selected Supplier (s) must not subcontract the manufacture/production of any part of the whole process to any other manufacturer without the prior consent of SICOM.

Section V: Conditions Of Contract

1. Site

The Site for delivery of the Goods is SICOM Building 1, Sir Celicourt Antelme Street, Port Louis, Mauritius.

2. Validity of Bids

The Bid validity period shall be 180 days from the date of submission deadline. SICOM reserves the right to request for an extension of the bid validity period to complete the evaluation and award process.

3. Notice

Any notice shall be sent to the following addresses:

For SICOM the address and the contact name shall be: The Group Chief Executive Officer, The State Insurance Company Of Mauritius Ltd, SICOM Building 1, Sir Celicourt Antelme Street, Port Louis, Mauritius.

For the Supplier, the address and contact name shall be:

.....
.....

4. Delivery

The quantity of goods ordered may be changed by 10 % at the time of placement of order without any change in unit price.

Delivery of all uniforms shall be three months as from the date of issue of the Letter of Acceptance. Deviation in delivery period **shall not be** accepted.

5. Penalty

Any delay in adhering the delivery dates of the uniforms will entail a penalty of 2 % of the contract price per week up to a maximum of 25% of the contract price.

6. Terms of Payment

Payment to the Supplier for supplies effected by him shall be made at the rates quoted in the bid and according to the specified payment terms.

The structure of payments shall be:

- 30% after signature of Letter of Acceptance.
- 50% to be effected within 15 days after delivery of all the uniforms.
- The remaining 20% shall be paid after any alterations or replacements as applicable have been made to the satisfaction of all employees.

7. Performance Security

The successful bidder shall upon signature of the letter of acceptance submit a Performance Security within 2 weeks as per the format contained in the Schedule for an amount of 10 % of the contract price. The Performance Security shall be in MUR from a Local Commercial Bank and valid 28 days after the contractual delivery date. The Performance Security shall be discharged by SICOM and returned to the Supplier not later than twenty-eight (28) days following the successful execution of contractual obligation.

8. Inspection

SICOM shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to the Letter of Acceptance; payment for goods pursuant to the Letter of Acceptance shall not be deemed an acceptance of the goods.

9. Termination of Contract

SICOM may terminate the Contract, by not less than thirty (30) days' written notice of termination to the Successful Bidder, if the Successful Bidder does not remedy a failure in the performance of its obligations under the Contract, the Successful Bidder becomes insolvent or bankrupt or the Successful Bidder is unable to perform a material portion of the work(s) for a period of 60 days as the result of Force Majeure.

10. Settlement of Disputes

The Parties shall endeavour to settle amicably any dispute, controversy or claim arising out of, or relating to this contract or the breach, termination, or invalidity thereof. Unless, any such dispute, controversy or claim between the Parties is settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy, or claim shall be referred to the competent court of Mauritius.

Schedules

SCHEDULE 1: PERFORMANCE SECURITY (BANK GUARANTEE)

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid Submission]*

Procurement Reference No. and title: *[insert no. and title of bidding process]*

Bank Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of SICOM]*

PERFORMANCE GUARANTEE No.:*[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier ") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of goods and related services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)¹ in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,² and any demand for payment under it must be received by us at this office on or before that date.

[signatures of authorized representatives of the bank/Insurance company and the Supplier]

¹ *The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to SICOM.*

² *Dates established in accordance with Clause 18.4 of the General Conditions of Contract ("GCC"), taking into account any warranty obligations of the Supplier under Clause 16.2 of the GCC intended to be secured by a partial Performance Guarantee. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the Bank/Insurance company. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Purchaser might consider adding the following text to the Form, at the end of the penultimate paragraph: "We agree to a one-time extension of this Guarantee for a period not to exceed [six months] [one year], in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee."*

SCHEDULE 2: BID CHECKLIST SCHEDULE

Description	Attached (Please tick if submitted and cross if not)
Bid Letter	
List of Goods and Price Schedule	
Annex 1: Technical Proposal Submission Form	
Annex 2: Firm's Background Copies of: <ul style="list-style-type: none"> • Certificate of Incorporation • BRN & VAT Certificate • List of owners, shareholders, and directors • Experience in providing design, manufacture, supply & delivery of corporate uniforms to SICOM that are comparable in size, profile and its requirements (min 5 years) • Details of Manager, Stylist/Designer, Tailor for this project together including contact details • Organigram with well-defined roles and responsibilities 	
Annex 3: Client Portfolio	
Annex 4: Staff Profile – Curriculum Vitae For Key Staff (Manager, Stylist/Designer, Tailor/Workers-Machinists)	
Annex 5: Team Composition and Task Assignment (including number of staff deployed for this contract)	
Detailed Methodology, Approach, and Workplan Details of logistic facilities Details of supplier's factory facilities List of equipment/machines installed	
Proposed designs and sketches	
Samples of stitched corporate uniforms from past projects and samples of fabric	
Annex 8: Work Plan	
Annex 9: Financial Proposal	

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its bid to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*

ANNEX 1: TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sir/Madam

We, the undersigned, offer to provide the services for the Procurement of Uniforms for SICOM Group of Employees in accordance with your Invitation to Bid dated **17 April 2024** and our bid. We are hereby submitting our bid, which includes this Technical Proposal and a Financial Proposal.

We are submitting our bid in association with: *[Insert a list with full name and address of each associated Supplier or mention Not Applicable]*.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than the date in this bid document.

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 as per the principles described hereunder, during the bidding process and contract execution:

- (i) We shall not, directly or through any other person or firm, offer, promise or give to any of the clients' employees involved in the bidding process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- (ii) We shall not enter with other Suppliers into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of proposals or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
- (iii) We shall not use falsified documents, erroneous data or deliberately not disclose requested facts to obtain a benefit in a procurement proceeding.

We understand that transgression of the above is a serious offence and appropriate actions will be taken against such consultants.

We understand that the Client reserves the right to accept or reject any proposal, do part or split the procurement at any point in time prior to the award of the contract, to award the contract only for specific phases and not to proceed with other phases, select none or only a few of the additional

deliverables proposed, annul the procurement process and reject all proposals, and in so doing shall not incur (i) any liability towards any bidder or any party whatsoever, or (ii) any obligation to inform any bidder about the grounds of such action.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

ANNEX 2: FIRM'S BACKGROUND

SECTION A: SUPPLIER'S ORGANISATION

S/N	Description	Details
1. Background of the Firm		
(a)	Date of Incorporation and Certificate of Incorporation (as attachment)	
(b)	Business Registration Certificate (as attachment)	
(c)	VAT Certificate (as attachment)	
(d)	Field of Operations	
(e)	Name of Owners	1. 2. 3.
(f)	Name of Director/s	1. 2. 3. 4. 5.
(g)	Name of Shareholder/s	1. 2. 3. 4. 5.
(h)	Number of years of experience in design, manufacturing, supply and delivery of uniforms	
(i)	Organisational structure with well-defined roles and responsibilities	To be submitted as attachment
(j)	List of Client Portfolio	To be submitted as per Annex 3
(k)	Staff Profile	To be submitted as per Annex 4
(l)	No of machinists/workers	

SECTION B:

i. EXPERIENCE OF MANAGER

S/N	Project Name	Description of services/goods provided by Supplier as Client Representative*	Approx. project value	Completion Date	Name of Client & Name of Contact person	Nature of services/goods provided	Duration
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

*The duties of the Client’s Representative for projects listed shall be similar to those described in the Statement of Requirements for this assignment.

The Manager should demonstrate evidence of experience in assisting organizations in similar assignments. Evidence to include contact details of previous clients of similar projects for reference purposes.

ii. EXPERIENCE OF STYLIST/DESIGNER

S/N	Project Name	Description of services/goods provided by Supplier as Client Representative*	Approx. project value	Completion Date	Name of Client & Name of Contact person	Nature of services/goods provided	Duration
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

*The duties of the Client’s Representative for projects listed shall be similar to those described in the Statement of Requirements for this assignment.

The Stylist/Designer should demonstrate evidence of experience in assisting organizations in similar assignments. Evidence to include contact details of previous clients of similar projects for reference purposes.

iii. EXPERIENCE OF TAILOR

S/N	Project Name	Description of services/goods provided by Supplier as Client Representative*	Approx. project value	Completion Date	Name of Client & Name of Contact person	Nature of services/goods provided	Duration
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

*The duties of the Client’s Representative for projects listed shall be similar to those described in the Statement of Requirements for this assignment.

The Tailor should demonstrate evidence of experience in assisting organizations in similar assignments. Evidence to include contact details of previous clients of similar projects for reference purposes.

ANNEX 3: CLIENT PORTFOLIO

[Using the format below, provide information on each past assignment for which your firm was legally contracted for carrying out services similar to the ones requested under this assignment during the past 5 years.]

Assignment name:	Approx. value of the contract (in current Rs equivalent):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N ^o of staff
Address:	Approx. value of the services provided by your firm under the contract (in current Rs equivalent):
Start date (month/year): Completion date (month/year):	
Name of associated Supplier, if any:	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____

ANNEX 4: STAFF PROFILE – CURRICULUM VITAE FOR KEY STAFF

Name: _____

Profession: _____

Date of Birth: _____

Nationality: _____

Membership in Professional bodies: _____

Title: (Manager, Stylist/Designer/ Tailor/ Worker-Machinist): _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education, giving names of institutions, dates attended, and degrees/masters obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and employers references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

Date: Day/Month/Year

[Signature of Consultant]

Full Name: _____

ANNEX 5: TEAM COMPOSITION AND TASK ASSIGNMENT

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

No of staff deployed for this project: _____

ANNEX 6: SICOM PANTONE COLOUR

SICOM Group - Colour Palette

	PANTONE +CMYK (Coated/Uncoated)		PANTONE SOLID (Coated/Uncoated)	
Cobalt	P 102-7 C P 102-7 U	C = 92% M = 83% Y = 0% K = 0%	Pantone 661 U Pantone 661 C	R = 51 G = 74 B = 159 #334a9f
Lotus	P 99-6 C P 99-6 U	C = 69% M = 67% Y = 0% K = 0%	Pantone 2665 U Pantone 2665 C	R = 100 G = 100 B = 173 #6464ad
Cerulean	P 113-6 C P 113-6 U	C = 80% M = 29% Y = 10% K = 0%	Pantone 7460 U Pantone 7460 C	R = 6 G = 146 B = 194 #0692c2
Ambre Yellow	P 17-8 C P 17-8 U	C = 2% M = 39% Y = 98% K = 0%	Pantone 1375 U Pantone 1375 C	R = 245 G = 166 B = 34 #f5a622
Midnight Blue	P 101-16 C P 101-16 U	C = 100% M = 98% Y = 34% K = 34%	Pantone 2766 U Pantone 2766 C	R = 32 G = 31 B = 82 #201f52
Pastel Blue	P 104-3 C P 104-3 U	C = 28% M = 20% Y = 0% K = 0%	Pantone 270 U Pantone 270 C	R = 180 G = 190 B = 224 #b4bee0

The Brand Guideline

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ANNEX 7: METHODOLOGY

[You must present your Technical Proposal (inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology;
- b) Work Plan; and
- c) Organisation and Staffing.

- a) **Technical Approach and Methodology.** In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan.** In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the uniforms as per Annex 7. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the Statement of Requirement and ability to translate them into a feasible working plan.
- c) **Organization and Staffing.** In this chapter you should propose the structure and composition of your team and list the main disciplines of the assignment as per Form Annex 5, the definition of duties/responsibilities and qualifications.

ANNEX 9: FINANCIAL PROPOSAL

[Location, Date]

To: Manager- Human Resources
SICOM Building 1,
Celicourt Antelme Street, Port Louis

Dear Sir/Madam

- (a) We, the undersigned, offer to provide the services for the Procurement of Uniforms for SICOM Group of Employees in accordance with your Invitation to Bid dated [Insert Date] and our Technical Proposal.
- (b) Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the bid document.
- (c) Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

- (d) 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 as per the principles described hereunder, during the bidding process and contract execution:
- We shall not, directly or through any other person or firm, offer, promise or give to any of the clients' employees involved in the bidding process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - We shall not enter with other applicants into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
 - We shall not use falsified documents, erroneous data or deliberately not disclose requested facts to obtain a benefit in a procurement proceeding.

We understand that transgression of the above is a serious offence and appropriate actions will be taken against such applicants.

- (e) We understand that SICOM reserves the right to accept or reject any proposal, do part or split the procurement at any point in time prior to the award of the contract, to award the contract only for specific phases and not to proceed with other phases, select none or only a few of the additional deliverables proposed, annul the procurement process and reject all proposals, and in so doing shall not incur (i) any liability towards any bidder or any party whatsoever, or (ii) any obligation to inform any bidder about the grounds of such action.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

End of document