



Mauritius Tourism Promotion Authority

Invitation of Bids for Design, Construction and Decoration of Mauritius Exhibition stands at IFTM Top Resa 2025 and World Travel Market 2025 through Open International Bidding method

**Procurement Reference Number:
MTPA/IFB/2025/05**

Issued on 22 July 2025

Mauritius Tourism Promotion Authority

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Letter of Invitation

22 July 2025

Dear Sir

Procurement Reference MTPA / IFB / 2025 / 05

Invitation of Bids for design, construction and decoration of Mauritius exhibition stands at IFTM Top Resa 2025 and World Travel Market 2025 through Open International Bidding (OIB) method

The **Mauritius Tourism Promotion Authority** invites you to submit your best quote for the items described in detail in **Part 2: Statement of Requirements**.

Any resulting contract shall be subject to the terms and conditions detailed in **Part 3: Contract**.

Prospective bidders shall quote for both events (Top Resa and WTM) and need to devise a plan that allows for the reuse of materials and structural elements across both events.

Any query should be addressed to the undersigned ***not later than 14 days*** prior to the deadline for submission of bids.

Please prepare and submit your Bid in accordance with the instructions in **Part 1: Bidding Procedures** or inform the undersigned if you will not be submitting a Bid.

Yours faithfully

A.K Teelock
Director

PART 1: BIDDING PROCEDURES

Section I: Instructions to Bidders

1. Preparation of Bids

You are requested to quote for the services by completing, signing and submitting:

- (a) the Bid Letter in Section II;
- (b) the document evidencing your eligibility, as described at Para 3 in Section I
- (c) the List of Services and Priced Activity Schedule in Section IV;

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

2. Eligibility Criteria

To be eligible to participate in this bid exercise, the bidder or lead partner in the case of Joint Venture should

- (a) Have at least 5 years proven experience in the construction of international stands for tourism destinations.
- (b) Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.
- (c) In the case of a joint venture (JV): you should provide the following:
 - (i) A letter of intent/copy of an existing agreement/draft agreement
 - (ii) Power of Attorney for the authorized representative of each JV member
 - (iii) Power of Attorney for the representative of the lead member to represent all JV members
 - (iv) Supporting documents showing previous experience
- (d) have the legal capacity to enter into a contract;
- (e) not be insolvent, in receivership, bankrupt, subject to legal proceedings for any of these circumstances or in the process of being wound up;
- (f) not have had your business activities suspended;
- (g) have fulfilled your obligations to pay taxes and social security contributions;
- (h) not have a conflict of interest in relation to this procurement requirement;

- (i) not be subject to suspension or debarment by the Procurement Policy Office of Mauritius; and
- (j) not have been convicted for an offence involving fraud, corruption or dishonesty.

3. Documents Evidencing Eligibility

You are requested to submit:

- (a) Copy of Certificate of incorporation.
- (b) a copy of your valid trading license or equivalent as evidence of your eligibility.
- (c) a copy of VAT registration certificate, if applicable.
- (d) List of clients of whom you were awarded contracts for similar assignments including testimonials during the last 5 years

4. Qualification Criteria

Bidders shall submit and comply with the following

- (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business; and
- (b) list of clients with whom you were awarded contracts for the past 10 years.

5. Validity of Bids

The Bid validity required is **120 days** from the date of submission deadline.

6. Bid Security

Bid Security is not required. However, bidders shall subscribe to the Bid Declaration form attached to the Bid Submission sheet.

7. Performance Security

The successful bidder shall, within twenty-one (21) days of the date of receipt of the letter of acceptance, furnish a Performance Security in the form of Bank Guarantee and in accordance with the Condition of Contract based on the contract amount.

The Bank Guarantee for the Advance Payment Security and the Performance Security shall be issued by a bank operating in Mauritius.

8. Technical Proposal File

The Technical proposal shall contain the Bid Letter at Section II, which should be duly signed by the bidder and should be attached along with other documents as requested in the bidding document in the attached file named as technical proposal.

9. Financial Proposal File

The Financial Proposal shall clearly indicate breakdown of all costs for carrying out the services described in the Scope of Services. **The Financial Proposal shall be prepared using the attached standard form Section IV: List of Services and Priced Activity Schedule and duly signed by the bidder. Bidder should attach on a separate sheet a detailed breakdown of cost of each item as mentioned in the Priced Activity Schedule.**

10. Currency of Bid

Bids may be priced in Mauritian Rupees or any other freely convertible currency. The currency of evaluation will be Mauritian Rupees. Bids in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Bank of Mauritius on the date of the submission deadline.

11. Sealing and Marking of Bids

Bids should be sealed in **two separate envelopes** (one technical and one financial) as mentioned at Para 11 below, clearly marked **Procurement Reference MTPA/ IFB / 2025 / 05**

12. Submission of Bids

Bids should be sent in two separate envelopes (one technical and one financial) inserted in one outer envelope and should be submitted by Express Courier or deposited in the Tender Box of the MTPA 5th floor, Victoria House, St. Louis Street, Port- Louis.

The bidder shall prepare one original and *five copies* inserted in **two separate inner envelopes clearly marked "ORIGINAL" and "COPY" as appropriate.** In the event of discrepancy between them, the original shall prevail. These two inner envelopes should be placed in a common sealed envelope marked **Procurement Reference MTPA/ IFB / 2025 / 05**

The inner envelopes should be also marked by the name and address of the bidder.

The outer envelope shall be addressed to:

**The Director,
Mauritius Tourism Promotion Authority,
5th Floor, Victoria House,
St Louis Street,
Port Louis,
Republic of Mauritius.**

Bids should be deposited in the **Tender Box** of the Authority or be forwarded by express courier by the deadline for submission of bids that on **Tuesday 19 August 2025 at 11.45 hrs (Mauritian time) at latest.**

Bids received after the above specified date and time shall not be considered. Please note that bids received by facsimile or electronic mail will also not be accepted.

13. Late Bids

Any bid received after the deadline for submission of bids will be rejected and will be returned unopened to the bidder, upon request at the bidder's cost.

14. Opening of Bids

The bids will be opened by the **Mauritius Tourism Promotion Authority** at the address given above at **paragraph (11) on Tuesday 19 August 2025 at 12:00 hrs. (Mauritian time).**

- (a) The bids shall be opened in the presence of bidders or their representatives who may choose to attend.
- (b) The Client shall prepare minutes of the bid opening, including the information disclosed to those present. A copy of the Minutes will be forwarded to bidders upon request.

15. Evaluation of Bids

A single stage/two envelope procedure will be adopted for evaluating the proposals, with the technical evaluation being completed prior to comparing financial proposals.

The evaluation of bids will be conducted as follows:

- (i) Preliminary examination to determine eligibility (as defined above) and administrative compliance to this Invitation of Bids on a pass/fail basis;
- (ii) Detailed evaluation to determine the technical responsiveness as indicated in Section III followed by a marking system for the technical proposal.
- (iii) The method of selection will be **Quality Cost Based Selection (QCBS)** that is the Client will select the firm that submitted the proposal which is eligible and substantially responsive to the commercial and technical requirements of the Mauritius Tourism Promotion Authority and having scored the highest rank for technical and financial lumped together.
- (iv) After the technical evaluation is completed, the Client will open the financial envelope of all Bidders who has scored at least 75 marks in technical score in their Technical Proposal.
- (v) The financial score will be calculated in the following manner:
where "X" is the lowest price in all of the responsive proposal, and "Y" is the price of any other responsive proposal, the percentage allocated will be 100 and to any other responsive proposal $(X/Y) * 100$
- (vi) A combined technical and financial score shall be worked out as per the following formula:

Total Weighted Score = (Technical score * 0.90) + (Price Score* 0.10)

(vii) The best evaluated proposal will be the one with the highest total weighted score.

16. Comparison of bids

15.1 Clarification of Bids

To assist in the examination, evaluation and comparison of price proposals, the Client may, at its discretion, ask any bidder for clarification of its bid. The request for clarification and the response shall be in writing or by electronic mail, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Client in the evaluation of the bids in accordance with Clause 15.3.5.

15.2 Preliminary Examination of Technical Proposals

The Client will examine the bids to determine whether they are complete, whether the documents have been properly signed and whether the bids are generally in order. Any bid found to be non-responsive for any reason or not meeting the minimum levels of the performance or other criteria specified in the bidding documents will be rejected by the Client and not retained for further consideration. The Client will also carry out a preliminary examination of any alternative bid submitted by bidders.

15.3 Evaluation and Comparison of Technical Proposals

The Client will carry out a detailed evaluation of the bids in order to determine whether the bidders are qualified and whether the technical proposals are substantially responsive to the requirements set forth in the bidding documents. In order to reach such a determination, the Client will examine the information supplied by the Bidders and other requirements in the bidding documents, taking into account the following factors:

15.3.1 Qualification

- (i) the determination will take into account the Bidder's financial, technical and production capabilities and past performance; it will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder in the technical proposal; and
- (ii) an affirmative determination will be a prerequisite for the Client to continue with the evaluation of the technical proposal; a negative determination will result in rejection of the Bidder's bid.

15.3.2 Technical

- (i) overall completeness and compliance with the Client's Requirements;
- (ii) achievement of specified performance criteria by the firm;

- (iii) any deviations to the commercial and contractual provisions stipulated in the bidding documents.

15.3.3 A substantially responsive bid is one which conforms to all the terms, conditions and requirements of the bidding documents, without material deviation or reservation, and includes minor amendments and changes, if any, requested by the Client during the evaluation of the bidder's technical proposal.

16.3.4 If a price proposal is not substantially responsive, it will be rejected by the Client, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

15.3.5 Financial Proposals determined to be substantially responsive will be checked by the Client for any arithmetical errors. Arithmetical errors will be rectified on the following basis:

- (a) If there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected unless in the opinion of the Client there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate corrected.
- (b) If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail, and the total bid amount will be corrected.

17. Process to be Confidential

Information relating to the examination, clarification, evaluation and comparison of bids and recommendation for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence the Client's processing of bids or award decisions may result in the rejection of the bidder's bid.

18. Award of Contract

Award of contract shall be made to bidder whose bid attains the highest score, in accordance with the criteria and selection method set forth in the bidding document by issue of a letter of Acceptance in accordance with **Part 3: Contract**.

19. Rights of Public Body

The Mauritius Tourism Promotion Authority 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 whatsoever.

20. Challenge and Review

Sections 43, 44 and 45 of the Act provide for challenge and review mechanism. Unsatisfied bidders shall follow procedures prescribed in Regulations 48, 49 and 50 of the Public Procurement Regulations 2008 to challenge procurement proceedings and award of procurement contracts or to file application for review shall be addressed to:

**The Chairperson,
Independent Review Panel, 5th Floor,
Belmont House,
Intendance Street,
Port Louis
Tel no.: 2602228
Email: irp@govmu.org**

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 quotation with the Priced Activity schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RB prevail over any attachments. If your bid is not authorised, it may be rejected.]

Quotation Addressed to	Mauritius Tourism Promotion Authority
Procurement Reference Number:	MTPA/ IFB / 2025 / 05
Subject matter of Procurement:	Design, Construction and Decoration of Mauritius exhibition stands IFTM Top Resa 2025 and World Travel Market 2025

- (i) We offer to provide the services detailed in the Scope of Service, in accordance with the terms and conditions stated in your Invitation for Bids referenced above.
- (ii) We confirm that we are eligible to participate in this Bidding exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.
- (iii) 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
- (iv) 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.
- (v) The validity period of our bid is **120 days** from the date of the bid submission deadline.
- (vi) 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.
- (vii) The services will commence according to your work plan and subject to the letter of acceptance.
- (viii) The completion of works for IFTM Top Resa 2025 and World Travel Market 2025 are expected at latest by 21 September 2025 and 02 November 2025 respectively.
- (ix) 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 Quotation:		Position:	<i>Signature:</i>
Date		Phone No./E-mail	

BID SECURING DECLARATION

By subscribing to the undertaking in respect of paragraph (m) of the Bid Submission Form:

I/We* accept that I/we* may be disqualified from bidding for any contract with any Public Body 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 bid conditions, because I/we*:

have modified or withdrawn my/our* Bid after the deadline for submission of bids during the period of bid validity specified by the Bidder in the Bid Submission Form; or

have refused to accept a correction of an error appearing on the face of the Bid; or

having been notified of the acceptance of our Bid by the (*insert name of public body*) 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 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 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.

PART 2 – STATEMENT OF REQUIREMENTS

Section III - Scope of Services

1. Context

The **Mauritius Tourism Promotion Authority (MTPA)**, a parastatal body operating under the aegis of the Ministry of Tourism of Mauritius, is pleased to invite bids for the **design, construction, and decoration** of the Mauritius exhibition stands at the following international trade shows:

- **IFTM Top Resa 2025**, to be held in Paris, France from **23 to 25 September 2025**
- **World Travel Market (WTM) 2025**, to be held in London, United Kingdom from **4 to 6 November 2025**

This tender seeks a creative and experienced contractor to conceptualise and deliver visually impactful, strategically branded, and fully functional exhibition stands that reflect Mauritius' tourism identity and marketing goals for both IFTM Top Resa 2025 and WTM 2025.

Sustainability & Cost Efficiency Objective

Prospective bidders are specifically encouraged to **devise a plan that allows for the reuse of materials and structural elements across both events**. The primary objective is to **optimize material usage** and **reduce overall production and logistical costs**, while maintaining design integrity, brand consistency, and high-quality presentation standards at both venues.

The successful proposal will demonstrate:

- Innovative design adaptability for two different exhibition formats/venues
- A logistical plan for safe dismantling, storage, transport, and reassembly of materials
- Cost-efficiency without compromising visual appeal or visitor experience
- Sustainable practices aligned with eco-friendly principles

2. Objectives

I. **Showcase the Unique Identity of Mauritius**

To present Mauritius as a world-class tourism destination by highlighting its **distinctive assets**—including pristine beaches, rich inland experiences, warm and welcoming people, and renowned hospitality. The stand should reflect the **vibrant cultural tapestry and natural beauty** of the island, offering a compelling and immersive visitor experience that resonates with both trade and media audiences.

II. Convey a Sophisticated and Aspirational Brand Image

As Mauritius appeals to a **refined and discerning clientele**, the stand concept must project **elegance, exclusivity, and authenticity**. The design should capture the "**sense of place**" of the Mauritian destination, with an atmosphere that is visually and emotionally engaging, inspiring interest and connection with the brand.

III. Provide a Functional and Welcoming Platform for Co-Exhibitors

The stand must effectively **accommodate all co-exhibitors**, including hotels, Destination Management Companies (DMCs), and the national airline. This includes providing **dedicated workstations**, comfortable meeting spaces, storage areas, and appropriate logistics to support productive business engagements. The layout should encourage seamless visitor flow, efficient operations, and high visibility for all participating partners.

IV. Maximize Efficiency through Reuse of Materials

Bidders are encouraged to propose a **sustainable and cost-effective plan** that enables the **reuse of materials and stand components** between the two events. This approach should ensure **design continuity, ease of transport and reassembly**, and a reduced environmental footprint without compromising on quality or impact.

3. The Project

To propose a concept, design, construction and decoration of Mauritius stand for IFTM Top Resa 2025 in Paris, France and WTM 2025 in London, UK.

4. Concept

The concept of the stand should be innovative and should integrate the following:

- A high-quality island destination offering a great diversity, multi- experiential discovery of its various facets such as luxury, gastronomy, fine living, immersive encounters with locals
- An island for nature lovers
- An example of a melting-pot of cultures where traditions from various continents have been carefully preserved
- A value for money destination with legendary hospitality and warm welcome for its people

5. Privacy

The stand should allow for adequate privacy between each working station. Provision should be made for separators accordingly.

6. **Features**

The stand should have a Mauritian touch together with appealing and trendy features and should be able to accommodate: counters, welcome areas, reception desk, open space, cloak room/s, VIP zones, storage space; kitchen/bar area;

The stand should be properly equipped with communication panels, audiovisual and innovative technological installations like LED screens and virtual reality technologies and should be designed in an attractive, revealing and appealing manner.

** It is strongly recommended to study the brand book of the destination and Branding Mauritius Visual Guideline. It is also recommended to inspire from the Feel Our Island Energy branding.*

<https://drive.google.com/drive/folders/1WVj7NJEPLegVNu2-riz4x7FJz1PybuUI>

7. **Requirements**

The bidder should be familiar with the high-end, corporate, and cultural image of the destination Mauritius *, and the stand should convey that image i.e.:

- a high-quality dream destination in the Indian Ocean offering great diversity with incomparable hospitality, known for the warmth of its people;
- an ideal place of escapism and emotions.
- an island for nature lovers; and
- an example of the world – to – be, where different communities, cultures and traditions mix freely.

8. **In addition, the stand should:**

- (i) demonstrate that Mauritius is an aspirational and creative island
- (ii) present as the place to visit with a rich diversity and authenticity
- (iii) portray Mauritius as a nation with an amazing progress recognized at international level

The stand should be inspired by the Mauritian culture and should be attractive, conceptual and contemporary; and at the same time be able to accommodate:

- counters, welcome areas, workstations, reception desk, open space, cloak room/s, VIP zones, storage space; kitchen/bar area;
- special discussion areas;

- Communications panels, audiovisual and technological installations, like big LED screens. The stand should have a feel of connectivity and innovation, like virtual reality technologies.

The design of the stand should be conceived with a vision and have a story to tell. The content should be as powerful as the architecture; and drive people to come and visit for its uniqueness in terms of sensorial experiences and discoveries.

The proposal should be an all-inclusive one, i.e. it should include:

- (i) Follow up mounting and dismantling arrangements, storage facilities
- (ii) Necessary logistics: The stand designer & constructor must ensure full provision of electrical & water supply, as well as internet connections at each work station. In addition, the bidder should provide all necessary accessories relating to the good functioning of the stand, inclusive of audio visual equipment and LED screens. *In this connection, he/she should liaise with the organiser who will also confirm the location of the stand.*
- (iii) Decoration with fresh flowers.
- (iv) Big destination visuals incorporated in the design to reflect the high-end destination image of Mauritius.

9. The details are as follows:

No	Particulars	IFTM Top Resa 2025
(i)	Duration	23 - 25 September 2025
(ii)	Location	Paris
(iii)	Stand number	M 052 (Pavilion 1)
(iv)	Stand Area	210 m2
(v)	Size of Stand	10 m x 21 m (See attached location plan)

No	Particulars	WTM 2025
(i)	Duration	4 - 6 November 2025
(ii)	Location	Excel, London
(iii)	Stand number	N 11 200
(iv)	Stand Area	280.5 m2 (4 open sides)
(v)	Size of Stand	11 m x 25.5 m (4 open sides)

After technical evaluation, the bidder's quoted price will be considered in the evaluation process to determine the best evaluated proposal.

10. Quality

Quality of materials used will be a prerequisite and the bidder should ensure that top quality materials are used. This should reflect value for money.

11. Deliverables

- Follow up mounting and dismounting arrangements, storage facilities
- Necessary logistics: The stand designer & constructor must ensure full installation and provision of electrical & water supply, as well as internet connections at each workstation. In addition, the bidder should provide all necessary accessories relating to the good functioning of the stand, inclusive of audiovisual equipment and LED screens. *In this connection, he/she should liaise with the Organiser who will also confirm the location of the stand.*
- Decoration with fresh flowers and exotic touch.
- Big destination visuals incorporated in the design to reflect the high-end destination image of Mauritius and backlit screen for all co-exhibitors of approximately 25 visuals of 1m50cm x 2m50cm and the remaining visuals of 60cm x 80cm.

12. Logistical Requirements

1. Reception Desk / Stools for reception desk.
2. 45 Name plates with logo of exhibitors + signage showing all exhibitors.
3. VIP area for MTPA. It should comprise of sofas (2 separate meeting areas) for at least 6 persons in each meeting area, small table in each meeting area etc.
4. Communication Panels.
5. LED screens (A minimum of 9 screens of 60").
6. Audio Visual equipment (microphone for speech).
7. Fresh Flowers / Plants.
8. Visuals (Large Size)
 - Printing of numerical pictures,
 - Led screens for large areas (7 screens of 40"),
 - Printing of visuals for the MTPA and for all its co-exhibitors (at least 44).
9. Signage
 - Hanging sign including buildup of the structure for pictures,
 - Assembly of the structure with the pictures,
 - Other relevant signage,
 - Spots lights for hanging sign illumination.
10. Electrical points at VIP areas, Private working stations and Bar.
11. Water point.

12. Internet Connections – WIFI (at least 44Mbps to be shared among co-exhibitors) – To ensure that adequate WIFI is provided to all co-exhibitors and that the speed and quality of the WIFI is not impacted when all co-exhibitors are using WIFI at the same time.
13. 1 Refrigerator.
14. Coat hangers for 100 co-exhibitors.
15. 1 Coffee making machine with cups and capsules for whole duration of fair.
16. 1 water dispenser with disposable cups and water bottles for whole duration of fair.
17. 1 waste bin for each working station, 1 waste bin for bar area and two waste bins for VIP areas.
18. 1 locker with key at each working station.

The Stand should be mounted to reflect our corporate image and should display our current campaign images so as to urge people to travel.

Note:

For IFTM Top Resa 2025, “MAURICE” should appear in large font in 4 big signages on top on all the 4 sides of the stand so that visitors are able to identify the Mauritius stand from far. High visibility of the signages is necessary.

For WTM 2025, “MAURITIUS” should appear in large font in 4 big signages on top on all the 4 sides of the stand so that visitors are able to identify the Mauritius stand from far. High visibility of the signages is necessary.

Bidders will be required to liaise with the fair organiser for all authorisations and clearances required; for technical requirements and details (e.g. orientation / positioning of the stand, exact dimension of the stand, construction permits, insurance, electricity, cleaning, etc prior to submission of bids). It is the bidder’s responsibility to liaise with the fair organiser for information about poles or any other obstructions on the stand and appropriate measures to be taken accordingly.

13. Additional Services

- Cleaning of stand.
- Dismantling of stand.
- Logistical arrangements.
- All clearances and permissions.
- Fire prevention impregnation of wood, chipboard and fabric stand elements.
- Fire prevention impregnation of carpet covering.
- Approval documentation for electrical scheme.
- Electrical supply connection.
- Car passes for lorry.
- Accreditation fee.
- Fresh flower arrangements.
- Transport and freight costs.

Bidder should take an insurance cover from the starting date to the end of the fair for the following events:

- (a) loss of or damage to the Works, Plant, and Materials;
- (b) loss of or damage to Equipment;
- (c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract; and
- (d) personal injury or death.

Bidder should provide an undertaking that he will take the appropriate insurance cover if he is selected for award of contract.

14. Submission of Technical Proposal

The Technical Proposal should contain the following: -

- (a) A brief description of the Consultant's organisation and evidences of recent experience of the firm / Consultant for similar project (Performance certificate) and, in the case of joint venture, for each partner is required. Names, addresses and contact details of bidders/suppliers which MTPA may consult for further information on these assignments should also be submitted.
- (b) A concise report of not more than 20 (A4 Size) pages explaining the general concept as regard the methodology of the architectural Design, structural, electrical design proposals and construction.
- (c) The following to a **Scale of 1:50:**
 - Floor/s plans
 - Roof plans
 - Sections (at least two)
 - Elevations (four)

(Note: All drawings are to be prepared in metric scale, in colour and drawn on appropriate paper size A3).

- (d) A minimum of 4 colour perspective views and architectural drawings of the Stand.

Bidder should ensure that all items, accessories and finished images shown in the perspective views should be included in their schemes and prices.

- (e) Structural drawings showing the general design proposal layouts plans and sections.

Bidder to submit a certificate from a qualified engineer certifying the stability of the proposed structure of the stand.

- (f) Electrical drawings showing the general design proposals.

Bidder to submit a certificate from a qualified engineer to confirm safety of proposed electrical cabling installation.

- (g) Any other typical details, which the bidder may consider as an important feature of his proposal to an appropriate scale.

- (h) Proposed Programme of Works, sequence and methods to be applied for the execution of the works.
- (i) Complete schedule of finishes and specifications of materials to be used.

Bidder should submit breakdown of cost and list of items that will form part of the structure and design of the stand.

The specifications / requirements for IFTM Top Resa 2025 are as follows:

<u>Specifications</u>	<u>IFTM Top Resa 2025 (France)</u>
Stand Area	210 m ²
Size of Stand	21 m (L) x 10 m (W) – (4 open sides)
No. of sharing partners	45
No. of working stations	(i) At least 32 working stations each accommodating 1 table + at least 3 chairs at a time (ii) At least 4 large working stations each accommodating 2 tables + at least 6 chairs at a time (iii) 4 corner areas each comprising of at least 3 tables + at least 8 chairs
Bar area	15 m ²
Storage area	20 m ²
VIP area	15 m ²
Electrical points	Minimum : 45
Water point	1
Internet Connections – Wifi to be shared among co – exhibitors)	At least 45 Mbps – it is the responsibility of the stand constructor to ensure that smooth connection is provided to all co-exhibitors for the whole fair duration
Coat hangers	45
Name plates	45 digital name plates
Giant visuals	At least 25 : Size 2.5 m x 1.5 m
Display showing positioning of all exhibitors	2

***** Note: Minor changes may occur, and prospective bidder will be informed accordingly***

Refer to Annex 1a, 1b – Location plan

The specifications / requirements for WTM 2025 are as follows:

<u>Specifications</u>	<u>WTM 2025 (London)</u>
Stand Area	280.5 m ² (4 open sides)
Size of Stand	11m x 25.5m (4 open sides)
No. of sharing partners	40
No. of working stations	(i) 36 working stations each accommodating 1 table + at least 3 chairs (ii) 4 corner areas each comprising of 3 tables + at least 8 chairs (iii) At least 4 large working stations each accommodating 2 tables + at least 6 chairs at a time
Bar area	15 m ²
Storage area	20 m ²
VIP area	15 m ²
Electrical points	Minimum : 45
Water point	1
Internet Connections – Wifi to be shared among co – exhibitors)	At least 45 Mbps
Coat hangers	45
Name plates	40 digital name plates
Giant visuals	At least 25 : Size 2.5 m x 1.5 m
Display showing positioning of all exhibitors	2

***** Note: Minor changes may occur, and prospective bidder will be informed accordingly***

Refer to annex 2 – Location plan

EVALUATION

1. Technical Evaluation

(i) Technical evaluation

Bidders will be assessed as per criteria laid down at paragraph 2 below and a maximum of three best proposals of concept and design will be retained for an oral presentation.

2. TECHNICAL EVALUATION CRITERIA

CRITERIA - Stand Design & Construction		Maximum Marks
(i)	Firm's experience in the field of assignment. Company profile, past experience and references. <i>(The firm should have a minimum of 5 years of experience in stand design and construction)</i>	10
(ii)	Submission of architectural drawings, perspective and furniture drawings	10
(iii)	Submission of structural drawings and a certificate from a qualified engineer certifying stability of the structure of stand.	10
(iv)	Submission of electrical drawings and a certificate from a qualified engineer certifying safety.	10
(v)	Planning of the stand, functions and appropriate use of internal space, relationship between internal and external areas of the stand. Provision of Reception desks, counters, welcome areas, internet and electrical connections to all work stations, open space, kitchens/bar area special discussion areas and any special features that depicts the image of Mauritius	35
(vi)	Type of materials used for furniture, general structure, electrical accessories, use of media support, flooring, and general finishes which reflect quality standard.	25
Total		100

Pass Mark: 75 points

3. Financial Evaluation

The price score will be calculated in the following manner:

where “ X” is the lowest price in all of the responsive proposal, and “ Y” is the price of any other responsive proposal, the percentage allocated will be 100 and to any other responsive proposal $(X/Y) * 100$

4. Lumping of Marks

A combined technical and financial score shall be worked out as per the following formula:

Total weighted Score = (Technical score * 0.90) + (Price Score* 0.10)

5. Best Evaluated Bid

The best evaluated bid shall be the proposal which is eligible and substantially responsive to the commercial and technical requirements of the Mauritius Tourism Promotion Authority and having scored the highest rank for technical and financial lumped together.

Section IV. List of Services and Priced Activity Schedule

Procurement Reference Number: MTPA/ IFB / 2025 / 05

Currency of Bid: _____

		IFTM Top Resa 2025 Stand		
No	Items	Unit	Price	Total Price
1.	Structure / mounting of stand			
2.	Decoration / panels / visuals / signage			
3.	Furniture (Working Stations , VIP area, Bar, Discussion area etc)			
4.	LED screens , DVD players , audio visual equipment etc			
5.	Connection Charges of: (i) Internet (ii) electrical			
7.	Others (to be specified)			
Sub Total				
(to specify) VAT @ %				
TOTAL (A)				

		Storage and transportation		
No	Items	Unit	Price	Total Price
1.	Storage of materials and structural element			
2.	Transport of materials and structural elements (inclusive of all charges, i.e freight, insurance, inland transport, etc from Paris to London)			
Sub Total				
(to specify) VAT @ %				
TOTAL (B)				

		World Trade Market 2025 Stand		
No	Items	Unit	Price	Total Price
1.	Structure / mounting of stand			
2.	Decoration / panels / visuals / signage			
3.	Furniture (Working Stations , VIP area, Bar, Discussion area etc)			
4.	LED screens , DVD players , audio visual equipment etc			
5.	Connection Charges of: (i) Internet (ii) electrical			
7.	Others (to be specified)			
Sub Total				
(to specify) VAT @ %				
TOTAL (C)				

Grand Total = (A+B+C)

Note:

1. It is essential that bidder submits a detailed breakdown of costs of all items in an excel format, to support their costs

The quoted price shall remain firm and fix for the whole contractual period

Advance Payment

50% of the contract value on award of contract against a Bank Guarantee of same amount and 50% of the rest upon satisfactory completion of works and services

List of Services and Priced Activity Schedule Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of: *(DD/MM/YY)*

Company: _____

Section V. Specification and Compliance Sheet

Procurement Reference Number: MTPA/ IFB / 2025 /05

[Bidders should complete columns C and D with the specification of the services offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Structure and mounting and dismounting of stand		
2	Communication panels, LED Screens etc		
3	Provision of Furniture		
4	Production and fixing of Visuals		
5	Production and fixing of Signage		
6	Electrical & Internet connection / Wi-Fi		
7	Furniture and Decoration		

Specification and Compliance Sheet Authorised By:

Bidder's _____ Name: _____
Signature: _____

Position: _____ Date: _____
Authorised for and on behalf of: (DD/MM/YY)

Company : _____

PART 3: CONTRACT

Section VI. General Conditions of Contract

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (Works) Ref: **W/GCC10/05-14** for the Procurement of Works (available on website <http://ppo.govmu.org>), as customised by the Special Conditions of Contract below.

Section VII. Special Conditions of Contract

Procurement Reference Number: MTPA/ IFB / 2025 / 05

The clause numbers given in the first column correspond to the relevant clause numbers of the General Conditions of Contract referred to in Section VI.

A. General	
GCC 1.1 (r)	The Client is <i>Mauritius Tourism Promotion Authority, 4th & 5th floor, Victoria House, Port Louis.</i>
GCC 1.1 (v)	(a) The intended completion date for the whole of the Works and services of IFTM Top Resa 2025 and of World Travel Market 2025 shall be 21 September 2025 and 02 November 2025 respectively.
GCC 1.1 (y)	(a) The Project Manager for IFTM Top Resa 2025 and World Travel Market 2025 are and.....respectively , Mauritius Tourism Promotion Authority.
GCC 1.1 (aa)	(a) The Site for IFTM Resa Top 2025 and World Travel Market 2025 are located at Paris, France and London. UK respectively.
GCC 1.1 (dd)	The Start Date shall be <i>indicated in the letter of offer.</i>
GCC 1.1 (hh)	The services and Works consist of <i>Design, Stand Construction & Decoration</i>
GCC 2.2	Sectional Completions are: <i>Not Applicable.</i>
GCC 2.3(i)	The following documents also form part of the Contract: Design, Letter of acceptance, bank guarantee.
GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Mauritius.
GCC 5.1	The Project manager <i>may delegate</i> any of his duties and responsibilities.
GCC 8.1	Schedule of other contractors: <i>[insert Schedule of Other Contractors, if appropriate]</i> <i>N/A</i>
GCC 13.1	Insurance Covers: Cost to be borne by Supplier.
GCC 14.1	Site Data are: (b) Location: Paris, France for IFTM Top Resa 2025 and London. UK for World Travel Market 2025
GCC 20.1	The Site Possession Date(s) shall be <i>communicated in Letter of Award.</i>

GCC 23.1 & GCC 23.2	Appointing Authority for the Adjudicator: <i>Not applicable</i>
GCC 24.	The Client and the Contractor shall make every effort to resolve the dispute amicably by direct informal negotiation.
GCC 24.3	Not Applicable
GCC 24.4	Not Applicable
B. Time Control	
GCC 25.1	Programme of Works: <i>To be proposed by Bidder.</i>
GCC 25.3	<p>The period between Program updates is <i>[insert number]</i> days.</p> <p>The amount to be withheld for late submission of an updated Program is <i>[insert amount]</i>.</p> <p>Not Applicable _____</p>
C. Quality Control	
GCC 33.1	Not applicable
D. Cost Control	
GCC 39.7	Interim Payment for Plant and Material on site is not applicable.
GCC 41.1 (l)	<i>Not applicable</i>
GCC 43.1	The currency of the Client's country is: <i>Mauritian Rupees.</i>
GCC 44.1	The Contract <i>is not</i> subject to price adjustment in accordance with GCC Clause 44.
GCC 45.1	The proportion of payments retained is: <i>Not applicable.</i>
GCC 46.1	<p>For delay in the completion of work and services within the due date as specified in the Letter of Acceptance, liquidated damages will be charged as mentioned hereunder:</p> <p>(i) 5 % of contract value per day up to a maximum of 10% related to the contract amount of IFTM Top Resa and</p> <p>(ii) 5 % of the contract value per day up to a maximum of 10% related to the contract amount of World Travel Market</p>
GCC 48.1	The Advance Payment applicable will be according to the Priced Activity Schedule. _____
GCC 49.1	The Performance Security shall be for an amount equal to 5% of the Contract Value.

PART 4 – SCHEDULE

Schedule 1: Bid Schedule Checklist

Procurement Reference: MTPA/ IFB / 2025 / 05

No	Description	Attached (please tick if submitted and cross if not)
1	Bid Letter <i>(to be inserted in technical proposal envelope)</i>	
2	List of Services and Priced Activity Schedule <i>(to be inserted in financial proposal envelope)</i>	
3	Specification and Compliance Sheet <i>(to be inserted in technical proposal envelope)</i>	
4	Copy of your valid trading license, Certificate of Incorporation or equivalent of both if in joint venture as evidence of your eligibility <i>(to be inserted in technical proposal envelope)</i>	
5	Company profile, Past Experience and References where similar services have been provided <i>(to be inserted in technical proposal envelope)</i>	
6	Architectural & Structural drawings / certificate of Engineer <i>(to be inserted in technical proposal envelope)</i>	
7	Electrical drawings / Certificate of Engineer <i>(to be inserted in technical proposal envelope)</i>	
8	Copy of Insurance certificate <i>(in financial proposal envelope)</i>	

Eligibility evidence

Name of Bidder(s): _____

Contact Person: _____ Phone Number: _____

Signature of authorised signatory: _____

Company Seal: _____

Section I

Section V- Contract forms

Performance Security

.....*Bank/Insurance Company's Name and Address of Issuing Branch or Office*.....

Beneficiary:*Name and Address of Public Body*.....

Date.....

PERFORMANCE GUARANTEE No.:

We have been informed that*[name of the Contractor]* (hereinafter called "the Contractor") has entered into Contract No.....*[reference number of the Contract]* dated..... with you, for the execution of*[name of Contract and brief description of Works]*(hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance security is required.

At the request of the Contractor, we*[name of Bank/Insurance Company]*hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures (amount in words)]* such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire and returned to us not later than twenty- one days from the date of issuance of the Defects Liability Certificate, calculated based on a copy of such Certificate which shall be provided to us, or on the.....day of,, whichever occurs first. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

.....*Seal of bank/Insurance Guarantee and*

| **Signature(s)**.....

Section II

Advance Payment Security

The Guarantor..... *[insert bank/Financial Institution's name and address of place of issue, unless indicated in the letterhead]*

Advance Payment Guarantee No.:..... *[insert Guarantee Reference Number]*

Name of Contract/Contract No.:*[insert name or reference number of contract]*

The Beneficiary (the Employer):*[insert Name and Address of Employer]*

We have been informed that *[insert name and address of the Contractor]* (hereinafter called the "Applicant") is your Contractor under such Contract and wishes to receive an advance payment, for which the Contract requires him/her to obtain a guarantee.

At the request of the Applicant, we*[insert name of Guarantor]* hereby irrevocably undertake to pay you, the Beneficiary/Employer, any sum or sums not exceeding in total the amount of*[insert in figures and words the maximum amount payable and the currency in which it is payable]* (the "Guaranteed Amount") upon receipt by us of your demand in writing and your written statement that:

- (a) the Applicant has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or
- (b) the Applicant has failed to repay the advance payment in accordance with the Conditions of Contract, specifying the amount of the advance payment which the Applicant has failed to repay.

This guarantee shall become effective upon receipt (of the first instalment) of the advance payment by the Applicant. The Guaranteed Amount shall be reduced by the amounts of the advance payment repaid to you, as evidenced by interim payment certificates issued under Sub-Clause 40.1 of the Conditions of Contract. Following receipt of a copy of each interim payment certificate, we shall promptly notify you of the revised Guaranteed Amount accordingly.

Any demand for payment must contain your signature(s) which must be authenticated by your bankers or by a notary public. The authenticated demand and statement must be received by us at the following office *[insert address of office]* on or before..... (the "Expiry Date"), when this guarantee shall expire.

The party liable for the payment of any charges:*[insert the name of the party]*.

This guarantee shall be governed by the laws of*[insert the law governing the guarantee]*, and shall be subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758.

..... *[Seal of Bank/Insurance Company and Signature(s)]*

Section III

Letter of Acceptance

This is to notify you that your Bid dated *[insert date]* for execution of the *[insert name of the contract and identification number, as given in the Appendix to Bid]* for the Accepted Contract Amount of .Rs *[insert amount in numbers and words and name of currency]*, exclusive of VAT, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by *(insert name of Public Body)*.

You are requested to furnish the Performance Security in accordance with the General Conditions of Contract, using for that purpose of the Performance Security Form included in Section V (Contract Forms) of the Bidding Document.

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

[on letterhead paper of the Employer]

..... ***[date]***

To: ***[name and address of the Contractor]***

Subject: ***[Notification of Award Contract No]***.

Attachment: Contract Agreement

Section IV
Form of Contract Agreement

This Agreement made this ____ day of _____ 20 ____ between _____
_____ of _____
_____ (hereinafter called "the Client") of the one part and
_____ of _____ (hereinafter
called "the Contractor") of the other part

Whereas the Client desires that the Works known as _____ should be designed and executed by the Contractor, and has accepted a Bid by the Contractor for the design, execution and completion of such Works and the remedying of any defects therein.

The Client and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement:
 - (a) The Letter of Acceptance dated _____
 - (b) The Client's Requirements
 - (c) The Addenda nos. _____
 - (d) The Bid dated _____
 - (e) The Conditions of Contract
 - (f) The completed Schedules, and
 - (g) The Contractor's Proposal.
3. In consideration of the payments to be made by the Client to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Client to design, execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Client hereby covenants to pay the Contractor, in consideration of the design, execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof the parties hereto have caused this Agreement to be executed the day and year first before written in accordance with their respective laws.

Authorized signature of Client
SEAL
(if any)

in the presence of:

Name _____

Signature _____

Authorized signature of Contractor
SEAL
(if any)

in the presence of:

Name _____

Signature _____