

# **MUNICIPAL COUNCIL OF QUATRE BORNES**

## **EXPRESSION OF INTEREST**

The Municipal Council intends to publish twice yearly 3,000 to 5,000 newsletters to be distributed to inhabitants and economic operators of the Town for a period of two years and may be renewed at its expiration, subject to Council's approval.

Interested bidders should make the proposals on the mode of financing of the newsletter.

The modalities may include the following, amongst others:-

- **Option 1:** The newsletter may be financed by sponsors against the insertion of publicity in the newsletter;
- **Option 2:** Partly financed by sponsors and partly by the Municipal Council; and
- **Option 3:** Any other mode of financing as the Supplier may propose.

## **FORM FOR SUBMISSION OF EXPRESSION OF INTEREST**

The amount quoted should be in Mauritian Rupees and should include VAT.

<b>Item No</b>	<b>Brief Description of Services</b>	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Unit Price (Rs)</b>	<b>Total Price incl VAT (Rs)</b>
Option 1					
Option 2					
Option 3					

Quotation Validity period: 90 days

Completion date of services: 3 months after placement of service order.

Closing date and time for submission: **Monday 13 March 2017 at 13.00 hrs at the latest**

Modes of Submission: Hand

Bid box located at: the registry, 1<sup>st</sup> Floor Town Hall Building, Municipal Council of Quatre Bornes, St Jean Road, **QUATRE BORNES.**

**NAME AND CONTACT DETAILS OF SUPPLIER**

NAME: .....

ADDRESS: .....

SIGNATURE: .....

PHONE NO : .....

E- MAIL ADDRESS: .....

SEAL: .....

**CONDITIONS:**

- (1) All sponsors will be required to effect the necessary payment to the Council who will thereafter arrange to pay the agency publishing the newsletter.
- (2) Publicity included in the magazine should not have any offensive, religious or discriminative connotations. Publicities of alcoholic beverages and cigarettes are prohibited.
- (3) The relevant materials for the publication of the newsletter will be provided by officers of the Council. The bidder will have the responsibility for the proper presentation of the materials and their editing.
- (4) Newsletters are to be published within the prescribed delay.
- (5) The selected company/person will have to edit the document prior to publication.
- (6) The newsletter should be in A4 size with covers in colour and professionally designed and be of glossy nature.
- (7) The colours of the cover pages will be selected by the Council.
- (8) A copy with the colour scheme and page set up in draft must be submitted to the Council for proof reading and approval prior to publication.

- (9) The final copy should be identical to the draft proof newsletter submitted unless there has been prior changes made by the Council.
- (10) The supplier/ publisher will have to arrange for the delivery of the newsletter to the Council.
- (11) All materials including photos will be submitted and will have to be designed professionally prior to insertion in the newsletter.
- (12) All the materials of publicity to be inserted in the newsletter need to be sent to the Council for approval prior to insertion.

## **GENERAL CONDITIONS**

### **1. Submission of Expression of Interest**

Expressions of interest shall be submitted in sealed envelopes marked in the lower left hand corner of the envelope "Expression of interest- newsletter" should be deposited in the bid box at the Registry. .

### **2. Selection and Decision**

Selection shall be based on the lowest price offered, subject to compliance with scope of service, specifications, performance standards and duration of service period.

### **3. Rights of the Public Body**

The Public Body shall have the right to (a) ask for clarifications at time of evaluating the Expression of interest, (b) split the contract on an item basis or (c) reject all expression of interest. The Municipal Council shall not be bound to accept the lowest or any Expression of Interest.

### **4. PRICES**

The cost price of the newsletter will on a self-financing basis through sponsorship by firms/individuals who wish to insert publicity or alternative mode as proposed by supplier.

### **5. CORRECTION OF DEFECTS**

The Public Body shall give notice to the Service Provider of any defect in the service. Every time notice of a defect is given, the Service Provider shall correct the notified defect within the length of time specified by the Employer's notice. If the Service Provider has not corrected a defect within the time specified in the Employer's notice, the Public Body will assess the cost of having the defect corrected and deduct same amount from money due to the Service Provider.

## 6. TERMINATION

The Public Body may terminate the contract, by not less than thirty (30) days' written notice of termination to the Service Provider, if the Service Provider does not remedy a failure in the performance of its obligations under the Contract, the Service Provider become insolvent or bankrupt, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of 60 days or for its convenience.

### **DEADLINE FOR SUBMISSION OF EXPRESSION OF INTEREST:**

Expression of interest should be submitted on prescribed form in sealed envelopes clearly marked "**Expression of interest - Newsletter**" and should be deposited in the Bid Box at the Registry, Administration Department, Municipal Council of Quatre Bornes, St Jean Road, Quatre Bornes **by Monday 13 March 2017 at 13.00 hrs at the latest.**

Expression of interest received after the prescribed date and time will not be considered.

### **NOTE:**

**The Municipal Council does not bind itself to accept any offer even the lowest, nor will it assign any reason for the rejection of any expression of interest and reserves the right to split any expression of interest received.**