



# UNIVERSITY OF MAURITIUS

## CALL FOR EXPRESSIONS OF INTEREST FOR REGISTRATION OF SUPPLIERS

### Instructions to Applicants

1. The University of Mauritius hereby invites Expressions of Interest from potential suppliers, contractors and other service providers who are willing to be registered for the provision of goods, works and services (including consultancies) to UoM.
2. Product prices must not be provided in the submission documents.
3. The University of Mauritius shall have no contractual obligation towards any registered applicant.
4. Registered applicants shall not be entitled to become the exclusive suppliers of the University of Mauritius.
5. The University of Mauritius reserves the right to proceed with an open advertised bidding exercise as and when needed.
6. The deadline for the submission of Expressions of Interest is **Friday 28 April 2017**. Expressions of Interest can either be deposited at the Registry (Room 7.22), Central Administration, Academic Complex, Tower Block, University of Mauritius, Réduit, or sent by post, fax or email.

**UNIVERSITY OF MAURITIUS**

**Registration of Suppliers for Goods, Service Providers  
and Contractors for Works**

**REGISTRATION FORM**

(Please tick (✓) and fill in where appropriate)

**A. STATUS**

- (i) Individual
- (ii) Company
- (iii) Partnership
- (iv) Joint Venture

**B. DETAILS**

- (i) Name: .....
- (ii) Business Address: .....  
.....
- (iii) (a) Name of representative (in case of company, partnership or joint venture):  
.....  
(b) Position Held: .....
- (c) Identity Card No: .....
- (d) Address of Representative: .....
- (iv) Telephone Number: ..... Mobile Phone Number: .....  
Fax Number: ..... Email Address: .....

### C. DOCUMENTS TO BE SUBMITTED

Applicants should submit the following documents (*as applicable*) along with their Expression of Interest:

- (i) A brief company profile / profile of Applicant;
- (ii) Details of Directors and contact person(s);
- (iii) Copy of Certificate of Incorporation;
- (iv) Copy of Business Registration Card;
- (v) Copy of Trading License;
- (vi) Copy of VAT Registration Certificate;
- (vii) Copy of Registration Certificate with the Ministry of Public Infrastructure;
- (viii) Copy of Registration with SMEDA;
- (ix) A list of references / customers (with contact details) for the last two years;
- (x) Description of goods supplied or executed works or services provided by Applicant;
- (xi) Authorisation of manufacturers to act as representatives/agents for trademarks;
- (xii) Copy of Audited Final Accounts of the past two years;
- (xiii) Evidence of Tax Clearance from the Mauritius Revenue Authority;
- (xiv) Copy of the National Identity Card (not applicable for corporate entities or companies); and
- (xv) Any other relevant documents.

### D. LIST OF ITEMS FOR REGISTRATION

Please tick (✓) your choice of items of Goods/Services/Works for registration as per:

- **Annex 2 – GOODS**
- **Annex 3 – SERVICES**
- **Annex 4 – WORKS**
- **Annex 5 – CONSULTANCY SERVICES**

**N.B. The attention of all Suppliers/Services Providers/Contractors is hereby drawn to the following:**

**Failure to provide the required information may entail your non-registration as a Supplier/Service Provider/Contractor with the University of Mauritius. Registration does not mean that the University of Mauritius has any contractual obligation towards them, nor will they become exclusive Suppliers for Goods, Service Providers and Contractors for Works.**

Recourse to any other alternative Suppliers/Service Providers/Contractors may be envisaged whenever this is considered necessary by the University of Mauritius.

**Authorised Signature**

**Signature:**.....

**Name:** .....

**Position:**..... (*capacity in which signing*)

**Date:**.....

**Seal:**.....

22.03.17

## Annex 2

### CALL FOR EXPRESSIONS OF INTEREST FOR REGISTRATION OF SUPPLIERS

#### List of Goods

	<b>GOODS</b>	<i>Please "√"</i>
1	Air Conditioners	
2	Air Tickets	
3	Banners and Flags	
4	Books, Magazines and Periodicals	
5	Building & Construction Materials	
6	Carpentry	
7	CCTV/IP Camera	
8	Cleaning Materials and Consumables	
9	Diaries	
11	Electrical Appliances & Equipment	
12	Electrical Materials	
13	Electronic Equipment	
14	Fibre Water & Sceptic Tanks	
15	Fire Extinguishers	
16	Generators	
17	Heavy Duty Equipment & Gardening Tools	
18	Heavy Duty Kitchen Equipment & Utensils	
19	Industrial Cleaning Equipment	
20	IT Equipment, Consumables and Spare Parts	
21	Laboratory/Medical Chemicals	
22	Laboratory/Medical Consumables and Glassware	

	<b>GOODS</b>	<i>Please “√”</i>
23	Laboratory/Medical Equipment	
24	Mess Items (Milk, Tea, Sugar, Paper Plates, Tissue Paper, etc.)	
25	Mobile Phone	
26	Office Equipment	
27	Office Furniture	
28	Office Stationery	
29	PBX / Digital Telephone Set	
30	Pesticides & Insecticides	
31	Pharmaceutical Products	
32	Photocopiers	
33	Plumbing Materials	
34	Safety Equipment and Materials	
35	Tiles & Sanitary wares	
36	Uniforms	
37	UPS	
38	Vehicles	
39	Vehicles - Spare parts	
40	Others ( <i>please specify</i> )	

## Annex 3

### CALL FOR EXPRESSIONS OF INTEREST FOR REGISTRATION OF SUPPLIERS

#### List of Services

	<b>SERVICES</b>	<i>Please "√"</i>
1	Advertising Services	
2	Air freight Services	
3	Architectural Services	
4	Audiovisual and Photo Services	
5	Binding Services	
6	Building Repairs and Maintenance	
7	Catering Services	
8	Cleaning Services	
9	Courier Services	
10	Decorations for Events	
11	Emptying of Septic Tanks	
12	Engineering Services	
13	Event Management	
14	Freight and forwarding	
15	Gardening Services	
16	IT Services	
17	Maintenance of Fire Extinguishers	
18	Pest Control	
19	Photography & Video Coverage	
20	Pigeon Control	
21	Printing and Publishing Services	
22	Professional/Legal Services	
23	Sanitary Services	
24	Security Services	
25	Servicing & Repair of Kitchen Equipments	
26	Servicing, Maintenance and Repair of Lab Equipment	
27	Sound, Light and/or Public Address Systems	
28	Tailoring Services	
29	Transport Services	
30	Washing of curtains, towels, etc...	
	Others ( <i>please specify</i> )	

## Annex 4

### CALL FOR EXPRESSIONS OF INTEREST FOR REGISTRATION OF SUPPLIERS

#### List of Works

	<b>WORKS</b>	<i>Please “√”</i>
1	Aluminium/Metal Openings/Partitioning Works	
2	Building Maintenance and Repairs	
3	Civil Works	
4	Fencing works	
5	Maintenance of Generators	
6	Maintenance of Lifts	
7	Maintenance of Pumps and Fire Fighting System	
8	Manufacture of Furniture	
9	Mechanical Repairs (vehicles)	
10	Painting Works	
11	Tarring Works	
12	Waterproofing	
13	Others ( <i>please specify</i> )	



## Annex 5

### CALL FOR EXPRESSIONS OF INTEREST FOR REGISTRATION OF SUPPLIERS

#### Consultancy Services

	<b>FIELD</b>	<i>Please “√”</i>
1	Architectural Services	
2	Construction Project Supervision	
3	Mechanical & Electrical Services	
4	Others ( <i>Please specify</i> )	