



# FCC

FINANCIAL CRIMES  
COMMISSION  
MAURITIUS

**Procurement Reference No.72 of 2025/ 2026**

**BIDDING DOCUMENT**

**INVITATION FOR BIDS**

**PROJECT**

**Provision for Cleaning Services  
at the Financial Crimes Commission (FCC) Headquarters  
Réduit Triangle, Moka.**

**Compulsory Site Visit**

The site visit is scheduled for **18 February 2026 at 10:00 AM.**

Bidders are kindly requested to arrive on time, as **late entry will not be permitted.**

**Deadline for submission of bid: 25 February 2026 by 14.00 hours at latest**

**Date: 06 February 2026**



FCC Headquarters,  
Réduit Triangle, Moka



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www.fcc.mu





# FCC

FINANCIAL CRIMES  
COMMISSION  
MAURITIUS

## LETTER OF INVITATION

My Ref: FCC/CSD/406/1

06 February 2026

The Manager

Dear Sir/Madam,

### Invitation For Bids

#### Procurement Reference No.72 of 2025/ 2026 Provision of Cleaning Services

The Financial Crimes Commission (FCC) invites sealed bids from eligible and qualified potential bidders for the **Provision of Cleaning Services** at its Headquarters, Réduit Triangle, Moka.

The bidding documents are set out at **Section I** “*the Instruction to Bidders*”, **Section II** “*Bid Letter*”, **Section III** “*Scope of Services*”, **Section IV** “*Financial Bid Form*”, and **Section V** “*General Terms and Conditions*”.

Bidding documents will be available for download from the FCC website ([www.fcc.mu](http://www.fcc.mu)) and can also be obtained from the FCC Headquarters, Réduit Triangle, Moka, during working hours, from **06 February 2026**.

Interested Bidders are invited to submit their bids in strict compliance with the instructions outlined in the documents.

The FCC shall not incur any obligation with regard to this invitation for bids and reserves the right to accept or reject any bid or annul the whole bidding process without any explanation or justification and without incurring any liability whatsoever

Yours faithfully

**D. Ramjeeawon,**  
**Acting Manager (Procurement & Supply)**  
**for Acting Director, Corporate Services Division**

# SECTION I

## INSTRUCTIONS TO BIDDERS (ITB)

### 1.0 Preparation for Bids

Bidders are requested to quote for the **provision of Cleaning Services** by completing, signing and returning:

- (a) The Bid Letter in Section II.
- (b) The Scope of services Sheet in Section III
- (c) Financial Bid Form Section IV; and
- (d) Any other attachments deemed to be appropriate.

You are advised to carefully read the complete bidding documents before preparing your bid.

### 2.0 Compulsory Site Visit

Bidders shall visit the site and carry out a survey to assess the services to be provided and take cognizance of the requirements of the FCC as well as any additional information that may be necessary for the preparation of the bid.

The site visit is scheduled for **18 February 2026 at 10:00 AM**.

Bidders are kindly requested to arrive on time, as **late entry will not be permitted**.

Bidders are kindly requested to bring along the letter inviting them to participate in this bid exercise.

A **Site Visit Register** and a **Site Inspection Certificate** will be made available and same shall be signed upon the site visit.

### 3.0 Validity of Bids

The Bid validity period shall be for a period of **ninety (90) days** from the date of submission of deadline. The FCC may solicit the bidder's consent to an extension of the period of validity.

### 4.0 Submission of Bids

Bids must be in sealed envelopes clearly marked "**Procurement reference No 72 of 2025/2026 - Provision of Cleaning Services**", and addressed to the Acting Director, Corporate Services Division, and should be deposited in the Tender Box, located at the Reception Desk on Ground Floor, FCC Headquarters, Reduit Triangle, Moka, on or before **25 February 2026 by 14.00 hours** at latest.



## **5.0 Late Submissions**

Any bid received after the deadline shall be considered late and will be **rejected** without exception.

## **6.0 Opening of bids**

Bids will be opened by the FCC at its Headquarters, Réduit Triangle, Moka, **on 25 February 2026 at 14.00 hours.**

## **7.0 Examination and evaluation of bids**

The Financial Crimes Commission (FCC) shall have the right to request for clarifications during evaluation. Offers that are substantially responsive to the specifications shall be compared based on price to determine the lowest responsive evaluated bid.

## **8.0 Eligibility Criteria**

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

- (a) have the legal capacity to enter into a contract to execute the services.
- (b) not be insolvent, in receivership, bankruptcy, subject to legal proceedings for any of these circumstances or in the process of being wound up.
- (c) not have had their business activities suspended.
- (d) not have a conflict of interest in relation to this procurement requirements.
- (e) have a Business Registration Number Certificate (BRN).
- (f) Have a valid license.

The FCC may choose to request any bidder to substantiate compliance with the above criteria.

## **9.0 Currency of Bid**

Bids must be priced in Mauritian Rupees (MUR), all payments will be made in this currency.

All duties, taxes, and other levies payable by the bidder under the Contract, shall be included in the total bid price.



## **10.0 Clarifications and Amendments of Bidding Documents**

Prospective bidders may request for clarification on and / or interpretation of any part of the Bidding Documents. Such request must be in writing addressed to the Acting Director, Corporate Services Division, Financial Crimes Commission (FCC) Headquarters, Réduit Triangle, Moka or through electronic mail **at least one week before the deadline set for submission and receipt of bids.**

## **11.0 Conduct of Bidders and Suppliers**

A supplier shall not engage in or abet any corrupt or fraudulent practice, including the offering or giving, directly or indirectly, of improper inducement, in order to influence a procurement process or the execution of a contract, including interference in the ability of competing bidders to participate in procurement proceedings.

A supplier shall not engage in any coercive practice threatening to harm, directly or indirectly, any person or his property to influence his participation in a procurement process or affect the execution of a contract.

A bidder shall not engage in collusion, before or after a bid submission, designed to allocate procurement contracts among bidders, established bid prices at artificial non-competitive levels or otherwise deprive the FCC of the benefit of free and open competition.

The FCC shall reject a bid if the bid offers, gives, or agrees to give an inducement and promptly notify the rejection to the bidder concerned.

## **12.0 Evaluations Criteria**

The evaluation will be based on the following:

- Compliance with Scope of services
- Submission of required documents
- Price competitiveness



### **13.0 Award of contract**

The Bidder submitting the lowest evaluated substantially responsive bid and meeting all qualification criteria for the provision of Cleaning Services shall be recommended for award of contract. The contract shall be awarded through the issuance of a Purchase Order / a Letter of Award in accordance with terms and conditions stipulated in General Conditions of Contract.

### **14.0 Notification of Award and Debriefing**

Prior to the expiration of the period of bid validity, the FCC should notify the selected bidder of the proposed award and accordingly notify the unsuccessful bidders. The FCC should promptly respond to the requests for debriefing made by unsuccessful bidders within 30 days from the date of notification of award.

### **15.0 Rights of the FCC**

The FCC reserves the right:

- (a) to accept or reject any bid, or to cancel the bidding process and reject all bids at any time prior to the award of contract.
- (b) Reject a proposal for award if it is determined that the bidder recommended for award has directly or through an agent engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question.



## SECTION II

### BID LETTER

**(to be completed by Bidders)**

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

Bid addressed to: [ name of FCC]	
Procurement Reference Number:	
Subject matter of Procurement:	

- (a) We have read and fully understand the Invitation For Bids (IFB) including the Instruction for Bidders, Scope of services, and the General Conditions of Contract. I/We confirm that the Bidder agrees to be bound by them.
- (b) We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.
- (c) I/We offer to supply the services listed in the attached List of Goods and Price Schedule as per the defined specifications, and, in accordance with the terms and conditions stated in your Invitation for Bids referenced above.
- (d) We confirm that our quoted prices in the Price 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.



(e) **Ethics:**

In submitting this Quote I/ We warrant that the bidder:

- (i) has not entered any improper, illegal, collusive or anti -competitive arrangements with any Competitor.
- (ii) has not directly or indirectly approached any representative of the FCC (other than point of contact) to lobby or solicit information in relation to the RFQ;
- (iii) has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the FCC.

(f) **Conflict of Interest:**

- (i) I / We warrant that the bidder has no actual, potential, or perceived conflict of Interest in submitting this Quote or entering a Contract to deliver the services.
- (ii) Where a Conflict of Interest arises during the procurement process the bidder will report it immediately to the FCC.

(g) We undertake to abide by the Conduct of Bidders and Suppliers during the procurement process and the execution of any resulting contract

(h) **The validity period of our Quotation is ..... days from the date of the bid submission deadline.**

- (i) 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/suppliers.

**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	

# SECTION III

## SCOPE OF SERVICES AND SCHEDULE OF REQUIREMENTS

### 1.0 Purpose of the service

The Financial Crimes Commission (FCC) requires the service provider to provide its main building and Annexes general cleaning services to the highest industry standard.

### 2.0 Scope of Services

The **Financial Crimes Commission (FCC)** shall hire the services of an eligible and qualified contractor to carry out following works:

- (a) Cleaning of offices (Ground floor to fourth floor)
- (b) Cleaning of building (Interior and exterior)
- (c) Cleaning of canteen
- (d) Cleaning of Police Post
- (e) Cleaning of Yard.
- (f) Cleaning of Basement
- (g) Shelter (next to Police post)

### 3.0 Office Cleaning Services

The office cleaning services include the cleaning of all the levels comprising of the following:

- (i) All offices areas
- (ii) Meeting rooms
- (iii) Interview rooms
- (iv) Library
- (v) Lecture theatre
- (vi) Partitioning

### 4.0 The Cleaning of Building Interior (all levels) includes the following:

- (i) Windowpanes.
- (ii) Corridors
- (iii) Washrooms
- (iv) Bathrooms
- (iv) Lifts
- (v) Stairs
- (vi) Wooden doors
- (vii) Aluminium doors
- (viii) Kitchens
- (ix) Stores



## 5.0 Cleaning of Building Exterior (all levels) in the following:

(i) Cleaning outside ground floor windows in accordance with best industry for window cleaning.

## 6.0 Cleaning days and cleaning times

Office cleaning should take place on weekdays, Monday to Friday, between the hours of **[06:45 a.m and 08:00 a.m]**.

- The number of cleaners shall be not less than two on each level of the building to ensure that all the daily cleaning work is completed before 08.00 hours to the satisfaction of the FCC.
- At least **two cleaners** (one Male and One Female) shall be on the site from **8.00 hours to 16.00 hours** to attend to cleaning works.
- A Supervisor other than a cleaner shall be present as from 06.30 hours to 08.00 hours daily to supervise and closely monitor the cleaning exercise.
- The supervisor and cleaners should compulsorily fill in and sign the FCC Attendance Register daily

## 7.0 General Cleaning Specifications

### A. Daily Cleaning Activities:

- All rubbish bins and plastic bags emptied and the bag replaced.
- Horizontal surfaces that are clear of obstructions should be dusted or vacuum cleaned.
- Visible dirt, shoe marks should be vacuumed cleaned or washed from floor surfaces.
- Glass doors in front of reception cleaned to remove all visible marks.
- Stair surfaces and elevators cleaned to remove all signs of visible dirt and shoe marks.
- All sanitary ware (washbasins, WC pans, urinals) and mirrors in the Toilets should be cleaned to remove all traces of visible dirt.
- Garbage bin in Toilets emptied and toilet floors washed to remove all traces of visible dirt.
- Toilet consumables (toilet paper, hand towels and liquid soap) re-stocked.
- Cleaning of the outside grounds and ensuring the outside grounds within the FCC's compound are tidy and free from debris, rubbish, leaves, etc.

## **B. Within the office building (First floor to fourth floor and basement)**

- Ensure that all areas are free from foul or unpleasant odour;
- Ensure that all polish or smooth flooring retain their original gloss.
- Cleaning of tiles flooring.
- Cleaning of SPC flooring.
- Cleaning of lift / lift lobbies.
- Cleaning of stairs and handrails.
- Cleaning of fire exit monthly.
- Provision of plastic bins for waste.
- Daily emptying of paper cuts from paper shredders.
- Daily cleaning of interior wooden doors, aluminum doors and aluminum partitioning.
- Emptying of waste bins twice daily.
- Collect and dispose of all rubbish, dirt, waste material or refuse from the office to the place designated for this purpose daily.
- Daily cleaning of floors using necessary detergent material.
- Daily sweeping and Mopping.
- Machine scrubbing, stripping and polishing on a monthly basis; and
- Ensuring that the floor is always dry.

### **Washrooms**

- Daily cleaning of floors using necessary detergent material.
- Daily sweeping and Mopping.
- Disinfecting using appropriate solutions.
- Daily cleaning of toilet vase.
- Daily cleaning of Urinals.
- Supply urinal naphthalene balls, air fresheners or alternatives
- Machine scrubbing, stripping and polishing on monthly basis.
- Daily cleaning of wash basins (Ceramic)
- Ensuring that the floor is always dry.
- Cleaning of mirrors, dispenses and all toilet fittings with detergent; and
- Any system failure causing leakage / spillage of water in any of the areas to be reported immediately.
- Wall – wipe with detergent to remove all marks and stains.
- Cleaning of hand dryers
- Cleaning of water traps
- Ensure that the toilets are kept clean throughout the whole day

### **Windows**

- Cleaning of internal windowpanes monthly; and
- Cleaning of external windowpanes on the ground floor

### **Doors and Partitioning**

- Daily cleaning of wooden doors, aluminum doors and aluminium partitioning



## **Kitchen**

- Daily cleaning of floors using necessary detergent material ;
- Daily sweeping and Mopping.
- Daily Emptying waste baskets; and
- Daily cleaning of wash basins and platform (Ceramic).

## **Lecture Theatre**

- Vacuum cleaning of moquette in the lecture theatre;
- Cleaning of open stage
- Cleaning of doors

## **Basement/ Underground parking**

- Cleaning of underground parking;
- Cleaning of lift / lift lobby;
- Daily cleaning of aluminium doors, windows and partitioning

## **Canteen**

- Daily cleaning of floors using necessary detergent material
- Daily sweeping and Mopping
- Daily Emptying waste baskets
- Cleaning of window panes monthly basis
- Cleaning of kitchen and toilets

## **Police Post and Shelter**

- Daily cleaning of floors using necessary detergent material;
- Daily sweeping and Mopping.
- Daily Emptying waste baskets
- Cleaning of windowpanes Monthly basis

## **Yard and parking facility**

- Mowing of lawn;
- Trimming of bushes
- Disposal of yard waste; and
- Maintenance of Plants and Trees (watering, weeding, trimming and spraying of nutrients)
- Spraying of herbicide and grass cutting.

## **7.0 Cleaning Activities on Saturdays**

- Cleaning of underground car park on Saturdays.
- General Cleaning of interior building
- General cleaning of Toilets including machine scrubbing, stripping and Polishing, clean/disinfect all sanitary ware and mirrors cleaned to remove all traces of visible dirt.
- Pressure cleaning of concrete floor in front of building, Canteen and Police Post.

## **8.0 Schedule of Works on a Fortnightly Basis (date and time to be fixed in consultation with the FCC)**

- Mowing of lawn and clearing of weeds (cut grass and weeds to be removed immediately after the mowing exercise)
- Maintenance of Plants and others (watering, weeding, trimming and spraying of nutrients)

## **9.0 Schedule of Works on a Monthly Basis (date and time to be fixed in consultation with the FCC)**

- Clearing of bushes and weeds outside the wall fence (2 m from perimeter wall / fence).

## **10.0 Cleaning Equipment and Cleaning Consumables**

The Service Provider shall make available, at its own cost, all necessary equipment, machinery and materials as required to adequately perform the services including but not limited to:

- Vacuum Cleaners with clean air filter
- Rubbish carts
- Dusters, brooms, brushes, buckets and mops
- Pressure washer



**11.0      The Service Provider shall submit the following information to the FCC prior to the execution of the contract:**

- the name of the supervisor and contact number;
- a complete list of cleaners, together with their full particulars (name, address, ID Number, photographs).

**12.0      LIST OF CHEMICALS AND MATERIALS USED IN PROVISION OF SERVICES**

- Multipurpose detergents :- For general cleaning of all surfaces;
- Disinfectants solutions :- For the disinfecting of all surface and washroom;
- Emulsion polish :- For the polishing of SPC and granite floor;
- Heavy duty wax polish :- For polishing of wooden floors; and
- Window gloss:- For cleaning of office windows, partitions and doors

**13.0      The Service Provider shall ensure that every Cleaner is punctual and fit to carry out his duties and:**

- does not consume liquor whilst on duty.
- does not invite any person to visit him or meet him whilst on duty;
- does not conduct or behave himself in a disorderly manner whilst on duty.
- is professionally trained in his job; and
- Do not share confidential information
- has no criminal record.

**We confirm that the services will be provide as per scope of service listed above .**

**Name of Company :**.....  
**Name:** .....  
**In Capacity of :**.....  
**Signature :**.....  
**Telephone No. :**.....  
**Email address:** .....  
**Name of Directors / Shareholders of the company:**  
.....  
.....

**Date :**.....

**Seal of**.....

**SECTION IV**  
**FINANCIAL BID FORM**

Sn	Description of Services	Year 1	Year 2	Year 3	
1		Price Inclusive of VAT Rs.	Price Inclusive of VAT Rs.	Price Inclusive of VAT Rs.	Total Price for 3 years inclusive of VAT
2	Provision of Cleaning Services				

We confirm that our quoted prices in the **Financial Bid Form** 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.

Name of Company :.....

Name: .....

In Capacity of :.....

Signature :.....

Telephone No. :.....

Email address: .....

Name of Directors / Shareholders of the company:

.....

.....

Date :.....

Seal of.....



GENERAL CONDITIONS OF CONTRACT

**1.0 Contract Agreement**

The documents forming the Contract shall be interpreted in the following:

- (i) The Agreement.
- (ii) Letter of Acceptance
- (iii) Supplier's Bid
- (iv) General Conditions of Contract
- (v) Scope of Services

**2.0 Contract Period**

The contract shall commence at the date of signature of contract and shall be on fixed rates **for initial period of one year, renewable annually on the same terms and conditions, for an additional period of twelve (12) months upon satisfactory performance of the contract. The whole contract period as renewed shall not exceed three (3) years.**

**3.0 Termination for cause**

Notwithstanding the foregoing, FCC reserves the right to determinate this Agreement at any time during its term in the event of unsatisfactory performance, breach of contractual obligations, or failure to meet services standards by the Contractor. Such termination shall be affected by providing the Contractor with no less than three (3) months' prior written notice.

**4.0 Performance Security**

The successful bidder shall submit a Performance Security to the Financial Crimes Commission within twenty-eight (28) days of receipt of the Letter of Award. The Performance Security shall be issued by a local bank and shall represent 10% of the contract price. It shall remain valid for a period of one (1) year.

Failure by the successful bidder to provide the required Performance Security within the prescribed timeframe may constitute sufficient grounds for the annulment of the award.

### **5.0 Confidentiality**

The Supplier shall not, whether during the term of this Contract or after its expiry, disclose any propriety or confidential information relating to this Contract or to the Client's. business affair or operations without the prior written consent of the Client. This obligation shall survive the termination or expiration of the Contract.

### **6.0 Payment**

Monthly payment will be made after submission of payment documentation.

The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until completion of the contract.

### **7.0 Liability of the Contractor**

The Contractor shall abide by and take all measures necessary to enable him/her comply with all laws and regulations in force in any place where the contract are to be wholly or partially performed.

The Contractor shall be fully liable for the consequences of any error or omission on his/her part or for any damage caused by negligence on his/her part in carrying out the contract or performing his/her obligations under the present Contract.

### **8.0 Applicable Law**

The Contract shall be implemented, interpreted, executed and enforced in accordance with the laws of Mauritius.

Where the contract is terminated for convenience, the FCC shall authorise payment for the value of goods supplied.



## **9.0 Fraud / Corruption and Integrity Clause**

If the FCC determines that the Contractor has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the FCC may, after giving 14 days' notice to the Contractor, terminate the Contractor's employment under the Contract.

Should any employee of the Contractor be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Works, then that employee shall be removed in accordance with Clause 4.

### **Notwithstanding the provision of the law - for the purposes of this Sub-Clause:**

- (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) "obstructive practice" is

deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

#### **10.0 Settlement of Disputes**

The Parties shall use their efforts to amicably settle any dispute, controversy, or claim arising out of the Contract or the breach, termination, or invalidity thereof.

Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for arbitration under the applicable law.

#### **11.0 Observation of the Law**

The Contract shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under this Contract. In addition, the Contractor shall maintain compliance with all obligations relating to its registration as a qualified vendor of goods and services.

The Supplier shall abide by and take all measures necessary to enable him / her to comply with all laws and regulations in force in any place where the contract is to be wholly or partially performed.

#### **12.0 Force Majeure**

Neither party to the present Contract shall be responsible for any delay or failure to perform the obligations under the Contract if the delay or failure is attributable to force majeure.

In the event of force majeure which delays performance of the whole or any part of the present Contract for more than sixty (60) days, either party shall have the right, by notice in writing to the other party, to terminate the Contract.

For these purposes, an event of force majeure shall mean an unforeseen and unavoidable event beyond the reasonable control and contemplation of the party invoking the existence of such event, and which impacts directly on the discharge of the obligation under the Contract



## SECTION VI

### CURRENT STANDING FORM

I confirm that the company is eligible to participate in this Bidding exercise and meets the eligibility criteria as provided at Instructions to Bidders at **Section I** of the bidding documents. I further confirm that the company:

- (a) was duly incorporated under the provisions of the Companies Act 2001.
- (b) is still on the Register of Companies.
- (c) has paid all fees due and payable.
- (d) is not in receivership.
- (e) is not bankrupt.
- (f) is not in administration,
- (g) is not in the process of being wound up or dissolved.
- (h) has not been subject to any proceedings initiated by the Registrar to be removed from the Registrar.
- (i) holds a business Registration Number Certificate (BRN)

**Name:**.....

**Signature:**.....

**In capacity of: Director of the company**

**Date:**.....

**Seal of Company :** .....