



FCC

FINANCIAL CRIMES
COMMISSION
MAURITIUS

Procurement Reference No. 05 of 2026/ 2027

BIDDING DOCUMENT

Request For Sealed Quotation

PROJECT

**Repair and Maintenance of Centralised Air-Conditioning System
for a department at FCC Headquarters**

Compulsory Site Visit

The **site visit** is scheduled for **18 August 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 28 August 2026 by 14.00 hours at latest

Date: 07 August 2026



FCC

FINANCIAL CRIMES
COMMISSION
MAURITIUS

LETTER OF INVITATION

Ref: FCC/CSD/406/14

07 August 2026

Dear Sir/Madam,

Request For Sealed Quotation

Procurement Reference No. 05 of 2026/ 2027 Repair and maintenance of centralised air-conditioning – System for a department at FCC Headquarters

The Financial Crimes Commission (FCC) invites sealed bids from eligible and qualified potential bidders for the repair and maintenance of centralised air-conditioning system for a department at the FCC Headquarters, Reduit Triangle, Moka.

The bidding documents include the following documents:

- Section I - The Instruction to Bidders;
- Section II - Scope of works and schedule of requirements;
- Section III - Price Activity Schedule;
- Section IV - Bid Letter;
- Section V - General Conditions of contract;
- Section VI - Current Standing Form; and
- Section VII - Bid check list.

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 letter of invitation 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,
Manager (Procurement & Supply)
for Acting Director, Corporate Services Division

INSTRUCTIONS TO BIDDERS (ITB)**1.0 Introduction**

The FCC invites eligible and qualified bidders to submit their bids for the repair and maintenance of centralised air conditioning system for a department at the FCC, Réduit Triangle, Moka.

2.0 Compulsory Site Visit

- A Site visit is scheduled for **18 August 2026 at 10.00 a.m.**
- Please be advised that the site visit is **mandatory for all bidders.**
- Kindly note that attendance at the site visit is **compulsory and forms part of the requirements. Non-attendance shall result in disqualification.**

3.0 Clarifications and amendments of bidding documents

Prospective bidders may request clarifications or interpretation on any part of the bidding documents. Such request must be in writing and addressed to the Acting Director, Corporate Services Division, through electronic mail at least one week before the deadline set for submission of bids.

Email: procurement@fcc.mu

4.0 Validity of Bids

The bid validity period shall be valid for a period of ninety **(90) days** from the date of bid submission deadline. A bid valid for a shorter period may be rejected as non-responsive. In exceptional circumstances, the FCC may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their bids.

5.0 Eligibility Criteria

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

- (i) Have the legal capacity to enter into a contract for the project;
- (ii) Not be insolvent, in receivership, bankrupt, subject to legal proceedings for any of these circumstances or in the process of being wound up;
- (iii) Not have had business activities suspended;
- (iv) Not have a conflict of interest in relation to this procurement requirements;
- (v) Have a Business Registration Number;
- (vi) Have a valid trading licence (If applicable); and

- (vii) Not be subject to any pending or ongoing legal proceedings or investigation whether with any judicial, regulatory or government law-enforcement authority, including the Financial Crimes Commission (FCC).

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

6.0 Required Documents

Bidders shall submit along with their bids the following documents:

- (i) Duly filled and signed Scope of works at **Section II**;
- (ii) Duly filled and signed Price Activity Schedule at **Section III**;
- (iii) Duly filled and signed Bid Letter at **Section IV**;
- (iv) Copy of Business Registration Number (BRN);
- (v) Copy of valid trading licence (If applicable); and
- (vi) Signed Current Standing Form.

7.0 Completion period

The completion period for the repair and maintenance of centralised air-conditioning system should be within (8) to (12) weeks after acceptance of the contract.

8.0 Submission of Bids

Bids should be deposited in the Tender Box located at the Reception Desk on the Ground Floor, FCC Headquarters, Réduit Triangle, Moka, on or before **28 August 2026 by 14.00 hours at the latest**. The bids shall be duly signed and in a sealed envelope marked with **Procurement Reference No.05 of 2026 / 2027** and addressed to **the Acting Director, Corporate Services Division**.

9.0 Late Submission

Bids received by the FCC after the deadline for the submission of bids shall not be opened and shall be returned to the bidder.

10.0 Opening of bids

Bids will be opened at the FCC Headquarters, Réduit Triangle, Moka, **on 28 August 2026 by 14.00 hours by the latest**.

11.0 Examination and evaluation of bids

Every bid will be evaluated according to the criteria and methodology set out in the bidding documents and the evaluated cost of each bid shall be compared with the evaluated cost of other bids to determine the lowest evaluated bid.

The FCC may seek clarification during the examination of bids from any bidder to facilitate evaluation, but it shall neither ask nor permit any bidder to change the price or substance of his bid.

12.0 Evaluation Criteria

The Evaluation will be based on the following:

- (i) Compliance with scope of works.
- (ii) The work completion period
- (iii) Price quoted
- (iv) Submission of required documents.

13.0 Prices and Currency of Bids

Prices shall be priced in Mauritian Rupees only.

14.0 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 bidder offers, gives, or agrees to give an inducement and promptly notify the rejection to the bidder concerned.

The FCC shall proceed with appropriate integrity checks when deemed necessary.

15.0 Award of contract

The Bidder having submitted the lowest evaluated responsive bid and qualified to perform the works shall be selected for award of contract. The award of contract shall be by issue of a Letter of Acceptance in accordance with terms and conditions contained in General Conditions of Contract.

16.0 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.

17.0 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) To 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.

SCOPE OF WORK AND SCHEDULE OF REQUIREMENTS**1. System description**

The centralised air-conditioning system covered by this Specification is summarised below. Bidders should note that full nameplate and configuration details are to be verified on site (see Note following the table).

System Type	Variable Refrigerant Flow (VRF) air-conditioning system
Make	Top Cool
Model	GWV-400WM/B-X
Area Served / Coverage	One Department
Reported Condition	System currently faulty; displaying an error message

Note: exact nameplate specifications (capacity, refrigerant type, electrical rating, and the number and configuration of indoor and outdoor units) and the specific fault code(s)/ error message displayed shall be verified and recorded by the Contractor at the compulsory site visit

2. Scope of Work***Phase 1 – Inspection and Diagnosis***

- Conduct a full system audit of Indoor and Outdoor Units
- Identify faults
- Provide a detailed diagnostic report with recommendations.

Phase 2 – Repair and Replacement

- Repair or replace defective components following diagnostic

Phase 3 – Testing and Commissioning

- Perform functional testing of repaired units.
- Balance air distribution across zones.
- Verify temperature, humidity, and airflow parameters.
- Ensure compliance with safety and energy efficiency standards.

Phase 4 – Documentation and Reporting

- Submit service reports detailing work performed, replaced parts, and test results.
- Provide warranty details for replaced components.
- Recommend preventive maintenance measures.

3. Deliverables

No.	Deliverable
1	Diagnostic Report (pre-repair)
2	Repair Completion Certificate
3	Test and Commissioning Report
4	Warranty Documentation
5	Preventive Maintenance Schedule Proposal

4. Contractor Requirements

- Licensed HVAC contractor with proven experience in centralized systems.
- Availability of skilled technicians and necessary tools/equipment.
- Compliance with local safety, environmental, and energy regulations.
- Ability to respond to emergency breakdowns within 24 hours

5. Warranty Requirements:

Parts Replacement	Two (2) years
Labour	One (1) year

Acknowledgment of Section II – Scope of Work and schedule of requirements

We, the undersigned, hereby acknowledge that we have reviewed, understood, and agreed to comply with all requirements outlined in Section II of the bidding documents,

Name:

In Capacity of:

Signature:

Telephone No.:

Email Address:

Date:

Seal of Company:

SECTION III**PRICE ACTIVITY SCHEDULE**

SN	Description of Services	Quantity	Unit Price inclusive of VAT	Total Price inclusive of VAT	Completion Period required -(within 8 to 12 Weeks) -Specify
1	Repair and maintenance of 6 Indoor units Including Transport and Labour	6			
2	Repair and maintenance of 1 outdoor unit Including Transport and Labour	1			
3	Any other cost (Provide details)				
4	Total sum in figures:				
5	Total in words:				

We confirm that our quoted price in the Price Activity Schedule is fixed and firm and will not be subject to revision or variation if we are awarded the contract prior to the expiry date of Bid validity.

Name of Company :.....

Address:

Name:

Signature :.....

Telephone No. :.....

Email address.....

Name of Directors / Shareholders of the company:

.....

Date :..... Seal of.....

SECTION IV

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 Request for Quotation (RFQ) including the Instruction for Bidders, Scope of works, 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 procurement exercise and meet the eligibility criteria specified in Section 1: Instruction To Bidders.
- (c) I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will complete the project in time.
- (d) I/We offer to supply the items listed in the attached Price Activity Schedule as per the defined scope of works and specifications, and, in accordance with the terms and conditions stated in bidding documents.
- (e) 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.
- (f) 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.

(g) 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 requirements.
- (ii) Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the FCC.

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

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

(j) The completion period offered, from the date of issue of Purchase Order/ Letter of Award, is as shown in the Price Activity Schedule.

(k) 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	

GENERAL CONDITIONS OF CONTRACT

1. The Contractor shall complete the repair and maintenance of centralised air-conditioning in accordance with the SCOPE OF WORK AND SCHEDULE OF REQUIREMENTS
2. The Contractor shall carry out his obligations with all due diligence and efficiency in accordance with generally accepted professional techniques and practices and shall observe sound management practices.
3. The Contractor shall always act, in respect of any matter relating to this Contract, as faithful adviser to the FCC, and shall at all times support and safeguard the FCC's legitimate interests in any dealing with sub-Contractors or third parties.
4. **Duties of the Contractor**
 - The Contractor shall perform the services with all due care, diligence and efficiency, in accordance with the highest standards of professional competence, organization and responsibility, and in a manner acceptable to the FCC.
 - The Contractor shall:
 - (a) report to, and obtain direction and guidance from the FCC on all matters arising from or relating to the present Contract; and
 - (b) promptly comply with such instructions as may be issued from time to time by the FCC in connection with the performance of the services.

5. Confidentiality

The Supplier shall not, either during the term of this Contract or after the expiration of this Contract, disclose any propriety or confidential information relating to this Contract or the Client's business or operations without the prior written consent of the Client

The Supplier shall not, either during the term of this Contract or after the expiration of this Contract, disclose any propriety or confidential information relating to this Contract or the Client's business or operations without the prior written consent of the Client.

6. Terms of Payment

The total Contract Price shall be payable as follows:

(i) Advance Payment

An amount equal to fifty percent (50%) of the Contract Price shall be paid upon signature of this Agreement and against issuance of a valid invoice.

(ii) Delivery Payment

An amount equal to twenty percent (20%) of the Contract Price shall be paid upon delivery of the goods/equipment to the agreed delivery location.

“Delivery” shall mean the physical transfer of the goods to the Client, accompanied by delivery documentation signed by both Parties.

(iii) Commissioning Payment

The remaining thirty percent (30%) of the Contract Price shall be paid upon successful commissioning of the goods/equipment.

“Commissioning” shall mean installation, testing, and confirmation that the goods/equipment are fully operational in accordance with the specifications set out in this Agreement, as evidenced by a commissioning certificate signed by both Parties.

(iv) Payment Terms

The invoice from commissioning shall be payable within 30 days from the date of invoice, unless otherwise agreed in writing.

(v) Taxes

All payments are exclusive of applicable taxes, duties, or levies, which shall be borne by the Client unless otherwise specified.

7. Termination and Breach

(i) Notwithstanding any other enactment –

- (a) the FCC may terminate a procurement contract for its convenience at any time upon a determination that because of changed circumstances the continuation of the contract is not in the FCC interest; and
- (b) upon such a termination, the contractor will be entitled to reimbursement of expenses incurred in the performance of the contract but will not be entitled to recover anticipated profits on the completion of the contract.

(ii) Notwithstanding any other enactment, the FCC or a contractor may terminate a contract where the other party to the contract commit a fundamental breach of contract, as defined in the conditions of Contract.

(iii) Termination for convenience

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

8. 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.

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; or

9. Observation of the Law

The Contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under this contract.

10. 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 this bidding documents and that the company:

- (a) Was duly incorporated under the provisions of the Companies Act 2001.
- (b) The name of the company 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 and dissolved.
- (h) The office of the Registrar has not initiated any proceedings to remove the company from the Registrar.

Name:.....

Signature:.....

In capacity of: Director of the company

Date:.....

Seal of Company :

SECTION VII

BID CHECK LIST

Check list for submission of documents

(To be filled by bidder)

	(please tick if submitted and cross if not)
(a) Bid Letter	
(b) Price Activity Schedule	
(c) Scope of work and schedule of requirements	
(d) Copy of Valid Registration License (If applicable)	
(e) Current Standing form	
(f) Copy of BRN	

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