

Mauritius Institute of Education

Notice

Registration of Contractors/Suppliers for Works and Service Providers

The Mauritius Institute of Education is updating its database of Contractors/Suppliers for Works and Service Providers. Procurement/contract awards shall be conducted through Bidding Procedures according to the Public Procurement Act 2006.

Interested parties wishing to be registered as potential contractors for works and service providers are invited to do so by filling the registration form downloadable from the MIE Website <http://mie.ac.mu> or at the reception counter, MIE, Réduit.

A list of items is annexed to the registration form. (Please note that the prices should not be submitted at this stage. Qualifications are requirements as listed in the Registration Form.

All applications must be made on the Supplier Registration Form and contained in a sealed envelope marked “Registration of Contractors/Service Providers” on the top left hand corner and addressed to the **Registrar, Mauritius Institute of Education, 7th Floor, New Complex, Réduit, on Monday 15 April 2019 at 14 00 hrs.**

Applicants are invited to take note of the following:

- a) The Mauritius Institute of Education has no contractual obligations towards any potential applicant whomsoever;
- b) This exercise shall not entitle applicants to become exclusive suppliers of the Mauritius Institute of Education; and
- c) The Mauritius Institute of Education reserves the right to proceed with tender procedures at any time regardless of the outcome of this registration exercise.

REGISTRATION OF POTENTIAL SUPPLIERS/CONTRACTORS

The Mauritius Institute of Education is compiling a list of potential suppliers, contractors and consultants who wish to be registered for the supply of the following goods, works and services:-

SERIAL No.	Supply of Goods / Services / Works
MIE/R/01	Aluminium & Metal Openings
MIE/R/02	Audiovisual Services including Digital Advertising
MIE/R/03	Civil Engineering Works
MIE/R/04	Paints, Hardware and Plumbing Materials
MIE/R/05	Catering Services
MIE/R/06	Supply of Office Furniture & Equipment
MIE/R/07	Supply and Maintenance of Computer Hardware & Software
MIE/R/08	Stationery and Printing Services
MIE/R/09	Minor works, Repairs & Maintenance (Plumbing, Electrical, Welding, Masonry, Carpentry and Landscaping)
MIE/R/10	Insurance (Vehicle, Workmen Compensation, Medical Scheme)
MIE/R/11	Maintenance of Photocopy Machine
MIE/R/12	Electrical Items & Tools & Equipments
MIE/R/13	Tarpaulins - Erection of Podium & Tents
MIE/R/14	Hardware - (Shops & Quincaillerie)
MIE/R/15	Watchmanship and Security Services
MIE/R/16	Electrical Works, Repairs of Lighting Systems
MIE/R/17	Waterproofing Works
MIE/R/18	Web Designing and Maintenance
MIE/R/19	Uniform, Clothing and Protective Equipment
MIE/R/20	Pest Control
MIE/R/21	Pharmacy items (e.g First Aid Box & Related items)
MIE/R/22	Computer Applications (Software/Hardware)
MIE/R/23	Repairs of PABX system / Installation of new telephone lines
MIE/R/24	Repairs of data points and servers
MIE/R/25	Printing of documents, cards, stationery/posters, magazines
MIE/R/26	T-Shirts, Caps, Banners/Banderoles
MIE/R/27	Servicing of Fire Extinguishers and Fire preventive equipment
MIE/R/28	Rental and Maintenance of New Photocopy Machines (Heavy duty)
MIE/R/29	Servicing and Maintenance of existing photocopy machines TASKALFA model KYOCERA (55001, 5201)
MIE/R/30	Transport Services (Bus/Van/Lorry/Taxi)

(2) Interested parties or firms are requested to submit a detailed profile of their enterprise on registration forms obtainable from the Mauritius Institute of Education and addressed to the Registrar, 7th Floor MIE Tower, Redit.

(3) No price of the materials / services to be submitted at this stage.

(4) The attention of applicants is being drawn to the fact that registration does not mean the Mauritius Institute of Education has any contractual obligation towards them and does not entitle them to become exclusive providers of goods and services.

(5) The Authority reserves the right to look for alternative suppliers/ contractors whenever it deems necessary to do so.

The Registrar
Mauritius Institute of Education
14 March 2019

MAURITIUS INSTITUTE OF EDUCATION

REGISTRATION FORM

POTENTIAL SUPPLIERS/ CONTRACTORS

GOODS, WORKS AND SERVICES (INCLUDING CONSULTANCY SERVICES)

Please tick/ fill in where appropriate

A. STATUS

1. Sole Proprietor

2. Company

3. Partnership

4. Joint Venture

B. DETAILS

1. Name:-

2. Official Address:-

3. Name of Representatives:-

4. Telephone No: Mobile:-

5. Fax Number:- Email Address:-

C. OTHER REQUIREMENTS

1. Business Registration Number

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2. VAT Registration Number if applicable

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D. DOCUMENTS TO BE SUBMITTED

1. Certificate of Incorporation of Business (if any)
2. Copy of Business Registration Card
3. Copy of Trade fee certificate for current financial year
4. Copy of Audited Final Accounts
5. Copy of Certificate to be considered as Small and Medium Enterprise

E. OTHER INFORMATION

1. Whether debarred by competent authority to participate in any bidding exercise.

YES

NO

In the affirmative to inform/ specify the period

2. Whether convicted by any court or law for fraudulent/ corrupt / collusive/ coercive practice.

YES

NO

F. LIST OF ITEMS FOR WHICH I/ WE/ ARE REGISTERING

SN	ITEMS
(A) GOOD/ MATERIALS	
(B) SERVICES	
(C) WORKS	

Please attach additional sheets if required.

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Signature of Applicant

Name:-