



REQUEST FOR SEALED QUOTATIONS

Provision of Legal Services to Polytechnics (Mauritius) Ltd

**Procurement Reference No.
PML/Legal Services/03/ 2025-26/RFQ 49**

<i>Closing Date:</i>	Friday 27 th March 2026
<i>Closing Time:</i>	13.00 hrs
<i>Tender Box:</i>	Polytechnics Mauritius Ltd, Rduit Triangle, Moka

*Polytechnics Mauritius Ltd
Rduit Triangle
Rduit
Moka
Tel: 460 5100
Fax: 463 1636*

13 March 2026



Reduit Triangle, Moka

Tel: 460 5100

Fax: 463 1636

A. REQUEST FOR QUOTATIONS (RFQ)

Provision of Legal Services at Polytechnics Mauritius Ltd

Ref. No.: PML/LEGAL SERVICES /03/2025-2026/ RFQ 49

To
Bidders:

You are hereby invited to submit your best quotation for the services listed hereunder and as more fully described in the Schedule of Requirements. Your offer should be made on this form stating other relevant data, with any annex you may wish to attach thereto. Services shall be for a period of **one (1) year as from Letter of Acceptance**.

We commit ourselves to maintain the highest standard of integrity and ethical principles during all stages of the procurement cycle.

Name of Officer: Ashok Seeraj

Status: Procurement Manager

Date: 13th March 2026

Signature

PRICED ACTIVITY SCHEDULE

Item No	Brief Description of Services	Amount Without VAT	VAT (Rs)	Amount (VAT Incl) (Rs)
1.	Provision of Legal Services for Polytechnics Mauritius Ltd on an as and when required basis.	---	---	---
a.	Services of a Barrister			
b.	Services of Solicitor (Avoué)			

SERVICE	UNIT	COST PER UNIT (Excl. VAT)	VAT @15 %	COST PER UNIT (Incl. VAT)
District courts	Per Case			
Intermediate courts	Per Case			
Industrial courts	Per Case			
Supreme courts	Per Case			
Tribunals	Per Case			
Disciplinary bodies	Per Case			
Others: "mise en demure", etc.	Per Case			

Quotation Validity period: 90 days after the closing date for bid submission.	
Period of services: One (1) year as from Letter of Acceptance.	
Services will be required on "an as and when" required basis.	
Bidders are requested to quote for both law practitioners in case the services of both persons are required.	
There will be no split contract for this tender exercise.	
Closing date and time for submission: Friday 27th March 2026 at 13.00 Hours	
Modes of Submission: Quotation must be deposited in the Tender Box.	Fax No.: N/A
Tender Box located at: Ground Floor Polytechnics Mauritius Ltd Reduit Campus Reduit Triangle Moka	

I/We hereby certify that 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 the contract is awarded to me/us and during its execution. We understand that transgression of the above is a serious offence and appropriate actions will be taken against me/us.

I/We agree to execute the services mentioned above and more fully described hereunder at price(s) quoted by me/us in accordance with the Polytechnics Mauritius Ltd 's Conditions of Contract.

Name:

Address:

Fax No:

Email:

Date:

B. SCHEDULE OF REQUIREMENTS

Provision of Legal Services at Polytechnics Mauritius Ltd

I. Background and context

Polytechnics Mauritius Ltd is a body corporate established in 2017 under the aegis of the Ministry of Education, Tertiary Education, Science and Technology. Our programmes are aligned to the needs and demands of industry stakeholders through a rigorous practice-immersed curriculum that prepares our graduates for the world of work in Mauritius and beyond. Industry stakeholders are brought into the discussion with our international and local partner educational institutions at the level of programme design so that this makes for a combined effort and joint initiative for a relevant and adapted programme offering.

Polytechnics Mauritius Ltd proposes to hire the services of Lawyer / services of Solicitor (Avoué) on "an as and when" required basis for a period of one (01) year.

C. Scope of Services

1. Represent PML at court, in tribunals and/or in disciplinary and legal matters;
2. Draw up formalities regarding the settlement of disputes and monitor the implementation of legal causes;
3. To assist, advise and provide legal support on any other legal aspect that PML may require.
4. Any other business of a legal manner.

D: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Proc. Ref. No.: PML/LEGAL SERVICES /03/2025-26/RFQ 49

[Bidders should complete columns C and D with the specification of the services offered. Also, state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C	D
1.	Represent PML at court, in tribunals and/or in disciplinary and legal matters;		
2.	Any other business of a legal manner.		
3.	To assist, advise and provide legal support on any other legal aspect that PML may require.		
4.	Any other business of a legal manner.		

Specifications and Performance Standards Compliance Sheet.

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

E. CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), Ref: **NCS/RFQ-GCC14/11-21**, for the Procurement of non-Consultancy Services (available on website ppo.gov.mu) except where modified by the Particular Conditions of Contract specified hereunder.

1. Site: Not applicable

2. Start Date: The start date shall be **March/April 2026** (the exact date to be communicated by Polytechnics Mauritius Ltd).

3. Services: The Services consist of **Provision of Legal Services to Polytechnics Mauritius Ltd ``an as and when`` required basis. The services should be provided in adherence of the Law Practitioners Act**

4. Insurances: Not Applicable

5. Intended period of services: One (1) year as from Letter of Acceptance.

6. Possession of Site: Not Applicable.

7. Liquidated Damages: Liquidated damages for the whole contract are per day. **Not Applicable.**

8. Prices

Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract. The prices quoted shall include all costs, where applicable.

9. Documents to be submitted

- Qualifications to practice law in the Republic of Mauritius;
- Number of years of practice.
- Experience in services of a similar nature and size, and details of services presently provided or contractually committed.
- Willingness and ability to provide cost-effective and high-quality legal services to best represent the PML's interests in a prompt manner;

10. Payment

The Polytechnics Mauritius Ltd undertakes to effect payment within 30 days after supply of the service items to the satisfaction of the Polytechnics Mauritius Ltd and subject to the Service Provider submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

11. Correction of defects

The Polytechnics Mauritius Ltd shall give notice to the Service Provider of any defects 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 Polytechnics Mauritius Ltd will assess the cost of having the defect corrected and deduct same amount from money due to the Service Provider.

12. Termination

The Polytechnics Mauritius Ltd 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.

13. Assignment

The Service Provider shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of the Polytechnics Mauritius Ltd.

14. Insurance

Not Applicable

15. Removal and replacement of personnel

The Service Provider shall at the request of the Polytechnics Mauritius Ltd and at no additional cost remove and replace any personnel reported for misconduct or poor performance by another person of similar qualification and experience.

16. Labour Clause

The remuneration and other conditions of work of the employees of the Service Provider shall not be less favourable than those established for services of the same character in the trade concerned- (i) by collective agreement applying to a substantial proportion of the employees and employers in the trade concerned; (ii) by arbitration awards; or (iii) by Remuneration Orders.

17. Settlement of Disputes

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred to the competent court of Mauritius.

F. INSTRUCTIONS TO BIDDERS

1. Submission of Quotations

Quotations must be submitted as stated in the RFQ and deposited in **Tender Box, Ground Floor, Polytechnics Mauritius Ltd, Reduit Campus, Reduit Triangle, Moka** in sealed envelopes marked in the lower left-hand corner of the envelope (**Provision of Legal Services for Polytechnics Mauritius Ltd - PML/Legal Services/03/ 2025-26/RFQ 49**).

1.1 All sections of a RFQ shall be filled

2. Selection and Decision

2.1 Selection shall be based on the lowest price offered, subject to compliance with scope of service, specifications, performance standards and duration of service period in accordance with the General Terms and Conditions

3. Rights of the Public Body

The Polytechnics Mauritius Ltd shall have the right to

- (a) ask for clarifications at time of evaluating quotations,
- (b) reject all quotations.

The Polytechnics Mauritius Ltd shall not be bound to accept the lowest or any quotation.

4. Notification of Award and Debriefing

4.1 The Polytechnics Mauritius Ltd shall after award of contract, exceeding Rs 1 million, promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount.