

EXPRESSION OF INTEREST (EOI)

Authorised under section 24(2) of the Public Procurement Act 2006

REGISTRATION OF SUPPLIERS FOR GOODS/SERVICES LESS THAN MUR 10M

Reference No: EOI/05-2025/012

The National Housing Development Company Ltd (NHDC), is presently compiling a list of suppliers and hereby invites interested parties to register as potential suppliers for the items of goods and services, as detailed below:

Items of Goods/Services:

1. Office Stationeries
2. Kitchen equipment & related accessories
3. Cleaning materials, General Cleaning and Hygiene Services
4. Pest Control Service
5. Office Furniture
6. Communication Equipment
7. Uniforms for Male and Female Staff
8. Safety shoes, Boots, Raincoat, Gloves and other protective equipment
9. Specialised Tools & Equipment
10. Corporate items such as diaries, gifts, umbrellas, caps, T Shirts etc
11. Banners and Flags
12. Signage (Sign Plates, Advert etc)
13. Air Conditioners
14. Fire Fighting Equipment, refilling/maintenance of fire extinguishers & fire alarms
15. Advertising Agencies
16. Catering Services
17. ICT Office Equipment, Consumables (toners, cartridges, printer ribbons etc) and Spare parts
18. Heavy Duty Photocopiers
19. IT Services
20. Electrical Appliances & Equipment
21. Security Services
22. CCTV/IP Camera
23. Cart away Services
24. Transport and Passenger Services
25. Office decorations (e.g., Flowers on Reception Desk /Indoor plants)
26. Sound, Light and/or Public Address Systems for events
27. Mobile Toilets for events
28. Inaugural plates
29. Renting of Tent/Marquese, Chairs, Podium, Decoration etc
30. Photography, Video Coverage, drone services, audiovisual and photo Services
31. Interior Designer Services



32. Printing Services
33. Tyres, Wheel Balancing and Wheel Alignment Services
34. Packing, loading, unloading, unpacking and transportation services
35. Supply and fix of frosted films

In establishing a shortlist of potential suppliers, the following document will be used to determine the eligibility of the contractor:

- a. Application form for Registration as Supplier (Form -1)
- b. A brief company profile /profile of Applicant;
- c. A brief description of the product/services provided by your firm;
- d. Details of Directors and contact person(s);
- e. Copy of Certificate of Incorporation;
- f. Copy of Business Registration Card;
- g. Copy of Trading License;
- h. Copy of VAT Registration Certificate;
- i. Copy of Registration with SMEDA;
- j. A list of references / customers (with contact details) for the last five years;
- k. Copy of Audited Final Accounts, Financial Statements and/or any other financial documents (whichever is applicable) of the past five years;
- l. Evidence of Tax Clearance from the Mauritius Revenue Authority;
- m. Copy of the National Identity Card (not applicable for corporate entities or companies); and
- n. Any other relevant documents

The EOI, in a sealed envelope, should obligatorily be deposited in the Bid Box of the **National Housing Development Company Ltd** at the address indicated below on or before **07 July 2025 at 14.00 hrs (local time) at latest**. The envelope should be clearly marked “**Registration of Suppliers for Goods/Services for NHDC – EOI/05-2025/012**”.

**The Managing Director,
National Housing Development Company Ltd,
Nexteracom, Level 1, Tower 1
Rue Du Savoir, Cybercity,
Ebene 72201
Tel: (230) 403-7333**

Late submissions shall not be accepted and shall be rejected. Electronic submissions are not permitted.

Please note that the prices of works/services should not be submitted at this stage. The attention of the suppliers is hereby drawn to the fact that NHDC has no Contractual obligation towards them, nor will they become exclusive suppliers to the NHDC.

05 June 2025

INSTRUCTIONS TO CONTRACTORS

1. The format of the form should not be altered and data should only be entered in the relevant cells.
2. Supporting information is welcome as an attachment to the form, bearing in mind the limits on answers to some sections.
3. All fields should be completed and submitted by the closing date.
4. Validity of EOI: 2 Year
5. Suppliers which are duly registered with Local Authorities/Recognised Regulatory Bodies or Institutions should submit appropriate certificates together with their submission.
6. Suppliers should also register on the Government of Mauritius e-Procurement System on <https://eproc.publicprocurement.govmu.org>, otherwise they would not be able to participate in any bidding exercise.
7. Prospective Suppliers may choose more than one category, but they should mention their core activity
8. NHDC Ltd reserves the right to request additional information at time of evaluation.
9. NHDC Ltd reserves the right to select the most reliable service or annul the whole exercise without any obligation to inform those who have shown interest and/or provide any ground of its action.

05 June 2025

APPLICATION FORM FOR REGISTRATION AS SUPPLIERS
REFERENCE No: EOI/05-2025/012

A. GENERAL INFORMATION

1. Name of Supplier:			
2. Registered Address:			
3. Name of Director:			
4. Contact Details:			
5. Email Address:			
6. Business Registration Number:		7. Date of Registration:	
8. Certificate of Incorporation:		9. VAT Registration No:	
10. Tax Account Number:			
11. Registration as a local Small and Medium Enterprise:		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<i>(If yes, kindly provide the details on S/N 11&12)</i>			
11. Certificate Number:		12. Date of Registration:	
13. Contractor Core Activity:			
14. Website:			
15. Nature of Business:			

(a)	
(b)	
(c)	
(d)	
(e)	

B. ADDITIONAL INFORMATION

	Yes	No
16. Have you, or any business you have been managing, ever failed to complete a service contract?	<input type="checkbox"/>	<input type="checkbox"/>
17. Have you, or any business you have been managing, been declared bankrupt or been subject to repossession proceedings over the past seven years?	<input type="checkbox"/>	<input type="checkbox"/>
18. Have you, or any business you have been managing, been declared bankrupt or been subject to repossession proceedings over the past seven years?	<input type="checkbox"/>	<input type="checkbox"/>
19. Are there any judgement debts or court orders against the respondent?	<input type="checkbox"/>	<input type="checkbox"/>
20. Are you registered with the Government of Mauritius e-Procurement System hosted by the Procurement Policy Office. (website: https://eproc.publicprocurement.govmu.org)	<input type="checkbox"/>	<input type="checkbox"/>

C. CATEGORISATION OF GOODS/SERVICES

Item	Description	Tick (✓) as appropriate	Item	Description	Tick (✓) as appropriate
1	Office Stationeries	<input type="checkbox"/>	19	IT Services (including software)	<input type="checkbox"/>
2	Kitchen equipment & related accessories	<input type="checkbox"/>	20	Electrical Appliances & Equipment	<input type="checkbox"/>
3	Cleaning materials, General Cleaning and Hygiene Services	<input type="checkbox"/>	21	Security Services	<input type="checkbox"/>
4	Pest Control Service	<input type="checkbox"/>	22	CCTV/IP Camera	<input type="checkbox"/>
5	Office Furniture	<input type="checkbox"/>	23	Cart away Services	<input type="checkbox"/>
6	Communication Equipment	<input type="checkbox"/>	24	Transport and Passenger Services	<input type="checkbox"/>
7	Uniforms for Male and Female Staff	<input type="checkbox"/>	25	Office decorations (e.g., Flowers on Reception Desk /Indoor plants)	<input type="checkbox"/>
8	Safety shoes, Boots, Raincoat, Gloves and other protective equipment	<input type="checkbox"/>	26	Sound, Light and/or Public Address Systems for events	<input type="checkbox"/>
9	Specialised Tools & Equipment	<input type="checkbox"/>	27	Mobile Toilets for events	<input type="checkbox"/>
10	Corporate items such as diaries, gifts, umbrellas, caps, T Shirts etc	<input type="checkbox"/>	28	Inaugural plates	<input type="checkbox"/>
11	Banners and Flags	<input type="checkbox"/>	29	Renting of Tent/Marquese, Chairs, Podium, Decoration etc	<input type="checkbox"/>
12	Signage (Sign Plates, Billboards, Advert etc)	<input type="checkbox"/>	30	Photography, Video Coverage, drone services, audiovisual and photo Services	<input type="checkbox"/>
13	Air Conditioners	<input type="checkbox"/>	31	Interior Designer Services	<input type="checkbox"/>
14	Fire Fighting Equipment, refilling/maintenance of fire extinguishers & fire alarms	<input type="checkbox"/>	32	Printing Services	<input type="checkbox"/>
15	Advertising Agencies	<input type="checkbox"/>	33	Tyres, Wheel Balancing and Wheel Alignment Services	<input type="checkbox"/>
16	Catering Services	<input type="checkbox"/>	34	Packing, loading, unloading, unpacking and transportation services	<input type="checkbox"/>
17	ICT Office Equipment, Consumables (toners, cartridges, printer ribbons etc) and Spare parts	<input type="checkbox"/>	35	Supply and fix of frosted films	<input type="checkbox"/>
18	Heavy Duty Photocopiers	<input type="checkbox"/>	36	Others:	

D. DOCUMENTS TO BE SUBMITTED

S/N	Documents	Submitted (Tick (☐) as appropriate)
1	A brief company profile /profile of Applicant;	<input type="checkbox"/>
2	A brief description of the product/services provided by your firm;	<input type="checkbox"/>
3	Details of Directors and contact person(s);	<input type="checkbox"/>
4	Copy of Certificate of Incorporation;	<input type="checkbox"/>
5	Copy of Business Registration Card;	<input type="checkbox"/>
6	Copy of Trading License;	<input type="checkbox"/>
7	Copy of VAT Registration Certificate;	<input type="checkbox"/>
8	Copy of Registration with SMEDA;	<input type="checkbox"/>
9	A list of references / customers (with contact details) for the last five years;	<input type="checkbox"/>
10	Copy of Audited Final Accounts, Financial Statements and/or any other financial documents (whichever is applicable) of the past five years;	<input type="checkbox"/>
11	Evidence of Tax Clearance from the Mauritius Revenue Authority;	<input type="checkbox"/>
12	Copy of the National Identity Card (not applicable for corporate entities or companies);	<input type="checkbox"/>

E. DECLARAION

I/We have noted and accept all the conditions contained in this request for expression of interest.

I/We hereby submit the expression of interest with NHDC and declare that to the best of my/our knowledge the particulars shown herein are true and correct and shall be liable for any false or misleading information provided to the NHDC.

Date:

Signed for the applicant by:

In the officer bearer capacity of:

Name(s) (IN BLOCK LETTERS):

Seal of Company: