

**Request for Quotation**  
  
**for**  
  
**Consultancy Services**  
  
**To Review the Pay and Grading Structures**  
  
**and Terms and Conditions of Service**  
  
**at the Mauritius Post Ltd**

*RFQ No: 25 of 2022/2023*

**10 September 2022**

Dear Sir/Madam,

**Reference:** RFQ No. 25 of 2022/2023

**Subject: Request for Quotation for Consultancy Services to Review the Pay and Grading Structures and Terms and Conditions of Service at the Mauritius Post Ltd**

1. You are hereby invited to submit Technical and Financial proposals for consultancy services for the Mauritius Post Ltd which could form the basis for future negotiations and ultimately, a contract between you and the Mauritius Post Ltd.
2. The purpose of this assignment is to review the Pay and Grading Structures and Conditions of Service at the Mauritius Post Ltd as per Terms of Reference at Annex 1.
3. The following documents are enclosed to enable you to submit your proposal:
  - (a) the Terms of Reference (TOR) (Annex 1);
  - (b) supplementary information for consultants, including a suggested format of curriculum vitae (Annex 2); and
  - (c) a sample format of the Service Contract under which the service will be performed (Annex 3).
4. Any request for clarification should be forwarded via fascicle (No. 212 9640) or e-mail ([pballyraz@mauritiuspost.mu](mailto:pballyraz@mauritiuspost.mu)). Request for clarifications should be received 10 days prior to the deadline set for submission of proposals in para. 7.
5. The Mauritius Post Ltd requires that bidders/suppliers/contractors participating in the procurement observe the highest standard of ethics during the procurement process and execution of contracts.
6. **Eligibility**
  - (a) A consultant that is under a declaration of ineligibility by the Government of Mauritius in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.
  - (b) Proposals from consultants appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected. Links for checking the ineligibility lists are available on the PPO's website: [ppo.govmu.org](http://ppo.govmu.org)
  - (c) Consultants should submit a statement on past and present declaration of ineligibility, if any, by any international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.
7. **Submission of Proposals**

The proposals from the consultants shall be submitted in two separate envelopes, viz., Technical and Financial, and should follow the form given in the "Supplementary Information for Consultants". The proposals should be deposited in the Tender Box of

the **Mauritius Post Ltd** at latest by **13:00 hours on 03 October 2022** at the following address:

The Chief Executive Officer  
The Mauritius Post Limited  
1, Sir William Newton Street  
Port Louis 11328

Proposals should **not** be forwarded by electronic mail.

**8. Deciding Award of Contract**

Qualification and experience of the consultants shall be considered as the paramount requirement. The proposals will be evaluated on the basis of a maximum of 70 marks for Technical Proposals and 30 marks for Financial proposals. Proposals from consultants should score at least 50 marks for the Technical Proposals to be retained for further consideration.

Only those consultants scoring a total of 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the Consultant scoring the highest marks and if negotiation is not successful, negotiation will start with the next best ranked Consultant and so on until an agreement is reached. Should you be contacted for negotiations, you must be prepared to furnish the detailed cost break-down and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your price proposals.

9. Please note that the Mauritius Post Ltd is not bound to select any of the consultants submitting proposals.
10. It is estimated that the duration of the assignment shall be for a period of **3 months from date of signature of the contract**. You should base your financial proposal on these figures, giving an indication of man-months considered necessary by you to undertake the assignment. The extent to be spent in Mauritius and that in office outside Mauritius should be clearly indicated. The rate proposed in your submission will be applied in case the duration of the assignment is to be extended.
11. You are requested to hold your proposal **valid for 90 days** from the deadline for submission of proposals during which period you will maintain without change, your proposed price. The Mauritius Post Ltd will make its best efforts to finalise the agreement within this period.
12. Please note that the cost of preparing a proposal and of negotiating a contract including visits to Mauritius, if any, is not reimbursable as a direct cost of the assignment.
13. Assuming that the contract can be satisfactorily concluded **within three (3) months**, you will be expected to take up/commence with the assignment in two (2) weeks' time.

14. **Tax Liability**

Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Mauritius.

Consultant, other than Mauritian nationals, shall be subject to local taxes (such as: value added tax, social charges or income taxes on non-resident Foreign Personnel, duties, fees, levies) on amounts payable by the Client under the Contract.

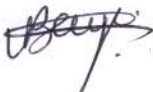
Note: With respect to temporary admissions, the temporary admission regime under the Customs Act will apply.

Consultants are requested to contact the Mauritius Revenue Authority at the following address to obtain the relevant information in this respect.

Mauritius Revenue Authority  
Ehram Court  
Cnr. Mgr. Gonin & Sir Virgil Naz Streets, Port Louis, Mauritius  
Tel: +230 207 6000 Fax: +230 207 6053  
Email: [largetaxpayer@mra.mu](mailto:largetaxpayer@mra.mu)  
Website: <http://mra.mu>

15. The Consultant shall meet the cost of any insurance and/or medical examination or treatment required by him/her in the course of performing the services.
16. The Mauritius Post Ltd would like to thank you for considering this invitation for submission of proposals.

Yours faithfully.



**V. BOYRO**

Ag. Head of Procurement Unit

**Enclosures:**

*Annex 1: Terms of Reference*

*Annex 2: Supplementary Information for Consultant*

*Annex 3: Draft contract under which service will be performed*

## **A. TERMS OF REFERENCE**

### **1. BACKGROUND**

- 1.1. The accordance with the Collective Agreement, a salary review is due every five years and the last review was effective as from 01 January 2018.
- 1.2. As at 31 July 2022, the Mauritius Post Ltd had a labour force of 1126.

### **2. THE SERVICES**

#### **2.1. Scope of Services**

The scope of services under the consultancy will include:

- (i) Reviewing the compensation package (pay & other terms & conditions of employment) of the different grades at the MPL considering the highly competitive environment in which MPL is operating;
- (ii) Designing and producing the revised salary scales and conversion tables and an updated set of terms and conditions of employment;
- (iii) Assessing the financial implications of the proposed salary scales and new salaries to be offered to MPL staff;
- (iv) Making recommendations to the MPL on the Pay and Grading Structures and Terms and Conditions of Service;
- (v) To provide a Policy and Procedure Manual related to the updated set of Terms and Conditions of Service;
- (vi) To review the Organisational and Departmental Structure;
- (vii) The report to include review for pensioners; in terms of annual benefits, benchmarking on other peer bodies;
- (viii) To update the Scheme of Service;
- (ix) To update the Job Titles;
- (x) To review the Establishment; and
- (xi) To integrate the outcome strategies as appropriate from Deloitte Consultant on MPL Restructuring and Strategic Plan.

#### **2.2. Implementation Scope**

- (i) The Salary Commissioner to keep a log book of all the meetings conducted with the different teams/sections and to be included as addendum in the report;
- (i) The Salary Commissioner to provide list of deliverables to MPL upon completion of the consultancy; and
- (ii) Any errors & omissions in the final report should be attended by the Salary Commissioner within one month and should be within the initial cost of the project (at no additional cost);

