NOTICE OF EXTENSION OF SUBMISSION DEADLINE

Procurement Reference No.: SIL-OAB/SC/SRFP27-SIA/13-26

REQUEST FOR PROPOSAL - Provision of Services for a Comprehensive Review of SIL's Salary Structure and Grading Exercise

State Informatics Limited (SIL) hereby informs all shortlisted consultants that the deadline for submission of proposals for the above-mentioned procurement has been extended as follows:

- **Previous submission deadline:** 19 October 2026 at 15:00 hrs
- **Revised submission deadline: 26 October 2026 at 15:00 hrs**

The proposals shall continue to be submitted separately as Technical and Financial Proposals, in accordance with the requirements set out in the *Supplementary Information for Consultants*.

Both proposals must be deposited in the Bid/Tender Box located at:

State Informatics Limited
6th Floor, Sanlam Building
2, St Georges Street
Port Louis

All other terms and conditions of the Request for Proposal remain unchanged.

Agnieszka Rajoomar

Lead Procurement Specialist

State Informatics Limited

STATE INFORMATICS LIMITED

CLARIFICATION TO BIDDERS No. 1

Procurement Reference: SIL-OAB/SC/SRFP27-SIA/13-26
Provision of services for a comprehensive review of our salary structure and grading exercise

Dear Bidders,

With reference to the above Request for Proposal, State Informatics Limited wishes to clarify the applicability of the provisions relating to registration with the Construction Industry Development Board (CIDB) under Clause 6.1 of the Standard Bidding Document.

The present procurement is for **consultancy services relating to salary structure review, job evaluation and grading**, and is **not related to the construction sector**.

Accordingly, the CIDB registration requirement under Clauses 6.1(a) and 6.1(b) is **Not Applicable** to this procurement.

For avoidance of doubt:

1. Bidders are **not required to be registered with CIDB** for the purpose of submitting a proposal under this procurement.
2. CIDB registration shall **not be considered as an eligibility or mandatory requirement** for this procurement.
3. The reference to CIDB registration in Clause 6.1 of the SBD shall be read as **"Not Applicable"** for this procurement.
4. All other eligibility requirements, qualification requirements, technical requirements and evaluation criteria contained in the RFP remain **unchanged and fully applicable**.

This clarification shall form an integral part of the Request for Proposal and shall be read in conjunction with the bidding document.

All bidders are requested to take note of the above clarification when preparing and submitting their proposals.

Agnieszka Rajcoomar

State Informatics Limited
Procurement Department

07 October 2026

At the edge of digital innovation

Ref: **SIL-OAB/SC/SRFP27-SIA/13-26**

STANDARD REQUEST FOR PROPOSAL

for

Provision of services for a comprehensive review of our salary structure and grading exercise.

State Informatics Limited
6thfloor, Sanlam Building,
2 St Georges Street,
Port Louis
Tel 230-2078000 Fax 230-2088661

September 2026

Request for Proposal

LETTER OF INVITATION

Dear Sir,

Subject: Provision of services for a comprehensive review of our salary structure and grading exercise.

1. You are hereby invited to submit technical and financial proposals for consultancy services required for **the *State Informatics Ltd (SIL)*** which could form the basis for future negotiations and ultimately, a contract between you and SIL.

2. The purpose of this assignment is to engage a qualified consulting firm or consultant for a Comprehensive Salary Review, Job Evaluation and Grading Exercise. Scope of the assignment includes following:

(a) Organizational Review
(b) Job Analysis and job evaluation
(c) Review of job titles and classification
(d) Salary Structure and remuneration review
(e) Allowances, benefits and conditions of employment
(f) Career progression and talent retention
(g) Financial impact assessment and implementation

3. The following documents are enclosed to enable you to submit your proposal:

(a) the Terms of Reference (TOR) (Annexure 1);
(b) supplementary information for consultants, including a suggested format of curriculum vitae (Annexure 2); and
(c) a sample format of the Service Contract under which the service will be performed (Annexure 3).

4. Any request for clarification should be forwarded to the e-mail - Mrs. Agnieszka Majchrzak-Rajcoomar- Lead Procurement Specialist (purchasing@sil.mu and agnieszka.rajcoomar@sil.mu) addressed to the same person mentioned in para. 7. Request for clarifications should be received 10 days prior to the deadline set for submission of proposals in para. 7.

5. The Government of the Republic of Mauritius requires that bidders/suppliers/contractors participating in the procurement in Mauritius observe the highest standard of ethics during the procurement process and execution of contracts.

Consultants are advised to consult the website of the Procurement Policy Office of Mauritius ppo.govmu.org to acquaint themselves with the legislations related to procurement in Mauritius.

6. Eligibility

6.1 (a) In accordance with CIDB Act 2008, Consultants, whether local or foreign under an existing or intended joint venture operating in the construction sector have the statutory obligation to be registered with the Construction Industry Development Board (CIDB), as appropriate, prior to bidding for the project.

(b) Consultants are strongly advised to consult the website of the CIDB cidb.govmu.org for further details concerning registration of consultants.

6.2 (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*

(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 shortlisted consultants shall be submitted separately, viz., Technical and Financial, and should follow the form given in the "Supplementary Information for Consultants."

The proposals should be deposited in the Bid/Tender Box located **at State Informatics Limited, 6th Floor, Sanlam Building, 2, St Georges Street, Port Louis.**, not later **than 19th October 2026 not later than 15hrs.**

Bids by post or hand delivered should reach State Informatics Limited, 6th Floor, Sanlam Building, 2, St Georges Street, Port Louis by the same date and time at latest.

Late submissions will be rejected.

Bids received by e-mail will not be considered.

8. Deciding Award of Contract

Proposals shall be evaluated on the basis of a combined technical and financial assessment. The technical proposal shall carry a weighting of eighty per cent (80%) and the financial proposal a weighting of twenty per cent (20%). The minimum technical score required for qualification is seventy (70) marks out of one hundred (100).

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 *State Informatics Ltd* is not bound to select any of the consultants submitting proposals.

10. It is estimated that the minimum duration of the assignment shall be for **a period of 20 weeks.** 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 State Informatics Ltd (SIL) will make its best efforts to finalize 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 in 2 weeks, you will be expected to take up/commence with the assignment immediately..

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

17. We should appreciate if you would inform us by email purchasing@sil.mu:

(a) your acknowledgment of the receipt of this Letter of Invitation; and
(b) whether or not you will be submitting the proposal.

18. The *State Informatics Ltd (SIL)* would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,

Enclosures:
Annexure 1: Terms of Reference.
Annexure 2: Supplementary Information to Consultant.
Annexure 3: Draft contract under which service will be performed.

Annexure 1

TERMS OF REFERENCE

1. Introduction and Background

State Informatics Limited (SIL) (the "Company") is a State-owned information and communication technology (ICT) company providing technology solutions and services in support of national digital transformation objectives. The Company's capacity to deliver on its mandate depends substantially on its ability to attract, motivate and retain suitably qualified professionals in a competitive and rapidly evolving ICT labour market.

Currently, the Company faces a number of structural challenges, including potential inconsistencies in internal equity, misalignment of job titles and classifications with actual responsibilities, and a remuneration framework that may no longer be fully competitive against comparable organisations in the ICT, parastatal and private sectors.

SIL therefore intends to engage the services of a suitably qualified and experienced independent Consultant (the "Consultant") to undertake a comprehensive salary review, job evaluation and grading exercise. The assignment shall result in a modern, transparent, defensible and financially sustainable human resource framework that supports the achievement of the Company's strategic objectives.

These Terms of Reference (TOR) set out the objectives, scope of services, deliverables, timelines, qualification requirements and evaluation criteria applicable to the assignment.

2. Objectives of the Assignment

The overall objective of the assignment is to establish an equitable, competitive and sustainable organisational, grading and remuneration framework for SIL.

The specific objectives of the assignment are to:

- Review the existing organisational structure, reporting lines and span of control, and recommend improvements aligned to the Company's strategic direction.
- Review and update all job descriptions, job titles and job classifications to ensure that they accurately reflect actual duties, responsibilities and accountabilities.
- Conduct a job evaluation and grading exercise for all positions using a recognised, objective and defensible methodology.
- Benchmark salaries, allowances and benefits against comparable organisations in the ICT sector, parastatal bodies and the wider private sector.
- Recommend a revised salary structure, comprising salary bands, scales, increments and progression mechanisms that ensure both internal equity and external competitiveness.
- Review all allowances, benefits, pension arrangements and conditions of employment, and recommend a rationalised and harmonised benefits framework.

- Develop a competency-based career progression and promotion framework.
- Recommend practical measures to strengthen the attraction, motivation and retention of critical and scarce ICT skills.
- Assess the financial implications of all recommendations and propose phased implementation options.

3. Scope of Services

The Consultant shall undertake, at a minimum, the following components of work.

3.1 Organisational Review

- Review the existing organisational structure, departmental configuration, reporting lines and delegation of authority.
- Assess the alignment of the current structure with SIL's strategic objectives, operational requirements and workload distribution.
- Identify duplication of functions, structural gaps, unclear reporting relationships and inefficiencies.
- Recommend an optimised organisational structure, supported by a rationale and an indicative implementation approach.

3.2 Job Analysis and Job Evaluation

- Review all existing job descriptions and update them, or prepare new job descriptions where none exist, in a standardised format.
- Conduct structured job analysis through questionnaires, interviews, workshops and consultations with employees, supervisors and management.
- Evaluate and grade all positions within the Company using a recognised and internationally accepted job evaluation methodology, which shall be clearly disclosed and justified in the technical proposal.
- Establish a job evaluation panel or validation mechanism, in consultation with SIL, to ensure transparency and buy-in.
- Produce a complete job evaluation matrix showing scores, rankings and resulting grade allocations for every position.

3.3 Review of Job Titles and Classifications

- Assess the appropriateness, consistency and market relevance of existing job titles.
- Recommend a harmonised job title nomenclature reflecting industry practice, level of responsibility and career level.

3.4 Salary Structure and Remuneration Review

- Conduct a salary benchmarking exercise against a defined and agreed comparator group of ICT companies, parastatal bodies and private sector organisations.
- Analyse the competitiveness of current salaries at each level, identifying areas of over-payment, under-payment and compression.

- Recommend a revised salary structure comprising grades, salary bands, minimum and maximum points, incremental steps and overlaps.
- Recommend salary progression mechanisms, including annual increments, performance-related progression and promotion guidelines.
- Recommend a methodology for the placement or conversion of existing employees onto the proposed salary structure.

3.5 Allowances, Benefits and Conditions of Employment

- Review all existing allowances, fringe benefits, pension and gratuity arrangements, leave entitlements and other conditions of service.
- Benchmark the total remuneration package, and not merely basic salary, against the agreed comparator group.
- Recommend the rationalisation, harmonisation, retention, revision or discontinuation of specific allowances and benefits, with supporting justification.

3.6 Career Progression and Talent Retention

- Develop clearly defined career paths and career streams, including technical and managerial progression routes.
- Define competency requirements, qualification criteria and experience thresholds applicable to each grade and career level.
- Recommend transparent promotion criteria and a related governance process.
- Recommend targeted retention measures for critical, scarce and hard-to-fill ICT roles.

3.7 Financial Impact Assessment and Implementation

- Quantify the full cost implications of all recommendations, including recurrent payroll costs and related statutory and pension contributions.
- Present at least two costed implementation scenarios, including a phased option, together with an assessment of affordability and risk.
- Prepare a detailed implementation roadmap, including sequencing, communication requirements, change management considerations and the policy documentation required to give effect to the recommendations.

4. Methodology and Approach

The Consultant shall propose a detailed methodology in the technical proposal. The methodology shall include, as a minimum:

- Review of all relevant documentation, including the organisational chart, existing job descriptions, salary scales, payroll data, human resource policies, collective agreements (where applicable), the strategic plan and audited financial statements.
- Structured consultations with the Board, Management, staff representatives and employees at all levels.
- Application of a recognised job evaluation methodology, fully disclosed and justified.

- A salary and benefits benchmarking survey based on a comparator group agreed with SIL during the inception phase.
- Validation workshops and presentations at key milestones of the assignment.
- Formal presentation of the findings and recommendations to Management and to the Board of Directors.

The Consultant shall maintain close liaison with the Human Resources Department throughout the assignment and shall attend progress meetings as reasonably required by SIL.

5. Deliverables

The Consultant shall submit the following deliverables in both electronic and hard copy format, in English, in accordance with the schedule set out below. All timelines are expressed in weeks from the date of contract signature (T).

No.	Deliverable	Description	Indicative Timeline
1	Inception Report and Detailed Work Plan	Confirmed methodology, comparator group, consultation plan, detailed activity schedule and risk register.	T + 2 weeks
2	Organisational Review Report	Assessment of the existing structure and recommended optimised structure with rationale.	T + 6 weeks
3	Updated Job Descriptions	Standardised job descriptions for all positions within the Company.	T + 9 weeks
4	Job Evaluation and Grading Report	Evaluation matrix, scores, rankings, proposed grading structure and job title recommendations.	T + 11 weeks
5	Salary Benchmarking Report	Comparator analysis of salaries, allowances and total remuneration package.	T + 13 weeks
6	Proposed Salary Scales and Benefits Framework	Revised salary bands and scales, progression mechanisms, and rationalised allowances and benefits.	T + 15 weeks
7	Career Progression Framework	Career paths, competency requirements and promotion criteria.	T + 16 weeks
8	Financial Impact Assessment and Implementation Plan	Costed scenarios, affordability analysis and phased implementation roadmap.	T + 18 weeks
9	Final Consolidated Report and Board Presentation	Consolidated report incorporating comments from SIL, and formal	T + 20 weeks

No.	Deliverable	Description	Indicative Timeline
		presentation to Management and the Board.	

SIL shall provide written comments on each draft deliverable within ten (10) working days of receipt. The Consultant shall incorporate such comments and resubmit the deliverable within five (5) working days. A deliverable shall be deemed accepted only upon written confirmation by SIL.

6. Duration of the Assignment

The assignment shall be completed within a period of twenty (20) weeks from the date of signature of the contract, exclusive of the time taken by SIL to review and provide comments on deliverables. Any extension of the contract period shall be subject to prior written agreement between the parties and shall be processed through the Procurement Unit.

7. Institutional Arrangements and Reporting

The Consultant shall report to the Managing Director of SIL, or to such officer as the Managing Director may designate.

A Steering Committee shall be constituted by SIL to provide strategic oversight and direction, to review and validate deliverables, and to resolve issues arising during the assignment. The Human Resources Department shall act as the operational focal point for the day-to-day management of the assignment and shall serve as the secretariat to the Steering Committee.

The Consultant shall submit written progress reports on a fortnightly basis and shall attend Steering Committee meetings as convened.

8. Obligations of the Client

SIL shall:

- Provide the Consultant with access to all relevant documentation, data and records reasonably required for the assignment, subject to applicable confidentiality requirements.
- Facilitate access to Board members, Management, employees and staff representatives for the purposes of consultations, interviews and workshops.
- Provide meeting facilities on its premises for workshops and consultations, where required.
- Designate a focal point within the Human Resources Department to coordinate the assignment.
- Review and provide consolidated written feedback on deliverables within the timelines specified in Section 5.

9. Obligations of the Consultant

The Consultant shall:

- Deploy the key personnel proposed in the technical proposal. No substitution of key personnel shall be made without the prior written approval of SIL, and any proposed replacement shall possess equivalent or superior qualifications and experience.
- Provide all resources, tools, software, licences and logistical support necessary for the performance of the assignment, unless otherwise expressly agreed.
- Bear all costs relating to travel, accommodation, subsistence and administrative expenses, which shall be deemed to be included in the contract price.
- Perform the assignment with the degree of professional skill, care and diligence expected of a qualified and experienced consultant in the field of human resource and reward management.
- Comply with all applicable laws of the Republic of Mauritius, including data protection legislation, and with SIL's internal policies and security requirements while on its premises.

10. Qualifications and Experience Required

10.1 The Consultant (Firm or Individual)

- Demonstrated experience of not less than ten (10) years in compensation and benefits, job evaluation, organisational review and reward management.
- Evidence of at least three (3) comparable salary review, job evaluation and grading assignments successfully completed within the last seven (7) years, preferably in the ICT sector, State-owned enterprises or parastatal bodies.
- Demonstrated access to credible, current and relevant salary and benefits benchmarking data for the Mauritian market and, where relevant, regional markets.
- Certified or demonstrable expertise in a recognised job evaluation methodology.
- Valid registration or incorporation, and full compliance with all applicable statutory and tax obligations.

10.2 Key Personnel

The Consultant shall propose, at a minimum, the following key personnel:

Position	Minimum Qualification	Minimum Experience
Team Leader / Lead Consultant	Master's degree in Human Resource Management, Business Administration, Economics, Industrial Psychology or a related field.	Minimum 10 years in compensation, benefits and job evaluation, including at least 5 years leading comparable assignments.
Compensation and Benefits Specialist	Bachelor's degree in a relevant field; professional certification in reward management is an advantage.	Minimum 7 years in salary benchmarking, pay structure design and benefits review.
Job Evaluation / Organisational Design	Bachelor's degree in a relevant field; accreditation in a	Minimum 7 years in job analysis, job evaluation and

Position	Minimum Qualification	Minimum Experience
Specialist	recognised job evaluation methodology.	organisational design.

Curricula vitae for all key personnel shall be submitted in the standard format, signed by the individual concerned, together with a statement of availability.

11. Submission Requirements

Interested consultants shall submit a technical proposal and a separate financial proposal, in accordance with the instructions set out in the bidding document.

11.1 Technical Proposal

- Profile of the firm, including incorporation details, organisational capacity and relevant technical resources.
- Detailed understanding of the assignment and demonstrated appreciation of the operating context of SIL.
- Proposed methodology and approach, including the job evaluation methodology to be applied and its justification.
- Detailed work plan and activity schedule aligned to the deliverables set out in Section 5.
- Composition of the proposed team, with the curriculum vitae of each key expert and a staffing and level-of-effort schedule.
- Evidence of at least three (3) comparable assignments, with client references, contact details, contract values and dates.
- Description of the benchmarking data sources to be relied upon.
- A signed declaration of no conflict of interest.

11.2 Financial Proposal

- A lump sum price, inclusive of all professional fees, taxes and duties, expressed in Mauritian Rupees (MUR).
- A proposed payment schedule aligned to the milestones set out in Section 13.
- Validity of the financial proposal for a period of not less than ninety (90) days from the deadline for submission.

12. Evaluation Criteria

Proposals shall be evaluated on the basis of a combined technical and financial assessment. The technical proposal shall carry a weighting of eighty per cent (80%) and the financial proposal a weighting of twenty per cent (20%). The minimum technical score required for qualification is seventy (70) marks out of one hundred (100).

Technical Evaluation Criterion	Marks
Relevant experience of the firm in comparable salary review, job evaluation and grading assignments	25
Soundness of the proposed methodology, approach and work plan	30
Qualifications, experience and composition of the proposed key personnel	35
Quality and relevance of benchmarking data sources and knowledge of the local market	10
Total Technical Score	**100**

13. Payment Schedule

Payments shall be made against the satisfactory delivery and formal written acceptance by SIL of the milestones set out below.

Milestone	Deliverable Accepted	Percentage of Contract Price
1	Approval of the Inception Report and Detailed Work Plan	20%
2	Acceptance of the Organisational Review Report and Updated Job Descriptions	20%
3	Acceptance of the Job Evaluation and Grading Report and the Salary Benchmarking Report	25%
4	Acceptance of the Proposed Salary Scales, Benefits Framework and Career Progression Framework	20%
5	Acceptance of the Final Consolidated Report and completion of the Board presentation	15%
	Total	**100%**

All payments shall be subject to the submission of a valid invoice and to the applicable withholding and tax requirements.

14. Confidentiality, Data Protection and Intellectual Property

All information, data and documentation disclosed to or obtained by the Consultant in the course of the assignment, including but not limited to payroll data, personal data of employees, organisational information and commercial information, shall be treated as strictly confidential. Such information shall

not be disclosed to any third party, nor used for any purpose other than the performance of the assignment, without the prior written consent of SIL.

The Consultant shall execute a Non-Disclosure Agreement in the form required by SIL prior to the commencement of the assignment, and shall procure that each member of its team is bound by equivalent obligations of confidentiality.

The Consultant shall process all personal data in accordance with the Data Protection Act of the Republic of Mauritius and shall implement appropriate technical and organisational measures to safeguard such data. Upon completion of the assignment, the Consultant shall return or securely destroy all data and documentation belonging to SIL, and shall certify such destruction in writing where requested.

All reports, models, frameworks, tools and other deliverables produced under the assignment shall become the exclusive property of SIL, which shall hold all intellectual property rights therein. The Consultant shall not publish, reproduce or otherwise use such deliverables without the prior written authorisation of SIL. Proprietary job evaluation methodologies remaining the property of the Consultant shall be licensed to SIL for internal use on terms to be agreed.

The obligations set out in this Section shall survive the expiry or termination of the contract.

15. Conflict of Interest and Ethical Conduct

The Consultant shall not have any actual or potential conflict of interest in relation to the assignment and shall disclose any circumstances that may give rise to such a conflict, whether existing at the time of submission or arising during the performance of the contract.

The Consultant, its personnel and any sub-contractors shall observe the highest standards of ethics and shall refrain from any corrupt, fraudulent, collusive, coercive or obstructive practice. Any such practice shall constitute grounds for the rejection of the proposal or the termination of the contract.

16. Expected Outcomes

Upon successful completion of the assignment, SIL expects to have in place:

- An optimised organisational structure aligned to the Company's strategic objectives.
- A modern, objective and defensible job evaluation and grading framework covering all positions.
- A harmonised and market-relevant set of job titles and updated job descriptions.
- A competitive, internally equitable and financially sustainable salary structure.
- A rationalised and transparent framework of allowances and benefits.
- A competency-based career progression and promotion framework.
- A fully costed and phased implementation plan endorsed by the Board of Directors.

Annexure - 2

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:

(a) Technical Proposals

(i) Composition of the proposed team, with the Curriculum Vitae of Key expert and a staffing and level-of-effort schedule(F-2).

(ii) An outline of recent experience on assignments/ projects of similar nature executed during the last seven (7)years in the format given in Form F-3.

(iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).

(iv) A description of the manner in which the Consultant would plan to execute the work.

(v) The Consultant's comments, if any, on the data, services and facilities to be provided by the Public body indicated in the Terms of Reference (TOR).

(vi) Profile of the firm, including incorporation details, organizational capacity and relevant technical resources

(b) Financial Proposals

The financial proposals should be given in the form of summary of Contract estimate in Form F- 4.

2. The proposals shall be submitted in one original and one copy

Contract Negotiations

3. The aim of the negotiations is to reach an agreement on all points with the Consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, which will indicate periods in weeks and reporting schedule.

Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule.

The financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates except **i**n the event that there is only one responsive bidder whose evaluated rates substantially exceed the estimated cost and a re-bid exercise is not considered practical, such rates may be exceptionally negotiated.

Review of reports

5. A review committee of three members will review all reports and suggest any modifications/changes considered necessary within 15 days of receipt.

FORM NO.F-1

From: _____ To: _____

_____ _____

_____ _____

Sir

Hiring of Consultancy Services for *(……)*

I/We _____ herewith enclose Technical and Financial Proposals for selection as Consultant for the Provision of services for a comprehensive review of our salary structure and grading exercise at State Informatics Limited.

I/we undertake that, in competing for (and, if the award is made to me/us, in executing) the above contract, I/we will strictly abide by the Conduct for bidders and Contractors as provided under the Public Procurement Act 2006 of Mauritius.

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.

Yours faithfully

Signature: _____

Full name: _____

and address: _____

FORM F-2

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

Name of Consultant:_____
Profession:_____
Date of Birth:_____
Nationality:_____
Membership in Professional bodies:_____

Key Qualifications:
[*Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.*]

Education:
[*Summarize college/university and other specialized education, giving names of institutions, dates attended, and degrees obtained. Use about one quarter of a page.*]

Employment Record:
[*Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and employers references, where appropriate. Use about two pages.*]

Languages:
[*For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing*]

Certification:
I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

Date: ***Day/Month/Year***

[Signature of Consultant]

Full name of Consultant:_____

FORM F-3

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 7 YEARS

1. Outline of recent experience on assignments of similar nature:

Sl.No	Name of assignment	Name of Project	Owner or Sponsoring agency	Cost of Project	Date of Commencement	Date of Completion	Was assignment satisfactorily completed

Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below that of Divisional Manager or equivalent.)

FORM F-4

FINANCIAL PROPOSAL

Provision of services for a comprehensive review of our salary structure and grading exercise.

Procurement Reference No.: SIL-OAB/SC/SRFP27-SIA/13-26

Name of Consultant / Consulting Firm: _____

Currency: Mauritian Rupees (MUR)

No.	**Cost Component**	**Amount (MUR)**
1	Professional Fees	_____
	Subtotal before Taxes	**_____**
4	Applicable Taxes and Duties	_____
	TOTAL LUMP-SUM CONTRACT PRICE	**_____**

Total Lump-Sum Contract Price in words:
Mauritian Rupees _____

Name of Authorised Representative: _____

Designation: _____

Name of Consultant / Firm: _____

Signature: _____

Date: _____

Company Stamp: _____

Annexure 3

CONTRACT No._____

SERVICE CONTRACT

BETWEEN

STATE INFORMATICS LTD

AND

---------- CONSULTANT

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THIS SERVICE CONTRACT entered into this *[date]* , between the ……(hereinafter called the "Client") and …… (hereinafter called the "Consultant").

WITNESS THAT:

WHEREAS the *State Informatics Ltd* has determined the need to procure the services described, implied or referred to in this Contract, subject to the terms and conditions hereinafter set forth;

WHEREAS the Consultant represents and affirms that he/she possesses the requisite experience, qualifications, capability and skill to perform the said services;

NOW THEREFORE the parties hereto have agreed as follows:

ARTICLE I
SCOPE OF SERVICES

1.1 The services to be performed by the Consultant under this Contract (hereinafter called the "Services") are those described in the Terms of Reference attached hereto as Annex I to the present Contract. The Terms of Reference shall form an integral part of this Contract.

ARTICLE II
COMMENCEMENT OF SERVICES AND DURATION OF CONTRACT

2.1 The Consultant shall commence the Services immediately upon signature of the present Contract, and shall carry out the Services in a manner most suited to the requirements of the Contract and in accordance with the schedules and time limits established under the Terms of Reference (annex I) or indicated by the *State Informatics Ltd*

2.2 The Services shall be for 20 weeks, or whatever period as indicated by the *State Informatics Ltd* beginning on the date of commencement of the Services, and ending not later than …….

ARTICLE III

DUTIES OF THE CONSULTANT

3.1 The Consultant 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 *State Informatics Ltd*

3.2 The Consultant shall:

(a) regularly report to, and obtain direction and guidance from the *State Informatics Limited* on all matters arising from or relating to the present Contract;

(b) promptly comply with such instructions as may be issued from time to time by the *State Informatics Limited* in connection with the performance of the services.

3.3 The Consultant shall perform the services to the satisfaction of the Public body in accordance with the Terms of Reference and at such intervals as the Public body may require.

3.4 The Consultant shall keep and maintain accurate and complete accounts in respect of expenditure incurred under the present Contract in such form and detail as shall be satisfactory to the *State Informatics Ltd* for the purposes of making payment or settlement under the Contract, where applicable.

3.5 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.

3.6 The Consultant shall seek and obtain any visas or residence permits that he/she may require to carry out the services and perform his/her obligations under the present Contract. The *State Informatics Ltd* shall, as necessary, assist the Consultant in obtaining such visas and/or permits.

ARTICLE IV
PAYMENT FOR THE SERVICES

4.1 The *State Informatics Ltd* shall pay to the Consultant, in respect of the services, the various amounts specified in Annex II to this Contract (hereinafter referred to as the "Contract Amount").

4.2 The Contract Amounts shall be paid to the Consultant in accordance with the modalities specified in Annex II to the present Contract, which forms an integral part hereof.

ARTICLE V
CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTS

5.1 All documents, statistics, reports, data and other information provided, created, obtained or made available to the Consultant in connection with or by virtue of the present Contract, shall be treated as confidential by the Consultant, and the Consultant shall not be entitled to use or make copies of them for any purpose that is not related to the present Contract.

5.2 The documents, statistics, reports and data under the preceding paragraph shall, upon the completion of Services or termination of this Contract, be promptly returned to the *State Informatics Ltd*

5.3 Any study, report or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

ARTICLE VI
ASSIGNMENT AND SUB-CONTRACTING

6.1 Except with the prior written consent of the *State Informatics Ltd*, the Consultant shall not:

(a) in whole or in part, assign, transfer or otherwise dispose of, his/her rights or obligations under the present Contract;

(b) sub-contract, or otherwise transfer responsibility for, the whole or any part of the Services.

ARTICLE VII
LIABILITY OF THE CONSULTANT

7.1.1 The Consultant shall abide by, and take all measures necessary to enable him/her comply with all laws and regulations in force in any place where the Services are to be wholly or partially performed.

7.2 The Consultant shall be fully liable for the consequences of any error or omission on his/her part or for any damage caused by negligence on his/her part in carrying out the Services or performing his/her obligations under the present Contract.

ARTICLE VIII
FORCE MAJEURE

8.1 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.

8.2 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.

8.3 For purposes of this Article, 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.

ARTICLE IX
TERMINATION OF CONTRACT

9.1 The *State Informatics Limited* may, upon giving not less than seven (7) days' notice in writing to the Consultant, terminate the present Contract for cause if the Consultant has failed to perform the Services or to comply with his/her other obligations under the Contract.

9.2 The *State Informatics Limited* may terminate this Contract for its convenience at any time upon a determination that because of changed circumstances the continuation of the contract is not in the public interest.

9.3 The Consultant may terminate the present Contract if the *State Informatics Limited* has, within a period of forty five (45) days after the due date, failed to pay any amount due to him/her in respect of which no dispute has arisen.

9.4 The parties hereto may by mutual agreement terminate this Contract.

9.5 If the present Contract is terminated under this Article, the *State Informatics Limited* shall be liable only for payment, in accordance with the payment provisions of the Contract, for the Services actually rendered prior to the effective date of termination, together with such other amounts incidental to the termination as may be reasonable in the circumstances. The Consultant shall not be entitled to recover anticipated profits on the completion of the contract.

ARTICLE X
DISPUTE SETTLEMENT

10.1 Any dispute arising out of or in connection with the present Contract shall, unless it is amicably settled, be decided upon by the Managing Director of *State Informatics Ltd* who shall transmit his decision in writing to both parties.

10.2 Any dispute between the Parties as to matters arising pursuant to this Contract which cannot

be settled amicably within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for arbitration under the applicable law.

ARTICLE XI
MODIFICATION OR AMENDMENT

11.1 Except by mutual agreement in writing between the parties, no change, modification or amendment shall be made to the present Contract.

11.2 Notwithstanding the preceding paragraph, the Public body may at any time order or require changes in the scope of the Services. If such changes add to or reduce the cost of the Services, the Contract Amount shall be adjusted accordingly.

ARTICLE XII
EFFECTIVE DATE

12.1 The present Contract shall enter into force on the date of its signature by both parties.

12.2 Unless terminated under Article VIII or IX above, the present Contract shall expire upon completion of the Services and the discharge of all obligations arising out of or under the Contract.

ARTICLE XIII
CHANNEL OF COMMUNICATIONS AND NOTICE

13.1 For the purposes of the present Contract, the authorized representative of the *State Informatics Ltd* shall be the XXXXXX or such other officer as he may designate for this purpose.

13.2 Any communication, notification, submission, notice, demand or request under the present Contract shall be deemed to have been duly transmitted if it shall have been delivered by hand, mail, or facsimile by either party to the other at the appropriate address indicated below, or at such other address as that other party may have indicated:

For the (Public Body) :

Mail Address : _____

For the Consultant :

Mail Address : _____

Telephone : _____

E-mail : _____

ARTICLE XIV

(i) GOVERNING LAW

14.1 This Contract shall be governed by, and construed in all respects in accordance with, the Laws of Mauritius.

IN WITNESS WHEREOF the parties hereto have caused the present Contract to be signed in their respective names in two original counterparts in English/French on the date first above written.

FOR THE Public Body **FOR THE CONSULTANT**

_____ _____

Annex 1- Terms of Reference
Annex 2- Contract Amount and method of payment