



BIDDING DOCUMENTS

Issued on: 17 July 2024

for

Supply, Installation and Commissioning of a web-based CEA online Survey Application (Open National Bidding)



Procurement Reference No: SM/ONB/001 of 2024/25

Employer: Statistics Mauritius



Table of Contents

Part I – Bidding Procedures.....	1
Section I. Instructions to Bidders	2
Section II. Bidding Data Sheet	24
Section III. Bidding Forms	28
Part II – Activity Schedule	38
Section IV. Activity Schedule	39
Section V. Scope of Service and Performance Specifications	42
Part III – Conditions of Contract and Contract Forms	101
Section VI. General Conditions of Contract	102
Section VII. Special Conditions of Contract	103
Section VIII. Contract Forms	106

Part I – Bidding Procedures

Section I. Instructions to Bidders

Table of Contents

A. General.....	4
1. Scope of Bid	4
2. Public Entities Related to Bidding Documents and to Challenge and Appeal	4
4. Corrupt or Fraudulent Practices	4
4. Eligible Bidders	6
5. Qualification of the Bidder	7
6. Conflict of Interest.....	10
7. Cost of Bidding	10
8. Site Visit/Pre-bid Meeting.....	10
B. Bidding Documents	11
9. Content of Bidding Documents	11
10. Clarification of Bidding Documents	11
11. Amendment of Bidding Documents	11
C. Preparation of Bids	12
12. Language of Bid	12
13. Documents Comprising the Bid	12
14. Bid Prices	12
15. Currencies of Bid and Payment.....	13
16. Bid Validity	13
17. Bid Security	14
18. Alternative Proposals by Bidders	15
19. Format and Signing of Bid	16
D. Submission of Bids	17
20. Sealing and Marking of Bids.....	17
21. Deadline for Submission of Bids.....	17
22. Late Bids.....	17
23. Modification and Withdrawal of Bids.....	17
E. Bid Opening and Evaluation	18
24. Bid Opening	18
25. Process to Be Confidential	18
26. Clarification of Bids	19
27. Examination of Bids and Determination of Responsiveness	19
28. Correction of Errors.....	20
29. Currency for Bid Evaluation	20
30. Evaluation and Comparison of Bids.....	20
31. Preference for Domestic Bidders	21

F. Award of Contract.....	22
32. Award Criteria.....	22
33. Employer’s Right to Accept any Bid and to Reject any or all Bids	22
34. Notification of Award and Signing of Agreement	22
35. Performance Security	23
36. Advance Payment and Security	23
37. Adjudicator	23
38. Debriefing.....	23

Instructions to Bidders

A. General

- | | |
|--|--|
| 1. Scope of Bid | <p>1.1 The Public Body referred to herein after as the Employer, as defined in the Bidding Data Sheet (BDS), invites bids for the Services, as described in the BDS. The name and identification number of the Contract is provided in the BDS.</p> <p>1.2 The successful Bidder will be expected to complete the performance of the Services by the Intended Completion Date provided in the BDS and the SCC Clause 2.3.</p> |
| 2. Public Entities Related to Bidding Documents and to Challenge and Appeal | <p>2.1 The public entities related to these bidding documents are the Public Body, acting as procurement entity (Employer), the Procurement Policy Office, in charge of issuing standard bidding documents and responsible for any amendment these may require, the Central Procurement Board in charge of vetting bidding documents, receiving and evaluating bids in respect of major contracts and the Independent Review Panel, set up under the Public Procurement Act 2006 (hereinafter referred to as the Act).</p> <p>2.2 Unsatisfied bidders shall follow procedures prescribed in Regulations 48, 49 and 50 of the Public Procurement Regulations 2008 to challenge procurement proceedings and award of procurement contracts or to file application for review at the Independent Review Panel.</p> <p>2.3 Challenges and applications for review shall be forwarded to the addresses indicated in the BDS;</p> |
| 3. Corrupt or Fraudulent Practices | <p>3.1 The Government of the Republic of Mauritius requires that bidders/suppliers/contractors, participating in procurement in Mauritius, observe the highest standard of ethics during the procurement process and execution of contracts.</p> <p>3.2 Bidders, suppliers and public officials shall be aware of the provisions stated in sections 51 and 52 of the Public Procurement Act which can be consulted on the website of the Procurement Policy Office (PPO) : ppo.govmu.org.</p> <p>3.3 The Employer will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or</p> |

obstructive practices in competing for the contract in question;

For the purposes of this Sub-Clause:

(i) “corrupt practice”¹ is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

(ii) “fraudulent practice”² is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(iii) “collusive practice”³ is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

(iv) “coercive practice”⁴ is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

(v) “obstructive practice” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

3.4 The Public Body commits itself to take all measures necessary to prevent fraud and corruption and ensures that none of its staff, personally or through his/her close relatives or through a third party, will in connection with the bid for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to. If the Public Body obtains

¹ For the purpose of this Contract, “another party” refers to a public official acting in relation to the procurement process or contract execution.

² For the purpose of this Contract, “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

³ For the purpose of this Contract, “parties” refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non-competitive levels.

⁴ For the purpose of this Contract, “party” refers to a participant in the procurement process or contract execution.

information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of Mauritius or if there be a substantive suspicion in this regard, he will inform the relevant authority(ies) and in addition can initiate disciplinary actions. Furthermore, such bid shall be rejected.

4. Eligible Bidders

4.1 Subject to ITB 4.4, a Bidder, and all parties constituting the Bidder, may have the nationality of any country except in the case of open national bidding where the bidding documents may limit participation to citizens of Mauritius or entities incorporated in Mauritius, if so qualified in the BDS. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or service providers for any part of the Contract.

4.2 All bidders shall provide in Section III, Bidding Forms, a statement that the Bidder (including all members of a joint venture and subcontractors) is not associated, nor has been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design, specifications, and other documents for the Project or being proposed as Project Manager for the Contract.

4.3 (a) A Bidder 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 or thereafter, shall be disqualified.

(b) Bids from service providers 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.

4.4 A firm shall be excluded if by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Mauritius prohibits any import of goods or contracting of works or services from a country where it is based or any payment to persons or entities in that country.

4.5 Government-owned enterprises in the Republic of Mauritius shall be eligible only if they can establish that they:

(i) are legally and financially autonomous;

(ii) operate under commercial law, and

(iii) are not a dependent agency of the Purchaser.

4.6 Bidders shall provide such evidence of their continued eligibility satisfactory to the Employer, as the Employer shall reasonably request.

5. Qualification of the Bidder

5.1 All bidders shall provide in Section III, Bidding Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

5.2 (a) In the event that prequalification of potential bidders has been undertaken **as stated in the BDS**, only bids from prequalified bidders shall be considered for award of Contract, in which case the provisions of sub-clauses 5.3 to 5.6 hereafter shall not apply. These qualified bidders should submit with their bids any information updating their original prequalification applications or, alternatively, confirm in their bids that the originally submitted prequalification information remains essentially correct as of the date of bid submission. The update or confirmation should be provided in Section IV.

(b) If, after opening of bids, where prequalification has not been undertaken, it is found that any of the document listed in 5.3 and 5.4 is missing the Employer may request the submission of that document subject to the bid being substantially responsive as per clause 27. The non-submission of the document by the Bidder within the prescribed period may lead to the rejection of its bid.

5.3 If the Employer has not undertaken prequalification of potential bidders, all bidders shall include the following information and documents with their bids in Section IV, unless otherwise **stated in the BDS**:

(a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business;

(b) written power of attorney of the signatory of the Bid or any other acceptable document to commit the Bidder and as otherwise **specified in the BDS**.

- (c) total monetary value of Services performed for each of the last five years;
 - (d) experience in Services of a similar nature and size for each of the last five years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;
 - (e) list of major items of equipment proposed to carry out the Contract;
 - (f) qualifications and experience of key site management and technical personnel proposed for the Contract;
 - (g) reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the past five years;
 - (h) evidence of adequacy of cash-flow for this Contract (access to line(s) of credit and availability of other financial resources);
 - (i) authority to the Employer to seek references from the Bidder's bankers;
 - (j) information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount; and
 - (k) proposals for subcontracting components of the Services amounting to more than 10 percent of the Contract Price.
- 5.4 Bids submitted by a joint venture of two or more firms as partners shall comply with the following requirements, unless otherwise stated in the **BDS**:
- (a) the Bid shall include all the information listed in ITB Sub-Clause 5.3 above for each joint venture partner;
 - (b) the Bid shall be signed so as to be legally binding on all partners;
 - (c) the Bid shall include a copy of the agreement entered into by the joint venture partners defining the division of assignments to each partner and establishing that all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms; alternatively, a Letter of Intent to execute a joint venture agreement in the event of a successful bid shall be

signed by all partners and submitted with the bid, together with a copy of the proposed agreement;

- (d) one of the partners shall be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture; and
- (e) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

5.5 To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria, **unless otherwise specified in the BDS**:

- (a) a minimum average annual financial amount of work over the period **specified in the BDS**.
- (b) experience as prime contractor in the provision of at least two service contracts of a nature and complexity equivalent to the Services over the last 5 years (to comply with this requirement, Services contracts cited should be at least 70 percent complete) **as specified in the BDS**;
- (c) proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment **listed in the BDS**;
- (d) a Contract Manager with five years' experience in Services of an equivalent nature and volume, including no less than three years as Manager; and
- (e) liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than the amount specified in the **BDS**.

A consistent history of litigation or arbitration awards against the Applicant or any partner of a Joint Venture may result in disqualification.

5.6 The figures for each of the partners of a joint venture shall be added together to determine the Bidder's compliance with the minimum qualifying criteria of ITB Sub-Clause 5.5(a), (b) and (e); however, for a joint venture to qualify the partner in charge must meet at least 40 percent of those minimum criteria for an individual Bidder and other partners at least 25% of the criteria. Failure to comply with this requirement will result in rejection of the joint venture's Bid. Subcontractors' experience and resources will not be taken into account in determining the

Bidder's compliance with the qualifying criteria, unless otherwise **stated in the BDS**.

6. Conflict of Interest

6.1 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if :

- they have a controlling partner in common; or
- they receive or have received any direct or indirect subsidy from any of them; or
- they have the same legal representative for purposes of this bid; or
- (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Employer regarding this bidding process; or
- (e) a Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid; or
- (f) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid.

7. Cost of Bidding

7.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible or liable for those costs.

8. Site Visit/Pre-bid Meeting

8.1 (a) The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense.

(b) A pre-bid meeting shall be held if so indicated **in the BDS** to allow bidders to obtain clarifications on the bidding documents. Any information given in the course of the meeting that may have an incidence in the preparation of the bids shall be issued by the Public Body as addendum after the meeting, as

per ITB 11.2, to form part of the Bidding Documents.

B. Bidding Documents

9. Content of Bidding Documents

9.1 The set of bidding documents comprises the documents listed in the table below and addenda issued in accordance with ITB Clause 11:

Section I	Instructions to Bidders
Section II	Bidding Data Sheet
Section III	Bidding Forms
Section IV	Activity Schedule
Section V	Scope of Service and Performance Specifications
Section VI	General Conditions of Contract
Section VII	Special Conditions of Contract
Section VIII	Contract Forms

9.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid. Sections III and IV should be completed and returned with the Bid in the number of copies specified in the **BDS**.

10. Clarification of Bidding Documents

10.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Employer in writing or by facsimile at the Employer's address indicated in the invitation to bid. The Employer will respond to any request for clarification received earlier than 14 days (*21 days for international bids*) prior to the deadline for submission of bids and by the date indicated in **the BDS**. Copies of the Employer's response will be forwarded to all purchasers of the bidding documents, including a description of the inquiry, but without identifying its source.

11. Amendment of Bidding Documents

11.1 Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing addenda.

11.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by cable to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum in writing to the Employer.

- 11.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend, as necessary, the deadline for submission of bids, in accordance with ITB Sub-Clause 21.2 below.

C. Preparation of Bids

12. Language of Bid

- 12.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bidding Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.
- 12.2 Notwithstanding the above, documents in French submitted with the bid may be accepted without translation.

13. Documents Comprising the Bid

- 13.1 The Bid submitted by the Bidder shall comprise the following:
- (a) The Form of Bid (in the format indicated in Section III);
- Bid Security or Bid Securing declaration (where applicable);
- Priced Activity Schedule;
- (d) Qualification Information Form and Documents;
 - (e) Alternative offers where invited;
- and any other materials required to be completed and submitted by bidders, as **specified in the BDS**.
- 13.2 Bidders bidding for this contract together with other contracts stated in the IFB to form a package will so indicate in the bid together with any discounts offered for the award of more than one contract

14. Bid Prices

- 14.1 The Contract shall be for the Services, as described in Appendix A to the contract and in the Specifications, Section IV, based on the priced Activity Schedule, Section V, submitted by the Bidder.
- 14.2 The Bidder shall fill in rates and prices for all items of the Services described in Section IV-the Scope of Service and Performance Specifications and listed in Section V the Activity Schedule, Items for which no rate or price is entered by the

Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.

14.3 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the total Bid price submitted by the Bidder.

14.4 If **provided for in the BDS**, the rates and prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.6 of the General Conditions of Contract and/or Special Conditions of Contract. The Bidder shall submit with the Bid all the information required under the Special Conditions of Contract and of the General Conditions of Contract.

14.5 For the purpose of determining the remuneration due for additional Services, a breakdown of the lump-sum price shall be provided by the Bidder in the form of Appendices D and E to the Contract.

15. Currencies of Bid and Payment

15.1 The lump sum price shall be quoted by the Bidder separately in the following currencies:

- (a) for those inputs to the Services which the Bidder expects to provide from within the Republic of Mauritius, the prices shall be quoted in Mauritian Rupees; and
- (b) for those inputs to the Services which the Bidder expects to provide from outside the Republic of Mauritius, the prices shall be quoted in up to any three hard currencies.

15.2 Bidders shall indicate details of their expected foreign currency requirements in the Bid.

15.3 Bidders may be required by the Employer to justify their foreign currency requirements and to substantiate that the amounts included in the Lump Sum are reasonable and responsive to ITB Sub-Clause 15.1.

16. Bid Validity

16.1 Bids shall remain valid for the period **specified in the BDS**.

16.2 In exceptional circumstances, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing or by facsimile. A Bidder may refuse the request without forfeiting the Bid Security. A Bidder agreeing to the request will not be required or permitted to otherwise modify the Bid, but will

be required to extend the validity of Bid Security/Bid Securing Declaration for the period of the extension, and in compliance with ITB Clause 17 in all respects.

- 16.3 In the case of contracts in which the Contract Price is fixed (not subject to price adjustment), if the period of bid validity is extended by more than 60 days, the amounts payable in local and foreign currency to the Bidder selected for award, shall be increased by applying to both the local and the foreign currency component of the payments, respectively, the factors specified in the request for extension, for the period of delay beyond 60 days after the expiry of the initial bid validity, up to the notification of award. Bid evaluation will be based on the Bid prices without taking the above correction into consideration.

17. Bid Security

- 17.1 The Bidder shall furnish, as part of the Bid, a Bid Security or a Bid-Securing Declaration, if required, as **specified in the BDS**.
- 17.2 The Bid-Securing Declaration shall be in the form of a signed subscription in the Bid Submission Form.
- 17.3 The Bid Security shall be in the amount **specified in the BDS** and denominated in Mauritian Rupees or a freely convertible currency, and shall:
- (a) be issued by a reputable overseas bank located in any eligible country or any commercial Bank/Insurance company operating in Mauritius selected by the Bidder
 - (b) be substantially in accordance with the form of Bid Security included in Section III, Bidding Forms;
 - (c) be payable promptly upon written demand by the Employer in case the conditions listed in ITB Sub-Clause 17.5 are invoked;
 - (d) be submitted in its original form; copies will not be accepted;
 - (e) remain valid for a period of 30 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB Sub-Clause 16.2;
- 17.4 If a Bid Security is required in accordance with ITB Sub-Clause 17.1, any bid not accompanied by a substantially responsive Bid Security in accordance with ITB Sub-Clause 17.1, shall be rejected by the Employer as non-responsive.
- 17.5 The Bid Security of unsuccessful Bidders shall be returned as

promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 35.

17.6 The Bid Security shall be forfeited or the Bid Securing Declaration executed:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 16.2; or
- (b) if a bidder refuses to accept a correction of an error appearing on the face of the Bid; or
- (c) if the successful Bidder fails to:
 - 1. sign the Contract in accordance with ITB Clause 34; or
 - 2. furnish a Performance Security in accordance with ITB Clause 35.

17.7 The Bid Security or Bid- Securing Declaration of a JV must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security or Bid-Securing Declaration shall be in the names of all future partners as named in the letter of intent to constitute the JV.

17.8 If a bid security is **not required in the BDS**, and

- a. if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Letter of Bid Form, except as provided in ITB 16.2, or
- (b) if a bidder refuses to accept a correction of an error appearing on the face of the Bid; or
- (c) if the successful Bidder fails to:
 - sign the Contract in accordance with ITB Clause 34; or
 - furnish a Performance Security in accordance with ITB Clause 35.

The Bidder may be disqualified to be awarded a public contract in the Republic of Mauritius for a period of time to be determined by the PPO.

18. Alternative Proposals by Bidders

18.1 **Unless otherwise indicated in the BDS**, alternative bids shall not be considered.

18.2 When alternative times for completion are explicitly invited, a

statement to that effect will be **included in the BDS**, as will the method of evaluating different times for completion.

18.3 Except as provided under ITB Sub-Clause 18.4 below, bidders wishing to offer technical alternatives to the requirements of the bidding documents must first submit a Bid that complies with the requirements of the bidding documents, including the scope, basic technical data, graphical documents and specifications. In addition to submitting the basic Bid, the Bidder shall provide all information necessary for a complete evaluation of the alternative by the Employer, including calculations, technical specifications, breakdown of prices, proposed work methods and other relevant details. Only the technical alternatives, if any, of the lowest evaluated Bidder conforming to the basic technical requirements shall be considered by the Employer. Alternatives to the specified performance levels shall not be accepted.

18.4 When bidders are **permitted in the BDS** to submit alternative technical solutions for specified parts of the Services, such parts shall be described in the Specifications (or Terms of Reference) and Drawings, Section V. In such case, the method for evaluating such alternatives will be as **indicated in the BDS**.

19. Format and Signing of Bid

19.1 The Bidder shall prepare one original of the documents comprising the Bid as described in ITB Clause 11 of these Instructions to Bidders, bound with the volume containing the Form of Bid, and clearly marked "ORIGINAL." In addition, the Bidder shall submit copies of the Bid, in the number **specified in the BDS**, and clearly marked as "COPIES." In the event of discrepancy between them, the original shall prevail.

19.2 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, pursuant to Sub-Clauses 5.3(a) or 5.4(b), as the case may be. All pages of the Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.

19.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

D. Submission of Bids

20. Sealing and Marking of Bids

- 20.1 The Bidder shall seal the original and all copies of the Bid in two inner envelopes and one outer envelope, duly marking the inner envelopes as “ORIGINAL” and “COPIES”.
- 20.2 The inner and outer envelopes shall
- (a) be addressed to the Employer at the address **provided in the BDS;**
 - (b) bear the name and identification number of the Contract as **defined in the BDS** and Special Conditions of Contract; and
 - (c) provide a warning not to open before the specified time and date for Bid opening as **defined in the BDS.**
- 20.3 In addition to the identification required in ITB Sub-Clause 20.2, the inner envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared late, pursuant to ITB Clause 22.
- 20.4 If the outer envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.

21. Deadline for Submission of Bids

- 21.1 Bids shall be delivered to the Employer at the address specified above no later than the time and date **specified in the BDS.**
- 21.2 The Employer may extend the deadline for submission of bids by issuing an amendment in accordance with ITB Clause 11, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

22. Late Bids

- 22.1 Any Bid received by the Employer after the deadline prescribed in ITB Clause 21 will be returned unopened to the Bidder.

23. Modification and Withdrawal of Bids

- 23.1 Bidders may modify or withdraw their bids by giving notice in writing before the deadline prescribed in ITB Clause 21.
- 23.2 Each Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with ITB Clauses 19 and 20, with the outer and inner envelopes additionally marked “MODIFICATION” or “WITHDRAWAL,” as appropriate.
- 23.3 No Bid may be modified after the deadline for submission of

Bids.

- 23.4 Withdrawal of a Bid between the deadline for submission of bids and the expiration of the period of Bid validity specified in the BDS or as extended pursuant to ITB Sub-Clause 16.2 may result in the forfeiture of the Bid Security or execution of the Bid Securing Declaration pursuant to ITB Clause 17.
- 23.5 Bidders may only offer discounts to, or otherwise modify the prices of their bids by submitting Bid modifications in accordance with this clause or included in the original Bid submission.

E. Bid Opening and Evaluation

24. Bid Opening

- 24.1 The Employer will open the bids, including modifications made pursuant to ITB Clause 23, in the presence of the bidders' representatives who choose to attend at the time and in the place **specified in the BDS.**
- 24.2 Envelopes marked "WITHDRAWAL" shall be opened and read out first. Bids for which an acceptable notice of withdrawal has been submitted pursuant to ITB Clause 23 shall not be opened.
- 24.3 The bidders' names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, bid modifications and withdrawals, the presence or absence of Bid Security/subscription to Bid Securing Declaration, and such other details as the Employer may consider appropriate, will be announced by the Employer at the opening. No bid shall be rejected at bid opening except for the late bids pursuant to ITB Clause 22; Bids, and modifications, sent pursuant to ITB Clause 23 that are not opened and read out at bid opening will not be considered for further evaluation regardless of the circumstances. Late and withdrawn bids will be returned unopened to the bidders.
- 24.4 The Employer will prepare minutes of the Bid opening, including the information disclosed to those present in accordance with ITB Sub-Clause 24.3.

25. Process to Be Confidential

- 25.1 Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process. Any effort by a Bidder to influence the Employer's processing of

bids or award decisions may result in the rejection of his Bid.

- 25.2 If, after notification of award, a bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to the Employer, who will provide written explanation. Any request for explanation from one bidder should relate only to its own bid; information about the bid of competitors will not be addressed.

26. Clarification of Bids

- 26.1 To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer's discretion, ask any Bidder for clarification of the Bidder's Bid, including breakdowns of the prices in the Activity Schedule, and other information that the Employer may require. The request for clarification and the response shall be in writing via e-mail or facsimile, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with ITB Clause 28.
- 26.2 Subject to ITB Sub-Clause 26.1, no Bidder shall contact the Employer on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Employer, he should do so in writing.
- 26.3 Any effort by the Bidder to influence the Employer in the Employer's bid evaluation or contract award decisions may result in the rejection of the Bidder's bid.

27. Examination of Bids and Determination of Responsiveness

- 27.1 Prior to the detailed evaluation of bids, the Employer will determine whether each Bid (a) meets the eligibility criteria defined in ITB Clause 4; (b) has been properly signed; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the bidding documents.
- 27.2 A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

- 27.3 If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
- 28. Correction of Errors**
- 28.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Arithmetical errors will be rectified by the Employer on the following basis: if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.
- 28.2 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security shall be forfeited or the Bid Securing Declaration exercised and in accordance with ITB Sub-Clause 17.6(b).
- 29. Currency for Bid Evaluation**
- 29.1 The Employer will convert the amounts in various currencies in which the Bid Price, corrected pursuant to ITB Clause 28, is payable (excluding Provisional Sums but including Daywork where priced competitively) in Mauritian Rupees at the selling rates on the closing date, established for similar transactions by the Bank of Mauritius.
- 30. Evaluation and Comparison of Bids**
- 30.1 The Employer will evaluate and compare only the bids determined to be substantially responsive in accordance with ITB Clause 27.
- 30.2 In evaluating the bids, the Employer will determine for each Bid the evaluated Bid price by adjusting the Bid price as follows:
- (a) making any correction for errors pursuant to ITB Clause 28;
 - (b) excluding provisional sums and the provision, if any, for contingencies in the Activity Schedule, Section IV, but including Day work, when requested in the Specifications (or Terms of Reference) Section V;

- (c) making an appropriate adjustment for any other acceptable variations, deviations, or alternative offers submitted in accordance with ITB Clause 18; and
- (d) making appropriate adjustments to reflect discounts or other price modifications offered in accordance with ITB Sub-Clause 23.5.

30.3 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors, which are in excess of the requirements of the bidding documents or otherwise result in unsolicited benefits for the Employer will not be taken into account in Bid evaluation.

30.4 The estimated effect of any price adjustment conditions under Sub-Clause 6.6 of the General Conditions of Contract, during the period of implementation of the Contract, will not be taken into account in Bid evaluation.

**31. Preference for
Domestic
Bidders**

31.1 Margin of Preference shall not be applicable.

F. Award of Contract

32. Award Criteria

- 32.1 Subject to ITB Clause 33, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid price, provided that such Bidder has been determined to be (a) eligible in accordance with the provisions of ITB Clause 4, and (b) qualified in accordance with the provisions of ITB Clause 5.
- 32.2 If, pursuant to ITB Sub-Clause 13.2 this contract is being let on a “slice and package” basis, the lowest evaluated Bid Price will be determined when evaluating this contract in conjunction with other contracts to be awarded concurrently. Taking into account any discounts offered by the bidders for the award of more than one contract.

33. Employer’s Right to Accept any Bid and to Reject any or all Bids

- 33.1 Notwithstanding ITB Clause 32, the Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders.

34. Notification of Award and Signing of Agreement

- 34.1 Prior to the expiration of the period of bid validity, the Employer shall, for contract amount above the prescribed threshold, notify the selected bidder of the proposed award and accordingly notify unsuccessful bidders. Subject to challenge and Appeal the Employer shall notify the selected Bidder, in writing, by a Letter of Acceptance for award of contract. It will state the sum that the Employer will pay to the Service Provider in consideration of the execution of the services by the Service Provider as prescribed by the Contract (hereinafter and in the Contract called the “Contract Price”). Within seven days from the issue of Letter of Acceptance the Employer shall publish on the Public Procurement Portal (publicprocurement.govmu.org) and the Employer’s website, the results of the Bidding process.
- 34.2 The issue of the Letter of Acceptance will constitute the formation of the Contract.
- 34.3 The Contract, in the form provided in the bidding documents, will incorporate all agreements between the Employer and the successful Bidder. It will be signed by the Employer and sent to the successful Bidder along with the Letter of Acceptance. Within 21 days of receipt of the Contract, the successful bidder shall sign the Contract and return it to the Employer, together

with the required performance security pursuant to Clause 35.

**35. Performance
Security**

- 35.1 Within 21 days after receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Employer a Performance Security in the amount and in the form of a Bank/Insurance company Guarantee **stipulated in the BDS**, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the General Conditions of Contract.
- 35.2 If the Performance Security is provided by the successful Bidder in the form of a Bank/Insurance company Guarantee, it shall be issued either at the Bidder's option, by a commercial Bank/Insurance company located in the Republic of Mauritius or a foreign Bank/Insurance company through a correspondent commercial Bank/Insurance company located in the Republic of Mauritius.
- 35.3 Failure of the successful Bidder to comply with the requirements of ITB Sub-Clause 35.1 shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Security.

**36. Advance
Payment and
Security**

- 36.1 The Employer will provide an Advance Payment on the Contract Price as stipulated in the Conditions of Contract, subject to the amount **stated in the BDS**.

37. Adjudicator

- 37.1 The Employer proposes the person **named in the BDS** to be appointed as Adjudicator under the Contract, at an hourly fee **specified in the BDS**, plus reimbursable expenses. If the Bidder disagrees with this proposal, the Bidder should so state in the Bid. If, in the Letter of Acceptance, the Employer has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party.

38. Debriefing

- 38.1 The Employer shall promptly attend to all requests for debriefing for the contract, made in writing, and within 30 days from the date of the publication of award or date the unsuccessful bidders are informed about the award, whichever is the case, by following regulation 9 of the Public Procurement Regulation 2008 as amended.

Section II. Bidding Data Sheet

This section should be filled in by the Employer before issuance of the bidding documents. The insertions should correspond to the information provided in the Invitation for Bids

A. General	
ITB 1.1	<p>The Employer is Statistics Mauritius</p> <p>The name and identification number of the Procurement is:</p> <p>Supply, Installation and Commissioning of a web-based CEA online Survey Application</p> <p>Procurement Reference No.: SM/ONB/001 of 2024/25</p>
ITB 2.3	<ul style="list-style-type: none"> Challenges shall be addressed to: <p style="text-align: center;"> Ag. Director of Statistics Statistics Mauritius, 1st Floor, LIC Centre, John Kennedy Street, Port Louis Tel: (230) 208 1800 Fax: (230) 211 4150 Email: sm-dbc@govmu.org </p> Application for Review shall be addressed to: <p style="text-align: center;"> The Chairman Independent Review Panel, 5th Floor, Belmont House Intendance Street, Port Louis, Mauritius. Tel: (230) 260 2228 Email: irp@govmu.org </p>
ITB 4.1	Bidding is limited to citizens of Mauritius or entities incorporated in Mauritius.
ITB 5.2	Pre-qualifications have not been carried out.
ITB 5.3	The Qualification Information and Bidding forms to be submitted as per Section V - Scope of Service and Performance Specifications.

ITB 5.3(b)	<p>(a) No written evidence is required.</p> <p>(b) In the case of Bids submitted by an existing or intended JV an undertaking signed by all parties (i) stating that all parties shall be jointly and severally liable, if so, required in accordance with ITB 5.4, and (ii) nominating a Representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.</p>
ITB 5.4	<p>The information needed for Bids submitted by joint ventures is as follows:</p> <ul style="list-style-type: none"> i. the Bid shall include all the information required as per the Qualification Information form for each joint venture partner; ii. the Bid shall be signed so as to be legally binding on all partners; iii. the Bid shall include a copy of the agreement entered into by the joint venture partners defining the division of assignments to each partner and establishing that all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms; alternatively, a Letter of Intent to execute a joint venture agreement in the event of a successful bid shall be signed by all partners and submitted with the bid, together with a copy of the proposed agreement; iv. one of the partners shall be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture; and v. the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.
ITB 5.5	The qualification criteria in Sub-Clause 5.5 are modified as follows: Not Applicable
ITB 5.5(a)	Not Applicable
ITB 5.5(b)	The experience required to be demonstrated by the bidder shall be five (5) years in projects of similar nature.
ITB 5.5(c)	The essential equipment to be made available for the Contract by the successful Bidder shall be – Not Applicable .

ITB 5.5(e)	<p>Bidders shall demonstrate access to, or availability of, financial resources such as liquid assets, lines of credit, and other financial means, other than any contractual advance payments to meet the overall cash flow requirements for the contract and its current commitments.</p> <p>Documentary evidence may comprise but not limited to a Bank certificate, certificate from Auditors, certificate from a Professional Accountant registered with MIPA or certificate from Insurance companies.</p> <p>Bidders are required to submit the Audited Financial Statement for the last three years.</p> <p>The assessment of the financial soundness of the company shall be on a pass/fail basis on its overall performance including its profitability. Bidders must have earned profit in at least one year over the last three years.</p> <p>Bidders are required to fill out and sign the Key Financial Form on Page 36 of Section III (to be provided at bid submission)</p>
ITB 5.6	Subcontractors' experience will not be taken into account.
B. Bidding Data	
ITB 9.2 and 19.1	The number of copies of the Bid to be completed and returned shall be one (1) original and one (1) copy .
C. Preparation of Bids	
ITB 13.1	The additional materials required to be completed and submitted are: None .
ITB 14.1	Local inputs shall be quoted in Mauritian Rupees (MUR) .
ITB 14.4	The Contract is not subject to price adjustment in accordance with Sub-Clause 6.6 of the Conditions of Contract.
ITB 16.1	The period of Bid validity shall 90 days after the deadline for Bid submission specified in the BDS.
ITB 17.1	The Bidder shall subscribe to a Bid Securing Declaration by signing the Bid Submission Form containing the provision with regard thereto.
ITB 17.3	The amount of Bid Security shall be: Not Applicable
ITB 18.1	Alternative bids are not permitted.
ITB 18.2	Alternative times for completion are not permitted.

ITB 18.4	Alternative technical solutions shall be permitted for the following parts of the Services: Not Applicable
D. Submission of Bids	
ITB 20.2	<p>The Employer's address for the purpose of Bid submission is:</p> <p style="text-align: center;">Statistics Mauritius Tender Box, First floor, LIC Centre. John Kennedy Street, Port Louis</p> <p>For identification of the bid the envelopes should indicate:</p> <p style="text-align: center;">Contract: Supply, Installation and Commissioning of a web-based CEA online Survey Application</p> <p style="text-align: center;">Bid / Contract Number: SM/ONB/001 of 2024/25</p>
ITB 21.1	<p>The deadline for submission of bids shall be on <u>Wednesday 14 August 2024</u> at 14.00 hrs. (local time) at latest. Late bids will be rejected.</p> <p>Bids received by e-mail will not be considered.</p> <p>A pre-bid meeting will be held on <u>Tuesday 23 July 2024</u> at 10:00 hours., 1st floor, Conference Room Statistics Mauritius, LIC Centre, Port Louis.</p> <p>The purpose of this meeting is to allow potential bidders to quote for any additional services which might entail extra costs to the Contract. Bidders are requested to confirm their attendance via email to <i>sm-dbc@govmu.org</i> no later than <u>Monday 22 July 2024</u>, by 15:30 hours.</p>
E. Bid Opening and Evaluation	
ITB 24.1	<p>Bids will be opened at: Venue: Conference Room, Statistics Mauritius Address: First floor, LIC Centre, John Kennedy Street, Port Louis Date and Time: <u>Wednesday 14 August 2024 at 14:15 hours (local time)</u></p>
F. Award of Contract	
ITB 35.1	The Performance Security acceptable to the Employer shall be the in the Standard Form of an unconditional Bank/Insurance company Guarantee and for an amount of: Not Applicable
ITB 36.1	The Advance Payment shall be as per clause 6.4 of SCC
ITB 37.1	Adjudicator is not applicable for this contract.

Section III. Bidding Forms

Table of Forms

Bid Submission Form29

Qualification Information33

Form of Bid Security (Bank/Insurance company Guarantee).....37

Bid Submission Form

The Bidder must prepare the Service Provider's Bid on stationery with its letterhead clearly showing the Bidder's complete name and address.

Note: All italicized text is for use in preparing these forms and shall be deleted from the final document.

Date: _____

Bidder's Reference No.: _____

Procurement Reference No: **SM/ONB/001 of 2024/25**

To:

We, the undersigned, declare that:

- a. We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 11;
- b. We offer to execute the **Supply, Installation and Commissioning of a web-based CEA online Survey Application, (SM/ONB/001 of 2024/25)** in accordance with the Conditions of Contract, Scope of Service and Performance Specifications, and Activity Schedule accompanying this Bid.
- c. The total price of our Bid, after discounts offered in item (d) below is:

Currency	Amount payable in currency	Inputs for which foreign currency is required
(i)		
(ii)		

- d. The discounts offered and the methodology for their application are: _____;
- e. Our bid shall be valid for a period of _____ *[insert validity period as specified in ITB 16.1.]* days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- f. If our bid is accepted, we commit to obtain a Performance Security in accordance with the Bidding Document;
- g. We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB 6;
- h. We are not participating, as a Bidder in more than one bid in this bidding process.
- i. Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible under the laws of Mauritius;

- j. We are not a government owned entity / We are a government owned entity but meet the requirements of ITB 4.5;⁵
- k. We understand that this bid, together with your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- l. 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 as per the principles described hereunder, during the bidding process and contract execution:
- We shall not, directly or through any other person or firm, offer, promise or give to any of the Public Body's employees involved in the bidding process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - We shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
- iii We shall not use falsified documents, erroneous data or deliberately not disclose requested facts to obtain a benefit in a procurement proceeding.

We understand that transgression of the above is a serious offence and appropriate actions will be taken against such bidders.

- (m) We hereby confirm that we have read and understood the content of the Bid Securing Declaration attached herewith and subscribe fully to the terms and conditions contained therein, if required. We understand that non-compliance to the conditions mentioned may lead to disqualification.
- (n) Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "none")		

- (o) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and

⁵ Use one of the two options as appropriate.

(p) If awarded the contract, the person named below shall act as Contractor's Representative: _____

Name: _____

In the capacity of: _____

Signed: _____

Duly authorized to
sign the Bid for and on
behalf of: _____

Date: _____

Seal of Company _____

Appendix to Bid Submission Form

Bid Securing Declaration

By subscribing to the undertaking in respect of paragraph (m) of the Bid Submission Form:

I/We* accept that I/we* may be disqualified from bidding for any contract with any Public Body for the period of time that may be determined by the Procurement Policy Office under section 35 of the Public Procurement Act, if I am/we are* in breach of any obligation under the bid conditions, because I/we*:

- have modified or withdrawn my/our* Bid after the deadline for submission of bids during the period of bid validity specified by the Bidder in the Bid Submission Form; or
- have refused to accept a correction of an error appearing on the face of the Bid; or
- having been notified of the acceptance of our Bid by the **Statistics Mauritius** during the period of bid validity, (i) have failed or refused to execute the Contract, if required, or (ii) have failed or refused to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We* understand this Bid Securing Declaration shall cease to be valid (a) in case I/we am/are the successful bidder, upon our receipt of copies of the contract signed by you and the Performance Security issued to you by me/us; or (b) if I am/we are* not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our* Bid.

In case of a Joint Venture, all the partners of the Joint Venture shall be jointly and severally liable.

Qualification Information

- 1. Individual Bidders or Individual Members of Joint Ventures**
- 1.1 Constitution or legal status of Bidder: *[attach copy]*
- Place of registration: *[insert]*
Principal place of business: *[insert]*
Power of attorney or other acceptable document of signatory of Bid: *[attach]*
- 1.2 Total annual volume of Services performed in five years, in the internationally traded currency specified in the BDS: *[insert]*
- 1.3 Services performed as prime Service Provider on the provision of Services of a similar nature and volume over the last five years. The values should be indicated in the same currency used for Item 1.2 above. Also list details of work under way or committed, including expected completion date.

Project name and country	Name of employer and contact person	Type of Services provided and year of completion	Value of contract
(a)			
(b)			

- 1.4 Major items of Service Provider's Equipment proposed for carrying out the Services. List all information requested below. Refer also to ITB Sub-Clause 5.5(c).

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
(a)			
(b)			

- 1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data. Refer also to ITB Sub-Clause 5.5(e) and GCC Clause 4.1.

Position	Name	Years of experience (general)	Years of experience in proposed position
(a)			
(b)			

- 1.6 Proposed subcontracts and firms involved. Refer to GCC Clause 4.1.

Sections of the Services	Value of subcontract	Subcontractor (Name and address)	Experience in providing similar Services
(a)			
(b)			

- 1.7 Financial reports for the last three years: balance sheets, profit and loss statements, auditors' reports, etc. List below and attach copies.
- 1.8 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents. We certify/confirm that we comply with eligibility requirements as per ITB Clause 4.
- 1.9 Name, address, and telephone and facsimile numbers of banks that may provide references if contacted by the Employer.
- 1.10 Information regarding any litigation, current or within the last five years, in which the Bidder is or has been involved.

Other party(ies)	Cause of dispute	Details of litigation award	Amount involved
(a)			
(b)			

- 1.11 Statement of compliance with the requirements of ITB Sub-Clause 4.2.
 - 1.12 Proposed Program (service work method and schedule). Descriptions, drawings, and charts, as necessary, to comply with the requirements of the bidding documents.
- 2. Joint Ventures**
- 2.1 The information listed in 1.1 - 1.11 above shall be provided for each partner of the joint venture.
 - 2.2 The information in 1.12 above shall be provided for the joint venture.
 - 2.3 Attach the power of attorney or other acceptable document of the signatory (ies) of the Bid authorizing signature of the Bid on behalf of the joint venture.
 - 2.4 Attach the Agreement among all partners of the joint venture (and which is legally binding on all partners), which shows that
 - (a) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
 - (b) one of the partners will be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture; and
 - (c) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.
- 3. Additional Requirements**
- 3.1 Bidders should provide any additional information required in the BDS and to fulfill the requirements of ITB Sub-Clause 5.1, if applicable.

**Form of Key Financial Information extracted from Audited Accounts/
Financial Statements**
(To be submitted at bid submission)

Financial data in the currency reported in the Audited Accounts/Financial Statements	Historical Information			Remarks By BEC
	Previous years	Last year	Current year	
Statement of Financial Position (Information from Balance Sheet)				
A. Current Assets				
B. Current Liabilities				
Working capital ratio or current ratio(A/B)				
Quick ratio or Acid Test ratio (Current Asset net of stock / B)				
C. Total Assets				
D. Total Liabilities				
Net Worth(C-D)				
Cash in hand and at Bank				
Bank Overdrafts				
Other Liquid Assets				
Information from Income statement				
Key Profitability Indicators in the currency reported in the Audited Accounts/Financial Statements	Previous years	Last year	Current year	
Turnover				
Profit / (Loss) Before Tax				
Taxation				
Net Profit / (Loss) After Tax				
$\frac{\text{Net profit After tax}}{\text{Turnover}} \times 100$				
<u>Certified by Bidder that information is true extract from Audited Accounts/Financial Statements</u>				
Name:				
Signature:				
Capacity:				
Date:				

Form of Bid Security (Bank/Insurance company Guarantee) – NOT APPLICABLE

.....*Bank/Insurance company's Name and Address of issuing Branch or
Office*.....

Beneficiary: *Name and Address of Public Body*.....

Date:

BID GUARANTEE No.:

We have been informed that*name of the Bidder*..... (hereinafter called "the Bidder") has submitted to you its bid dated..... (hereinafter called "the Bid") for the execution of*name of contract* under Invitation for Bids No.....*IFB number* ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid security.

At the request of the Bidder, we*name of Bank/Insurance company* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of*amount in figures*.....(*amount in words*.....) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has modified or withdrawn its Bid after the deadline for submission of its bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) has refused to accept a correction of an error appearing on the face of the Bid; or
- (c) having been notified of the acceptance of its Bid by the Public Body during the period of bid validity, (i) has failed or refused to sign the contract Form, if required, or (ii) has failed or refused to furnish the performance security, in accordance with the Instructions to Bidders.

This guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) thirty days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before*Public Body to insert date*.....

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758. (Applicable to overseas bidders only).

.....*Bank/Insurance company's seal and authorized signature(s)*.....

Part II – Activity Schedule

Section IV. Activity Schedule

Items	Quantity	Unit Price (Rs) (excluding VAT)	VAT (Rs)	Total Cost (Rs) (Including VAT)	Maintenance Charges including VAT (labour, parts & transport) for first 5 years (inclusive of warranty which should cover at least the same requirements as per Maintenance Contract) as per conditions in Maintenance Contract at CIB Download centre (https://cib.govmu.org/Pages/Downloads/CIBDownloads.aspx)				
					Year 1	Year 2	Year 3	Year 4	Year 5
1. SYSTEM SOFTWARE									
Installation, Configuration, tuning and hardening of Operating System	LOT				Free Maintenance and Upgrade				
Support and Maintenance of Operating System	LOT								
Anti-malware including Antivirus Software Licenses - Symantec Endpoint Protection latest version - OPTIONAL	LOT				Free Maintenance and Upgrade	Free Maintenance and Upgrade	Free Maintenance and Upgrade		
Installation and Configuration of Anti-malware and Antivirus Software on VMs	LOT								
OTHERS – Please Specify line items and include cost of individual items					Warranty				
B. RDBMS									
Licenses for RDBMS (if Applicable) and associated tools and support (Open Source) as per Section 3.7	LOT				Warranty				
Installation and Configuration of RDBMS and associated tools	LOT								

RATE FOR APPLICATION MODIFICATIONS, ENHANCEMENTS AND/OR DEVELOPMENT INCLUDING VAT (RS) (To be used during periods of warranty and maintenance contract)					
	Year 1	Year 2	Year 3	Year 4	Year 5
Rate per Person Month (1 Person month = 22 Person days)					

*** Note**

- For the financial Evaluation, the overall cost of the proposal will be the sum of the cost of software, installation & commissioning and the maintenance charges for the first five years (inclusive of warranty) and any other cost involved.
- The bidder must quote for five years maintenance (inclusive of warranty) even though it is at the discretion of the purchaser to subscribe to the maintenance agreement.
- THE BIDDER SHOULD **MANDATORILY QUOTE FOR ALL ITEMS** INCLUDING SUB-ITEMS and OPTIONAL.
- As regards to any items marked as "(OPTIONAL)", the purchaser reserves the right to decide whether to procure these items or not at the time of award.
 - IT IS THE RESPONSIBILITY OF THE BIDDER TO INCLUDE **ALL APPLICABLE CHARGES** IN THE PRICE SCHEDULE FORM. **NO EXTRA CHARGES** WILL BE CONSIDERED.
 - PRICE QUOTED BY BIDDER SHOULD BE **INCLUSIVE** OF ALL CHARGES.

Signature: _____

Name: _____

Position: _____

Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Section V. Scope of Service and Performance Specifications

1. Introduction

Statistics Mauritius (SM) is the official Government's organisation responsible for collection, compilation, analysis and dissemination of the official statistical data relating to the economic and social activities of the country. One of the means by which SM collects data is through surveys.

SM intends to implement a web-based CEA Online Survey Application in the context of conducting its eighth Census of Economic Activities (CEA) in Mauritius and Rodrigues with 2023 as reference year.

The main objective of this exercise, which is carried out every five years, is to collect data on the operating characteristics and structure of all types of economic activities, except Agriculture. The 2023 CEA is conducted in two phases: Phase I (small establishment) and Phase II (large establishment). The survey will target around 4,500 establishments.

The Phase I has been conducted by SM by means of paper questionnaires.

For the Phase II, SM would conduct the survey online instead of paper based. There are seven (7) questionnaires for different sectors namely:

- CEAL 1 – MANUFACTURING
- CEAL 2 – CONSTRUCTION
- CEAL 3 – WHOLESALE AND RETAIL TRADE
- CEAL 4 – HOTELS AND RESTAURANTS
- CEAL 5 – BANKING AND OTHER FINANCIAL INTERMEDIATION
- CEAL 6 – INSURANCE
- CEAL 8 – OTHER SERVICES

Structure of questionnaire

The **7** questionnaires are divided into **nine (9)** parts as follows:

- i. Identification of enterprise
- ii. Characteristics of enterprise
- iii. Employment
- iv. Receipts
- v. Expenditure
- vi. Inventories
- vii. Capital assets
- viii. Own account Research and Development
- ix. Miscellaneous

Out of these 9 parts, there are a few questions which are common in all 7 questionnaires. **The last CEA conducted was in year 2018 and all the questionnaires are available on the website of SM. Same can be accessed on the following link.**

<https://statsmauritius.govmu.org/Pages/Censuses%20and%20Surveys/CEA/CEA-est-Large.aspx>

NOTE: The new specimen questionnaires will be attached to bid document (Annex I).

2. Scope

SM, hereinafter referred to as the Purchaser intends to implement a web-based CEA Online Survey Application in the context of conducting its eighth Census of Economic Activities (CEA) in Mauritius and Rodrigues with 2023 as reference year and will target 4500 large establishments. The proposed web-based CEA Online Survey Application should be accessible using a standard web browser and should NOT require any client-side software installations.

The scope of this RFP is summarised in the table below:

General description of project	Implementation of a web-based CEA Online Survey Application for Statistics Mauritius
Location of project	<ol style="list-style-type: none"> 1) Statistics Mauritius, LIC Building John Kennedy Street, Port Louis, Republic of Mauritius. 2) The System will be hosted at the Government Online Centre (GOC)⁶ situated in Ebène and authorised users will access the system via the Government Intranet System (GINS)⁷ and outside GINS
Nature of project	Supply, installation and commissioning of a web-based CEA online Survey Application for Statistics Mauritius

In view of the implementation of this project, bidders are invited to quote for supply, delivery, installation, configuration and commissioning of the necessary software and equipment including the following items:

- Web-based CEA Online Survey Application
- Users training and Handholding, including IT support training
- Any other item (hardware or software) which will make the solution workable.

⁶ The GOC is the key infrastructure to enable E-Government. It is the backbone carrier for the Government Web Portal as well as all government services provided online. The GOC hosts IT infrastructure such as servers and networking to ensure 24*7 online government services to citizens, businesses and government.

⁷ The GINS, the infrastructure through which public institutions communicate and collaborate, aims at interconnecting Ministries and Departments into an Intranet. This intranet has been designed based on the GOC as a hub.

Any other hardware item, software item and/or alternative configurations necessary for the proper functioning of the proposed system must be quoted for by the bidders. Bidders will have to explain how these variations would still fully comply with the overall specifications requested hereafter.

The quotations submitted should be broken down into:

- Items (brochures should accompany bids)
- Cost of each item
- Conditions of warranty and maintenance for the next five years
- Delivery time and schedule
- Cost of training.

It will be the responsibility of the selected bidder to make the whole system operational, in collaboration with the staff of the GOC, the Central Information Systems Division (CISD) and SM.

NOTE:

Bidders are strongly advised to submit all information requested, otherwise their bids may be rejected.

3. Server Environment

The proposed system would be hosted on the existing secured G-Cloud server and hardware infrastructure available at the Government Online Centre (GOC⁸) and as such server infrastructure should not be quoted for. Users will access the application via the internet within GINS and outside GINS.

3.1. Hosting on G-cloud at GOC

The proposed system would be hosted on the existing secured G-Cloud server and hardware infrastructure available at the GOC. The successful bidder will have to provide the required specifications for server infrastructures as well as assistance in the deployment of the system over the GOC infrastructure.

The complete system will have to cater for production and test environments and would be hosted on virtual machines (VM) based on Intel Operating Systems to be provided by GOC on the G-Cloud as per the table below:

SERVER LOCATION	NUMBER OF VIRTUAL MACHINES	USAGE
GOC Server Room	Maximum 6 (2 VMs for each instance)	Production Environment: (Web Server, Application Server (if applicable) and DB Server)
	Maximum 3 (1 VM for each instance)	Test Environment: (Web Server, Application Server (if applicable) and DB Server)

- The G-Cloud is already a cluster-enabled platform with inherent facility for virtual machines to operate in Active/Active mode.
- The Successful Bidder will be responsible for management of the VMs as well as testing of the cluster-enabled setup with assistance of GOC.
- The Successful Bidder should perform necessary configuration on compression and memory tuning of the virtual machines.

⁸ The GOC is the Data Centre of the Government which hosts e-Government systems, the National Government Portal, email exchange as well as all government services provided online. The GOC hosts IT infrastructure such as servers and networking to ensure 24*7 online government services to citizens, businesses and government. Government agencies are connected to the GOC via the Government Intranet System (GINS) and GOC also services the Public via Internet.

- The bidder will be responsible for any application/database services running and intervene as and when required.

3.2. Production Environment

- For the production environment, bidder should propose a multi-tier architecture (e.g. Web Server, Application Server (if applicable) and Database Server) implemented on virtual machines.
- A maximum of six (6) VMs may be proposed by the bidder for the Production environment.
- Bidder should ensure that when an application or database fails on the virtual machine, the failed application should be cleanly restarted automatically on the same machine.
- Bidders should describe in detail how fault-tolerance, high availability, scalability and simplified management will be achieved in their proposal.

3.3. Test Environment

Virtual machines should also be used for test environment. A maximum of three (3) VMs may be considered for this environment.

3.4. Common Storage

The virtual machines will be using a shared storage infrastructure and each virtual machine will be configured with one or more virtual disks.

3.5. Specifications of Virtual Machines

VIRTUAL MACHINE	MAX. RAM	TOTAL NUMBER OF PROCESSOR CORES PER VM	HARD DISK	SUPPORTED OPERATING SYSTEM
Each VM in Production environment	32 GB	4	Around 200 GB for web application Space for OS, DB and system files to be determined at time of implementation	Intel-based Platform: - Windows Server 2019, - Windows Server 2022 or latest - Linux Operating Systems. - Other Intel Operating Systems can be made available under special request Solaris and SPARC-based OS are not supported on G-Cloud
Each VM in Test environment	8 GB	2	To be determined at time of implementation	

3.6. Operating system

Pre-installed Operating System (OS) will be made available by the GOC.

- Bidders should mention which Operating System will be required in their proposal and should be from the supported operating systems mentioned at Section 3.5 – “Specifications of Virtual Machines” of the Technical Specifications.
- Bidders recommending Open-Source operating system and should also quote for support and maintenance of the Operating System.
- Although no installation of OS on the VM is required, application of latest patches and fixes, OS tuning and hardening by the **successful bidder** will be required to make the system run efficiently and securely.
- Bidders should quote for the installation and configuration of all the services on the servers (e.g., Web Service/IIS) and any related activities to make system workable.

3.7. Open-source RDBMS

Bidders should quote for an appropriate open-source RDBMS and tools for implementing the proposed system. The Successful Bidder is expected to install, configure the product and provide support services including creation of users.

Bidders need to ensure that the proposed RDBMS is compatible with the existing Veeam Backup, latest available version (at the time of implementation) software at the GOC for database backup and recovery.

When bidder quotes for appropriate Open-Source RDBMS, the bidder must ensure that the proposed RDBMS and associated tools are compatible with the proposed infrastructure of the GOC, provided the system will be hosted on the proposed virtual machines. Bidder should also provide support for open-source RDBMS and associated tool.

Bidder is expected to clearly explain the licensing terms and cost associated in its proposal.

Currently, the number of users to use the proposed system is 4500 respondents and 50 SM users.

Concurrent access to the system is 100 users.

The successful bidder must:

- create the appropriate database structure, including tablespace, indexes, database objects, etc. on the proposed virtual machines
- install, configure the product and provide support services including creation of users.
- provide evidence of successfully porting the RDBMS on the OS of the server should also be included in the proposal.
- perform any additional database tasks that may be required for the proper functioning of the system.

3.8. Anti-malware including antivirus Software

Bidder should quote, install and configure an anti-malware, including antivirus - Symantec latest version, pre-installed with **THREE (3) years** maintenance and upgrade (virus definitions and antimalware software), for ALL environments, i.e., Production and Test environment.

The anti-malware including antivirus solution should be manageable remotely and centrally.

NOTE: SM will provide the Symantec Anti-malware including antivirus Software. However, in case the licenses are not available due to unforeseen reasons, then SM will procure the software from the successful bidder. This item is specified as optional in the Price Schedule Form.

3.9. Backup of files

The GOC has an existing backup facility implemented using Veeam Backup solution and will be responsible for the daily backup with data retention of 1 month.

Backup will be done to disk and GOC will notify the concerned Ministry/Department about failed backup.

Every 3 months, the Successful Bidder will have to:

- Conduct planned simulation of backup and restore process in collaboration with GOC. Onsite presence may be required during the simulation.
- Refresh the staging environment with the most recent backup of production environment, perform appropriate checks on the system and produce a report regarding same to the client.

The Successful Bidder should ensure that backup and recovery of files for the complete system including but not limited to system files, database files, flat files (CSV, etc.) among others are implemented successfully.

The successful bidder will have to provide detailed information and appropriate knowledge transfer to the GOC and relevant Government officers on the backup requirements for the system.

Bidder should ensure that all the proposed software is compatible with the existing backup solution for backup and recovery.

The solution proposed should abide with the GOC security policy and any other systems security policies with which it will be interfacing.

Bidders should note that prior to going live, a Vulnerability Assessment (VA) will be carried out by the GOC and the bidder will need to address all issues identified before go-live.

3.10. Configuration and Installation of Software

Bidders should propose all appropriate software related to system, that should be web-based i.e., accessible remotely using a web browser as well as on mobile devices (smartphones and tablets), database, tools and utilities among others to ensure a working solution. All software should be compatible with the proposed System.

The successful bidder will have to configure the virtual machines, install (except OS) and configure all proposed software and database for successful deployment of the proposed solution on the GOC infrastructure.

Bidders should also quote for support and maintenance of all software and should ensure that the latest version of software is installed and is patched with the latest fixes (wherever applicable).

Bidders should note that the effective start date of the licenses for all software (wherever applicable) will be the start date of warranty of the proposed system.

3.11. Remote access

The successful bidder would be allowed to remotely access the above-mentioned virtual machines/servers for carrying out development, testing and maintenance on the proposed system. GOC would grant Remote VPN Access to the successful bidder only on request and once the exercise is completed the access would be closed. The successful bidder should ensure that all requests are planned and communicated to the CISD staff of SM in advance, who will in turn liaise the staff of GOC.

3.12. General notes

1. Any other item necessary for the proper functioning of the proposed System must be quoted for by the bidders inclusive of installation and commissioning and should be accompanied with detailed justifications supported with documentary evidence wherever applicable.
2. Full documentation/manual (hard and soft copy) and original copies of each and every quoted system components are to be provided by the bidder. License for each copy of software (if applicable) must be provided.
3. It is the responsibility of the successful bidder to make the whole system operational and will have to work in collaboration with end-users of SM, GOC, Central Informatics Bureau (CIB), IT Security Unit (ITSU), Central Information Systems Division (CISD) and other relevant stakeholders for making the project a success.

4. Application Requirements

The proposed CEA Online Survey for Statistics Mauritius should be web-based and should be accessible from a standard web browser. The proposed system should be hosted on GOC infrastructure and should be accessible via GINS and outside GINS using another internet connection.

4.1 Background

SM has a database of the establishments, including their sector of operation, to be surveyed, and officers working for the CEA.

SM intend to inform the establishments of details of the survey and at the same time provide them with user logins and passwords to access the online survey forms. The system should thus be able to generate a unique username and password for each establishment. The username for each establishment should contain the category of the establishment. In addition, the system will generate username and passwords for designated SM officer for accessing the system.

The system should automatically generate an email to inform each establishment and SM officer of their respective username and password. In case the establishment does not have an email, the system should generate a letter containing the username and password.

SM officers are allowed to review survey forms submitted and amend the forms while keeping the information provided by respondents. However, these changes should be tracked.

Establishments may opt to fill a physical survey form and not an online form. They will inform SM who will provide these establishments with the paper form and update the database accordingly. Establishments that have submitted hard copies of the questionnaire should not have access to the online questionnaire. Upon reception of duly filled form, SM officers will update the status of the questionnaire to "hard copy submitted" and subsequently, carry out data entry in the system. Thereafter, the user should not be able to log in the system and appropriate message should be displayed like Hard Copies Submitted.

4.2 General Requirements

The requirements for the proposed web-based CEA Online Survey for Statistics Mauritius to support the SM's operations are provided in the following sections.

Below a list of non-exhaustive requirements for the proposed system:

- a. A unique code should be generated for each enterprise and SM staff. Unique codes would have to be generated for designated SM staff as they would have to input the missing values from online questionnaire and the data in hard copies will have to be input in the system. For this reason, Database and export file should store information of the officers who have input information.
- b. Some enterprises might not fill in the questionnaire online completely. Hence, some values would have to be input by SM Users.
- c. The credentials will be sent by mail for respondents having an email address.
- d. Where emails are not available, credentials will be sent by post.
- e. System should provide facility to modify email address(es) easily in case company has changed its email address(es).
- f. Some questionnaires would be despatched in hard copies to enterprises upon request.
- g. The system will require secured access via login and password.
- h. SM will provide link by email or post for respondent to access the system with login details and change of password option at first login.
- i. The system shall allow respondent to fill in the questionnaire at their convenience, that is, they can fill in a few questions and **automatically partially save** it. When they log in again to attempt remaining questions, they should be redirected where they had stopped the last time. **"Save as draft"** option should be possible for each questionnaire. The system should also allow the details entered to be saved as soon as the respondent has filled a field.
- j. As and when the respondent is filling in data, the system shall cater for some validation checks simultaneously and the validation errors (if any) should appear instantly.
- k. The system shall not allow the respondent to move ahead until validation errors are resolved.
- l. The system shall allow for prefilled fields where required.
- m. Certain questions should be marked as compulsory. For example, BRN, Main activity, Reporting period, Number of persons employed and so on.
- n. The system shall allow the viewing of questionnaire to the respondent before submitting. At this stage, the respondent would be allowed to do changes in data, that is, to go back on previous pages, if necessary and amend accordingly.
- o. The system shall give the option to add more rows and non pre coded input where required. For example, in the table raw material and supplies bought, the respondent could add more rows if space provided is not sufficient. SM should specify a sufficient number of rows.

- p. SM will be allowed to download data in excel format amongst others at any time as and when questionnaires whether completed or not are submitted.

Note: Detailed requirements and functionalities will have to be worked out by the successful bidder with the end-users of SM, after award of the contract.

4.2.1 Requirements when Input by SM

The following should be considered with regards to further input by SM derived from other sources:

- a) An access code should be provided to SM to access the online form, select incomplete questionnaires to add information obtained from other sources.
- b) Data entered by the enterprise and SM to be differentiated in the proposed system.
- c) Bidder to indicate that the information entered by SM is from a particular source e.g. MRA, ROC, etc. This is necessary as reports will be generated.
- d) Enterprises should not see information entered by SM.
- e) Enterprises which have submitted hard copies already, should no longer be able to access the form and instead be presented a message that hard copy has been submitted to SM.
- f) Both SM and enterprises should be able to print copy of questionnaire submitted.

4.2.2 Online Questionnaire

The system should have the following features:

- i. Upon login, respondent will be directed to one of the seven questionnaires
- ii. Not allow a respondent to print a blank form.
- iii. Allow respondent to save the questionnaire at any time. Status of questionnaire should be updated to "in-progress".
- iv. Upon login, the respondent should be redirected to the last question answered. However, the system should allow the respondent to amend any of its responses and as many times as necessary as long as the questionnaire has not been submitted.
- v. Upon submitting the questionnaire, the status of the questionnaire should be updated to "submitted".
- vi. Submission of questionnaires will not be possible after the deadline. However, the system should cater for any change in deadline.
- vii. Generate an email of acknowledgement to respondent and an email of submission to SM
- viii. Not allow a respondent to update a survey form with status "submitted".
- ix. Allow a respondent to view its filled-in survey form, excluding any entry made by SM, and print a copy of the filled survey form.

- x. Allow SM user to review form submitted while leaving respondent's information unchanged and track the changes with reasons. The reason will be the source of the data.
- xi. Issue reminders to respondents who have not responded through email.
- xii. Provide online context sensitive help facility for the users.

In addition, the system should provide for validation and consistency checks.

4.2.3 Email confirmation/ Reminder

- a. The system shall send a confirmation through email to both the respondent and SM designated staff once questionnaire submitted.
- b. The system shall send an automatic note and reminder through email to respondent after a certain period, for example one week (to be set by SM staff) before deadline and seven days after deadline if questionnaire not yet submitted respectively.
- c. Since some hard copies of questionnaires would be sent to certain enterprise and input of those data online would be done by SM staff, we need to ensure that while sending the automatic note/ reminder, these are not sent to those enterprises who have already responded in hard copies.
- d. Two reminders will be sent by email and by post seven days after deadline.
- e. Appropriate message on home page to be displayed to inform users about extension of deadline.

4.2.4 Administrative tracking

The system should have a page where there is a progress log of each enterprise which could be classified as **completed, in progress**. Only SM staff will have access to this page to be able to monitor the data collection from enterprises.

- a. Enterprises which have submitted hard copies should be set as completed. Note: Even if information submitted on hard copy is incomplete, it should still be set as completed.
- b. The system should provide a log on all interventions on the filling of the questionnaire.

4.2.5 Calculations

The system shall have auto calculated fields where required.

4.2.6 Administration Module

The proposed system should contain an administration module which would allow authorised users to configure and manage the users, user access rights, master data reference files, and parameters, among others, for the smooth running of the system.

The module should support the following non-exhaustive list of functionalities:

- **User Maintenance**

- Definition of user roles
- Support creation of users with details such as User ID, names and email address among others. Users may either be enterprises or SM users.
- Support maintenance of User IDs and password resets, modification and suppression of user accounts among others.
- Management and validation of users registered in the Self-Service module.

- **Management of User Access Rights**

- Administration of Access Control Lists (ACLs), i.e., mapping of access levels with registers, functionalities, screens, menus and reports
- Administration of User Groups and addition and removal of users to user groups

- **Configuration of parameters**

- **The proposed system should be flexible and customisable with parameterised list of values to cater for evolving user needs in the future as well as to repeat the survey at different intervals.**
- Upload functionality by excel or text files, amongst others to populate and update information in the system.
- In addition, the system should allow SM to customize parameters for the following:
 - Date for deadline
 - Dates for issuing reminders
- The proposed module should support the configuration of parameters
 - Administration of auto populated list used in screens
 - Workflows
 - List and number of questions
 - Any other identified during requirement gathering/development phases

NOTE:

- The system should comply with a parameter driven approach (optimal parameterisation) so as to facilitate maintenance and customisation of functions and should be 'future-proof' so that any customisation or future enhancement can be easily accommodated.
- In all requirements where it has been specified to use existing list, bidder should mandatorily provide for a list and a corresponding parameter screen to allow maintaining the list.
- All list should be exportable to excel/pdf format by the application.
- The system should cater for changes in the parameterised list of values in the future by providing addition/deletion/modification options. Only authorised user(s) such as an administrator would be allowed to manage these data using this module.
- The database will be confidential and accessible to SM designated staff only.
- The system shall automatically log out all respondents after a period of inactivity.
- The respondent's web browser shall never display the respondent's password. It should always be echoed with special characters representing typed characters.

4.2.7 Query module

The proposed system should support generating queries for various purposes. These queries should be static (pre-defined) or dynamic. The authorised users could query the system by giving various parameters.

The successful bidder should work on the detailed query requirements and parameters for the queries with the users, after the award of the project.

The applications should allow administrators to manage the user or user group rights for accessing the queries with respect to their roles and responsibilities as well as generate data exports.

4.2.8 Report module

The proposed system should support generating reports for various purposes. These reports should be static (pre-defined) or dynamic reports. Predefined reports **should be directly accessible from within and inbuilt in the proposed system**. The pre-defined reports should be batch processed and generated periodically as per the requirements. The authorised users could generate the dynamic reports by giving various parameters.

The system shall be able to extract data in format compatible excel format and pdf by designated staff of SM.

A non-exhaustive list of predefined reports that will have to be developed by the successful bidder is as follows:

- Percentage of data imputed from different sources by sector
- Response rate by sector
- Progress report listing completion status (completed, in progress, not accessed...) by establishment
- Percentage questionnaire completion by section
- List of companies which have already submitted data that is in completed status. This report should only include enterprises which have submitted completed forms and also include enterprises whose forms SM have had to complete. These information should be specified in the report.

The reporting module should also provide the following basic features:

- Generation of reports for a given time period, for fixed time frequencies (daily, monthly, yearly etc.)
- Easy generation of ad-hoc reports by the users
- Comparative reports should have an option to be displayed in graphical format (pie-chart, bar-chart etc.)
- Generation of reports in Microsoft Word/Excel and PDF format

The successful bidder should work on the detailed report requirements and parameters for the reports with the users, after the award of the project.

The proposed system should provide facilities to print recorded information from the system, including filled-in questionnaires onto specific print formats to both respondents and SM staff.

SM staff should assist in producing the production account from the questionnaires for the National Accounts estimates.

The successful bidder should ensure that the above datasets are also available in open data format so that these datasets may be published on the National Open Data portal (<https://data.govmu.org/dkan/>). However, the right to publish these datasets on the National Open Data portal resides with SM.



4.2.9 Audit Trail module

The proposed system should provide an audit trail, which would capture and preserve all information associated with the creation, deletion and update of application data.

The Audit trail information should be accessible via a screen, with print and export option to authorised users only. The system should allow authorised users to search audit trail information by filtering fields such as Transaction Date and Time, Login ID, Operation Type among others.

4.2.10 Customer Support & User Help module

The proposed application should have a comprehensive help facility for the users. The proposed system should also be given flexibility with respect to usage of different modules and allow the users to invoke context sensitive online help.

The system shall provide online help, FAQ's support (from explanatory notes), that is, after each question we could add an icon . By clicking on the  the respondent would be systematically directed to the exact location in the explanatory notes relating to the question or could be displayed in a popup message.

The system shall display the designated SM contact person name, email address and number on the screen as a sub-header for the different questionnaire.

4.2.11 Customisation

The bidder should have already developed, thoroughly tested and implemented successfully the proposed software with all core functionalities on at least one site. The software should, with all required customisations, be fully compatible with the end-users' operational procedures.

The cost of such customisation should form part of the price schedule form.

Full details should be given in respect of the reference site(s) where the proposed system is up and running. Information on the site such as number of users and a general idea on the workload should be provided. A letter of appreciation from the client is highly recommended.

Note: Detailed requirements and functionalities will have to be worked out by the successful bidder with the user, after award of the contract.

5. General System Requirements

The section details the general attributes of the proposed system. A common set of non-functional requirements is provided as guidance for the overall system characteristics and operational requirements.

5.1 Web-based

The proposed system should be web-based, accessible using a standard web browser and should not require any client-side software installations.

The system must be compatible with all the latest HTML standards.

5.2 User interface

User interface is the combination of menus, screen design, keyboard commands, command language and online help, through which a user interacts with a computer. The following are key attributes that the user interface should have:

- Common (generic), consistent, customisable and easy to use “Windows” or GUI based user interface (mouse and icon or “point and click” driven interface)
- User-friendly data entry capabilities enabling a minimum of keystrokes for data capture and use of alternate data entry/capture technologies (including electronic identification device readers, amongst others)
- Definition of validated fields to enable appropriate range checking on data entered
- Common or consistent approaches to task selection
- Easy consistent access to context sensitive help
- A Common User Interface for all applications (consistency of keystroke mapping, screen layouts etc.)
- Reports must be displayed on screen, sent to printer and file
- Lists and look-ups must always be provided to ease data entry
- Data entry should be done strictly on forms (GUI)
- Data lists should be used for viewing data only
- The system shall provide a lively look and be user friendly.

- The system shall provide use of icons and toolbars so as to save time by using dropdown option and search for an icon.
- Use of **Info Highway (IH)** in order to minimise data entry and facilitate verification of information. This will be implemented for the proposed application **at a later stage**. Refer to section 5.6 for more information.

5.3 Printing Guidelines

Screen or report print-outs should adhere to the following non-exhaustive guidelines *unless stated otherwise by the user*:

- Online version of reports should be formatted so that it can be printed without the need to be reformatted
- Contents displayed on report print-outs should not be truncated
- The application window frame should not be visible in the print-out in case of screen print-out
- Header of print-outs should contain the title of the screen or report as well as date and time of printing among others
- Footer should contain page number and number of pages
- The selection criteria or filters used should be mentioned after the title in case of report printing

5.4 List Guidelines

Search results list or user interface containing lists of records in the proposed system should adhere to the following non-exhaustive guidelines unless stated otherwise by the user:

- Facility to export lists to a flat file, e.g. File with comma-separated values (.csv) among others
- Results lists should be sortable by each column
- Allow user to select number of records to be shown in the results list
- Proposed system should show all records by default
- Results lists should support pagination in case records will be shown in multiple pages

5.5 Integration with National Authentication Framework (NAF)

The NAF Platform, also known as **MAUPASS**, provides single sign-on to several government online services (called eServices). The Security framework of choice for the NAF solution is the Identity Server. The Identity Server is an identity and access control middleware that is used to build identity and access control solution for modern application, including single sign-on, identity management, and authorization and API security.

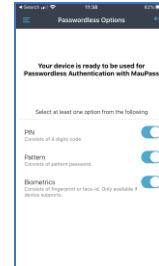
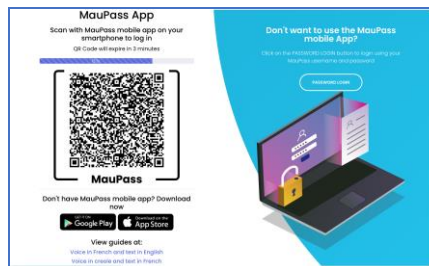
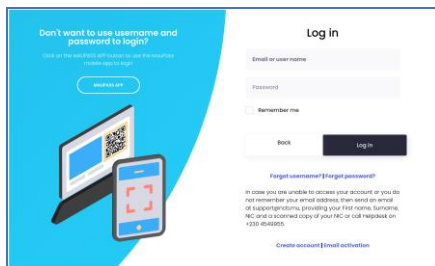
The NAF Platform provides for up to Level 2 Assurance of Identity as shown in the Table hereunder:

Level 0, L0	No assurance of identity	No login
Level 1, L1	Medium level of assurance of identity	Single Factor Authentication (SFA)
Level 2, L2	High level of assurance of identity	2-Factor Authentication (2FA) (Support SMS, MAUPASS Mobile App Authenticator and E-mail)
Level 3, L3	Very High level of assurance of identity	Will be available in future upgrades

The proposed system will use **Level 1** Assurance of Identity **at a later stage**.

NAF also provides for passwordless authentication (via the MAUPASS Mobile App) the using the following methods:

- PIN
- Pattern
- Biometrics (fingerprint/faceid/etc)



Integration to the NAF system can be performed using one of the following technologies:

- SAML
- WS-Fed
- OpenID Connect
- OAuth

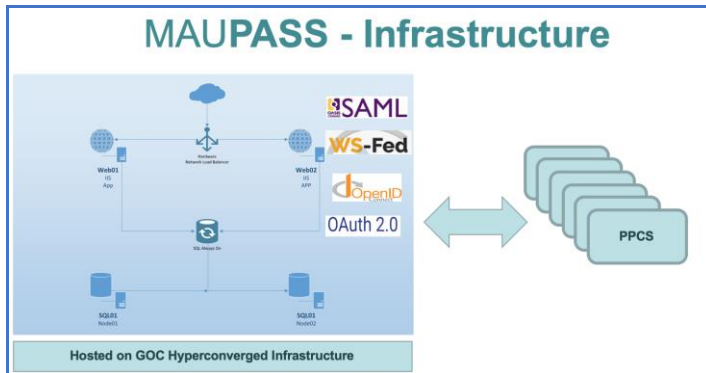


Figure 1: MAUPASS Integration

The API Document will be released to the successful bidder for integrating the systems. All Registrations, Login, Forget Password, Profile, etc will be performed at the level of the NAF.

All **role management and authorizations** of modules/views will be performed via the proposed application. NAF will return the NIC of the authenticated user and mapping to roles should be performed within the proposed application. Workflow user management roles (e.g. which application goes to which HR/Finance department, etc) will be defined and executed within the proposed application.

The proposed system will use **Level 1** Assurance of Identity **at a later stage**.

NAF accounts will be used as a single sign on platform to achieve the following:

- SM users to sign in to the proposed system's back end
- Government employees and users to sign in and access their dashboards

The proposed system should be able to integrate with MAUPASS at a later stage.

5.6 Interoperability principles

The system should be designed to communicate with external systems and should be able to push and pull information to these external systems. The interfacing between the systems should be transparent to the users through the use of, as far as possible, a single window.

Pushing and Pulling of information implies communication between systems via Service Oriented Architecture (SOA) such as Web Services. The proposed system should also have the facility to export or import information, whichever is applicable.

The successful Bidder will have to work in close collaboration with the suppliers of the external systems. **The proposed system should be able to integrate with external systems at a later stage.**

There are a number of major interoperability principles and attributes required to enable both efficiency and productivity, which are as follows:

- No duplication of input
 - Common capabilities to import and export data in standard formats
 - Common single approach to the authorisation of user access throughout the proposed System
 - Provision of system wide maintenance and backup facilities
 - Multi user
 - Multi-Site
 - Back up facilities
 - Purging facilities
 - Possibility to archive transactions
 - The application must be web-enabled for easy access using a browser.
-
- To allow for interoperability with other systems, the design of the proposed system should be compliant with Service Oriented Architecture (SOA) and should support standards-based technologies to realise SOA such as XML, Web Services, among others. The seamless flow of information to and from the proposed System and other systems, should be catered for in the proposed system.

The proposed systems should be able to use InfoHighway (IH) for data sharing between the system and other existing or forthcoming systems. InfoHighway is the Government infrastructure which is designed as a service platform based on the Service Oriented Architecture (SOA) approach and hosted at the GOC. It aims for sharing of data amongst public and private organisations by using the 'Publish and Subscribe' model whereby public data is being published by an authorized Government agency (Publisher) on the highway and the same being consumed by other public and private agencies (Subscriber). InfoHighway offers three methods to obtain data from the Publisher, namely data extraction, web service and portal. The selected Bidder will have to work in close collaboration with the InfoHighway team and the GOC team to ensure a successful integration and data sharing between the proposed systems and other systems, as applicable. **This integration with IH will be implemented at a later stage in the proposed system.**

5.7 Supply and Installation

The Successful Bidder is expected to supply, install, configure and commission the proposed System.

Below is an indicative list of activities and deliverables for the project.

SN	Stage	Documentation Requirements & Deliverables
1	Project Kick off	Successful supplier to submit: <ul style="list-style-type: none"> • Soft Copy of successful bidder's Proposal • Project Charter • Detailed Project Plan • Plan for services related to Risk Assessment and Assurance Level check • Kick-off Presentation to the Steering Committee
2	Functional & Non-functional Requirements Analysis	Successful supplier to submit: <ul style="list-style-type: none"> • Software Requirements and Specifications (SRS) Document including Process flows • Prototype Presentation, including appropriate documentation (with screenshots) and/or video presentation so that users can refer back to what they have seen and provide their feedback. SM to provide: <ul style="list-style-type: none"> • SRS sign-off
3	Risk Assessment and Assurance Level and Integration with existing services	Successful supplier to submit: <ul style="list-style-type: none"> • Detailed Work Plan for covering person-days effort with breakdown of effort for each Integration • Quality Control Process

SN	Stage	Documentation Requirements & Deliverables
4	Design	<p>Successful supplier to submit:</p> <ul style="list-style-type: none"> • An architectural design document, including: <ul style="list-style-type: none"> ○ Deployment Architecture ○ Application Architecture ○ Database Architecture ○ G-Cloud architecture • A Software design document (SDD), in order to provide support for technical staff, who aim to customise and/or further the system in particular, listing all software tools (e.g., name, version, and additional reference information) and their dependencies that make up the proposed system should be provided. The SDD should describe how the software system will be structured (system architecture, database design, pseudo code, etc.) • The SDD should also include the documentation on the Licensing model and the application software. <p>SM to provide:</p> <ul style="list-style-type: none"> • SDD sign-off
5	User Acceptance Testing	<p>Successful supplier to submit:</p> <ul style="list-style-type: none"> • Pre-UAT Training related to the Testing exercise • Test plans with test cases • Test data • Expected results and Test Results • IT Contingency Plan for the solution proposed. • Acceptance Test Plans & Test Data • Performance and Reliability Tests Procedures & Reports

SN	Stage	Documentation Requirements & Deliverables
		<ul style="list-style-type: none"> Complete application software <p>SM to provide:</p> <ul style="list-style-type: none"> User Acceptance Testing (UAT) sign-off
6	Training	<p>Successful supplier to provide and/or submit:</p> <ul style="list-style-type: none"> Application Software Training System administration Training Database administration Training Any other applicable Training Comprehensive Training materials, including System and Database Training Manual, User Manual
7	Deployment and Go-Live of the Proposed System	<p>The successful bidder will ensure that the proposed system is successfully deployed, installed, configured and operational in the production environment.</p> <p>Successful supplier to submit:</p> <ul style="list-style-type: none"> Technical Guideline document Full Documentation on application services Separate user manuals and/or guides that address the needs of data integration, and portal administrators Online help documentation For any source code produced, proper documentation (according to an established standard) should be provided to ease maintainability of the code and licensing policy, as applicable. IT Security Policy for the system proposed Terms of Use and disclaimers System administrations documentation and other Configurations Operating Procedures documentation

SN	Stage	Documentation Requirements & Deliverables
8	Project Management	Successful supplier to submit: <ul style="list-style-type: none"> Weekly Progress Reports Project Status Reports Risks and Mitigation Plans
9	Operational Acceptance Testing	Successful supplier to provide services as per Section 5.10. SM to provide: <ul style="list-style-type: none"> Operational Acceptance Testing sign-off

5.8 Documentation Requirements

(I) User Manuals/Guides

The Successful Bidder should also provide separate user manuals and/or guides covering all the screens and functionalities of the proposed System that address the needs of users and systems administrators.

(II) Operating Procedures

The Successful Bidder will be required to work in collaboration with the client to work out the operational procedures and document the new procedures.

The above include the procedures for standard procedures and exception procedures.

This activity is scheduled together with the preparation of Software Requirements Specifications (SRS).

It will be the responsibility of the Successful Bidder to ensure that all the operational procedures are implemented in the proposed System.

5.9 Hardware Requirements

The application will be implemented on Government Cloud and will be fully web-based. It is expected that the bidder will choose the best solution and it will be the responsibility of the latter to make the whole system operational.

Any other hardware item, software item and/or alternative configurations necessary for the proper functioning of the system with justifications must be quoted for by the bidder.

5.10 Operational Acceptance Testing

Operational Acceptance Tests mean the tests specified in the Technical Requirements and Agreed and Finalised Project Plan to be carried out to ascertain whether the full System in the production environment, or a specified Subsystem, is able to attain the functional and performance requirements specified in the Technical Requirements and Agreed and Finalized Project Plan.

The Supplier shall achieve Operational Acceptance of the System **within 1 month after go-live of the system in production environment.**

The operational acceptance includes the following, inter alia:

- Attain functional requirements specified in the Technical Requirements and Agreed and Finalised Project Plan
- Resolution of Priorities for Bugs to be fixed within Operation Acceptance phase (After Notification to supplier)

➤ **Priority 1 (P1-Critical):**

A defect that completely hampers or blocks testing of the product/ feature is a critical defect. An example would be in case of User Interface (UI) testing where after going through a wizard, the UI just hangs at one pane or doesn't go further to trigger the function. Or in some other cases, when the feature developed itself is missing from the build.

To be fixed within 6 hours

➤ **Priority 2 (P2-Major):**

A major defect occurs when the functionality is functioning grossly away from the expectations or not doing what it should be doing.

To be fixed within 2 days

➤ **Priority 3 (P3-Moderate):**

A moderate defect occurs when the product or application doesn't meet certain criteria or still exhibits some unnatural behaviour, however the functionality as a whole is not impacted.

To be fixed within 4 days

➤ **Priority 4 (P4-Minor):**

A minor bug occurs when there is almost no impact to the functionality, but is still a valid defect that should be corrected.

To be fixed within 2 weeks

- Search results displayed in less than 5 seconds
- Navigation from one screen to the other should be seamless – sub-second response required
- Loading of pages within 2 seconds
- Records should be saved within 5 seconds after validation
- Navigation from one screen to the other should be seamless – sub-second response required
- Provide report related to fine-tuning of database, the report should include proper indexing mechanisms, memory allocations, fine-tuning related to IOs
- Backup/Restore functions have been simulated and documented

6. TRAINING

Bidders will have to dispense training so that there is appropriate and adequate technology transfer that would make end-users fully conversant with the proposed System. Training should encompass application, system administration as well as equipment use.

All training should be held at the User site. Different types of training should be provided as follows:

6.1 Pre-UAT Training

Prior to User Acceptance Testing (UAT), the successful bidder should provide Pre-UAT training to all the users who have been selected by the SM for carrying out the UAT exercise. The Pre-UAT training should ensure that the users are trained on the following:

- How to proceed with the testing of their respective modules/screens/functionalities.
- How to log/report issues found during UAT.

6.2 Training on Application Software

Training on the proposed System should be dispensed for to the 50 SM end-users, in batch of around 25 users.

The objective of the training is to give the end users a comprehensive practical know-how for effective operation of all the different functionalities defined in Section 4 including:

- User Administration
- Audit Trail
- Use of equipment for carrying out tasks in the system

6.3 Training on System Software and RDBMS

The training session will be held exclusively for the 5 staff to be selected by SM. This training should cover the following:

6.3.1 Training on Systems Software

- (i) Operation of the different hardware components of the server
- (ii) The Operating System and related utilities
- (iii) Systems Administration tasks
- (iv) Troubleshooting procedures
- (v) Installation and upgrade of anti-virus on the server
- (vi) Backup/Restore functionalities on the proposed System including:
 - a. Operation of the encryption feature of the backup solution
- (vii) Any other items as required by specific system proposed

6.3.2 Training on RDBMS

- (i) Database administration tasks
- (ii) Database fine tuning/optimisation
- (iii) Troubleshooting procedures
- (iv) Any other as required by specific system proposed.

6.4 Notes on Training

The practical aspects of how to deliver the training in order to minimise disruption to work can best be determined by the end users. It is however important to ensure that:

- a) The training is comprehensive.
- b) The training is timed with the availability of equipment and application software to allow staff to put their newly acquired skills in practice.

The following information is to be provided:

- a) cost of training
- b) details of courses to be provided
- c) number of training sessions
- d) duration of each training session
- e) site where training will be conducted
- f) experience of trainers
- g) Adequate training manuals (soft and hard copies) have to be provided prior for each of the sections at the Ministry.

Comprehensive training material will have to be provided to the staff being trained. The Department reserves the right to reproduce the training materials for subsequent in-house training of other staff.

7. Miscellaneous

7.1 Technical Bid

The **Technical Bid** should include but not be limited to:

- (a) Understanding of the module wise and stakeholder wise the functional requirements of the Project. Bidder should clearly explain in detail as to how the functionality envisaged in the Project would be met.
- (b) Proposed Solution Architecture including
 - Deployment Architecture
 - Application Architecture
 - Database Architecture
 - G-Cloud Architecture
- (c) Security Requirement
- (d) Back Up, Restoration and Business Continuity Planning
- (f) Training
- (g) Change Management
- (h) Project Work Plan
- (i) Licensing model and associated cost (if any)

7.2 Presentation and Demonstration of Proposed Solution During Bid Evaluation

During the evaluation stage, the **technically shortlisted bidders** may be called upon to give a demonstration of the proposed solution at their own costs, which may be within **TWO (2) weeks** after the closing date of the procurement exercise. The evaluation team reserves the right to call bidders starting from the lowest bid that is technically responsive until a successful demonstration has been obtained. The purpose of the demonstration is to describe the major contents and highlights of the technical proposal submitted. During the demonstration, the evaluating team together with future users of the system will be present. The evaluating team may make a Video and/or Audio recording of the full demonstration for the purpose of the evaluation of the proposal. The implementation team (as mentioned in the proposal) of the bidders should conduct the demonstration. The demonstration will be a simulation of the live environment of the application as proposed by the bidders.

The demonstration should be a prototype of the system and not a PowerPoint or video presentation. Moreover, the Bidders will have to make use of the items proposed in the bid for the purpose of the demonstration.

The overall system will have to be presented and supported by appropriate demonstration of the proposed solution.

In case bidders fail to successfully and satisfactorily demonstrate the requested features (as per Section 4 of the technical document) of the solution, their bid will not be retained.

7.3 Presentation and Demonstration of Proposed Solution During Project Implementation

After award of the project, the successful bidder will hold working sessions with the users to study their requirements in detail and then come up with a SRS document. The successful bidder will be required to make prototype presentations of the application system before finalising the SRS with the users. The purpose of this presentation is to trigger discussions and give visibility to all parties involved in the project.

7.4 Software Development Methodology

In case the application software requires customisation or any form of software development, bidders are required to explain the Software Development Methodology to be employed. This includes an outline of all the standards, the design, development, testing and implementation approach. For instance, bidders will have to submit Software Requirements Specifications and Software Design Description documents after award of contract as per format given in the Software Development Agreement.

7.5 Testing and Test Data

The successful bidder should ensure a smooth implementation of the proposed system. They should provide the set of test data to be used to test all the functionalities of the system. The set of test data must include all possible scenarios so as to test the system fully on the test environments of the proposed system. For each identified scenario, the expected results should be clearly defined.

It is expected that, prior to the start of User Acceptance Testing (UAT), the successful bidder would have carried out full-fledged testing (unit testing, integration and system testing) to ensure all bugs have been resolved in all the environments (development, test, training and live) of the servers. Test plans with test data used and test results should be submitted to the SM, prior to start of UAT.

Before the UAT, the successful bidder will have to ensure that the required data has been captured on the new system as per the user requirements. This will enable users to test the performance of the system with real data.

Test reports should also be produced and submitted to the SM, prior to start of UAT.

Bidder to plan **a period of 2 months for testing of the proposed system by SM users** during the UAT phase. Moreover, at least one resource from the bidder should be fully or partially onsite at the SM office during the duration of the UAT exercise in order to allow the smooth testing of the system and better understanding of bugs/issues/defects reported by the end-users.

7.6 Software Implementation Effort

Bidders should provide a table to show how they intend to proceed with the implementation of the proposed system. This includes also the infrastructure setup and software development effort.

Bidders may add additional tasks in the table, if necessary.

Mention should be made of the number of person-days employed for each activity in a given stage.

7.7 Project Management Plan

Bidders will also submit an **integrated Project Management Plan (including activities from both supplier and user side)** describing, among other things, the methods to carry out overall management and co-ordination responsibilities if awarded the contract, and the human and other resources the bidders propose to use. The plan must include a detailed implementation schedule in a Gantt chart, showing the tasks, estimated duration, sequence, interrelationship of all key activities and resource assigned needed to complete the contract.

Mention must be made of the number of person-days employed for completion of contract.

Bidders should submit detailed work plan describing, among other things:

- the methods to carry out overall management and coordination responsibilities if awarded the contract,
- the human and other resources the Bidder proposes to use,
- detailed implementation schedule in Gantt chart format, showing the estimated duration, sequence, and interrelationship of all key activities needed to complete the contract showing the components of the system installed and commissioned.

7.8 Project Steering & Monitoring Committee

A Project Steering Committee would be set up at the level of SM to oversee the smooth implementation of the project.

A Project Monitoring Committee would also be set up at level of SM for the implementation of the project.

7.9 Rate for Application Modifications, Enhancements and/or Development

Bidders should abide by the conditions stipulated in Section 4.0 - Upgrades, Updates, Modifications and Enhancements (Normal software maintenance) of Schedule II of the "Application Software Maintenance Agreement (ASMA) for Application Systems version August 2018 (ASMA with KPI)" (downloadable at www.cib.govmu.org).

Bidders will also have to fill the "Rate for Application Modifications, Enhancements and/or Development" table in the Price Schedule Form.

This cost will be used as a basis for entrusting any additional work regarding Modifications, Enhancements and/or Development to applications software and will be fixed for the first 5 years.

7.10 Support Service (Application Software)

Bidders should comply with the following documents (downloadable at CIB download centre <http://cib.govmu.org>):

- Application Software Maintenance Agreement (ASMA) for Application Systems version August 2018 (ASMA with KPI)

7.11 Technical considerations

- **It will be preferred that the Government of Mauritius shall be the copyright owner of the system**, including all documentation, flowcharts, drawings, specifications, manuals and other data which are created as a result of this Agreement. However, other alternatives may also be considered.
- The output of the proposed System will be in open standard (example accessible via the web site) in order to allow developers to implement their mobile applications.

7.12 Source Code, Licenses and Documentation

Bidder will submit up-to-date source code with appropriate documentation of the system developed as part of its deliverables.

The Purchaser shall have copies of the source code corresponding to the software solution that is deployed to the production platform as well as to binary/compiled forms of the solution.

Any open-source components provided as part of the solution will be included in the deliverables, as source code and documentation, as well as URLs linking to the open-source projects' publicly accessible repositories. The open-source deliverables will also include the version of each component used and the date it was published.

All third-party software components that require licenses shall be licensed to the Government of Mauritius. ("Third-party" refers to components from a source external to the developer or Purchaser.) Licensing policy (including licensing model – e.g. perpetual vs subscription) should be fully explained.

Bidders assert that the deliverables furnished by it do not infringe upon or violate any copyright or any other proprietary right of any third party, and is otherwise subject to applicable copyright laws of the country.

In case of legal action brought against the Purchaser based on claims that any aspect of the supplied solution constitutes an infringement of any intellectual property rights, bidder agrees to defend against such action at its own expense. The Purchaser will not be liable for

such claims. In case infringement is confirmed, the bidder will present an appropriate resolution for the Purchaser and implement same at its own expense (upon agreement of the Purchaser), so that there is no infringement.

In case the resolution involves removal of functionality, Purchaser shall receive a refund of the charges paid proportional to the functionality removed.

In the event of termination of contract (including, but not limited to, winding up of business), successful bidder will not dispute the rights of the Purchaser to use the deliverables supplied (including source and object code, documentation and training material) so as to continue operating, enhancing and developing the solution as per the Purchaser's requirements.

8. IT Security Notes

A. Provide a secure solution that will allow protection of data against unauthorised access. The solution proposed should also maintain the confidentiality, integrity and availability (CIA) of data within the system.

B. Provide an IT Contingency Plan (ITCP) based on international best practices for the system. An initial draft of the ITCP should be submitted for review to the User representatives at the Testing stage of the project. The ITCP should be finalised in conformity with relevant stakeholders comprising the User Representative, ITSU, CIB, CISD / IT Team, and the GOC who is hosting the solution.

The ITCP should include amongst others:

1. A description of the solution and its architecture, detailing any links to existing IT Systems.
2. A structured escalation process workflow (call tree) that lists persons, roles and/or organisations to be contacted as a part of a notification/activation procedure to detect and assess damage, and to activate recovery procedures. Roles and responsibilities of all the various stakeholders involved in the call tree should be clearly defined.
3. Listing of all critical components of the solution implemented (e.g. server, application software, network equipment, telecommunications line, database etc. which may cause the non-availability of the solution.
4. List the relevant threats for each of the critical components identified above and their potential impact.
5. For each of the identified threats, the following should be elaborated:
 - i. The allowable outage time taking into consideration any existing agreements (e.g., Warranty and/or Maintenance Contracts)
 - ii. Recovery procedures that need to be followed if the threat identified occurs and any remedial measures
 - iii. The areas of responsibilities between all the different stakeholders such as the GOC where the system will be hosted, the Statistics Mauritius, the solution provider should be clearly demarcated.

Note: Elements 3, 4 and 5 of the ITCP document can be presented in a table as per the model below:

#	Critical Components	Threats	Potential Impact	Recovery Procedures		
				Allowable Outage Time	Procedures	Responsibility
1.	Application Server	Cyclone	Water flooded the server room causing a server failure	[x] hours as per existing agreement	<ul style="list-style-type: none"> ▪ Supplier to troubleshoot and identify which server part(s) have been damaged ▪ Initiate actions to replace damaged part(s) ▪ Replacement server to be installed and configured ▪ Restoration of data on replacement server 	Supplier
		Hardware Failure	Server is down and users of the system are unable to connect to the system	[y] hours as per existing agreement	<ul style="list-style-type: none"> ▪ Supplier to bring new server ▪ Restoration exercise need to be carried out ▪ Testing of new server ▪ Bring application up for users to start working 	Supplier
		Power Failure				
		... [add as necessary]				
2.	Network	Failure of GINS Router	System is inaccessible from User site through GINS	[z] hours as per existing agreement	<ul style="list-style-type: none"> ▪ User representative contacts CISD / CCU team ▪ CCU team intervenes and resolves the issue 	CISD / CCU
3.	... [add as necessary]					

PERFORMANCE STANDARDS COMPLIANCE SHEET

9. Technical Tables

- i. Bidders shall complete column 'Compliance of Specification Offered' with the specification of the supplies offered.
- ii. Also, state **“comply”** or **“not comply”** and give details of any non-compliance to the specification required.
- iii. Attach detailed technical literature if required.
- iv. Authorise the specifications offered in the signature block below.

9.1 Experience of supplier & Application Software – Technical Support Staff Profile

Experience of supplier & Application Software – Technical Support Staff Profile (Bidders should mandatorily submit all information on customer reference sites and staff profiles as per Tables for Reference sites and Profiles of Application Software – Technical Support Staff. Incomplete or non-submission will entail rejection of proposal).

		Compliance of Specification Offered	Details of non-compliance if applicable
Reference Sites	Required		
No. of reference sites where the bidder has carried out software development under a web-based multi-user environment using open-source software within the last five years.	2 sites together with testimonials from customers as evidence of satisfactory performance. In case of non-submission of testimonials, reference sites may not be considered. The Purchaser reserves the right to query the referenced customer and any misinformation from the Bidder may lead to debarment. Certificate of award and UAT certificate will NOT be accepted as a testimonial.		
Application Software – Technical Support Staff Qualifications & Experience (The bidder should mandatorily submit documentary evidence of Qualification mentioned. The onus for the submission of equivalence of qualification (if applicable) from relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the bidders. Qualification submission will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the submission date.)			
No. of locally based software developers (Same staffs should be available during implementation stage and at least 2 staffs should be available onsite during the User Acceptance Testing Phase. Any amendments to the resource should be immediately notified to the client)	At least FOUR -degree holders with experience in software development on the proposed platform and RDBMS in a multi user environment CVs should be submitted. In case of non-submission of CVs, staff may not be considered.		
Total Person-year software development experience of the above FOUR staff	TWENTY (20) years – Each degree holder should have at least FOUR (4) years of working experience		

Experience of supplier & Application Software – Technical Support Staff Profile (Bidders should mandatorily submit all information on customer reference sites and staff profiles as per Tables for Reference sites and Profiles of Application Software – Technical Support Staff. Incomplete or non-submission will entail rejection of proposal).			
		Compliance of Specification Offered	Details of non-compliance if applicable
Hosting/System administration – Technical Support Staff Profile			
No. of IT related technical staff (Same number of IT related staff should be available during implementation stage)	At least ONE degree holder (based locally in Mauritius)		

9.2 Application Requirements

CEA Online Survey Application			
Technical Specifications Required		Compliance of Specification Offered	Details of non-compliance if applicable
Web-enabled application software (support Firefox, Google Chrome, Internet Explorer and Safari)	Yes		
HTTPS enabled	Yes, whole site		
User Dashboard	Yes		
Multi-user system	Yes		
No of concurrent users to access the system	Yes, as per Section 3.7		
Parametised system	Yes		
Application Software functionalities and features	Yes, as per Section 4		
Administration module	Yes, as per Section 4		
Query module	Yes, as per Section 4		
Report module	Yes, as per Section 4		
Audit trail module	Yes, as per Section 4		
Customer support and help module	Yes, as per Section 4		
General System Requirements	Yes, as per Section 5		
Training	Yes, as per Section 6		
Project Documentation and Deliverables	Yes, as per Sections 4, 5 & 6		
Presentation and Demonstration of Proposed Solution During Bid Evaluation	Yes, as per Section 7.2		
Presentation and Demonstration of Proposed Solution During Project implementation	Yes, as per Section 7.3		
Integration with MAUPASS	Yes, as per Section 5.5		
Integration with InfoHighway	Yes, as per Section 5.6		
Documentation in bid document on Proposed Solution Architecture including <ul style="list-style-type: none"> • Deployment Architecture • Application Architecture • Database Architecture • G-Cloud Architecture 	Yes		
Documentation in bid document on Back Up, Restoration and Business Continuity Planning	Yes		
Documentation in bid document on	Yes		

CEA Online Survey Application			
Technical Specifications Required		Compliance of Specification Offered	Details of non-compliance if applicable
Change Management			
Project Work Plan in bid document	Yes		
Documentation in bid document on Licensing model and associated cost (if any) for proposed system	Yes		
All access to the application should be based on a role-based model.	Yes		
All access roles defined should be implemented via a centralized access control matrix module with ability to restrict access at the level of menu/function.	Yes		
User ID to be of a minimum of 7 characters. Upon creation of a User ID, the system must accept both alphabetical and numeric characters.	Yes		
User accounts that have been inactive for a predefined number of days should be disabled. The predefined number of days should be a parameter available only to the system administrator.	Yes		
Unnecessary user accounts (e.g., test or guest accounts) must be disabled.	Yes		
All default passwords should be changed upon installation and null passwords should not be used for any account.	Yes		
The application should not allow a user to have more than one active session.	Specify		
Upon login, the user should be presented with date and time of last login and logout, along with contact information of the CEA unit focal point of contact.	Yes		
A predefined number of successive authentication failures should result in a user's account being locked; the user should not be able to login until the account is unlocked and the password reset. An account unlocking mechanism will be reviewed by the user representatives and other	Yes		

CEA Online Survey Application			
Technical Specifications Required		Compliance of Specification Offered	Details of non-compliance if applicable
stakeholders prior to implementation. The predefined number of authentication failures should be a parameter available only to the system administrator.			
Password to be of a minimum of 8 alphanumeric characters and should not contain the user name or user ID. Password should be able to accept special characters such as ! @ # \$ % ?	Yes		
Passwords must be encrypted prior to storage and saved in an encrypted format.	Yes		
Initial password provided to any user and on any password reset request should be an auto generated one-time password.	Yes		
Passwords should be configured to expire after a predefined number of days with prior notifications to the user. The predefined number of days should be a parameter available only to the system administrator. A password resetting mechanism will be reviewed by the user representatives and other stakeholders prior to implementation.	Yes		
Availability of an interface for users to change their password (after authentication). Users should be prompted to enter the current password. The system should not allow users to retain their current password as their new password.	Yes		
After authenticating with an initial or a one-time password the user should be automatically forced to change the password.	Yes		
User access to application will be locked after an agreed idle time and user will be required to re-authenticate to access the system.	Yes		
All user access to the system should	Yes		

CEA Online Survey Application			
Technical Specifications Required		Compliance of Specification Offered	Details of non-compliance if applicable
be encrypted via TLS. The certificate will be provided by the GOC			
Audit Trails and Logs			
An audit trail module should be available and accessible to authorised users only.	Yes		
Auditing of all user logins to the system.	Yes		
Auditing of all unsuccessful login attempts.	Yes		
Auditing of all user action/operations within the system so as to capture and preserve all information associated with the creation, update and deletion of data within the system.	Yes		
Auditing of all changes done on a user profile and access rights.	Yes		
Authorised users should be able to search audit trail information via a user-friendly search facility and by filtering fields such as User ID, Transaction Date and Time, Operation Type, Activity amongst others. Authorised users should be able to print the resulting view.	Yes		
Audit trail data must be stored in a secured manner and must not be editable by any user	Yes		
Archiving of audit trails data and logs to be available in the system.	Yes		
Error Handling			
An appropriate error handling scheme should be devised. For all errors encountered in the application, the user should be directed to an appropriate error message/page that does <u>not</u> disclose technical details like error codes, hosting platform details, software version details, or database records information.	Yes		
Appropriate logs should be generated for all application errors that allow identification and source	Yes		

CEA Online Survey Application			
Technical Specifications Required		Compliance of Specification Offered	Details of non-compliance if applicable
of the error. These logs should be accessible to authorised users only.			
All application failures and exceptions should be handled in a secure way.	Yes		
Web Application Controls			
All user inputs should be validated at the client-side level with appropriate error messages	Yes		
All user inputs should be validated at server-side level with appropriate error messages so as to prevent Web attacks (e.g. buffer overflow)	Yes		
All user inputs should be validated and processed which includes filtering of meta characters so as to detect and block potential SQL Injection and Cross-Site Scripting (XSS) attacks	Yes		
Implementation of measures deemed applicable from the OWASP Guide to Building Secure Web Applications & Web Services	Yes		

9.3 Operating System

Technical Specifications Required		Compliance of Specification Offered	Details of non-compliance if applicable
1.0 Operating System			
Operating System proposed for virtual machines	Yes, Specify Name & Version		
Configuration, tuning and hardening of Operating System on the virtual machines	Yes		
Operating System Hardening			
Install all the latest patches and updates for the OS.	Yes		
Install only required services and applications as per user requirements.	Yes		
Close all unnecessary network ports.	Yes		
Remove all guest and unnecessary account for login to the OS.	Yes		

Enable logs to record all logins/logout from the OS.	Yes		
User ID to be of a minimum of 7 alphanumeric characters.	Yes		
User accounts that have been inactive for more than 60 days should be disabled.	Yes		
Shared user IDs should not be issued to multiple users when it is technically feasible to provide individual IDs.	Yes		
Five successive failures should result in a user's account being locked; they should not be able to login until their account is unlocked and the password reset.	Yes		
Password to be of a minimum of 8 alphanumeric characters and should not contain the user name or user ID. Password should be able to accept special characters such as ! @ # \$ % ?	Yes		
Passwords should be configured to expire after a maximum of 60 days and a new password created.	Yes		
Initial password provided to any user and on any password reset request, should be a one-time password (user is forced to change the password on first log in).	Yes		
Web Server Hardening			
Install all latest patches and updates for the specific version of Web server that will be used.	Yes		
Ensure that all the IT Security settings of the Web server software have been properly configured.	Yes		
Remove all guest accounts and unnecessary account on the Web server.	Yes		
Enable logs to record all access to the Web Server.	Yes		
Facility to archive Web server access logs.	Yes		
All default passwords should be changed upon installation and null passwords should not be used for any account.	Yes		
Password to be of a minimum of 8 alphanumeric characters and should not contain the user name	Yes		

or user ID. Password should be able to accept special characters such as ! @ # \$ % ?			
Disable unused services.	Yes		
Unbind or remove unnecessary protocols.	Yes		
For errors encountered, the user should be presented with an appropriate error message that does not disclose technical details like software version details.	Yes		
Database Hardening			
Install all the latest patches for the database.	Yes		
Install only required services as per user requirements.	Yes		
Remove all unnecessary accounts for login to the database.	Yes		
All default passwords should be changed upon installation and null passwords should not be used for any account.	Yes		
Password to be of a minimum of 8 alphanumeric characters and should not contain the user name or user ID. Password should be able to accept special characters such as ! @ # \$ % ? as may be applicable for the specific database being used.	Yes		
Enable logs to record all logins/logout from the database.	Yes		
All access to the database should be secured and encrypted.	Yes		
Prior to files upload in the system, all files (e.g., documents, images) should be scanned for malware.	Yes		
Elaborate an IT Contingency Plan for the solution proposed.	Yes, as per section 8B		
The system to abide with the GOC security policy and GOC hardening guidelines and any other systems security policies with which it will be interfacing.	Yes		

9.4 Other Requirements

OTHER REQUIREMENTS			
Technical Specification Required		Compliance of Specification Offered	Details of non-compliance if applicable
Supply, install, configure and commission the proposed CEA Online Survey application	Yes		
<p>Updated and latest working version of complete source code³ (excluding source codes for commercial off-the-shelf software packages) and all dependencies (software components, utilities, tools, etc.) for the proposed system to be provided to the client prior to acceptance of the system. The client reserves the rights to re-use and/or modify the source codes.</p> <p><small>³ Source code means the program source files, database structures, dictionaries, definitions, and any other symbolic representations necessary for the compilation, execution, and subsequent maintenance of the Software</small></p>	Yes		
Bidders must provide adequate number of valid licenses and certificate of authenticity (where applicable) for each software proposed (as appropriate) and must explain clearly its licensing policy. Bidders should include any cost associated with the licensing policy in the Price Schedule.	Yes		
All software licenses proposed should be able to cater for previous versions of the software at no additional cost. Bidder has to submit relevant evidence to this effect. Bidders should hand over to Government of Mauritius all software licenses proposed.	Yes		
Bidders should provide the latest version of all software proposed at the time of delivery without any change in cost.	Yes		

OTHER REQUIREMENTS			
Technical Specification Required		Compliance of Specification Offered	Details of non-compliance if applicable
Relevant technical brochure (Original documentation) for all items proposed to be submitted.	Yes		
Warranty	<p>The successful Bidder undertakes to provide ONE YEAR warranty on the proposed system after successful completion of operational acceptance of the system by the user. During warranty, the successful Bidder will, without additional charge to SM, make such modifications to the software as may be necessary to correct any defects reported to the supplier by SM.</p> <p>The bidder will undertake to perform customisation of the software, if required, during the warranty period at the rate specified under "Rate for Application Modifications, Enhancements and/or Development" in the Price Schedule Form.</p> <p>The warranty period will cover the requirements mentioned in the Software Maintenance Agreement (version August 2018) which is available at the CIB Download Centre http://cib.govmu.org.</p>		

OTHER REQUIREMENTS			
Technical Specification Required		Compliance of Specification Offered	Details of non-compliance if applicable
Bidder undertakes to maintain the application software for a period of up to five years (inclusive of warranty) following warranty should the purchaser wish to enter into a maintenance contract as per conditions of Specimen Maintenance Contract at the CIB Download Centre www.cib.govmu.org	The maintenance charges quoted in the Price Schedule should include labour & transport for first 5 years (inclusive of warranty).		
Support service in the absence of a maintenance contract	The bidder should undertake to provide maintenance and support services for the proposed system over at least 5 years following the go-live of the system. Bidders should also provide maintenance services for the proposed system at least on an intervention basis for the 6th and 7th year of operation		
Warranty and Maintenance Agreement	<p>Warranty period for proposed system shall be of a minimum duration of 1 year and shall include labour and transport.</p> <p>Warranty period for the PROPOSED SYSTEM will start after successful completion of operational acceptance of the system by the user.</p> <p>The Maintenance Services should cover the services requested in maintenance contract which is available at the CIB Download Centre www.cib.govmu.org Bidders are to comply with all these requirements unless specifically waived by the purchaser. During the warranty period the services provided by the bidder should cover at least all the</p>		

OTHER REQUIREMENTS			
Technical Specification Required		Compliance of Specification Offered	Details of non-compliance if applicable
	<p>requirements mentioned in the maintenance contract. The maintenance services should cover the services requested in maintenance contract which is available at the CIB Download Centre www.cib.govmu.org. Bidders are to comply with all these requirements unless specifically waived by the purchaser. During the warranty period the services provided by the bidder should cover at least all the requirements mentioned in the maintenance contract.</p>		
Software and Hardware Documentation	<p>Full documentation/ manual (hard copy) and original copies of each and every quoted software (including System Software) in the English Language.</p> <p>User Manual for each component of the system.</p> <p>Technical Manual for each and all aspects of the system.</p> <p>Documentation that is clear, concise, and presented in a professional manner both in hard copy and in electronic format.</p> <p>In case of changes to the system during maintenance phase, relevant documentation should be updated accordingly and submitted to Statistics Mauritius.</p>		
Knowledge Transfer	<p>In case of termination, abandonment, breach of the Contract or in case maintenance services will no longer be required from the successful bidder, the latter would be responsible for</p>		

OTHER REQUIREMENTS			
Technical Specification Required		Compliance of Specification Offered	Details of non-compliance if applicable
	handing over to, the Client or any entity authorised by the Client, the complete know-how, documentation records, software logs, updated source codes and all such relevant items that may be necessary for the transition process.		

Specification and Compliance Sheets Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

10. TABLES FOR REFERENCE SITES & PROFILES OF TECHNICAL SUPPORT STAFF

The “Tables for Reference sites & Profiles of Technical Support Staff” should be completed. Non-submission or incomplete table will entail elimination.

The “Tables for Reference sites & Profiles of Technical Support Staff” should be completed. Non-submission or incomplete table will entail elimination.

1. Reference Sites for Similar Solution

Customer site – Company Name, Address, Fax	Customer – Contact person, telephone no.	Application software	RDBMS and Operating System	Architecture (Host based, client server, thin client)	No. of users	Date of implementation		Testimonia l Submitted (Y/N)
						Month	Year	

Note: Tables may be resized but any modification in the table format may entail elimination.

2. Application Software – Technical Support Staff Profiles

Person		Qualifications			Experience			Date of appointment		Technical Skills	Maturity (months) for each skill	CV submitted (Y/N)
Name	Designation	Date	Institution	Qualifications	Company	Duration	Nature of work	Month	Year			

Note: Tables may be resized but any modification in the table format may entail elimination.

3. Hosting/System administration – Technical Support Staff Profile

Person		Qualifications			Experience			Date of appointment		Technical Skills	Maturity (months) for each skill	CV submitted (Y/N)
Name	Designation	Date	Institution	Qualifications	Company	Duration	Nature of work	Month	Year			

Note: Tables may be resized but any modification in the table format may entail elimination.

Part III – Conditions of Contract and Contract Forms

Section VI. General 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 Procurement of Services (available on website ppo.govmu.org) except, where modified by the Special Conditions below.

Section VII. Special Conditions of Contract

Clauses in brackets are optional; all notes should be deleted in final text.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(a)	The Adjudicator is – Not Applicable
1.1(d)	The contract name is Supply, Installation and Commissioning of a web-based CEA online Survey Application Procurement Reference No.: SM/ONB/001 of 2024/25
1.1(g)	The Employer is Statistics Mauritius
1.1(l)	The Member in Charge is <i>[name of Member Leader of the Joint Venture].</i>
1.1(o)	The Service Provider is <i>[insert name]</i>
1.4	The addresses are: Employer: Statistics Mauritius LIC Centre, John Kennedy Street Port Louis Attn: Ag. Director of Statistics Facsimile: (230) 211 4150 Service Provider: _____ Attention: _____ Facsimile: _____
1.6	The Authorized Representatives are: For the Employer: Deputy Director of Statistics For the Service Provider: _____
2.1	The date on which this Contract shall come into effect is from the date of Signature of the Contract.
2.2.2	The Intended Starting Date for the commencement of Services is within 2 days from date of the Signature of the Contract.

2.3	The application software delivered, installed, and accepted within four (4) months from the date of Signature of the Contract. Appropriate training will also have to be conducted two (2) weeks prior to the whole system goes live.
3.2.3	Activities prohibited after termination of this Contract are: the disclosure or misuse of any information or data collected about Statistics Mauritius. Violations may result in legal consequences.
3.9	Restrictions on the use of documents prepared by the Service Provider are: Any confidential document should not be disclosed to another party.
3.10.1	The liquidated damages rate is 0.5% per week . The maximum amount of liquidated damages for the whole contract is 10% of the final Contract Price.
5.1	The assistance and exemptions provided to the Service Provider are: <i>Representative of the Employer: Statistician/Senior Statistician (CEA) and Systems Analyst (IT Unit) shall assist the Service Provider throughout the project implementation.</i>
6.2(a)	The amount in local currency is Mauritian Rupees .
6.2(b)	The amount in foreign currency or currencies is: Not Applicable
6.4	The structure of payments (on submission of an invoice) shall be as follows: 20% of the contract value: After signature of contract against a bank guarantee for advanced payment of equivalent value valid for 2 months beyond the delivery period. The bank guarantee can be cancelled after successful commissioning by the user within the 2-month period. Similarly, the supplier may be required to extend the bank guarantee should there still be pending issues after the 2 months period. 50% of contract value: After successful completion of UAT sign-off for the application software, supply and installation in production environment as well as resolution of all pending issues. 25% of contract value: After successful completion of operational acceptance after Go-Live. 5% of contract value: After warranty period on submission of bank guarantee valid up to end of warranty.

	Statistics Mauritius undertakes to effect payment within 21 working days from the receipt of the invoice, provided the Service Provider submits all required documents. The final payment will be adjusted to account for any non-compliance in the execution of the contract. For Small and Medium Enterprises (SMEs), payment will be made within 14 working days .
6.5	The interest rate is: Not Applicable
6.6.1	Price adjustment is: Not Applicable
8.2.4	<p>The arbitration procedures of the following institutions will be used:</p> <p>(a) Arbitration in Mauritius:</p> <p>Following notice of intention to commence arbitration issued by either party an Arbitrator shall be appointed by both parties to the dispute or in any case of disagreement, by an Arbitrator to be appointed by a judge in Chambers of Mauritius. The Arbitrator fees will be borne by the losing party. Any decision of the Arbitrator shall be final and binding to both parties.</p> <p>In case a dispute of any kind arises between the Employer and the Service Provider in connection with, or arising out of, the contract or the execution of services or after completion of services and whether before or after repudiation or other termination of Contract, including any dispute as to any opinion, instruction, determination, certificate or valuation of the Employer's Representative, the matter in dispute shall, in the first place, be referred in writing to the employer's representative, with a copy to the other party.</p> <p>Statistics Mauritius and the Service Provider shall make every effort to resolve the dispute amicably by direct informal negotiation. If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Statistics or the Service Provider may give notice to the other party of its intention to refer the matter to "the competent courts of Mauritius."</p>
8.2.5	The designated Appointing Authority for a new Adjudicator is: Not Applicable

Section VIII. Contract Forms

Table of Forms

Bank/Insurance company Guarantee for Advance Payment	107
Performance Security	108
Letter of Acceptance	109
Form of Contract	110

Bank/Insurance company Guarantee for Advance Payment

To: _____

Gentlemen:

In accordance with the provisions of the Conditions of Contract, Sub-Clause 6.4 (“Terms and Conditions of Payment”) of the above-mentioned Contract, _____ (hereinafter called “the Service Provider”) shall deposit with _____ a Bank/Insurance company Guarantee to guarantee his proper and faithful performance under the said Clause of the Contract in an amount of _____

We, the _____, as instructed by the Service Provider, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to _____ on his first demand without whatsoever right of objection on our part and without his first claim to the Service Provider, in the amount not exceeding _____

We further agree that no change or addition to or other modification of the terms of the Contract or of Services to be performed there under or of any of the Contract documents which may be made between _____ and the Service Provider, shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until _____ receives full repayment of the same amount from the Service Provider.

Yours truly,

Signature and seal: _____

Name of Bank/Insurance company: _____

Address: _____

Date: _____

Performance Security – NOT APPLICABLE

.....*Bank/Insurance company's Name and Address of Issuing Branch or Office*.....

Beneficiary:*Name and Address of Public Body*.....

Date...

PERFORMANCE GUARANTEE No.:

We have been informed that*name of the Contractor*.....
(hereinafter called "the Contractor") has entered into Contract No.....*reference number of the Contract*..... dated..... with you, for the execution of *name of Contract and brief description of services*(hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance security is required.

At the request of the Contractor, we *name of Bank/Insurance company*hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of
amount in figures (amount in words)..... such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire not later than twenty-eight days from the date of issuance of the Certificate of Completion/Acceptance Certificate, calculated based on a copy of such Certificate which shall be provided to us, or on the.....day of
....., whichever occurs first. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758. (Applicable to overseas contractor only).

.....*Seal of Bank/Insurance company and*

Signature(s).....

Letter of Acceptance

[date]

To: *[name and address of the Service provider]*

This is to notify you that your Bid dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words]* *[name of currency]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

Note: Insert one of the 3 options for the second paragraph. The first option should be used if the Bidder has not objected the name proposed for Adjudicator. The second option if the Bidder has objected the proposed Adjudicator and proposed a name for a substitute, who was accepted by the Employer. And the third option if the Bidder has objected the proposed Adjudicator and proposed a name for a substitute, who was not accepted by the Employer.

We confirm that *[insert name proposed by Employer in the Bidding Data]*,

or

We accept that *[name proposed by bidder]* be appointed as the Adjudicator

or

We do not accept that *[name proposed by bidder]* be appointed as Adjudicator, and by sending a copy of this letter of acceptance to *[insert the name of the Appointing Authority]*, we are hereby requesting *[name]*, the Appointing Authority, to appoint the Adjudicator in accordance with Clause 37.1 of the Instructions to Bidders

You are hereby instructed to proceed with the execution of the said contract for the provision of Services in accordance with the Contract documents.

Please return the attached Contract duly signed

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Attachment: Contract

Form of Contract

LUMP-SUM REMUNERATION

This CONTRACT (hereinafter called the “Contract”) is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Employer]* (hereinafter called the “Employer”) and, on the other hand, *[name of Service Provider]* (hereinafter called the “Service Provider”).

[Note: In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows: “...(hereinafter called the “Employer”) and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Employer for all the Service Provider’s obligations under this Contract, namely, [name of Service Provider] and [name of Service Provider] (hereinafter called the “Service Provider”).]

WHEREAS

- (a) the Employer has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the “Services”);
- (b) the Service Provider, having represented to the Employer that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:

- (a) the Letter of Acceptance;
- (b) the Service Provider’s Bid
- (c) the Special Conditions of Contract;
- (d) the General Conditions of Contract;
- (e) the Scope of Service and Performance Specifications;
- (f) the Priced Activity Schedule; and
- (g) The following Appendices: *[Note: If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]*

Appendix A: Description of the Services

Appendix B: Schedule of Payments

Appendix C: Key Personnel and Subcontractors

Appendix D: Breakdown of Contract Price in Foreign Currency

Appendix E: Breakdown of Contract Price in Local Currency

Appendix F: Services and Facilities Provided by the Employer

2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:
- (a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of Employer]*

[Authorized Representative]

For and on behalf of *[name of Service Provider]*

[Authorized Representative]

[Note: *If the Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:*]

For and on behalf of each of the Members of the Service Provider

[name of member]

[Authorized Representative]

[name of member]

[Authorized Representative]

ANNEX I

SPECIMEN QUESTIONNAIRES

CONFIDENTIAL

CEAL1
S N

--	--	--	--	--	--	--	--

REPUBLIC OF MAURITIUS



2023 Census of Economic Activities



LIC Centre, John Kennedy Street, Port Louis

Tel: 2081800 **Fax:** 2114150 / 2130234

E-mail : ceal2023@govmu.org

MANUFACTURING

Statistics Mauritius is conducting a Census of Economic Activities for the year 2023. Data supplied should relate to calendar year 2023 covering the reporting period from January to December; where not available, please give the best estimates.

Data should as far as possible relate to the enterprise unless otherwise stated. Please list all establishments/branches in the space provided on the last page.

The Census is being conducted under the provision of the Statistics Act 2000 and in accordance with the Data Protection Act.

Please refer to the explanatory notes enclosed before completing the questionnaire. If you need further clarification or assistance, please feel free to contact us.

1. IDENTIFICATION OF ENTERPRISE

1.1 Name of business :

1.2 Business address :

(Head Office)

:

:

--	--	--	--	--

1.3 Business licence holder's name :

(if different from 1.1)

1.4 Business Registration Number (BRN) :

--	--	--	--	--	--	--	--	--	--

1.5 VAT Registration Number :

V	A	T							
---	---	---	--	--	--	--	--	--	--

1.6 Tel No.:

Fax No.:

E-mail:

FOR OFFICE USE ONLY

Edited, coded and input by:.....

Checked by :.....

2. CHARACTERISTICS OF ENTERPRISE

2.1 Activities covered

1. Main activity	:		<table border="1" style="border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> </tr> </table>												
2. Secondary activity (if any)	:		<table border="1" style="border-collapse: collapse; width: 100px; height: 40px;"> <tr> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>												
	:														
	:														

2.2 Date of start of operation: Month: Year:

2.3 Type of legal organisation (circle appropriate code)

- | | |
|---|---------------------------------------|
| (i) Individual proprietor 1 | (iv) Company 4 |
| (ii) Commercial/Limited Liability Partnership 2 | (v) Non profit institutions 5 |
| (iii) Cooperative 3 | (vi) Other (<i>specify</i>) 6 |

2.4 Equity participation (circle appropriate code)

Mauritian owned 1 Joint Mauritian /Non Mauritian 2 Non Mauritian owned 3

If 2, state foreign share (%)

If 2 or 3, state nationality of foreign ownership (main)

2.5 Turnover in year 2022 (circle appropriate code)

- | | |
|--|---|
| (i) Less than or equal to Rs 10 million 1 | (iv) More than Rs 100 million but less than 4 |
| | or equal to Rs 250 million |
| (ii) More than Rs 10 million but less than or equal to Rs 30 million 2 | |
| (iii) More than Rs 30 million but less than or equal to Rs 100 million 3 | (v) More than Rs 250 million 5 |

3. EMPLOYMENT

3.1 Employment as at March 2023

Description	Mauritian		Non-Mauritian		Total	
	Male	Female	Male	Female	Male	Female
(i) Number of employees who were paid for the last Thursday of March 2023 ¹						
(ii) of whom employees - IT Professionals ²						
(iii) of whom employees with disabilities						

¹ including recruitment under Youth Employment Programme, Dual Training Programme and Back to Work Programme

² include all employees having at least a Degree in IT and performing IT related works

4. RECEIPTS

(Receipts should exclude VAT and Excise Duties)

4.1 Receipts from sales of goods produced by your enterprise

(Rs 000)

Description of products	Office use					Value
1.						
2.						
3.						
4.						
TOTAL						

4.2 Receipts from goods received from abroad for processing

(i) In the period covered by this survey, did your company undertake processing on behalf of non-residents³ companies, where the non-residents retain ownership of the inputs? (circle appropriate code)

Yes 1

No 2

(ii) If No, please skip to Question 4.3 otherwise provide description of :

goods received from non-residents companies for processing :

goods (finished/semi finished goods) returned to the non-residents companies:

and complete the table below:

(Rs 000)

Description	Amount
1. Value of goods received from non-residents companies for processing	
2. Value of goods dispatched directly to non-residents companies after processing	
3. Value of goods sold abroad on behalf of the non-residents companies	
4. Processing fees received during the reporting period	

³ Non-Residents companies are those which operate outside the economic territory of Mauritius, regardless of their nationality.

4.3 Goods sold in same condition as purchased

(Rs 000)

1. Total sales of goods purchased for resale	
1.1 of which : value of goods which did not transit through Mauritius	
2. Cost of goods sold	
2.1 of which : payment for goods which did not transit through Mauritius	
3. Gross margin	

4.4 Other Receipts

(Rs 000)

Description	Value
1. Work done on materials provided by other resident businesses	
2. Repair and installation works	
3. Rental of machinery and equipment	
4. Rental of building	
5. Rental of land	
6. Transport services	
7. Sale of wastes	
8. Interest received	
9. Dividend received	
10. Commission received	
11. Insurance claims received	
12. Refund under:	
(i) HRDC's NTF	
(ii) Youth Employment Programme, Back to Work Programme, Prime a L'Emploi Scheme.	
(iii) Trade Promotion and Marketing Scheme (if applicable)	
(iv) Freight Rebate Scheme (if applicable)	
13. Donations and gifts	
14. Other (specify):	
TOTAL	

5. EXPENDITURES

5.1 Raw materials and supplies (excluding fuel) bought for production⁴

(Rs 000)

Description of main materials		Office use					Value
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
TOTAL							

⁴ Exclusive of deductible VAT.

5.2 Payment for subcontracted works and goods sent abroad for processing

a) Did you subcontract works to other businesses in Mauritius? (circle appropriate code)

Yes 1

No 2

If No, please skip to part (b), otherwise complete the table below:

(Rs 000)

Description of main materials		Office use					Amount
1							
2							
3							

b) Do you send goods abroad for processing? (circle appropriate code)

Yes 1

No 2

If No, please skip to Question 5.3, otherwise provide description of :

(i) goods sent abroad for processing :

(ii) goods (finished/semi finished goods) returned after processing: :

and complete the table below:

(Rs 000)

Description	Amount
1. Value of goods sent to non-residents for processing	
2. Value of goods received directly from non-residents after processing	
3. Value of goods sold abroad on behalf of your company	
4. Payment made to non-resident company for processing the goods	

5.3 Labour

(Rs 000)

Description	Mauritian	Non Mauritian	Total
1. Wages and Salaries ⁵			
2. Overtime payments			
3. Travelling expenses			
4. Employees' Benefits (sick pay, payments for leave not taken, value of shares to employees, meal and drinks free of charge)			
5. Termination benefits (Severance payments)			
6. Refund of commuting expenses			
7. Employer's contribution to :			
(i) HRDC's NTF (Levy Contribution)			
(ii) CSG & NSF			
(iii) PRGF			
(iv) Other private pension funds/insurance schemes/medical schemes			
8. Employer's contribution to welfare funds			
9. Other specify:.....			
TOTAL			

5.4 Consumption of Fuel and Utilities

(Rs 000)

Type	Unit	Quantity	Value
1. Electricity			
2. Water			
3. Waste water charges			
4. Diesel consumed on (i) Plant and Machinery			
(ii) Motor Vehicles			
5. Gasoline consumed on (i) Plant and Machinery			
(ii) Motor Vehicles			
6. LPG (Gas) consumed on (i) Plant and Machinery			
(ii) Motor Vehicles			
7. Fuel oil consumed on Plant and Machinery			
8. Coal consumed on Plant and Machinery			
9. Other (<i>specify</i>) :.....			
TOTAL			

5.5 Expenditure on Other Services

(Rs 000)

Description	Value
1. Work permits	
2. Training expenses	
3. Payment to recruitment agencies	
4. Printing services	
5. Courier services	
6. Telephone/cellphones and Internet charges	
7. Computer expenses (repair, maintenance, data processing, web hosting etc.)	
8. Bank charges	
9. Warehousing, storage and handling charges	
10. Clearing and forwarding charges	
11. Freight transport services ⁶	
12. Cost of transporting goods	
13. Cost of transporting staff	
14. Security services	
15. Cleaning services	
16. Payments to outworkers	
17. Rental of machinery and equipment	
18. Rental of buildings	
19. Environment protection services (e.g. waste disposal, pollution control, embellishment, etc.)	
20. Minor repairs and maintenance:	
(i) Machinery and equipment	
(ii) Motor Vehicles	
(iii) Building	
(iv) Other (<i>specify</i>) :.....	
21. Professional fees:	
(i) Accounting, legal and auditing fees	
(ii) Management consultancy fees	
(iii) Advertising and promotional expenses	
(iv) Other (<i>specify</i>):.....	
22. Membership dues	
23. Overseas travelling expenses (air tickets, accommodation and other travel expenses)	
TOTAL	

5.6 Other payments

(Rs 000)

Description	Value
1. Licences: (i) Trade Fee	
(ii) Road tax	
(iii) Annual Registration Fees	
(iv) Other (specify) :.....	
2. Payment for rights to use intangible assets (e.g brands and logos, designs, trademarks/franchises)	
3. Taxes: (i) Value added tax (net amount paid to government)	
(ii) Income tax / corporate tax	
(iii) Other (specify)	
4. Commissions and discounts	
5. Interest paid	
6. Dividend paid	
7. General insurance premiums paid (building, vehicle, etc)	
8. Expenses under Corporate Social Responsibility Fund (CSR)	
9. Environment protection fees (if applicable)	
10. Land Lease	
11. Depreciation of fixed assets	
12. Amortisation of intangible assets	
13. Donations and gifts	
14. Bad debts and provision for doubtful debts	
15. Entertainment expenses	
16. Other expenses (specify)	
(i)	
(ii)	
(iii)	
TOTAL	

⁵ Payments made under Youth Employment Programme, Dual Training Programme and Back to work Programme are also included. Productivity bonuses, end of year bonuses are included but overtime payments and employee benefits are excluded.

⁶ Prices should not include refunds from Freight Rebate Scheme and Regional Freight Subsidy Scheme.

6. INVENTORIES

(Rs 000)

Type of stock	Value of stock	
	At beginning of reporting period	At end of reporting period
1. Fuel		
2. Materials and supplies bought for production		
3. Work in progress		
4. Goods produced		
5. Goods to be sold in same condition as purchased		
TOTAL		

7. OWN ACCOUNT RESEARCH AND DEVELOPMENT

7.1 In the period covered by this survey, did your enterprise undertake own account research and development?
(circle appropriate code)

Yes 1 No 2

If No, please skip to Section 8, otherwise, fill in the table below:

(Rs 000)

Description of own account research and development activities ⁷		Value
1		
2		
3		

7.2 Does your enterprise use ROBOTICS technology? (circle appropriate code)

Yes 1 No 2

7.3 Has your enterprise invested in environmental technologies (solar panel, electric vehicles, led lighting etc. ?
(circle appropriate code)

Yes 1 No 2

If yes, please state value invested in table below at point 9.

⁷Examples of own account research and development activities are development of websites, computer softwares and applications, newly developed products, innovation on existing products etc..

8. CAPITAL ASSETS

8.1 Changes during reporting period

(Rs 000)

Type of asset	Additions ⁸		Sales of assets	Net book value at end of period
	New assets	Used assets		
	+	+	-	
1. Intangible assets				
2. Buildings and other structures				
3. Land acquisition				
4. Land improvement				
5. Machinery & transport equipment:				
(i) Production equipment				
(ii) Transport equipment				
(iii) Other (specify):				
6. Information and Communication Technology				
(i) Purchased hardware				
(ii) Purchased software and website acquired for final use				
7. Own account research and development :				
of which				
(i) Software and website developed for own use				
8. Furniture and fittings				
9. Environmental technologies				
10. Other (specify): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
TOTAL				

⁸ including major alterations and repairs; whether done by own enterprise or others

9. MISCELLANEOUS

9.1 CIRCULAR ECONOMY

Circle appropriate code

(a) Which types of waste are generated at your enterprise?

- | | | | |
|-------------------------|---|---|----------------------------------|
| (i) Organic | 1 | } | Multiple answers possible |
| (ii) Plastic | 2 | | |
| (iii) Wood | 3 | | |
| (iv) Textile | 4 | | |
| (v) Paper | 5 | | |
| (vi) Carton | 6 | | |
| (vii) Used oil | 7 | | |
| (viii) Others (specify) | 8 | | |

.....

(b) Does your enterprise take any waste management/circular economy measures such as reduce, reuse, repair, recycle, recover?

Yes 1 No 2

(c) If yes, which measure(s) do you take?

- | | | | |
|---|---|---|----------------------------------|
| (i) Waste segregation for reuse and recycling | 1 | } | Multiple answers possible |
| (ii) Composting | 2 | | |
| (iii) Reduce wastage along the process | 3 | | |
| (iv) Reuse materials for as long as possible | 4 | | |
| (v) Repair materials to prolong their life | 5 | | |
| (vi) Others, specify | 6 | | |

.....

9.2 Digital Economy

(a) Do your enterprise receive or place orders online? Yes 1 No 2

(b) Is your enterprise using digital services such as Internet Banking, Mobile payments or similar services for its payments?

Yes 1 No 2

(c) Does your enterprise develop its own software for its operations? Yes 1 No 2

(d) Has your enterprise integrated Artificial Intelligence (AI) in its operations?

Yes 1 No 2

9.3 Other items

(a) Does your enterprise offer onsite creche or day care services for children (0-3 yrs)? Yes 1 No 2

If no, does your enterprise intend to offer such services in future ? Yes 1 No 2

(b) If reported having employees with disabilities at Question 3.1(iii), then does your enterprise

(i) have disabled friendly infrastructure at your workplace? Yes 1 No 2

(ii) provide special working tools to persons with disabilities? Yes 1 No 2

(c) Does your enterprise hold a Global Business Licence? Yes 1 No 2

10. CONTACT DETAILS

Person to be contacted for queries or further information about this questionnaire

Name :

Status in business :

Telephone No :

E-mail :

Enterprise's e-mail :

Website Address :

Date :

List of establishments/ branches in Island of Mauritius and Island of Rodrigues (if any) covered in this questionnaire

Serial number of branch	Address	Number of persons engaged as at March 2023	office use
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

CONFIDENTIAL**REPUBLIC OF MAURITIUS****2023 Census of Economic Activities**

LIC Centre, John Kennedy Street, Port Louis

Tel: 2081800 **Fax:** 2114150 / 2130234**E-mail :** ceal2023@govmu.org**CONSTRUCTION**

Statistics Mauritius is conducting a Census of Economic Activities for the year 2023. Data supplied should relate to calendar year 2023 covering the reporting period from January to December; where not available, please give the best estimates.

Data should as far as possible relate to the enterprise unless otherwise stated. Please list all establishments/branches in the space provided on the last page.

The Census is being conducted under the provision of the Statistics Act 2000 and in accordance with the Data Protection Act.

Please refer to the explanatory notes enclosed before completing the questionnaire. If you need further clarification or assistance, please feel free to contact us.

1. IDENTIFICATION OF ENTERPRISE**1.1 Name of business** :**1.2 Business address** :*(Head Office)*

:

:

1.3 Business licence holder's name :*(if different from 1.1)***1.4 Business Registration Number (BRN) :**

--	--	--	--	--	--	--	--	--	--

1.5 VAT Registration Number :

V	A	T							
---	---	---	--	--	--	--	--	--	--

1.6 Tel No.**Fax No.****E-mail****FOR OFFICE USE ONLY**

Edited, coded and input by:.....

Checked by :.....

2. CHARACTERISTICS OF ENTERPRISE

2.1 Activities covered

Main activity :

--	--	--	--	--

Secondary activity (if any) :

:

:

2.2 Date of start of operation:

Month

Year

2.3 Type of legal organisation (circle appropriate code)

- | | | | |
|---|---|-----------------------------------|---|
| (i) Individual proprietor | 1 | (iv) Company | 4 |
| (ii) Commercial/Limited Liability Partnership | 2 | (v) Non-profit institutions | 5 |
| (iii) Cooperative | 3 | (vi) Other (specify) | 6 |

2.4 Equity participation (circle appropriate code)

Mauritian owned ... 1 Joint Mauritian/Non Mauritian ... 2 Non-Mauritian owned ... 3

If 2, state foreign share (%)

--	--

If 2 or 3, state nationality of foreign ownership (main)

--	--

2.5 Turnover in year 2022 (circle appropriate code)

- | | | | |
|--|---|--|---|
| (i) Less than or equal to Rs 10 million | 1 | (iv) More than Rs 100 million but less than or equal to Rs 250 million | 4 |
| (ii) More than Rs 10 million but less than or equal to Rs 30 million | 2 | (v) More than Rs 250 million | 5 |
| (iii) More than Rs 30 million but less than or equal to Rs 100 million | 3 | | |

3. EMPLOYMENT

3.1 Employment as at March 2023

Description	Mauritian		Non-Mauritian		Total	
	Male	Female	Male	Female	Male	Female
(i) Number of employees who were paid for the last Thursday of March 2023 ¹						
(ii) of whom employees - IT Professionals ²						
(iii) of whom employees with disabilities						

¹ including recruitment under Youth Employment Programme, Dual Training Programme and Back to Work Programme

² include all employees having at least a Degree in IT and performing IT related works

4. RECEIPTS

(Receipts should exclude VAT and Excise Duties)

4.1 Receipts from construction activity excluding VAT

(Rs 000)

Description	Amount
Value of construction work including repairs (details to be given in Schedule 10) <i>of which: Receipts from variation of works</i>	
Receipts from subcontracted work	
Other receipts for services rendered (specify)	
TOTAL	

4.2 Other receipts

(Rs 000)

Description	Value
1. Rental of machinery and equipment	
2. Rental of building	
3. Rental of land	
4. Transport services	
5. Sale of wastes	
6. Interest received	
7. Dividend received	
8. Commission received	
9. Insurance claims received	
10. Refund under:	
(i) HRDC's NTF	
(ii) Youth Employment Programme, Back to Work Programme, Prime a L'Emploi Scheme.	
11. Donations and gifts	
12. Other (<i>specify</i>):	
TOTAL	

5.EXPENDITURES

5.1 Raw materials and supplies (excluding fuel) bought³

(Rs 000)

Description	Unit	Quantity	Amount
1. Cement			
2. Premixed concrete			
3. Sand / rocksand			
4. Aggregates (<i>macadam</i>)			
5. Blocks			
6. Steel / iron bars and sheets			
7. Electrical fittings			
8. Plumbing (<i>water fittings</i>)			
(i) PVC			
(ii) Metal			
(iii) Other (<i>specify</i>):			
9. Tiles and sanitary wares			
10. Timber (<i>carpentry and joinery</i>)			
11. Paint			
12. Openings			
(i) Metal			
(ii) PVC			
(iii) Aluminium			
(iv) Other (<i>specify</i>):			

5.1 Raw materials and supplies (excluding fuel) bought³ (cont'd)
(Rs 000)

Description	Unit	Quantity	Amount
13. Other (specify) (i)			
(ii).....			
(iii).....			
(iv).....			
(v).....			
TOTAL			

³ Exclusive of deductible VAT.

5.2 Payments for subcontracted works

(a) Has your enterprise subcontracted construction works to other businesses in Mauritius? (circle appropriate code)

Yes 1 No 2

If No, please skip to 5.3, otherwise provide details of construction works subcontracted.

Details of construction works subcontracted	Amount (Rs 000)
1	
2	
3	
4	
5	

5.3 Labour
(Rs 000)

Description	Mauritian	Non-Mauritian	Total
1. Wages and Salaries ⁴			
2. Overtime payments			
3. Employees' Benefits (sick pay, payments for leave not taken, value of shares to employees, meal and drinks free of charge)			
4. Termination benefits (Severance payments)			
5. Refund of commuting expenses			
6. Employer's contribution to:			
i) HRDC's NTF (Levy Contribution)			
ii) CSG & NSF			
iii) PRGF			
iv) Other private pension funds/insurance schemes/medical schemes			
7. Employer's contribution to welfare funds			
8. Other, specify			
TOTAL			

⁴ Payments made under Youth Employment Programme, Dual Training Programme and Back to work Programme are also included. Productivity bonuses, end of year bonuses are included but overtime payments and employee benefits are excluded.

5.4 Consumption of Fuel and Utilities

(Rs 000)

Type	Unit	Quantity	Value
1. Electricity			
2. Water			
3. Waste water charges			
4. Diesel consumed on			
i) Plant and Machinery			
ii) Motor Vehicles			
5. Gasoline consumed on			
i) Plant and Machinery			
ii) Motor Vehicles			
6. LPG (Gas) consumed on			
i) Plant and Machinery			
ii) Motor Vehicles			
7. Fuel oil consumed on Plant and Machinery			
8. Coal consumed on Plant and Machinery			
9. Other (<i>specify</i>) :			
TOTAL			

5.5 Expenditure on Other Services

(Rs 000)

Description	Value
1. Work permits	
2. Training expenses	
3. Payment to recruitment agencies	
4. Printing services	
5. Courier services	
6. Telephone/cellphones and Internet charges	
7. Computer expenses (repair, maintenance, data processing, web hosting etc.)	
8. Bank charges	
9. Warehousing, storage and handling charges	
10. Clearing and forwarding charges	
11. Freight transport services	
12. Cost of transporting goods	
13. Cost of transporting staffs	
14. Security services	
15. Cleaning services	
16. Payments to outworkers	
17. Rental of machinery and equipment	
18. Rental of buildings	
19. Environment protection services (e.g. waste disposal, pollution control, embellishment, etc.)	
20. Minor repairs and maintenance:	
(i) Machinery and equipment	
(ii) Motor Vehicles	
(iii) Building	
(iv) Other (<i>specify</i>)	
21. Professional fees:	
(i) Accounting, legal and auditing fees	
(ii) Management consultancy fees	
(iii) Advertising and promotional expenses	
(iv) Other (<i>specify</i>)	

5.5 Other payments (cont'd)		(Rs 000)
Description		Value
22. Membership dues		
23. Overseas travelling expenses (air tickets, accommodation and other travel expenses)		
TOTAL		
5.6 Other payments		
1. Licences:	(i) Trade Fee	
	(ii) Road tax	
	(iii) Annual Registration Fees	
	(iv) Other (specify)	
2. Payment for rights to use intangible assets (e.g brands and logos, designs, trademarks/franchises)		
3. Taxes:	(i) Value added tax (net amount paid to government)	
	(ii) Income tax / corporate tax	
	(iii) Other (specify):	
4. Commissions and discounts		
5. Interest paid		
6. Dividend paid		
7. General insurance premiums paid (building, vehicle, etc)		
8. Expenses under Corporate Social Responsibility Fund (CSR)		
9. Environment protection fees (if applicable)		
10. Land Lease		
11. Depreciation of fixed assets		
12. Amortisation of intangible assets		
13. Donations and gifts		
14. Bad debts and provision for doubtful debts		
15. Entertainment expenses		
16. Other expenses (specify)		
	(i)	
	(ii)	
	(iii)	
TOTAL		

6. OWN ACCOUNT RESEARCH AND DEVELOPMENT

6.1 In the period covered by this survey, did your enterprise undertake own account research and development?

Yes 1 No 2

If No, please skip to Section 7, otherwise, fill in the table below:

		(Rs 000)
Description of own account research and development activities ⁵		Value

6.2 Does your enterprise use ROBOTICS technology?

Yes 1 No 2

6.3 Has your enterprise invested in environmental technologies (solar panel, electric vehicles, led lighting etc.?)

Yes 1 No 2

If yes, please state value invested in table below at point 9.

⁵Examples of own account research and development activities are development of websites, computer softwares and applications, newly developed products, innovation on existing products etc.

7. CAPITAL ASSETS

7.1 Changes during reporting period

(Rs 000)

Type of asset	Additions ⁶		Sales of assets	Net book value at end of period
	New assets	Used assets		
	+	+	-	
1. Intangible assets				
2. Buildings & structure				
3. Land acquisition				
4. Land improvement				
5. Machinery & transport equipment:				
(i) Production equipment				
(ii) Transport equipment				
(iii) Other (<i>specify</i>):				
6. Information and Communication Technology (ICT):				
(i) Purchased hardwares				
(ii) Purchased software and website acquired for final use				
7. Own account research and development :				
<i>of which</i>				
(i) Software and website developed for own use				
8. Furniture and fittings				
9. Other (<i>specify</i>): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
TOTAL				

⁶ including major alterations and repairs; whether done by own enterprise or others

8. CONSTRUCTION RATES

8.1 Average price normally charged for the following type of construction work;

(Rs 000)

Description	Unit	Labour only (Rupees)	Labour and material (Rupees)
1. Residential building:			
(i) Single or 1 Storey house	m ²		
(ii) Villa / Bungalow	m ²		
(iii) Block of flats	m ²		
2. Non-residential building:			
(i) Hotels	m ²		
(ii) Shopping malls / Complex	m ²		
(iii) Schools	m ²		
(iv) Commercial	m ²		
(v) Other (<i>specify</i>)			
3. Other construction works:			
(i) Roads			
(ii) Bridges			
(iii) Water works			
(iv) Waste water works			
(v) Electrical works			
(vi) Other (<i>specify</i>) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			

9.1 CIRCULAR ECONOMY

(i) Organic	1	} Multiple answers possible
(ii) Plastic	2	
(iii) Wood	3	
(iv) Textile	4	
(v) Paper	5	
(vi) Carton	6	
(vii) Used oil	7	
(viii) others (specify)	8	

(i) waste segregation for reuse and recycling	1	} Multiple answers possible
(ii) composting	2	
(iii) reduce wastage along the process	3	
(iv) reuse materials for as long as possible	4	
(v) repair materials to prolong their life	5	
(vi) others, specify	6	

(a) Does your enterprise receive or place orders online?	Yes	1	No	2
(b) Is your enterprise using digital services such as Internet Banking, Mobile payments or similar services for	Yes	1	No	2
(c) Does your enterprise develop its own software for its operations?	Yes	1	No	2
(d) Has your enterprise integrated Artificial Intelligence (AI) in its operations?	Yes	1	No	2

(a) Does your enterprise offer onsite creche or day care services for children (0-3 yrs)?	Yes	1	No	2
If no, does your enterprise intend to offer such services in future?	Yes	1	No	2
(b) If reported having employees with disabilities at Question 3(iii), then, does your enterprise:				
(i) Have disabled friendly infrastructure?	Yes	1	No	2
(ii) Provide special working tools to persons with disabilities?	Yes	1	No	2
(c) Does your enterprise hold a Global Business Licence?	Yes	1	No	2

10. CONTACT DETAILS

Person to be contacted for queries or further information about this questionnaire

Name :

Status in business :

Telephone No :

E-mail :

Website Address :

Date :

List of establishments/ branches in Island of Mauritius and Island of Rodrigues (if any) covered in this questionnaire

Serial number of branch	Address	Number of persons engaged as at March 2023	office use
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

11. Details on building and construction operations during reference period as reported at 4.1

[illegible]

¹ e.g. house, bungalow, school, factory, road, bridge, painting, plumbing, electrical works etc

² For construction work such as pipe laying, electrical works etc. state the length in metres

³ *Contract type* 1- *Labour only* 2- *Labour and materials*

⁴ Status 1- Completed 2- On going 3-Temporarily stopped 4- Construction stopped

CONFIDENTIAL

REPUBLIC OF MAURITIUS



2023 Census of Economic Activities



LIC Centre, John Kennedy Street, Port Louis

Tel: 208-1800 **Fax:** 2114150 / 2130234

E-mail : ceal2023@govmu.org

WHOLESALE AND RETAIL TRADE

Statistics Mauritius is conducting a Census of Economic Activities for the year 2023. Data supplied should relate to calendar year 2023 covering the reporting period from January to December; where not available, please give the best estimates.

Data should as far as possible relate to the enterprise unless otherwise stated. Please list all establishments/branches in the space provided on the last page.

The Census is being conducted under the provision of the Statistics Act 2000 and in accordance with the Data Protection Act.

Please refer to the explanatory notes enclosed before completing the questionnaire. If you need further clarification or assistance, please feel free to contact us.

1. IDENTIFICATION OF ENTERPRISE

1.1 Name of business :

1.2 Business address :

(Head Office) :

:

--	--	--	--	--	--	--	--	--	--

1.3 Business licence holder's name :

(if different from 1.1)

1.4 Business Registration Number (BRN) :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.5 VAT Registration Number :

V	A	T																			
---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.6 Tel No.:

Fax No.:

E-mail:

FOR OFFICE USE ONLY

Edited, coded and input by:.....

Checked by :.....

2. CHARACTERISTICS OF ENTERPRISE

2.1 Activities covered

1. Main activity	:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>															
2. Secondary activity (if any)	:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>															
	:																
	:																

2.2 Date of start of operation: Month: Year:

2.3 Type of legal organisation (circle appropriate code)

- | | | | |
|---|---|-----------------------------------|---|
| (i) Individual proprietor | 1 | (iv) Company | 4 |
| (ii) Commercial/Limited Liability Partnership | 2 | (v) Non profit institutions | 5 |
| (iii) Cooperative | 3 | (vi) Other (specify) | 6 |

2.4 Equity participation (circle appropriate code)

Mauritian owned 1 Joint Mauritian /Non Mauritian 2 Non Mauritian owned 3

If 2, state foreign share (%)

If 2 or 3, state nationality of foreign ownership (main)

2.5 Turnover in year 2022 (circle appropriate code)

- | | | | |
|--|---|--|---|
| (i) Less than or equal to Rs 10 million | 1 | (iv) More than Rs 100 million but less than or equal to Rs 250 million | 4 |
| (ii) More than Rs 10 million but less than or equal to Rs 30 million | 2 | | |
| (iii) More than Rs 30 million but less than or equal to Rs 100 million | 3 | (v) More than Rs 250 million | 5 |

3. EMPLOYMENT

3.1 Employment as at March 2023

Description	Mauritian		Non Mauritian		Total	
	Male	Female	Male	Female	Male	Female
(i) Number of employees who were paid for the last Thursday of March 2023 ¹						
(ii) of whom employees with It Professionals ²						
(iii) of whom employees with disabilities						

¹ including recruitment under Youth Employment Programme, Dual Training programme Back to Work Programme

² include all employees having at least a degree in IT and performing IT related works

4. RECEIPTS

4.1 Output from trading activities³ (excluding goods which did not transit through Mauritius)

(Rs 000)

Description	Value
1. Stock at beginning of period (1)	
2. Stock at end of period (2)	
3. Changes in stock (2-1)	
4. Total purchases	
5. Cost of goods sold (3)	
6. Value of sales (4)	
(i) local	
(ii) exports	
7. Gross margin [4(i) + 4(ii) - 3]	

4.2 Receipts³ from sales of goods produced by your enterprise
(Rs 000)

Description of products	Office use					Local sales
						Value
1.						
2.						
3.						
4.						
TOTAL						

³ Excluding VAT

4.3 Output from Goods which did not transit through Mauritius
(Rs 000)

Description	Value
1. Total sales	
2. Cost of goods sold	
3. Gross Margin	

4.4 Other Receipts
(Rs 000)

Description	Value
1. Work done on materials provided by other resident businesses	
2. Repair and installation works	
3. Rental of machinery and equipment	
4. Rental of building	
5. Rental of land	
6. Transport services	
7. Sale of wastes	
8. Interest received	
9. Dividend received	
10. Commission received	
11. Insurance claims received	
12. Refund under:	
(i) HRDC's NTF	
(ii) Youth Employment Programme, Back to Work Programme, Prime a L'Emploi Scheme.	
13. Donations and gifts	
14. Other (<i>specify</i>):	
TOTAL	

5. EXPENDITURES

5.1 Materials and Supplies consumed ⁴ (excluding goods for resale)

(Rs 000)

Description of main materials		Office use						Value
1								
2								
3								
4								
5								
TOTAL								

⁴ Exclusive of deductible VAT.

5.2 Consumption of Fuel and Utilities

(Rs 000)

Type		Unit	Quantity	Value
1. Electricity				
2. Water				
3. Waste water charges				
4. Diesel consumed on	(i) Plant and Machinery			
	(ii) Vehicles			
5. Gasoline consumed on	(i) Plant and Machinery			
	(ii) Vehicles			
6. LPG (Gas) consumed on	(i) Plant and Machinery			
	(ii) Vehicles			
7. Fuel oil consumed on Plant and Machinery				
8. Coal consumed on Plant and Machinery				
9. Other (specify):				
TOTAL				

5.3 Labour

(Rs 000)

Description	Mauritian	Non Mauritian	Total
1. Wages and Salaries ⁵			
2. Overtime payments			
3. Travelling allowance			
4. Employees' Benefits (<i>sick pay, payments for leave not taken, value of shares to employees, meal and drinks free of charge</i>)			
5. Termination benefits (Severance payments)			
6. Refund of commuting expenses			
7. Employer's contribution to :			
(i) HRDC's NTF (Levy Contribution)			
(ii) CSG & NSF			
(iii) PRGF			
(iv) Other private pension funds/insurance schemes/medical schemes			
8. Employer's contribution to welfare funds			
9. Other (specify):			
TOTAL			

⁵ Payments made under Youth Employment Programme, Dual Training programme and Back to work Programme are included. Productivity bonuses, end of year bonuses are also included but overtime payments and employee benefits are excluded.

5.4 Expenditure on Other Services											(Rs 000)							
Description											Value							
1. Work permits																		
2. Training expenses																		
3. Payment to recruitment agencies																		
4. Printing services																		
5. Courier services																		
6. Telephone/cellphones and Internet charges																		
7. Computer expenses (repair, maintenance, data processing, web hosting etc.)																		
8. Bank charges																		
9. Warehousing, storage and handling charges																		
10. Clearing and forwarding charges																		
11. Freight transport services																		
12. Cost of transporting goods																		
13. Cost of transporting staff																		
14. Security services																		
15. Cleaning services																		
16. Rental of machinery and equipment																		
17. Rental of buildings																		
18. Environment protection services(e.g of waste disposal, pollution control, embellishment, etc)																		
19. Minor repairs and maintenance:																		
(i) Machinery and equipment																		
(ii) Motor vehicles																		
(iii) Building																		
(iv) Other (specify) :.....																		
20. Professional fees:																		
(i) Accounting, legal and auditing fees																		
(ii) Management consultancy fees																		
(iii) Advertising and promotional expenses																		
(iv) Other (specify) :.....																		
21. Membership dues																		
22. Overseas travelling expenses (air tickets, accommodation and other travel expenses)																		
TOTAL																		

5.5 Other payment

						(Rs 000)
Description						Value
1. Licences:						
(i) Trade Fee						
(ii) Road Tax						
(iii) Annual Registration Fees						
(iv) Other (specify)						
2. Payment for rights to use intangible assets (e.g brands and logos, designs, trademarks/franchises)						
3. Taxes:						
(i) Value Added Tax						
(ii) Income Tax						
(iii) Other (specify)						
4. Commissions and discounts						
5. Interest paid						
6. Dividend paid						
7. General insurance premiums paid (building, vehicle, etc.)						
8. Expenses under Corporate Social Responsibility Fund (CSR)						
9. Environment protection fees (if applicable)						
10. Land Lease						
11. Depreciation of fixed assets						
12. Amortisation of intangible assets						
13. Donations and gifts						
14. Bad debts and provision for doubtful debts						
15. Entertainment expenses						
16. Other expenses (specify) (i)						
(ii)						
(iii)						
TOTAL						

6. OWN ACCOUNT RESEARCH AND DEVELOPMENT

6.1 In the period covered by this survey, did your enterprise undertake own account research and development? (circle appropriate code)

Yes 1 No 2

If No, go to question 6.2, otherwise, fill in the table below:

						(Rs 000)
Description of own account research and development activities ⁶						Value
1						
2						
3						

⁶Examples of own account research and development activities are development of websites, computer softwares and applications, newly developed products, innovation on existing products etc..

6.2 Does your enterprise use ROBOTICS technology? (Circle appropriate code)

Yes 1

No 2

6.3 Has your enterprise invested in environmental technologies (solar panel, electric vehicles led lighting etc.? (Circle appropriate code)

Yes 1

No 2

If yes, please state value invested in table 7 at point 9.

7. CAPITAL ASSETS

7.1 Changes during reporting period

Type of asset	Additions ⁷		Sales of assets	Net book value at end of period
	New assets	Used assets		
	+	+	-	
1. Intangible assets				
2. Buildings and other structures				
3. Land acquisition				
4. Land improvement				
5. Machinery & transport equipment:				
(i) Production equipment				
(ii) Transport equipment				
(iii) Other (<i>specify</i>)				
6. Information and Communication Technology (ICT):				
(i) Purchased hardware				
(ii) Purchased software and website acquired for final use				
7. Own account research and development :				
of which				
(i) Software and website developed for own use				
8. Furniture and fittings				
9. Environmental technologies				
10. Other (<i>specify</i>).....				
TOTAL				

⁷ including major alterations and repairs; whether done by own enterprise or others

8. MISCELLANEOUS

8.1 CIRCULAR ECONOMY

Circle appropriate code

(a) Which types of waste are generated at your enterprise?

- | | | |
|-------------------------|---|------------------------------------|
| (i) Organic | 1 | } Multiple answers possible |
| (ii) Plastic | 2 | |
| (iii) Wood | 3 | |
| (iv) Textile | 4 | |
| (v) Paper | 5 | |
| (vi) Carton | 6 | |
| (vii) Used oil | 7 | |
| (viii) Others (specify) | 8 | |
-

(b) Does your enterprise take any waste management/circular economy measures such as reduce, reuse, repair, recycle, recover?

Yes 1 No 2

(c) If yes, which measure(s) does your enterprise take?

- | | | |
|---|---|------------------------------------|
| (i) Waste segregation for reuse and recycling | 1 | } Multiple answers possible |
| (ii) Composting | 2 | |
| (iii) Reduce wastage along the process | 3 | |
| (iv) Reuse materials for as long as possible | 4 | |
| (v) Repair materials to prolong their life | 5 | |
| (vi) Others, specify | 6 | |
-

8.2 Digital Economy

(a) Does your enterprise receive or place orders online? Yes 1 No 2

(b) Is your enterprise using digital services such as Internet Banking, Mobile payments or similar services for its payments?

Yes 1 No 2

(c) Does your enterprise develop its own software for its operations? Yes 1 No 2

(d) Has your enterprise integrated Artificial Intelligence (AI) in its operations?

Yes 1 No 2

8.3 Other items

(a) Does your enterprise offer onsite creche or day care services for children (0-3 yrs)? Yes 1 No 2

(b) If reported having employees with disabilities at Question 3(iii), then does your enterprise

(i) have disabled friendly infrastructure ? Yes 1 No 2

(ii) provide special working tools to persons with disabilities? Yes 1 No 2

(c) Does your enterprise hold a Global Business licence? Yes 1 No 2

9. CONTACT DETAILS

Person to be contacted for queries or further information about this questionnaire

Name :

Status in business :

Telephone No :

E-mail :

Website Address :

Date :

List of establishments/ branches in Island of Mauritius and Island of Rodrigues (if any) covered in this questionnaire

Serial number of branch	Address	Number of persons engaged as at March 2023	office use
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

REPUBLIC OF MAURITIUS



2023 Census of Economic Activities



LIC Centre, John Kennedy Street, Port Louis

Tel: 2081800 **Fax:** 2114150 / 2130234

E-mail : ceal2023@govmu.org

Accommodation and Food Service Activities

Statistics Mauritius is conducting a Census of Economic Activities for the year 2023. Data supplied should relate to calendar year 2023 covering the reporting period from January to December; where not available, please give the best estimates.

Data should as far as possible relate to the enterprise unless otherwise stated. Please list all establishments/branches in the space provided on the last page.

The Census is being conducted under the provision of the Statistics Act 2000 and in accordance with the Data Protection Act.

Please refer to the explanatory notes enclosed before completing the questionnaire. If you need further clarification or assistance, please feel free to contact us.

1. IDENTIFICATION OF ENTERPRISE

1.1 Name of business :

1.2 Business address :

(Head Office)

:

:

--	--	--	--	--	--

1.3 Business licence holder's name :

(if different from 1.1)

1.4 Business Registration Number (BRN):

--	--	--	--	--	--	--	--	--	--

1.5 VAT Registration Number :

V	A	T									
---	---	---	--	--	--	--	--	--	--	--	--

1.6 Tel No.:

Fax No.:

E-mail:

FOR OFFICE USE ONLY

Edited, coded and input by:.....

Checked by :.....

2. CHARACTERISTICS OF ENTERPRISE

2.1 Activities covered

1. Main activity :

--	--	--	--	--

2. Secondary activity (if any) :

:

:

2.2 Date of start of operation: Month Year

2.3 Type of legal organisation (Circle appropriate code)

- | | |
|---|---------------------------------------|
| (i) Individual proprietor 1 | (iv) Company 4 |
| (ii) Commercial/Limited Liability Partnership 2 | (v) Non profit institutions 5 |
| (iii) Cooperative 3 | (vi) Other (<i>specify</i>) 6 |

2.4 Equity participation (Circle appropriate code)

Mauritian owned 1 Joint Mauritian /Non Mauritian 2 Non Mauritian owned3

If 2, state foreign share (%)

--	--

If 2 or 3, state nationality of foreign ownership (main)

--	--

2.5 Turnover in year 2022 (Circle appropriate code)

- | | |
|--|---|
| (i) Less than or equal to Rs 10 million 1 | (iv) More than Rs 100 million but less than 4 |
| (ii) More than Rs 10 million but less than or equal to Rs 30 million 2 | or equal to Rs 250 million |
| (iii) More than Rs 30 million but less than or equal to Rs 100 million 3 | (v) More than Rs 250 million 5 |

3. EMPLOYMENT

3.1 Employment as at March 2023

Description	Mauritian		Non-Mauritian		Total	
	Male	Female	Male	Female	Male	Female
(i) Number of employees who were paid for the last Thursday of March 2023 ¹						
(ii) of whom employees - IT Professionals ²						
(iii) of whom employees with disabilities						

¹ including recruitment under Youth Employment Programme, Dual Training Programme and Back to Work Programme

² include all employees having at least a Degree in IT and performing IT related works

4. RECEIPTS

(Receipts should exclude VAT and Excise Duties)

4.1 Receipts from services rendered (including special events)

(Rs 000)

Description	Value
1. Accommodation	
2. Food	
3. Beverages	
4. Management fees	
5. Spa services	
6. Other (<i>specify</i>):	
TOTAL	
<i>of which : receipts from Mauritians</i>	

4.2 Other Receipts

(Rs 000)

Description						Value
1. Work done on materials provided by other resident businesses						
2. Repair and installation works						
3. Rental of machinery and equipment						
4. Rental of building						
5. Rental of land						
6. Transport services						
7. Sale of wastes						
8. Interest received						
9. Dividend received						
10. Commission received						
11. Insurance claims received						
12. Refund under:						
(i) HRDC's NTF						
(ii) Youth Employment Programme, Back to Work Programme, Prime a L'Emploi Scheme.						
13. Donations and gifts						
14. Other (specify):						
TOTAL						

5. TYPE AND PRICE OF ROOM AVAILABLE

(For hotels, guest houses and other tourist residences only)

(Rs 000)

Type of room		Office use		Number of rooms	Price of room per adult/night as at end of:					
					June			December		
					Half Board	Full Board	All Inclusive	Half Board	Full Board	All Inclusive
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

6. EXPENDITURES

6.1 Materials and supplies (excluding fuel) consumed ³

			(Rs 000)		
Description			Value		
1. Fresh fruits					
2. Fresh vegetables					
3. Meat					
4. Fish and other sea food					
5. Other food products including canned food					
6. Soft drinks, juices and mineral waters					
7. Alcoholic drinks					
8. Tobacco products					
9. Flowers					
10. Plants for yard/ potted plants					
11. Detergent, soap and other cleaning materials					
12. Customer's personal items (body lotion, shampoo, perfume, etc)					
13. Cutlery and kitchen utensils					
14. Bedding, towel, napkins etc.					
15. Other (specify):					
(i).....					
(ii).....					
TOTAL					

³ Exclusive of deductible VAT.

6.2 Consumption of Fuel and Utilities

		(Rs 000)		
Type	Unit	Quantity	Value	
1. Electricity				
2. Water				
3. Waste water charges				
4. Diesel consumed on	(i) Plant and Machinery			
	(ii) Vehicles			
5. Gasoline consumed on	(i) Plant and Machinery			
	(ii) Vehicles			
6. LPG (Gas) consumed on	(i) Plant and Machinery			
	(ii) Vehicles			
7. Fuel oil consumed on Plant and Machinery				
8. Coal consumed on Plant and Machinery				
9. Other (specify) :				
TOTAL				

6.3 Labour						(Rs 000)		
Description						Mauritian	Non-Mauritian	Total
1. Wages and Salaries ⁴								
2. Overtime payments								
3. Travelling allowance								
4. Employees' Benefits (<i>sick pay, payments for leave not taken, value of shares to employees, meal and drinks free of charge</i>)								
5. Termination benefits (Severance payments)								
6. Refund of commuting expenses								
7. Employer's contribution to :								
(i) HRDC's NTF (Levy Contribution)								
(ii) CSG & NSF								
(iii) Portable Retirement Gratuity Fund								
(iv) Other private pension funds/insurance schemes/medical schemes								
8. Employer's contribution to welfare funds								
9. Other (specify) :.....								
TOTAL								

⁴ Payments made under Youth Employment Programme, Dual Training Programme and Back to work Programme are included. Productivity bonuses, end of year bonuses are also included but overtime payments and employee benefits are excluded.

6.4 Expenditure on Other Services						(Rs 000)		
Description						Value		
1. Work permits								
2. Training expenses								
3. Payment to recruitment agencies								
4. Printing services								
5. Courier services								
6. Telephone/cellphones and Internet charges								
7. Computer expenses (repair, maintenance, data processing, web hosting etc.)								
8. Bank charges								
9. Warehousing, storage and handling charges								
10. Clearing and forwarding charges								
11. Freight transport services								
12. Cost of transporting goods								
13. Cost of transporting staff								
14. Security services								

6.4 Expenditure on Other Services (cont'd)
(Rs 000)

Description	Value
15. Cleaning services	
16. Rental of machinery and equipment	
17. Rental of buildings	
18. Environment protection services (<i>e.g. waste disposal, pollution control, embellishment, etc.</i>)	
19. Minor repairs and maintenance:	
(i) Machinery and equipment	
(ii) Motor vehicles	
(iii) Building	
(iv) Other (<i>specify</i>):	
20. Professional fees:	
(i) Accounting, legal and auditing fees	
(ii) Management consultancy fees	
(iii) Advertising and promotional expenses	
(iv) Other (<i>specify</i>):	
21. Membership dues	
22. Overseas travelling expenses (air tickets, accommodation and other travel expenses)	
Total	
6.5 Other payment	
1. Licences:	
(i) Trade Fee	
(ii) Road Tax	
(iii) Annual Registration Fees	
(iv) Other (<i>specify</i>)	
2. Payment for rights to use intangible assets (<i>e.g brands and logos, designs, trademarks/franchises</i>)	
3. Taxes:	
(i) Value added tax (net amount paid to government)	
(ii) Income tax / corporate tax	
(iii) Other (<i>specify</i>)	
4. Commissions and discounts	
5. Interest paid	
6. Dividend paid	
7. General insurance premiums paid (building, vehicle, etc.)	
8. Expenses under Corporate Social Responsibility Fund (CSR)	
9. Environment protection fees (<i>if applicable</i>)	
10. Land Lease	
11. Depreciation of fixed assets	
12. Amortisation of intangible assets	
13. Donations and gifts	
14. Bad debts and provision for doubtful debts	
15. Entertainment expenses	
16. Other expenses (<i>specify</i>):	
(i)	
(ii)	
TOTAL	

7. OWN ACCOUNT RESEARCH AND DEVELOPMENT

7.1 In the period covered by this survey, did your enterprise undertake own account research and development? (circle appropriate code)

Yes 1 No 2

If No, go to question 7.2, otherwise, fill in the table below:

(Rs 000)

Description of own account research and development activities ⁵		Value
1		
2		
3		

⁵Examples of own account research and development activities are development of websites, computer softwares and applications, newly developed products, innovation on existing products etc..

7.2 Does your enterprise use ROBOTICS technology? (circle appropriate code)

Yes 1 No 2

7.3 Has your enterprise invested in environmental technologies (solar panel, electric vehicles, led lighting etc)? (circle appropriate code)

Yes 1 No 2

If yes, please state value invested in table below at point 9

7.4 Does your enterprise have a desalination plant? (circle appropriate code)

Yes 1 No 2

If yes, state cost incurred (capital and recurrent) in 2023

(Rs '000)

--	--	--	--	--	--	--	--

8. CAPITAL ASSETS

8.1 Changes during reporting period

(Rs 000)

Type of asset	Additions ⁶		Sales of assets	Net book value at end of period
	New assets	Used assets		
	+	+	-	
1. Intangible assets				
2. Buildings and other structures				
3. Land acquisition				
4. Land improvement				
5. Machinery & transport equipment:				
(i) Production equipment				
(ii) Transport equipment				
(iii) Other (specify).. .. .				
6. Information and Communication Technology (ICT):				
(i) Purchased hardwares				
(ii) Purchased software and website acquired for final use				
7. Own account research and development :				
of which				
(i) Software and website developed for own use				
8. Furniture and fittings				
9. Environmental technologies				
10. Other (specify):.....				
TOTAL				

⁶ including major alterations and repairs; whether done by own enterprise or others

9. MISCELLANEOUS

9.1 CIRCULAR ECONOMY

Circle appropriate code

(a) Which types of waste are generated at your enterprise?

- | | | |
|-------------------------|---|------------------------------------|
| (i) Organic | 1 | } Multiple answers possible |
| (ii) Plastic | 2 | |
| (iii) Wood | 3 | |
| (iv) Textile | 4 | |
| (v) Paper | 5 | |
| (vi) Carton | 6 | |
| (vii) Used oil | 7 | |
| (viii) Others (specify) | 8 | |
-

(b) Does your enterprise take any waste management/circular economy measures such as reduce, reuse, repair, recycle, recover?

Yes 1 No 2

(c) If yes, which measure(s) does your enterprise take?

- | | | |
|---|---|------------------------------------|
| (i) Waste segregation for reuse and recycling | 1 | } Multiple answers possible |
| (ii) Composting | 2 | |
| (iii) Reduce wastage along the process | 3 | |
| (iv) Reuse materials for as long as possible | 4 | |
| (v) Repair materials to prolong their life | 5 | |
| (vi) Others, specify | 6 | |
-

9.2 Digital Economy

(a) Does your enterprise receive or place orders online? Yes 1 No 2

(b) Is your enterprise using digital services such as Internet Banking, Mobile payments or similar services for its payments?
Yes 1 No 2

(c) Does your enterprise develop its own software for its operations? Yes 1 No 2

(d) Has your enterprise integrated Artificial Intelligence (AI) in its operations?
Yes 1 No 2

9.3 Other items

(a) Does your enterprise offer onsite creche or day care services for children (0-3 yrs)? Yes 1 No 2

If no, does your enterprise intend to offer such services in future? Yes 1 No 2

(b) If reported having employees with disabilities at Question 3.1 (iii), then, does your enterprise:

(i) have disabled friendly infrastructure at your workplace? Yes 1 No 2

(ii) Provide special working tools to persons with disabilities? Yes 1 No 2

(c) Does your enterprise hold a Global Business Licence? Yes 1 No 2

10. CONTACT DETAILS

Person to be contacted for queries or further information about this questionnaire

Name :

Status in business :

Telephone No :

E-mail :

Website Address :

Date :

List of establishments/ branches in Island of Mauritius and Island of Rodrigues (if any) covered in this questionnaire

Serial number of branch	Address	Number of persons engaged as at March 2023	office use
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

CONFIDENTIAL

CEAL5
S N

--	--	--	--	--	--	--	--	--	--

REPUBLIC OF MAURITIUS



2023 Census of Economic Activities



LIC Centre, John Kennedy Street, Port Louis

Tel: 2081800 **Fax:** 2114150 / 2130234

E-mail : ceal2023@govmu.org

BANKING AND OTHER FINANCIAL INTERMEDIATION

Statistics Mauritius is conducting a Census of Economic Activities for the year 2023. Data supplied should relate to calendar year 2023 covering the reporting period from January to December; where not available, please give the best estimates.

Data should as far as possible relate to the enterprise unless otherwise stated. Please list all establishments/branches in the space provided on the last page.

The Census is being conducted under the provision of the Statistics Act 2000 and in accordance with the Data Protection Act.

Please refer to the explanatory notes enclosed before completing the questionnaire. If you need further clarification or assistance, please feel free to contact us.

1. IDENTIFICATION OF ENTERPRISE

1.1 Name of business :

1.2 Business address :

(Head Office)

:

:

--	--	--	--	--

1.3 Business licence holder's name :

(if different from 1.1)

1.4 Business Registration Number (BRN):

--	--	--	--	--	--	--	--	--	--

1.5 VAT Registration Number :

V	A	T									
---	---	---	--	--	--	--	--	--	--	--	--

1.6 Tel No.:

Fax No.:

E-mail:

FOR OFFICE USE ONLY

Edited, coded and input by:.....

Checked by :.....

2. CHARACTERISTICS OF ENTERPRISE

2.1 Activities covered

1. Main activity :

--	--	--	--	--

2. Secondary activity (if any) :

:

--	--	--	--	--

:

--	--	--	--	--

2.2 Date of start of operation: Month: Year:

2.3 Type of legal organisation (circle appropriate code)

- | | |
|---|-------------------------------------|
| (i) Individual proprietor 1 | (iv) Company 4 |
| (ii) Commercial/Limited Liability Partnership 2 | (v) Non profit institutions 5 |
| (iii) Cooperative 3 | (vi) Other (specify) 6 |

2.4 Equity participation (circle appropriate code)

Mauritian owned 1 Joint Mauritian /Non Mauritian 2 Non Mauritian owned 3

If 2, state foreign share (%)

--	--

If 2 or 3, state nationality of foreign ownership (main)

--	--

2.5 Turnover in year 2022 (circle appropriate code)

- | | |
|--|--|
| (i) Less than or equal to Rs 10 million 1 | (iv) More than Rs 100 million but less than or equal to Rs 250 million 4 |
| (ii) More than Rs 10 million but less than or equal to Rs 30 million 2 | |
| (iii) More than Rs 30 million but less than or equal to Rs 100 million 3 | (v) More than Rs 250 million 5 |

3. EMPLOYMENT

3.1 Employment as at March 2023

Description	Mauritian		Non-Mauritian		Total	
	Male	Female	Male	Female	Male	Female
(i) Number of employees who were paid for the last Thursday of March 2023 ¹						
(ii) of whom employees - IT Professionals ²						
(iii) of whom employees with disabilities						

¹ including recruitment under Youth Employment Programme, Dual Training Programme and Back to Work Programme

² include all employees having at least a Degree in IT and performing IT related works

4. RECEIPTS

(Receipts should exclude VAT and Excise Duties)

4.1 Receipts for the reporting period

		(Rs 000)
Description		Value
1. Interest received on loans and advances:		
Residents	(i) Banks	
	(ii) Other than banks	
Non-residents	(iii) Associated banks	
	(iv) Other than associated banks	
2. Interest received on placements :		
Residents	(i) Banks	
	(ii) Other than banks	
Non-residents	(iii) Associated banks	
	(iv) Other than associated banks	
3. Interest received on securities		
4. Other interest income		
5. Profit received on Islamic deposits		
6. Dividend received		
7. Rental of machinery and equipment		
8. Rental of building		
9. Rental of land		
10. Advisory income		
11. Finance lease income		
12. Operating lease income		
13. Management fees		
14. Commission received		
15. Insurance claims received		
16. Refund under:		
	i) HRDC's NTF	
	ii) Youth Employment Programme, Back to Work Programme, Prime a L'Emploi Scheme.	
17. Profit on sale of non-financial assets		
18. Gain on revaluation of non-financial assets		
19. Gain on disposal/fair valuation of financial instruments		
(i) of which realised gain on foreign exchange transactions		
20. Donations and gifts		
21. Bad debts recovered		
22. Reversal of impairment loss		
23. Other (specify) :		
TOTAL		

5. EXPENDITURES

5.1 Materials and supplies consumed³

(Rs 000)

Description of main materials		Office use					Value
1							
2							
3							
4							
5							
TOTAL							

³ Exclusive of deductible VAT.

5.2 Labour

(Rs 000)

Description	Mauritian	Non-Mauritian	Total
1. Wages and Salaries ⁴			
2. Overtime payments			
3. Travelling allowance			
4. Employees' Benefits (<i>sick pay, payments for leave not taken, value of shares to employees, meal and drinks free of charge</i>)			
5. Termination benefits (Severance payments)			
6. Refund of commuting expenses			
7. Employer's contribution to :			
(i) <i>HRDC's NTF (Levy Contribution)</i>			
(ii) <i>CSG & NSF</i>			
(iii) <i>Portable Retirement Gratuity Fund</i>			
(iv) <i>Other private pension funds/insurance schemes/medical schemes</i>			
8. Employer's contribution to welfare funds			
9. Other (<i>specify</i>):			

TOTAL			
--------------	--	--	--

⁴ Payments made under Youth Employment Programme, Dual Training Programme and Back to work Programme are included. Productivity bonuses, end of year bonuses are also included but overtime payments and employee benefits are excluded.

5.3 Consumption of Fuel and Utilities

(Rs 000)			
Type	Unit	Quantity	Value
1. Electricity			
2. Water			
3. Waste water charges			
4. Diesel consumed on (i) Plant and Machinery			
	(ii) Vehicles		
5. Gasoline consumed on (i) Plant and Machinery			
	(ii) Vehicles		
6. LPG (Gas) consumed on (i) Plant and Machinery			
	(ii) Vehicles		
7. Fuel oil consumed on Plant and Machinery			
8. Coal consumed on Plant and Machinery			
9. Other (specify) :			
TOTAL			

5.4 Expenditure on Other Services
(Rs 000)

Description	Value
1. Work permits	
2. Training expenses	
3. Payment to recruitment agencies	
4. Printing services	
5. Courier services	
6. Telephone/cellphones and Internet charges	
7. Computer expenses (repair, maintenance, data processing, web hosting etc.)	
8. Bank charges	
9. Warehousing, storage and handling charges	
10. Clearing and forwarding charges	
11. Freight transport services	
12. Cost of transporting goods	
13. Cost of transporting staffs	
14. Security services	
15. Cleaning services	
16. Rental of machinery and equipment	
17. Rental of buildings	
18. Environment protection services (e.g. waste disposal, pollution control, embellishment, etc.)	
19. Minor repairs and maintenance:	
(i) Machinery and equipment	
(ii) Motor vehicles	
(iii) Building	
(iv) Other (<i>specify</i>) :.....	
20. Professional fees:	
(i) Accounting, legal and auditing fees	
(ii) Management consultancy fees	
(iii) Advertising and promotional expenses	
(iv) Other (<i>specify</i>) :.....	
21. Membership dues	
22. Overseas travelling expenses (air tickets, accommodation and other travel expenses)	
TOTAL	

5.5 Other payment

		(Rs 000)					
Description		Value					
1. Licences:	(i) Trade Fee						
	(ii) Road Tax						
	(iii) Annual Registration Fees						
	(iv) Other (<i>specify</i>)						
2. Payment for rights to use intangible assets (<i>e.g brands and logos, designs, trademarks/franchises</i>)							
3. Taxes:	(i) Value added tax (net amount paid to government)						
	(ii) Income tax / corporate tax						
	(iii) Other (<i>specify</i>)						
4. Commissions and discounts							
5. Interest paid on deposits:							
Resident	(i) Banks /Associated banks						
	ii) Other than banks/Other than associated banks						
Non-resid	(i) Banks /Associated banks						
	ii) Other than banks/Other than associated banks						
6. Interest paid on borrowings:							
Resident	(i) Banks /Associated banks						
	ii) Other than banks/Other than associated banks						
Non-resid	(i) Banks /Associated banks						
	ii) Other than banks/Other than associated banks						
7. Interest paid on securities							
8. Other interest paid							
9. Profit paid on Islamic deposits							
10. Dividend paid							
11. General insurance premiums paid (building, vehicle, etc)							
12. Expenses under Corporate Social Responsibility Fund (CSR)							
13. Environment protection fees (<i>if applicable</i>)							
14. Land Lease							
15. Depreciation of fixed assets							
16. Amortisation of intangible assets							
17. Donations and gifts							
18. Loss on sale of non financial assets							
19. Loss on revaluation of non financial assets							
20. Loss on disposal/fair valuation of financial instruments ⁵							
<i>(i) of which : Realised loss on foreign exchange transactions</i>							
21. Impairment Loss							
22. Special/Solidarity Levy							
23. Property Tax							
24. Bad debts and provision for doubtful debts							
25. Entertainment expenses							
26. Other expenses (<i>specify</i>) :							
(i) :							
(ii) :							
(iii) :							
TOTAL							

⁵ Include shares, stocks, exchange-traded and over-the-counter (OTC) derivatives (e.g swaps,options,forward and future contracts, etc) and other securities (e.g bonds,treasury bills etc)

6. AVERAGE STOCK OF LOANS AND DEPOSITS⁶

(Rs 000)

Description	Assets		Liabilities	
	Loans	Placements	Deposits	Borrowings
1. Residents (i) Banks				
(ii) Other than banks				
2. Non-residents (iii) Associated banks				
(iv) Other than associated banks				

⁶ Average stock = (stock at beginning of reporting period + stock at end of reporting period)/2

7. OWN ACCOUNT RESEARCH AND DEVELOPMENT

7.1 In the period covered by this survey, did your enterprise undertake own account research and development?

(circle appropriate code)

Yes 1 No 2

If No, go to question 7.2, otherwise, fill in the table below:

(Rs 000)

Description of own account research and development activities ⁷	Value
1	
2	
3	

⁷ Examples of own account research and development activities are development of websites, computer softwares and applications, newly developed products, innovation on existing products etc..

7.2 Does your enterprise use ROBOTICS technology? (circle appropriate code)

Yes 1 No 2

7.3 Has your enterprise invested in environmental technologies (solar panel, electric vehicles, led lighting etc? (circle appropriate code)

Yes 1 No 2

If yes, please state value invested in table below at point 9

8. CAPITAL ASSETS

8.1 Changes during reporting period

(Rs 000)

Type of asset	Additions ⁸		Sales of assets	Net book value at end of period
	New assets	Used assets		
	+	+	-	
1. Intangible assets				
2. Buildings & structure				
3. Land acquisition				
4. Land improvement				
5. Machinery & transport equipment:				
(i) Production equipment				
(ii) Transport equipment				
(iii) Other (specify):				
6. Information and Communication Technology (ICT):				
(i) Purchased hardwares				
(ii) Purchased software and website acquired for final use				
7. Own account research and development :				
of which				
(i) Software and website developed for own use				
8. Furniture and fittings				
9. Environmental technologies				
10. Other (specify): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
TOTAL				

⁸ including major alterations and repairs; whether done by own enterprise or others

9. MISCELLANEOUS

9.1 CIRCULAR ECONOMY

Circle appropriate code

(a) Which types of waste are generated at your enterprise?

- | | | |
|-------------------------|---|------------------------------------|
| (i) Organic | 1 | } Multiple answers possible |
| (ii) Plastic | 2 | |
| (iii) Wood | 3 | |
| (iv) Textile | 4 | |
| (v) Paper | 5 | |
| (vi) Carton | 6 | |
| (vii) Used oil | 7 | |
| (viii) Others (specify) | 8 | |

.....

(b) Does your enterprise take any waste management/circular economy measures such as reduce, reuse, repair, recycle, recover?

Yes 1 No 2

(c) If yes, which measure(s) does your enterprise take?

- | | | |
|---|---|------------------------------------|
| (i) Waste segregation for reuse and recycling | 1 | } Multiple answers possible |
| (ii) Composting | 2 | |
| (iii) Reduce wastage along the process | 3 | |
| (iv) Reuse materials for as long as possible | 4 | |
| (v) Repair materials to prolong their life | 5 | |
| (vi) Others, specify | 6 | |

.....

9.2 Digital Economy

(a) Does your enterprise receive or place orders online? Yes 1 No 2

(b) Is your enterprise using digital services such as Internet Banking, Mobile payments or similar services for its payments?
Yes 1 No 2

(c) Does your enterprise develop its own software for its operations? Yes 1 No 2

(d) Has your enterprise integrated Artificial Intelligence (AI) in its operations?
Yes 1 No 2

9.3 Other items

(a) Does your enterprise offer onsite creche or day care services for children (0-3 yrs)? Yes 1 No 2

If no, does your enterprise intend to offer such services in future? Yes 1 No 2

(b) If reported having employees with disabilities at Question 3(iii), then, does your enterprise:

(i) have disabled friendly infrastructure? Yes 1 No 2

(ii) provide special working tools to persons with disabilities? Yes 1 No 2

(c) Does your enterprise hold a Global Business Licence? Yes 1 No 2

10. CONTACT DETAILS

Person to be contacted for queries or further information about this questionnaire

Name :

Status in business :

Telephone No :

E-mail :

Website Address :

Date :

List of establishments/ branches in Island of Mauritius and Island of Rodrigues (if any) covered in this questionnaire

Serial number of branch	Address	Number of persons engaged as at March 2023	office use
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

CONFIDENTIAL**REPUBLIC OF MAURITIUS****2023 Census of Economic Activities**

LIC Centre, John Kennedy Street, Port Louis

Tel: 2081800 **Fax:** 2114150 / 2130234**E-mail :** ceal2023@govmu.org**INSURANCE**

Statistics Mauritius is conducting a Census of Economic Activities for the year 2023. Data supplied should relate to calendar year 2023 covering the reporting period from January to December; where not available, please give the best estimates.

Data should as far as possible relate to the enterprise unless otherwise stated. Please list all establishments/branches in the space provided on the last page.

The Census is being conducted under the provision of the Statistics Act 2000 and in accordance with the Data Protection Act.

Please refer to the explanatory notes enclosed before completing the questionnaire. If you need further clarification or assistance, please feel free to contact us.

1. IDENTIFICATION OF ENTERPRISE**1.1 Name of business** :**1.2 Business address** :*(Head Office)*

:

:

--	--	--	--	--	--

1.3 Business licence holder's name :*(if different from 1.1)***1.4 Business Registration Number (BRN) :**

--	--	--	--	--	--	--	--	--	--

1.5 VAT Registration Number :

V	A	T									
---	---	---	--	--	--	--	--	--	--	--	--

1.6 Tel No.:**Fax No.:****E-mail:****FOR OFFICE USE ONLY**

Edited, coded and input by:.....

Checked by :.....

2. CHARACTERISTICS OF ENTERPRISE

2.1 Activities covered

1. Main activity :

--	--	--	--	--

2. Secondary activity (if any) :

:

--	--	--	--	--

:

--	--	--	--	--

2.2 Date of start of operation: Month: Year:

2.3 Type of legal organisation (circle appropriate code)

- | | |
|---|-------------------------------------|
| (i) Individual proprietor 1 | (iv) Company 4 |
| (ii) Commercial/Limited Liability Partnership 2 | (v) Non profit institutions 5 |
| (iii) Cooperative 3 | (vi) Other (specify) 6 |

2.4 Equity participation (circle appropriate code)

Mauritian owned 1 Joint Mauritian /Non Mauritian 2 Non Mauritian owned 3

If 2, state foreign share (%)

--	--

If 2 or 3, state nationality of foreign ownership (main)

--	--

2.5 Turnover in year 2022 (circle appropriate code)

- | | |
|--|---|
| (i) Less than or equal to Rs 10 million 1 | (iv) More than Rs 100 million but less than 4 |
| | or equal to Rs 250 million |
| (ii) More than Rs 10 million but less than or equal to Rs 30 million 2 | |
| (iii) More than Rs 30 million but less than or equal to Rs 100 million 3 | (v) More than Rs 250 million 5 |

3. EMPLOYMENT

3.1 Employment as at March 2023

Description	Mauritian		Non-Mauritian		Total	
	Male	Female	Male	Female	Male	Female
(i) Number of employees who were paid for the last Thursday of March 2023 ¹						
(ii) of whom employees - IT Professionals ²						
(iii) of whom employees with disabilities						

¹ including recruitment under Youth Employment Programme, Dual Training Programme and Back to Work Programme

² include all employees having at least a Degree in IT and performing IT related works

4. RECEIPTS

4.1 Receipts relating to insurance business excluding VAT

Description		(Rs 000)
		Value
1. Gross premium received	(i) Residents	
	(ii) Non Residents	
2. Re-insurance claims received/Recoveries from re-insurer	(i) Residents	
	(ii) Non Residents	
3. Commission received from	(i) Local agents	
	(ii) Foreign agents	
4. Consideration for annuities		
TOTAL		

4.2 Other receipts

		(Rs 000)					
Description		Value					
1. Interest received from	(i) Residents						
	(ii) Non-residents						
2. Dividend received from	(i) Residents						
	(ii) Non-residents						
3. Insurance claims received	(i) Residents						
	(ii) Non-residents						
4. Management fees	(i) Pension fund						
	(ii) Other						
5. Rental of machinery and equipment							
6. Rental of building							
7. Rental of land							
8. Refund under:	(i) HRDC's NTF						
	(ii) Youth Employment Programme, Back to Work Programme, Prime a L'Emploi Scheme.						
9. Net realised gain on foreign exchange transactions							
10. Donations and gifts							
11. Other (specify):							
TOTAL							

5. EXPENDITURES

5.1 Materials and supplies consumed³

		(Rs 000)					
Description of main materials		Office use					
		Value					
1							
2							
3							
4							
5							
TOTAL							

³ Exclusive of deductible VAT.

5.2 Labour

		(Rs 000)					
Description		Mauritian		Non Mauritian		Total	
1. Wages and Salaries ⁴							
2. Overtime payments							
3. Travelling allowance							
4. Employees' Benefits (sick pay, payments for leave not taken, value of shares to employees, meal and drinks free of charge)							
5. Termination benefits (Severance payments)							
6. Refund of commuting expenses							
7. Employer's contribution to :							
(i) HRDC's NTF (Levy Contribution)							
(ii) CSG & NSF							
(iii) Portable Retirement Gratuity Fund							
(iv) Other private pension funds/insurance schemes/medical schemes							
8. Employer's contribution to welfare funds							
9. Other (specify):							
TOTAL							

⁴ Payments made under Youth Employment Programme, Dual Training Programme and Back to work Programme are included. Productivity bonuses, end of year bonuses are also included but overtime payments and employee benefits are excluded.

5.3 Consumption of Fuel and Utilities

(Rs 000)

Type	Unit	Quantity	Value
1. Electricity			
2. Water			
3. Waste water charges			
4. Diesel consumed on	i) Plant and Machinery		
	ii) Vehicles		
5. Gasoline consumed on	i) Plant and Machinery		
	ii) Vehicles		
6. LPG (Gas) consumed on	i) Plant and Machinery		
	ii) Vehicles		
7. Fuel oil consumed on Plant and Machinery			
8. Coal consumed on Plant and Machinery			
9. Other (specify) :			
TOTAL			

5.4 Payment relating to insurance business

(Rs 000)

Description	Value
1. Gross claims paid ⁵ /Benefits payments	
2. Re-insurance premium paid/Reinsurance ceded	(i) Local
	(ii) Foreign
3. Commission paid to	(i) Local agents
	(ii) Foreign Agents
TOTAL	

⁵ General insurers must report adjusted claims incurred, that is, claims due plus changes in equalisation provisions.

5.5 Expenditure on Other Services

(Rs 000)

Description	Value
1. Work permits	
2. Training expenses	
3. Payment to recruitment agencies	
4. Printing services	
5. Courier services	
6. Telephone/cellphones and Internet charges	
7. Computer expenses (repair, maintenance, data processing, web hosting etc.)	
8. Bank charges	
9. Warehousing, storage and handling charges	
10. Clearing and forwarding charges	
11. Freight transport services	
12. Cost of transporting goods	
13. Cost of transporting staffs	
14. Security services	
15. Cleaning services	
16. Rental of machinery and equipment	
17. Rental of buildings	
18. Environment protection services (e.g. waste disposal, pollution control, embellishment, etc.)	
19. Minor repairs and maintenance:	
(i) Machinery and equipment	
(ii) Motor vehicles	
(iii) Building	
(iv) Other (specify)	
20. Professional fees:	
(i) Accounting, legal and auditing fees	
(ii) Management consultancy fees	
(iii) Advertising and promotional expenses	
(iv) Other (specify)	
21. Membership dues	
22. Overseas travelling expenses (air tickets, accommodation and other travel expenses)	
Total	

5.6 Other Payment

		(Rs 000)
Description		Value
1. Licences:	(i) Trade Fee	
	(ii) Road Tax	
	(iii) Annual Registration Fees	
	(iv) Other (specify):.....	
2. Payment for rights to use intangible assets (e.g brands and logos, designs, trademarks/franchises)		
3. Taxes:	(i) Value added tax (net amount paid to government)	
	(ii) Income tax / corporate tax	
	(iii) Other (specify):.....	
4. Commissions and discounts		
5. Interest paid		
6. Dividend paid		
7. General insurance premiums paid (building, vehicle, etc)		
8. Expenses under Corporate Social Responsibility Fund (CSR)		
9. Environment protection fees (if applicable)		
10. Land Lease		
11. Depreciation of fixed assets		
12. Amortisation of intangible assets		
13. Donations and gifts		
14. Bad debts and provision for doubtful debts		
15. Entertainment expenses		
16. Other expenses (specify):		
	(i) :	
	(ii) :	
	(iii) :	
TOTAL		

6. NET ADDITION TO LIFE FUND (Applicable to long term insurance only)

		(Rs 000)
Description		Value
1. Fund at beginning of reporting period		
2. Fund at end of reporting period		
3. Change in actuarial reserves		

7. OWN ACCOUNT RESEARCH AND DEVELOPMENT

7.1 In the period covered by this survey, did your enterprise undertake own account research and development?
(circle appropriate code)

Yes 1 No 2

If No, go to question 7.2, otherwise, fill in the table below:

(Rs 000)

Description of own account research and development activities ⁶		Value
1		
2		
3		

⁶Examples of own account research and development activities are development of websites, computer softwares and applications, newly developed products, innovation on existing products etc..

7.2 Does your enterprise use ROBOTICS technology? (circle appropriate code)

Yes 1 No 2

7.3 Has your enterprise invested in environmental technologies (solar panel, electric vehicles, led lighting etc)? (circle appropriate code)

Yes 1 No 2

If yes, please state value invested in table below at point 9

8. CAPITAL ASSETS

8.1 Changes during reporting period

(Rs 000)

Type of asset	Additions ⁷		Sales of assets	Net book value at end of period
	New assets	Used assets		
	+	+	-	
1. Intangible assets				
2. Buildings & structure				
3. Land acquisition				
4. Land improvement				
5. Machinery & transport equipment:				
(i) Production equipment				
(ii) Transport equipment				
(iii) Other (specify):				
6. Information and Communication Technology (ICT):				
(i) Purchased hardwares				
(ii) Purchased software and website acquired for final use				
7. Own account research and development :				
of which				
(i) Software and website developed for own use				
8. Furniture and fittings				
9. Environmental technologies				
10. Other (specify) :				
TOTAL				

⁷ including major alterations and repairs; whether done by own enterprise or others

9. MISCELLANEOUS

9.1 CIRCULAR ECONOMY

Circle appropriate code

(a) Which types of waste are generated at your enterprise?

- | | | | |
|--------|------------------|---|------------------------------------|
| (i) | Organic | 1 | } Multiple answers possible |
| (ii) | Plastic | 2 | |
| (iii) | Wood | 3 | |
| (iv) | Textile | 4 | |
| (v) | Paper | 5 | |
| (vi) | Carton | 6 | |
| (vii) | Used oil | 7 | |
| (viii) | Others (specify) | 8 | |

.....

(b) Does your enterprise take any waste management/circular economy measures such as reduce, reuse, repair, recycle, recover?

Yes 1 No 2

(c) If yes, which measure(s) does your enterprise take?

- | | | |
|---|---|------------------------------------|
| (i) Waste segregation for reuse and recycling | 1 | } Multiple answers possible |
| (ii) Composting | 2 | |
| (iii) Reduce wastage along the process | 3 | |
| (iv) Reuse materials for as long as possible | 4 | |
| (v) Repair materials to prolong their life | 5 | |
| (vi) Others, specify | 6 | |

.....

9.2 Digital Economy

(a) Does your enterprise receive or place orders online? Yes 1 No 2

(b) Is your enterprise using digital services such as Internet Banking, Mobile payments or similar services for its payments?

Yes 1 No 2

(c) Does your enterprise develop its own software for its operations? Yes 1 No 2

(d) Has your enterprise integrated Artificial Intelligence (AI) in its operations?

Yes 1 No 2

9.3 Other items

(a) Does your enterprise offer onsite creche or day care services for children (0-3 yrs)? Yes 1 No 2

If no, does your enterprise intend to offer such services in future? Yes 1 No 2

(b) If reported having employees with disabilities at Question 3.1(iii), then, does your enterprise:

(i) have disabled friendly infrastructure?	Yes	1	No	2
--	-----	---	----	---

(ii) provide special working tools to persons with disabilities? Yes 1 No 2

(c) Does your enterprise hold a Global Business Licence? Yes 1 No 2

10. CONTACT DETAILS

Person to be contacted for queries or further information about this questionnaire

Name :

Status in business :

Telephone No :

E-mail :

Website Address :

Date :

List of establishments/ branches in Island of Mauritius and Island of Rodrigues (if any) covered in this questionnaire

Serial number of branch	Address	Number of persons engaged as at March 2023	office us
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

CONFIDENTIAL

C E A L 8
S N

--	--	--	--	--	--	--	--

REPUBLIC OF MAURITIUS



2023 Census of Economic Activities



LIC Centre, John Kennedy Street, Port Louis

Tel: 2081800 **Fax:** 2114150 / 2130234

E-mail : ceal2023@govmu.org

OTHER SERVICES

Statistics Mauritius is conducting a Census of Economic Activities for the year 2023. Data supplied should relate to calendar year 2023 covering the reporting period from January to December; where not available, please give the best estimates.

Data should as far as possible relate to the enterprise unless otherwise stated. Please list all establishments/branches in the space provided on the last page.

The Census is being conducted under the provision of the Statistics Act 2000 and in accordance with the Data Protection Act.

Please refer to the explanatory notes enclosed before completing the questionnaire. If you need further clarification or assistance, please feel free to contact us.

1. IDENTIFICATION OF ENTERPRISE

1.1 Name of business :

1.2 Business address :

(Head Office)

:

:

--	--	--	--	--

1.3 Business licence holder's name :

(if different from 1.1)

1.4 Business Registration Number (BRN):

--	--	--	--	--	--	--	--	--	--

1.5 VAT Registration Number :

V	A	T							
---	---	---	--	--	--	--	--	--	--

1.6 Tel No.:

Fax No.:

E-mail:

FOR OFFICE USE ONLY

Edited, coded and input by:.....

Checked by :.....

2. CHARACTERISTICS OF ENTERPRISE

2.1 Activities covered

1. Main activity :

--	--	--	--	--

2. Secondary activity (if any) :

:

--	--	--	--	--

:

--	--	--	--	--

2.2 Date of start of operation: Month: Year:

2.3 Type of legal organisation (circle appropriate code)

- | | |
|---|-------------------------------------|
| (i) Individual proprietor 1 | (iv) Company 4 |
| (ii) Commercial/Limited Liability Partnership 2 | (v) Non profit institutions 5 |
| (iii) Cooperative 3 | (vi) Other (specify) 6 |

2.4 Equity participation (circle appropriate code)

Mauritian owned 1 Joint Mauritian /Non Mauritian 2 Non Mauritian owned 3

If 2, state foreign share (%)

--	--

If 2 or 3, state nationality of foreign ownership (main)

--	--

2.5 Turnover in year 2022 (circle appropriate code)

- | | |
|--|---|
| (i) Less than or equal to Rs 10 million 1 | (iv) More than Rs 100 million but less than 4 |
| | or equal to Rs 250 million |
| (ii) More than Rs 10 million but less than or equal to Rs 30 million 2 | |
| (iii) More than Rs 30 million but less than or equal to Rs 100 million 3 | (v) More than Rs 250 million 5 |

3. EMPLOYMENT

3.1 Employment as at March 2023

Description	Mauritian		Non Mauritian		Total	
	Male	Female	Male	Female	Male	Female
(i) Number of employees who were paid for the last Thursday of March 2023 ¹						
(ii) of whom employees - IT Professionals ²						
(iii) of whom employees with disabilities						

¹ including recruitment under Youth Employment Programme, Dual Training Programme and Back to Work Programme

² include all employees having at least a Degree in IT and performing IT related works

4. RECEIPTS

(Receipts should exclude VAT and Excise Duties)

4.1 Receipts from services

(Rs 000)

Description of services	Office use	Sales of services to		Exports
		Domestic businesses	Global business companies	
1				
2				
3				
4				
TOTAL				

4.2 Subsidy from government

(Rs 000)

Description		Value
1.	Subsidy from government for free transport	
2.	Subsidy from government for fuel	
3.	Other subsidy: (i)	
	(ii).....	

4.3 Goods sold in same condition as purchased

(Rs 000)

Description	Value
1. Total sales of goods purchased for resale	
<i>1.1 of which</i> : values of goods which did not transit through Mauritius	
2. Cost of goods sold	
<i>2.1 of which</i> :payment for goods which did not transit through Mauritius	
3. Gross margin	

4.4 Other Receipts

(Rs 000)

Description	Value
1. Rental of machinery and equipment	
2. Rental of building	
3. Rental of land	
4. Transport services	
5. Sale of wastes	
6. Interest received	
7. Dividend received	
8. Commission received	
9. Insurance claims received	
10. Refund under:	
(i) HRDC's NTF	
(ii) Youth Employment Programme, Back to Work Programme, Prime a L'Emploi Schen	
11. Donations and gifts	
12. Other (<i>specify</i>) :	
TOTAL	

5. EXPENDITURES

5.1 Materials and supplies (excluding fuel) consumed³

								(Rs 000)
Description of main materials		Office use						Value
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
TOTAL								

³ Exclusive of deductible VAT.

5.2 Labour

					(Rs 000)
Description		Mauritian	Non Mauritian		Total
1. Wages and Salaries ⁴					
2. Overtime payments					
3. Travelling Allowance					
4. Employees' Benefits (sick pay, payments for leave not taken, value of shares to employees, meal and drinks free of charge)					
5. Termination benefits (Severance payments)					
6. Refund of commuting expenses					
7. Employer's contribution to :					
(i) HRDC's NTF (Levy Contribution)					
(ii) CSG & NSF					
(iii) PRGF					
(iv) Other private pension funds/insurance schemes/medical schemes					
8. Employer's contribution to welfare funds					
9. Other (specify)					
TOTAL					

⁴ Payments made under Youth Employment Programme, Dual Training and Back to work Programme are also included. Productivity bonuses, end of year bonuses are included but overtime payments and employee benefits are excluded.

5.3 Consumption of Fuel and Utilities

(Rs 000)

Type	Unit	Quantity	Value
1. Electricity			
2. Water			
3. Waste water charges			
4. Diesel consumed on			
i) Plant and Machinery			
ii) Vehicles			
5. Gasoline consumed on			
i) Plant and Machinery			
ii) Vehicles			
6. LPG (Gas) consumed on			
i) Plant and Machinery			
ii) Vehicles			
7. Fuel oil consumed on Plant and Machinery			
8. Coal consumed on Plant and Machinery			
9. Other (specify) :			
TOTAL			

5.4 Expenditure on Other Services

(Rs 000)

Description	Value
1. Work permits	
2. Training expenses	
3. Payment to recruitment agencies	
4. Printing services	
5. Courier services	
6. Telephone/cellphones and Internet charges	
7. Computer expenses (repairs, maintenance, data processing, web hosting etc)	
8. Bank charges	
9. Warehousing, storage and handling charges	
10. Clearing and forwarding charges	
11. Freight transport services	
12. Cost of transporting goods	
13. Cost of transporting staffs	
14. Security services	
15. Cleaning services	
16 Payments to outworkers	
17. Rental of machinery and equipment	
18. Rental of buildings	
19. Environment protection services (e.g waste disposal, pollution control. embellishment etc)	
20. Minor repairs and maintenance:	
(i) Machinery and equipment	
(ii) Motor Vehicles	
(iii) Building	
(iv) Other (specify)	
21. Professional fees:	
(i) Accounting, legal and auditing fees	
(ii) Management consultancy fees	
(iii) Advertising and promotional expenses	
(iv) Other (specify)	
22.Membership dues	
23.Overseas travelling expenses (air tickets, accommodation and other travel expenses)	
Total	

5.5 Other Payment**(Rs 000)**

Description		Value
1. Licences:	(i) Trade Fee	
	(ii) Road tax	
	(iii) Annual Registration Fees	
	(iv) Other (<i>specify</i>)	
2. Payment for rights to use intangible assets (<i>e.g brands and logos, designs, trademarks/franchises</i>)		
3. Taxes:	(i) Value added tax (net amount paid to government)	
	(ii) Income tax / corporate tax	
	(iii) Other (<i>specify</i>)	
4. Commissions and discounts		
5. Interest paid		
6. Dividend paid		
7. General insurance premiums paid (building, vehicle, etc)		
8. Expenses under Corporate Social Responsibility Fund (CSR)		
9. Environment protection fees (<i>if applicable</i>)		
10. Land Lease		
11. Depreciation of fixed assets		
12. Amortisation of intangible assets		
13. Donations and gifts		
14. Bad debts and provision for doubtful debts		
15. Entertainment expenses		
16. Other expenses (<i>specify</i>) :	(i)	
	(ii)	
	(iii)	
TOTAL		

6. OWN ACCOUNT RESEARCH AND DEVELOPMENT

6.1 In the period covered by this survey, did your enterprise undertake own account research and development?
(circle appropriate code)

Yes 1 No 2

If No, please go to 6.2, otherwise, fill in the table below:

(Rs 000)

Description of own account research and development activities ⁵		Value
1		
2		
3		
4		
5		
6		
7		
8		

⁵ Examples of own account research and development activities are development of websites, computer softwares and applications, newly developed products, innovation on existing products etc..

6.2 Does your enterprise use ROBOTICS technology? (circle appropriate code)

Yes 1 No 2

6.3 Has your enterprise invested in environmental technologies (solar panel, electric vehicles, led lighting etc) ? (circle appropriate code)

Yes 1 No 2

If yes, please state value invested in table below at point 9

7. CAPITAL ASSETS

7.1 Changes during reporting period

							(Rs 000)	
Type of asset							Additions ⁶	
							New assets	Used assets
							+	+
							Sales of assets	
							-	
							Net book value at end of period	
1. Intangible assets:								
2. Buildings & structure								
3. Land acquisition								
4. Land improvement								
5. Machinery & transport equipment:								
(i) Production equipment								
(ii) Transport equipment								
(iii) Other (specify)								
6. Information and Communication Technology (ICT):								
(i) Purchased hardwares								
(ii) Purchased software and website acquired for final use								
7. Own account research and development :								
of which								
(i) Software and website developed for own use								
8. Furniture and fittings								
9. Environmental technologies								
10. Other (specify).....								
TOTAL								

⁶ including major alterations and repairs; whether done by own enterprise or others

9. MISCELLANEOUS

9.1 CIRCULAR ECONOMY

Circle appropriate code

(a) Which types of waste are generated at your enterprise?

- | | | |
|-------------------------|---|------------------------------------|
| (i) Organic | 1 | } Multiple answers possible |
| (ii) Plastic | 2 | |
| (iii) Wood | 3 | |
| (iv) Textile | 4 | |
| (v) Paper | 5 | |
| (vi) Carton | 6 | |
| (vii) Used oil | 7 | |
| (viii) Others (specify) | 8 | |

.....

(b) Does your enterprise take any waste management/circular economy measures such as reduce, reuse, repair, recycle, recover?

Yes 1 No 2

(c) If yes, which measure(s) does your enterprise take?

- | | | |
|---|---|------------------------------------|
| (i) Waste segregation for reuse and recycling | 1 | } Multiple answers possible |
| (ii) Composting | 2 | |
| (iii) Reduce wastage along the process | 3 | |
| (iv) Reuse materials for as long as possible | 4 | |
| (v) Repair materials to prolong their life | 5 | |
| (vi) Others, specify | 6 | |

.....

9.2 Digital Economy

(a) Does your enterprise receive or place orders online? Yes 1 No 2

(b) Is your enterprise using digital services such as Internet Banking, Mobile payments or similar services for its payments?

Yes 1 No 2

(c) Does your enterprise develop its own software for its operations? Yes 1 No 2

(d) Has your enterprise integrated Artificial Intelligence (AI) in its operations?

Yes 1 No 2

9.3 Other items

(a) Does your enterprise offer onsite creche or day care services for children (0-3 yrs)? Yes 1 No 2

If no, does your enterprise intend to offer such services in future ? Yes 1 No 2

(b) If reported having employees with disabilities at Question 3.1(iii), then does your enterprise

(i) have disabled friendly infrastructure at your workplace? Yes 1 No 2

(ii) provide special working tools to persons with disabilities? Yes 1 No 2

(c) Does your enterprise hold a Global Business Licence? Yes 1 No 2

10. CONTACT DETAILS

Person to be contacted for queries or further information about this questionnaire

Name :

Status in business :

Telephone No :

E-mail :

Website Address :

Date :

List of establishments/ branches in Island of Mauritius and Island of Rodrigues (if any) covered in this questionnaire

Serial number of branch	Address	Number of persons engaged as at March 2023	office use
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			