



EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY HEAD OFFICE

Expression of Interest

Project Name: Renting of Office Space with amenities - Head Office

Project Ref: ECCEA/EOI/9/2025-2026

1. Introduction

The Early Childhood Care and Education Authority intends to rent a building between **1000 m²** and **1200 m²** in the **region of Trianon, Curepipe and Moka** for an initial period of **3** years, renewable every year by mutual consent of both parties on the same terms and conditions with complete amenities such as water supply, partitions, power points, air-conditioning, telephone/ internet connections, parking facilities and in accordance with Health and Safety Regulations.

2. Source of Funding

The required funds for the project shall be provided by the ECCEA.

3. Identification and General Description of Project

Expression of Interest are invited from proprietors who are willing to lease their building to the ECCEA for an initial period of three years, renewable every year by mutual consent of both parties on the same terms and conditions.

4. Requirements

The building should meet the following requirements:

- (a) Office space of floor area of around 905 square meters as detailed hereunder;

Indicative Accommodation Schedule of Offices

No.	List of offices	Area (m²) Approx.	Space division (see note ² below)
1.	Confidential Secretary's office	45	Workstation
2.	Director's Office (meeting room for 10 persons, a kitchenette, attached bath and toilet)		Private office
3.	Secretary		Workstation
4.	5 Head of Sections	50	Offices or Workstations
5.	Coordinator Section	50	Offices or Workstations
6.	Internal Audit section	10	Private Office
7.	IT Unit	10	Private Office
8.	Finance Section	60	Workstation
9.	Administration	40	Workstation
10.	Registry	20	Workstation
11.	HR	60	Workstation
12.	Board/Conference/training room for 50 persons	100	Private Office
13.	Meeting room (15 persons)	40	Private Office
14.	Warehousing/Procurement's office	250	Private Office

15.	Zones	150	Workstation
16.	Mess and Play area	20	Private Office
	Above requirements exclude, reception area, circulation (internal and external corridor, lifts etc) technical areas and space for kitchenette and Toilets		
	TOTAL	905	
	No. of Parkings	Minimum 15 vehicles	

Note: (1)- The above list is only indicative at this stage.

(2)- Space divisions; Private office: full height partitions and door

Workstation: Open plan cubicle/low height partition/individual desk in an undivided space

Partitions can be partly of fully glazed

- Office Equipment, furniture, filing cabinets and vertical cabinet systems for stores, stationary, literature, paperwork, materials, data storage.

- (b) The proposed office space should be **about 200-300 meters from the nearest bus stop** with easy access to public and easy access for vehicles. **Building should be user friendly to people with disabilities**, in conformity with Standard Building Registration and Health and Safety Regulation.
- (c) Building should be of reinforced concrete with security and in conformity with the Occupational Safety and Health Act and to the requirement of the Fire Services.
- (d) Openings should be fitted with burglarproof reinforcement and should withstand cyclonic winds.
- (e) The premises should be provided with essential amenities such as electricity, electrical lightings and power points, telephone/ internet connections, water supply and water storage facilities. Single phase electricity supply and electrical installation to MS 63 with proper earthing, inclusive of 40mA CB and 30 mA ELCB on all sub-circuits.
- (f) Building should satisfy the requirements of Fire services and Occupational Health and Safety.
- (g) Clearances: Clearances from the Police Department, Mauritius Fire & Rescue Service, the Occupational Safety and Health Division of the Ministry of Civil Service and Administrative

Reforms, the Ministry of Health & Quality of Life, the Traffic Management and Road Safety Unit, Energy Service Division, the Valuation Department, and the Ministry of Public Infrastructure and any other Ministry and Department as may be required will be sought by the Ministry to ensure suitability of the premises of the responsive bidder prior to award of contract.

- (h) Eight toilets with wash hand basins should be provided (6 for staff and 2 for customers; male and female) **which should be user friendly.**
- (i) The other areas such as toilet and mess room should be properly ventilated. There should be adequate natural ventilation through openings in all areas.
- (j) There should be adequate natural lightings through glazed openings.
- (k) Parking facilities for at least **fifteen (15) vehicles** to be provided.
- (l) Provision should be made for curtains/blinds.
- (m) Rent shall be exclusive of utility bills.
- (n) The building should be freshly painted.

NOTE:

- (a) **Building should be user friendly to people with disabilities which is in conformity with Standard Building Registration, Health and Safety Regulation.**
- (b) The above list is only indicative at this stage. Detailed office plan layouts requirements including data points and electrical points as approved by management will be submitted to the successful bidder by the Project Manager appointed by the ECCEA. Appropriate partitioning will have to be carried out after award of contract. Bidders may propose office layout, but final decision on layout rest with the **ECCEA**
- (c) The Office space should be handed over with all specified **amenities, as per the Technical Requirements Form and partitioning works to meet the lessee's requirements within two months after the award of the contract.**
- (d) Unless terminated earlier by the **ECCEA** the duration of the contract shall be **for a period of three years from the date of taking over and renewable on mutual agreement.**

5. Projected time period for implementation and completion of project

The Early Childhood Care and Education Authority is projecting to implement the project within the Financial Year 2025-2026.

6. Information to be submitted along with the Expression of Interest

This call for Expression of Interest aims at receiving proposals from eligible proprietors having the legal and financial capabilities to offer their buildings or part thereof for lease. The interested proprietors may thereafter be invited to participate in a Request for Proposal (RFP) exercise with a view to entering into a Lease Agreement with the **ECCEA** for the renting of office accommodation.

7. Bidders are required to provide the following information:

- a. Profile of Proprietor (whether company or individual)
- b. Location(s) of building(s) including location plan.
- c. Proof of ownership of building
- d. In case of associations between two or more individuals or companies, the name, address and profile of the participating individuals or companies
- e. Details of previous experience (if any) in respect of lease agreement(s) of similar nature entered with other Ministries / Departments / Parastatal bodies.

Note:

Financial proposal should not be submitted. The Expression of Interest is open to applicants who can demonstrate that they have the capability to satisfy the requirements of the ECCEA.

8. Submission of Expression of Interest (EOI)

Interested individuals / companies should address their Expression of Interest to **The Officer in Charge - 2nd Floor, Le Windsor, Royal Road Beau Bassin** in a sealed envelope bearing, **Expression of Interest – Renting of Office Space - ECCEA/EOI/9/2025-2026 not later than 27th October 2025 at 13.00 hours. Late proposals will not be considered.**

9. Request for Clarifications

Any request for clarifications should be addressed to:

**The Officer in Charge
ECCEA- Head Office
(Attn: Secretary, Procurement Committee)
2nd Floor, Le Windsor
Royal Road
Beau Bassin**

Such requests should reach the Early Childhood Care and Education Authority not later than 7 days prior to the deadline for submission of Expression of Interest.

7 October 2025