



Sugar Insurance Fund Board

Open National Bidding

for

IT Infrastructure Support and Maintenance Services at SIFB

Procurement Reference No: [78/FY/2025]

Project: IT Infrastructure Support and Maintenance

Purchaser: Sugar Insurance Fund Board

7 July 2025

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1. Introduction

1.1. About SIFB

The Sugar Insurance Fund Board (SIFB) was established in Mauritius in 1974 through the Sugar Insurance Fund Act [No. 4 of 1974].

Its objective is to financially protect the sugar industry against losses caused by natural disasters or fire. The SIFB specifically provide insurance for:

- Sugarcane planters,
- Metayers (sharecroppers),
- Millers.

The insured perils (events that trigger a payout) are:

- Cyclones,
- Droughts,
- Excessive rainfall,
- Fire outbreaks in cane fields.

By offering this insurance, the SIFB helps to ensure the stability and sustainability of the sugar industry in Mauritius.

1.2. Project Objectives

The Sugar Insurance Fund Board (SIFB) plans to outsource its IT Infrastructure Maintenance and Support Services.

The objectives of this project are to:

1. Enhance Service Delivery

- Access to specialized expertise and advanced technologies to improve IT service quality.
- Faster response times and resolution of IT issues.
- Proactive monitoring and maintenance of IT infrastructure.
- Reduce the burden of managing complex IT infrastructure.
- Improve overall business efficiency and productivity.

2. Scalability and Flexibility

- Easily scale IT resources up or down to meet changing business needs.
- Access to a wider pool of IT talent to address specific projects or challenges.

3. Risk Mitigation

- Reduce the risk of IT failures and security breaches.
- Benefit from the outsourcing provider's expertise.

2. Terms of Reference

The Sugar Insurance Fund Board (SIFB) requires a Professional IT Outsourcing Services Company to implement IT Services & Security considerations and to provide second-level support for its IT Department.

SIFB has currently one HP DL380 Server & one Netapp storage unit model FAS2240-2 with the following configuration present on each site.

	Model	Operating System	Specifications	Storage	RAM
1	HP DL380 G10	VMware Esxi 8.0	1 x CPU Xeon Gold E5320 @ 2.20 Ghz. of 26 physical Cores (52 VCPU)	2 x 300 GB Hard-Disk for VMWARE (Raid 1) + 4 x 2.4 TB H-disk	512 GB
1	FAS2240-2				

The virtual machines are hosted on servers, while the filesystems are stored on the NAS. The NAS is replicated from the production site to the disaster recovery (DR) site every 15 minutes using NAS replication functionality.

The servers are currently running VMware ESXi 8.0 and host approximately 12 virtual machines.

The project will consist of two phases:

Phase 1: Implementation of IT Services

The initial phase will focus on establishing a solid IT foundation for SIFB. This involves deploying and configuring essential server infrastructure, migrating existing systems, and implementing robust security measures. Key activities include:

- Deploy Windows Server 2022 for Active Directory, DNS, and DHCP.
- Migrate existing domain to the new Windows server environment.
- Migrate 100 user accounts to the new domain.
- Install and deploy antivirus software.
- Update all endpoints with the latest patches and antivirus signatures.
- Implement security policies and groups on Active Directory.
- Enforce security policies on user endpoints and servers.
- Review and adjust user access rights.
- Integrate servers with SolarWinds monitoring tool.
- Implement a RADIUS server for Wi-Fi connectivity.
- Design and implement a hybrid Active Directory environment with Office 365.

- Implement security policies and compliance standards as per IT audit recommendations (prioritize policies flagged in red in the Annex document).

Phase 2: Ongoing Maintenance and Support

A five-year maintenance contract will provide 200 hours of annual support. Any additional support hours required beyond this limit will be charged at the rates outlined in the Price Schedule. The support required will be in the following areas:

- **Collaboration and Guidance:**
 - ✓ Collaborate with SIFB to understand their IT needs and provide guidance on Windows server implementation.
 - ✓ Analyze SIFB's existing infrastructure and software architecture to identify compatibility and integration requirements.
- **Monitoring and Reporting:**
 - ✓ Provide monthly reports on antivirus, patch deployment, and incident resolution.
 - ✓ Assist SIFB in assessing the impact of infrastructure changes, including security patches.
- **Incident Response and Recovery:**
 - ✓ Assist SIFB in responding to security incidents and infrastructure outages.
 - ✓ Provide guidance on incident reporting and recovery procedures.
- **Security and Compliance:**
 - ✓ Monitor security releases and recommend necessary patches.
 - ✓ Perform regular security scans and audits and assist SIFB in remediating vulnerabilities identified.
- **Infrastructure Design and Optimization:**
 - ✓ Design scalable, secure, and resilient Windows/Linux server architectures.
- **Business Continuity:**
 - ✓ Collaborate with existing suppliers to conduct annual business continuity drills.

Note:

- Any additional licenses if required or needed will be supplied by SIFB.

3. Project Requirements

3.1 General Requirements

Implementation will have to be done within SIFB working hours (Monday to Friday 9:00 - 16:00, excluding Public Holidays). In case some specific tasks are required to be done after working hours, a special request should be made and approval obtained from SIFB at least 1 day before.

3.2 Work Plan

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

- the method 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 for Phase 1 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.
- any other activities deemed necessary for the successful implementation of the project.

3.3 Collaboration with ICPS and BDO

The selected bidder will be required to work in collaboration with ICPS, BDO and any other parties such as a telecom operator to make the proposed solution secure and successfully operational.

3.4 IT Security Notes

The solution proposed should:

- Provide a secure IT infrastructure that will allow protection of data against unauthorized access,
- Maintain confidentiality, availability, and integrity of data within the system,
- Be in line with SIFB IT security policy.

3.4 Training

Bidders will have to dispense training so that there is appropriate and adequate technology transfer that would make SIFB IT Dept fully conversant with the proposed system.

All training will be held at the site of the Purchaser.

3.5 Documentation

Documentation to be provided by the successful Bidder will include:

- Training Manuals,

- Software Configurations.

4. Instructions to Bidders

4.1 Preparation of Bids

Bidders are requested to quote for the items by completing, signing, and returning all bidding forms required:

- 1) Bidder information form (Annex 1)
- 2) Bid submission sheet (Annex 2)
- 3) Price Schedule forms (Section 5)
- 4) Compliance tables (Section 6.1)
- 5) Technical Compliance forms (Section 7)

You are advised to carefully read the complete Invitation to Bid document before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

4.2 Confidentiality

This document contains information proprietary to SIFB. Each recipient is entrusted to maintain confidentiality. The information contained in the RFP should not be reproduced in whole or in part without the express permission of SIFB.

4.3 Eligibility

Participation in this tender process is open only to organizations and individuals domiciled in Mauritius on equal terms, subject to the restrictions and conditions outlined below.

4.4 Restrictions

Any bidder who attempts to influence the outcome of the selection process by discrediting competing applications, or by threatening any member sitting on the selection panel, SIFB or any of its staff, or transfers gifts, payments, or other benefits to SIFB, any staff member, or member sitting on the selection panel, will be automatically disqualified from consideration.

If information provided by the bidder to support an application, especially regarding past performance and references, is falsified, such application will be disqualified from consideration.

Any organization in which SIFB or any of its employees have ownership, directorship, or vested interests, shall not be allowed to propose, submit bids, or participate in any way.

From the time the Proposals are opened to the time the contract is awarded, the Bidders should not contact SIFB on any matter related to its Technical and/or Financial Proposal. Any effort by Bidders to influence SIFB in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract will lead to rejection of the Bidders' Proposal.

Organizations or individuals may be excluded from the evaluation and award of a contract if they:

- a) are bankrupt, or in the process of winding-up, or whose affairs are being administered by court, or which have entered into an arrangement with creditors, or which have suspended business activities, or which are subject to an injunction against running business by a court of law.
- b) are the subject of proceedings for a declaration of bankruptcy, or of an order for compulsory winding up or administration by court, or of an arrangement with creditors, or of any other similar proceedings.
- c) have been convicted of an offence concerning their professional conduct by a court of law or found guilty of grave professional misconduct.
- d) are the subject of proceedings for any copyright infringement; and
- e) have not fulfilled obligations relating to payments of taxes or other statutory contributions. All bidders/ contractors are required to sign the bidder's declaration contained in DOC (1) Section Bidding Document

4.5 Conflict of Interest

SIFB's policy requires that Bidders provide professional, objective, and impartial advice and always hold SIFB's interest's paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

Without limitation on the generality of the foregoing, Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be appointed, under any of the circumstances described below:

Conflicting activities

A firm that has been engaged by SIFB to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services relating to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.

Conflicting Assignments

A Bidder (including its Personnel) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Bidder to be executed for SIFB.

Conflicting Relationships

A Bidder (including its Personnel) that has a business or family relationship with a member of SIFB's staff who is directly or indirectly involved in any part of (i) the preparation of the Request for Proposal for this assignment (ii) the selection process for the assignment, or (iii) supervision of the Contract, may not be awarded the contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to SIFB throughout the selection process and the execution of the Contract.

Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of SIFB or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Bidder or the termination of its Contract.

4.6 Contact Information

Until the time of the contract award, all communications with SIFB related to this RFP are to be directed to the contact person at the address and telephone numbers provided below. All communication must have the Subject Reference: Procurement Reference Number: 78/FY/2025, Procurement of IT Infrastructure Support Services and maintenance at SIFB.

Officer in Charge
Sugar Insurance Fund Board
18, SSR Street Port Louis, Mauritius
Email: sifb@sifbmu.org

4.7 Amendment of RFP documents

At any time prior to the deadline for submission of proposals, SIFB, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the RFP documents by amendment. All prospective bidders will be notified of the amendment in writing, and it will be applicable to them. SIFB may, at its discretion, extend the deadline, if deemed necessary, to allow bidders reasonable time to take the amendment into account.

4.8 Language

The proposal and all correspondence and documents, related to the proposal and exchanged by the bidder and SIFB, must be written in the English language.

4.9 Validity of Bids

The bid validity required is 180 days from the date of submission deadline.

4.10 Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number and the Bidder's name at the back of the envelope and addressed to the SIFB. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

Bidders are required to submit two hard copies and one soft copy (on a USB key) of their bid, sealed in a single envelope.

4.11 Submission of Bids

Bids should be deposited in the Quotation/Tender Box located at SIFB, not later than **11 August 2025, 14:00 hrs at latest**. Late submission will be rejected. Bids received by fax or e-mail will not be considered.

4.12 Evaluation of Bids

a) Evaluation of Tenders

SIFB reserves the right to accept or reject any and/or all submitted RFP responses, and to request additional information from all prospective bidders. SIFB specifically reserves the right to negotiate a contract with the selected bidder(s).

At the discretion of SIFB, a third-party institution or consulting team may be included in contract negotiations. SIFB shall have sole determination of how well the bidder response meets the following, or any additional criteria.

SIFB maintains all rights in determining the evaluation methodology and final selection of the bidder of choice, no negotiations will be held with any party on the evaluation method used.

A two-stage procedure will be adopted by SIFB for evaluating the RFP responses, with the technical evaluation of all Tenders received in time, being completed prior to any Financial Tender being opened and evaluated.

b) Technical Evaluation (50% of final marks)

There will be a preliminary examination to determine eligibility (as defined below) and administrative compliance to this invitation on a pass/fail basis; detailed evaluation to determine technical responsiveness (as per mandatory requirements).

Those bidders passing this stage will have their proposals as “technically responsive” and in compliance to the need of the SIFB and will be considered as shortlisted bidders. Only those bidders will have their financial proposals considered.

c) Financial Evaluation (50% of final marks)

The issuance of the RFP does not bind SIFB to accept the lowest bid. Failure to include all relevant pricing and costs may lead to disqualification.

In procedures for awarding public contracts including goods requiring installation work, the provision of services and/or the execution of works, the ability of bidders to provide the service or to execute the installation or the work may be evaluated regarding their skills, efficiency, experience, and reliability.

4.14 Technical Criteria

The Specification and Compliance Sheet details the minimum specification of the goods required.

The goods offered must meet this specification, but no credit will be given for exceeding the specification.

4.15 Currency of Bids

Bids shall be priced in Mauritian Rupees.

4.16 Bid Security

Not Applicable.

4.17 Award of Contract

The award of the contract shall be by issue of a Purchase Order/Letter of Award. The successful bidder shall on acceptance be required to enter into a contract agreement with the SIFB.

4.18 Right reserved

The SIFB reserves the right to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to the contract award.

4.19 Clarifications

Any clarifications sought by any bidder in respect of the tender shall be addressed before the deadline specified. Queries received after the specified date will not be considered. Response to clarifications will either be given at a meeting at head office or the response will be given via the website. Confirmation of any clarifications to be communicated will be communicated via the website within one week after the last date for receipt of clarifications.

4.20 Documents Evidencing Eligibility/ Qualification Requirements (To be provided by Bidder)

The selected Bidder must submit a relevant copy of his Trade License/ Business Registration Number/ Bank Name & Bank Account Number at the time of signing the Contract.

4.21 Payment terms

Following the award of the contract, the following payment terms shall apply:

For Phase 1 Implementation of IT Services

- 20% of the contract value on Signature of contract.
- 70% of the contract value on progress of works
- 10% of the contract value one year after successful commissioning and successful completion of works and shall be released at the end of one year warranty period

For Phase 2 Ongoing Maintenance and Support

- 25% of the total contract value will be paid quarterly, commencing at the start of the maintenance and support period.

4.22 Milestones

Milestones	Date
1) Request for Proposal released to Bidders	7 July 2025
2) Site visits at head office(at 10hr00am)	14 July 2025
3) Deadline to submit requests for clarification	21 July 2025
4) Response to clarifications or meeting discussion for any clarification requests received (if any)	To be communicated via mail within one week after last date of clarification
5) Deadline to submit bids	11 August 2025 @ 14:00 hrs

5. Price Schedule Forms

Items	Qty	Price excl. VAT (MUR)	VAT (MUR)	Price incl. VAT (MUR)	Ongoing Maintenance & Support Costs including VAT (MUR) inclusive of all charges associated with the activities listed at Chapter 2 (Terms of Reference) for first 5 years					
					<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>	<i>Subtotal</i>
Phase 1: Implementation of IT Services	Lot				<i>Warranty</i>					
Phase 2: 200 hours per year Ongoing Maintenance and Support.	Lot									
Documentation	Lot									
Training of SIFB IT Dept for 1 st Level Support	Lot									
Grand Total										

Signature: _____

Name: _____

Position: _____

Date: _____
(DD/MM/YY)

Authorized for and on behalf of: Company

*** Note**

1. For the Financial Evaluation, the overall cost of the proposal will be the sum of the cost of software, installation, configuration & commissioning, training, and the net present value of maintenance charges for the first five years (inclusive of warranty) and any other cost involved. (i.e., Total cost of ownership for 5 years)
2. 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.

Items	Person-hourly rate including VAT (MUR) inclusive of all charges associated with the activities listed at Chapter 2 for next 5 years				
	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>
Hourly rate for Ongoing Maintenance and Support.					

For information purposes only, SIFB would like to know an indicative price for the Ongoing IT Maintenance and Support services for Year 6 to Year 10. Bidders are required to fill in the form below.

Items	Ongoing Maintenance & Support Costs including VAT (MUR) inclusive of all charges associated with the activities listed at Chapter 2 (Terms of Reference) for Years 6 to 10					
	<i>Year 6</i>	<i>Year 7</i>	<i>Year 8</i>	<i>Year 9</i>	<i>Year 10</i>	<i>Total for Years 6-10</i>
200 hours per year Ongoing Maintenance and Support.						

Items	Person-hourly rate including VAT (MUR) inclusive of all charges associated with the activities listed at Chapter 2 for Years 6 to 10				
	<i>Year 6</i>	<i>Year 7</i>	<i>Year 8</i>	<i>Year 9</i>	<i>Year 10</i>
Hourly rate for Ongoing Maintenance and Support.					

6. Specification and Requirement Sheets

Procurement Reference Number: <Ref. 78/FY/2025>

[Bidders should complete columns with the specification of the goods offered. Also, state “comply” or “partially comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

In case of discrepancy between the technical specifications table as filled in by the bidder and any other technical literature/document provided by the bidder, then the information filled in the specifications and requirements table will prevail.

Technical Specification Required	Compliance of Specification Offered
Bidder to provide IT Implementation & Support Services as specified in Chapter 2	

If partially comply, please provide details of non-compliance:

7 Technical Compliance

Complete column 'Compliance of Specification Offered' with the specification of the supplies offered. Also, state, "comply" or "not comply" and give details of any non-compliance to the specification required. Attach detailed technical literature if required. Authorize the specification offered in the signature block below.

7.1. Reference Sites

Experience of Bidder & support staff. (Bidders should mandatorily submit all information on customer reference sites & staff profiles as per Tables for Reference sites & Profiles of Technical Support Staff. <u>Incomplete or non-submission will entail rejection of proposal</u>).			
		Compliance of Specification Offered	Details of non-compliance if applicable
Reference Sites	Required		
Reference sites where the bidder has provided similar IT services with implementation and support within the last five years.	At least two (2) sites together with testimonials from clients as evidence of satisfactory performance. In case of non-submission of testimonials, reference sites may not be considered.		
Support Staff Qualifications & Experience			
No. of IT related technical staff (Same number of IT related staff should be available during Phase 1) Please provide CV for each staff	3 - Out of which at least 2 should have a Bachelor's degree in Computer Science, Information Technology or similar. Holding one of the following certifications would be a plus: <ul style="list-style-type: none"> • Windows/Linux Server Fundamentals • Azure Administrator Associate • Windows Server Hybrid Administrator Associate • Azure Solutions Architect Expert 		

Experience of Bidder & support staff. (Bidders should mandatorily submit all information on customer reference sites & staff profiles as per Tables for Reference sites & Profiles of Technical Support Staff. <u>Incomplete or non-submission will entail rejection of proposal</u>).			
		Compliance of Specification Offered	Details of non-compliance if applicable
	<ul style="list-style-type: none"> Security, Compliance, and Identity Fundamentals <p>At least one consultant must have experience in deploying Symantec solution.</p>		
Total person-year IT related technical experience of the above 3 staff	15 years – the degree holders should have at least 4 years IT related technical experience each and have advanced understanding of security practices, threat management, and compliance requirements.		

7.2 Building and Training requirements

The objective of the capacity building exercise is to ensure that SIFB is capable of independently managing the system from the commencement of the implementation activities. The bidder must provide a response that indicates how this will be achieved.

Training **MUST** be coordinated with the implementation of the proposed system so that no significant delays occur between commissioning and user training and should be conducted at SIFB Office.

Bidders are **required** to provide responses to the following information.

	Capacity Building and Training Requirements	Compliance	Compliance, Response and Comments by bidder
1	<p>The bidder should provide formal training for two administrators in the I.T. Department. This should include the basic administration and management of the systems.</p> <p>Training should be comprehensive, appropriate, and adequate.</p>	Mandatory	

	Capacity Building and Training Requirements	Compliance	Compliance, Response and Comments by bidder
2	Unless agreed otherwise, all training should be conducted at SIFB.	Mandatory	
3	Training guide and documentation should be provided prior to training session. It is the responsibility of the suppliers that all training materials and equipment are available prior to training.	Mandatory	

7.3 Maintenance Contract

This Maintenance and Support contract is essential to guarantee the continued functionality and optimal performance of the newly implemented software which will be implemented at SIFB in 2025, and the existing IT systems. Bidders are required to offer a five-year maintenance and support service, encompassing 200 annual support hours. Any additional support hours will be charged as per the rates specified in the Price Schedule Forms.

SIFB reserves the right to extend the maintenance support contract for an additional five years, subject to satisfactory performance. Bidders should provide cost estimates for years six to ten, with annual renewal options based on service quality and potential price increases.

The supplier needs to ensure that for a major breakdown, the system should be restored within one working day according to the contingency plan.

DRAFT Maintenance Agreement to be submitted.

	Support and Maintenance Contract	Compliance	Compliance, Response and Comments by bidder
1	<p>Bidder to provide a template of the support and maintenance contract.</p> <p>The contract will provide 200 hours of service per year as from the end of Phase 1.</p> <p>Any additional hour shall be billed separately as per the price defined in the price schedule.</p>	Mandatory	

	Support and Maintenance Contract	Compliance	Compliance, Response and Comments by bidder
2	Service Level Agreement (e.g., prioritization of incidents or change requests, resolution times according to priority) must be specified in the Contract	Mandatory	

Signature: _____

Name:

Position: _____

Date:

Authorized for and on behalf of: Company

Annex

Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month, and year) of Bid Submission]*

Procurement No.: *[insert Procurement reference number]*

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>
3. Bidder's Registration Number: <i>[insert Registration Number]</i>
4. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Legal Address: <i>[insert Bidder's legal address]</i>
6. Bidder's Authorized Representative Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement

Bid Submission Sheet

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your bid with the documents requested above attached. Ensure that your bid is authorized in the signature block below. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted. **If your bid is not authorized, it will be rejected.**]*

Bid Addressed to Sugar Insurance Fund Board	
Procurement Reference Number:	
Subject of Procurement:	

We offer to supply the services detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Invitation of Bids referenced above.

We confirm that we are eligible to participate in this Bid Exercise and meet the eligibility criteria specified in Bid document.

The validity period of our _bid is _____days from the date of the submission deadline

We confirm that the prices quoted in the List of Services and Priced Activity Schedule are fixed and firm and will not be subject to revision or variation if we are awarded the contract prior to the expiry date of the Bid validity.

Bid Authorized By:

Signature:

Name:

Position:

Date:

Authorized for and on behalf of:

Company_____

Business Registration No:_____