



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

17 May 2010

Ministry of Civil Service and Administrative Reforms  
Circular Note No. 19 of 2010  
BT278/04V4

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Allowances – Technical Bid Evaluation Committee

Following Government decision to raise the value of bids to be considered by Ministries/ Departments from Rs 5m to Rs 50m, all bid evaluation of capital projects and procurement of goods services and equipment between Rs 5m and Rs 50m, which were previously considered by the Central Procurement Board, are now being dealt with at the level of Ministries/Departments.

1. It has been decided that the quantum of allowance to be paid to members of the Bid Evaluation Committee to carry out technical evaluation of bids for Capital Projects, and procurement of goods, services and equipment be as follows:

	Category of Officers	Fees (hourly rate)
1.	Principal Architect, Principal Engineer, Principal Quantity Surveyor or equivalent grade and above	Rs 900
2.	Architect/Senior Architect, Engineer/Senior Engineer, Quantity Surveyor/Senior Quantity Surveyor or equivalent grade	Rs 750
3.	Assistant Quantity Surveyor or equivalent grade	Rs 575
4.	Secretary of Bid Evaluation Committee	Rs 300
5.	Technical Officer or equivalent grade	Rs 250
6.	Officers of the Draughtsman Cadre or equivalent grade	Rs 235

The grades mentioned above are indicative, and the equivalent grades may be determined on the basis of salary for each grade.



3. The Chairperson of the Bid Evaluation Committee will be paid 10% above the normal hourly rate approved for members of the Committee.
4. Payment of the fees would be subject to the following conditions:
  - (i) the fees will be in respect of technical evaluation of Capital Projects and procurement of goods, services and equipment;
  - (ii) the estimated cost of the project/procurement should exceed Rs 5M;
  - (iii) the constitution of the Bid Evaluation Committee be limited to 3 – 5 members, excluding the Secretary;
  - (iv) the evaluation exercise be carried out after normal working hours except for projects on fast-track; and
  - (v) the Supervising Officers will be responsible to pre-determine the number of hours for the evaluation exercise based on the complexity of the project and the number of bids received, with a view to ensuring proper monitoring of the bid evaluation exercise.
5. You may wish to note that the above-mentioned rates are not applicable to members of Departmental Tender Committees (DTC). Moreover, members of the DTC should not form part of the Bid Evaluation Committee in order to avoid any conflict of interest.
6. You may wish to stand guided accordingly.

  
S. Sibaluck  
Senior Chief Executive

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Secretary to Cabinet and Head of the Civil Service