



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

15 March 2012

Ministry of Civil Service and Administrative Reforms
Circular Note No. 5 of 2012
E/127/4/04 V4

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

To: Supervising Officers i/c Ministries/Departments

Fees payable to Members of Departmental Tender and Evaluation Committees

Please refer to this Ministry's Circular Notes No. 19 of 2010 and No. 21 of 2011.

Fees payable to the Chairperson and Members of the Departmental Tender and Evaluation Committee are as follows:-

a) **Bid Evaluation Committees**

i) **Projects of Rs 5M or less:-**

Chairperson	Rs 600 per sitting subject to a maximum of Rs 1,800 per evaluation
Members	Rs 500 per sitting subject to a maximum of Rs 1,500 per evaluation
Secretary	Rs 360 per sitting subject to a maximum of Rs 1,100 per evaluation

ii) **Projects above Rs 5 million but not exceeding Rs 50 million**

	<u>Category of Officer</u>	<u>Hourly Rate</u>
1.	Principal Architect, Principal Engineer, Principal Quantity Surveyor or equivalent grade and above	Rs 900
1.	Architect/Senior Architect, Engineer/Senior Engineer, Quantity Surveyor/Senior Quantity Surveyor or equivalent grade	Rs 750
1.	Assistant Quantity Surveyor or equivalent grade	Rs 575
1.	Secretary of Bid Evaluation Committee	Rs 300
1.	Technical Officer or equivalent grade	Rs 250
1.	Officers of the Draughtsman Cadre or equivalent grade	Rs 235

The Chairperson of the Bid Evaluation Committee will be paid 10% above the hourly rate approved in this category.

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b) **Departmental Tender Committees**

Projects of up to Rs 50M

Chairperson	Rs 400 per sitting subject to a maximum of Rs 4,000 per month
Members	Rs 330 per sitting subject to a maximum of Rs 3,300 per month
Secretary	Rs 240 per sitting subject to a maximum of Rs 2,400 per month

i. Payment of the fees would be subject to the following conditions:-

- (i) The Departmental Tender and Evaluation Committees should not exceed 3 - 5 members, excluding the Secretary;
- (ii) the evaluation exercise to be carried out, as far as possible, after normal working hours, except for projects on fast-track which are governed by other conditions; and
- (iii) the Supervising Officer would be responsible to pre-determine the number of sittings for Evaluation Committees above Rs 5 million based on the complexity of the project and the number of bids received with a view to ensuring value for money.

j. The Circular is effective as from 17 May 2010 and supersedes Circular Notes No. 19 of 2010 and 21 of 2011.

k. Please stand guided accordingly.


(S. Seebaluck)
Senior Chief Executive

Copy to:
Secretary to Cabinet and Head of the Civil Service