

GUIDELINES TO SUPPLIERS ON THE PROCESS OF BIDDING THROUGH E-PROCUREMENT SYSTEM

<https://eproc.publicprocurement.govmu.org>

1. Registration of Suppliers on e-Procurement System:

All the Suppliers intending to do business with the Public Bodies of Government of Mauritius are required to register on the e-Procurement System on the website <https://eproc.publicprocurement.govmu.org>

The Suppliers have the option to register, at a minimum, in the OPEN category or choose to extend their registration to the RESTRICTED category. Suppliers will be required to provide information in the online registration forms along with necessary credential documents.

OPEN Category:

The Suppliers registered under this category will be allowed to participate in Open Advertised Bidding, Expression of Interest, Prequalification exercises for Bids floated by various public bodies of Government of Mauritius.

RESTRICTED Category:

The Suppliers registered under this category will be allowed to participate in the Invitation for Bids that are restricted to only these Suppliers for contract amount not exceeding Rs 5 million and for other contracts with limited number of suppliers. The participation may be restricted to a group of Suppliers based on the categories of business interests provided during the process of registration.

However, for better competition and where the situation so warrants, Suppliers registered in either of the above categories may be selected for participation in restricted Invitation which are open for participation to only limited number of Suppliers.

2. Digital Certificates:

It is required that the bid data submitted by the Suppliers online should be signed electronically with either the General Class or the Separate Class for e-Procurement Digital Certificate to

establish the identity of the Supplier submitting the bid online. It is to be noted that only the Digital Certificates issued by the Certification Authorities licensed by Government of Mauritius will be allowed to be used on the e-Procurement System.

Currently, following organizations are registered with the Government of Mauritius:

1. www.emudhra.mu

Important Note: The Suppliers can complete the DECRYPTION AND RE-ENCRYPTION of BIDS stage using only the Digital Certificate that is used to encrypt the data and sign the hash during the ONLINE BID PREPARATION AND HASH SUBMISSION stage.

In case, during the process of a particular Invitation for Bid, the Supplier loses his / her Digital Certificate because of any technical issues (such as misplacement, virus attack, hardware problem, operating system problem, system formatting, etc.); he / she may not be able to submit his bid online. The Suppliers are required to ensure that their Digital Certificates are valid up to the expiry date of Bid Preparation and Hash Submission stage of the Invitation to Bid.

Hence, the Suppliers are advised to keep their Digital Certificates in a safe place under proper security to be used whenever required.

The digital certificate issued to the Authorised User of a Partnership firm / Private Limited Company / Public Limited Company / Trust / Association used for online bidding will be considered as equivalent to a no-objection certificate / power of attorney to that User.

Unless the certificate is revoked / expired, it will be assumed to represent adequate authority of the specific individual to bid on behalf of the Organisation for online bids as per the Electronic Transaction Act 2000. This Authorized User will be required to obtain a Digital Certificate. The Digital Signature executed through the use of Digital Certificate of this Authorized User will be binding on the firm. It shall be the responsibility of the owners of the organization to inform the Certifying Authority, if the Authorized User changes, and apply for a fresh digital certificate for the new Authorised User.

3. Publishing of Public Notices:

For the Invitation to Bids processed using the e-Procurement System, the Invitation for Bid shall be published in the media and the detailed Public Notice shall be published on the e-Procurement System. The Suppliers can view the notice and the time schedule for all the

Invitation for Bids processed using the e-Procurement System on the website <https://eproc.publicprocurement.govmu.org>

4. Time Schedule:

The Suppliers are strictly advised to follow the time schedule of the Invitation for Bid for their side for tasks and responsibilities to download the bidding documents and prepare and submit their bids online as all the stages of the Invitation for Bids are time locked as set by the Public Body.

5. Downloading the Bidding Documents:

The bidding documents of the Invitation for Bids processed using the e-Procurement System will be available **ONLY** online. The documents shall be available for download to the Suppliers from the start date and time of the download bidding documents stage and up to scheduled date and time as set in the time schedule.

After completion of the stage, the Suppliers will be able to download the receipt confirming the completion of the stage.

The Suppliers who complete the download bidding documents stage will be notified of any amendments / addenda issuance in future, if any, to the Invitation for Bids.

In case of any addenda / amendment issued to the Invitation for Bid, the Bidders participating in the process after the addenda / amendment is issued will be able to view the notifications.

6. Clarifications required by the Suppliers on the Bidding Document:

The Suppliers will be allowed to submit clarifications required on the bidding documents. The Suppliers will be able to submit the clarifications, anonymously if they choose so. The clarifications will be required to be submitted before the expiry of the time set by the authority processing the Invitation for Bid. In case the authority from the Public Body / Ministry responds to the clarifications requested, the Suppliers will be informed online.

7. Preparation of Bids and Submission of Bid Seals (Hashes) of Online Bids by the Bidders:

The Suppliers are required to prepare their bids online, encrypt their Bid Data in the Bid Forms and submit digitally signed Bid Seals (Hash values) through the use of Digital Certificate issued to

the Authorized Representative of the organization. Even after the submission of the signed Bid Seals (Hash Values), the Suppliers will be allowed to withdraw their bids, if required. The Suppliers can also choose to rework on their bids until the last time and date set for the stage. However, if the Suppliers choose to rework on the Bid data, it will be their responsibility to ensure that they complete the Bid Preparation and Hash Submission stage and re-submit the revised Bid Seals (Hash Values) before the expiry of the time and date set for the stage. Failure to do so will render their status as incomplete for this stage and their bid shall be deemed to have been withdrawn for the following stages of the Invitation for Bid.

The Suppliers get receipt for confirmation of completion of the stage.

8. Generation of Super – Hash (Bid Closing):

After the time of submission of Bid Seal (Hash) by the Suppliers has lapsed, the bid round will be closed and the authorized Official from the Public Body will generate a Super Hash which shall be digitally signed by the Official. The Super Hash will be made public.

9. Decryption and Re - Encryption Bids:

During this stage all the Suppliers who have completed the Bid Preparation and Hash Submission stage have to decrypt the Bid Data using their Digital Certificate and re-encrypt the Bid Data within the specified time as stated in the time schedule. During the process, the Suppliers will not be able to modify the Bid data in any way.

The encrypted data of only those Bidders who have submitted their Bid Seals (Hashes) within the stipulated time, as per the tender time schedule (Key Dates), will be accepted by the system. A Bidder who has not submitted Bid Seals (Hashes) within the stipulated time will not be allowed to decrypt and re-encrypt his Bid Data.

Failure to complete this stage will render their status as incomplete for this stage and their bid will not be available during the Bid opening stage.

The Suppliers get receipt for confirmation of completion of the stage.

10. Submission of Bid Security Deposit / Samples:

The Bidders shall submit their Bid Security / any Item Samples, if required for the Invitation to Bid as usual in a physically sealed envelope/parcel and the same should reach the designated Office of the Public Body as stated in the Notice Inviting Bids.

The Bidders have to upload scanned copy of Bid Security Deposit online during the Bid Preparation and Hash Submission stage.

11. Bid Opening:

The authorized Officer of the Public Body shall first open the online envelopes submitted by the Suppliers in the presence of the Suppliers or their authorised representatives who choose to be present in the order of opening. This process will be done online.

He will match the Bid Seal (Hash) of each envelope with the hash submitted by the Suppliers during the **Bid Preparation and Hash Submission** stage. In the event of a mismatch, the Bid Data in question shall be liable for a due process of verification. After matching the Bid Seals, the Official will also match the Super Hash generated during opening of the Bids along with the Super Hash value generated during the Bid Closing stage. In the event of a mismatch, the process shall be liable for verification.

The Official of the Public Body shall then open the physical envelopes containing the Bid Security Deposit envelope of all the Suppliers and verify the scanned copy of the Bid Security Deposit uploaded by the Suppliers, if required for the Invitation to Bid.

Where samples have been requested, the Official shall open them and record the details of the supplier to match same with the online bids.

12. Clarifications:

After opening, in case if the Officials from the Public Body requires any clarifications from the Suppliers, it will contact the respective Supplier offline for the time being.

13. Evaluation of Bids:

After opening, Public Body will conduct the evaluation of bids online for open advertised bidding process. For procurement in respect of Informal Quotation, Requests For Quotation and Restricted bidding for values less than Rs 5 million, evaluation of bids is offline.

14. Notification of Evaluation Results:

Bidders will be notified of the evaluation results offline.

15. Challenge and Appeal:

For the time being, this process will be performed manually at the office of the Public Body.

16. Award of contracts:

Successful Bidder will be awarded the contract online. However, certain processes like the submission of Performance Guarantee and Signing of Contract will be performed offline. Public Body officers will record the offline process and upload copy of supporting documents online.

For any further queries, Bidders may kindly contact the helpdesk for e-Procurement System on weekdays from 9:00 a.m. to 4:00 p.m.:

Telephone number: +230 201 1530

Email Address: eprocdesk@govmu.org