



# Expression of Interest (EOI)

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## Consultancy Services for a Property Project

Reference No. SIC-EOI-2026-CD001

01 April 2026

State Insurance Company of Mauritius Ltd | Business Registration No. C07007065

SICOM Building, Sir Célécourt Antelme Street, Port Louis, 11302

t: (230) 203 8400 | f: (230) 208 7662

[sicom.mu](http://sicom.mu)





## Introduction

The State Insurance Company of Mauritius Ltd (SICOM) leases a plot of land of an extent of 4.86 arpents in the Cote D'Or Data Technology Park, located in Cote D'Or, Mauritius where it intends to construct a modern energy efficient, sustainable and smart office building to serve as its headquarters.

The new SICOM building shall be a fully-fitted landmark building designed to support culture change and improve work environment, with efficient spatial layout, modern workplaces, flexible layouts, technology driven and collaborative spaces that foster creativity, productivity and teamwork. The building shall promote healthy indoor air quality, natural and automated lighting, energy management systems and tech-enabled designs geared towards creating a smarter office environment.

## Proposed Development

- GEA: 8,000sqm minimum
- Fully fitted out interiors
- LEED/EDGE/WELL/BREEAM green building certifications
- Emphasis on:
  - Employee wellbeing
  - Collaborative spaces
  - Modern work environment
  - Innovative and flexible workspace design
- Architectural Design
  - Iconic, modern and sleek façade
  - Optimized for natural light, ventilation, shading
  - Solar reflective glass, metallic louvers/screen
  - Accessible design for all (ramps, handrails, etc.)
  - Harmonises with surrounding development
- Interior Design
  - Flexible seating (hot desks, hubs, fixed desks, etc.)
  - Collaboratives zones, café-style spaces
  - Sustainability and biophilic elements – greenery, natural ventilation, etc.
  - Accommodates virtual collaborations
- New Trends
  - Sustainability
  - Intelligent building systems
  - Social interaction spaces
  - High GLA efficiency
- Amenities
  - Executive Board rooms, conference/training rooms and meeting rooms with technology-enabled rooms
  - Technology-enabled training and collaborative rooms
- Ground Floor
  - Reception and lobby
  - Customer lounge
  - Café
  - Convenience store/s, Retail/commercial spaces
- Roof Top Restaurant

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- Relaxation and creativity zones
- Accessible to tenants and external visitors
- Building Services
  - State of the art systems
  - Inverter AC & Ventilation
  - Fire detection & fighting
  - Access control, CCTV & Secure networking
  - Energy efficient electrical system
  - Dual generators
  - Lightning protection
  - Building acoustics & public address systems
  - Regenerative lifts
- Strong focus on business continuity and cost efficiency
  - Shaded green parking areas
  - Landscaped zones matching building aesthetics
  - Adequate parking allocation for all tenants
  - Designed for environmental harmony
- Nature Integration
  - Nature walkway for staff well-being
  - Landscaped gardens
  - Biodiversity preservation initiatives with Mauritius Wildlife Foundation
  - Activities designed to enhance team building, mindfulness and corporate culture.

SICOM is soliciting an Expression of Interest from interested Consultancy Firms who wish to participate in an Expression of Interest (EOI) exercise for the forthcoming property development project in the following disciplines:

1. Architectural Services	2. Interior Design (including Space Planning) Services
3. Civil & Structural Engineering Services	4. MEP, FLS, AV & ICT Engineering Services
5. Quantity Surveying Services	6. Landscaping Services

### Terms of Reference

The appointment of the Lead Consultant shall follow a two-stage process. The EOI stage is the pre-qualification stage to establish a list of suitable applicants/consultants to move to Stage 2, where shortlisted applicants/consultants will be invited to submit a full Request for Proposal based on QCBS method. The Lead Consultant shall draw from a multi-disciplinary and experienced team of experts and with a proven track record in development of commercial properties with green building certifications.

### Information to be Submitted

Interested parties are requested to prove their ability to perform the services by submitting the following information in the annexed forms which shall constitute the basis for the preselection of Consultants.

The prequalification documents in English language must comprise at least the following documents:

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- (a) Description of the Consultancy Firm, including company profile, copy of certificate of incorporation, BRN & VAT certificate, CIA/CIDB registration certificates, organizational chart, sector of activity and capability to provide Consultancy Services in their respective fields.
  - (b) Details in case of association between two or more consultancy firms and identification of Lead Consultancy firm, where applicable.
  - (c) Demonstrate proven track record in projects of similar nature (high rise commercial building with green building certifications) and complexity that they have successfully completed;
  - (d) Current commitments on all contracts that have been awarded, prospective contracts for which they have tendered and are being considered for an award and contracts that are approaching completion.
  - (e) List of commercial projects undertaken, with total construction value higher than Rs 500 million executed during the past 15 years as Consultant with list of clients' names and project value and team members involved.
  - (f) Academic and professional qualifications and experience of Key Personnel and their current availability.
  - (g) Number of qualified personnel and administrative staff.
  - (h) Availability of key personnel to undertake major projects in the forthcoming 3 years.
  - (i) Average annual consultancy turnover based on certified payments received for services in progress or completed within the last three (3) years.
  - (j) Copy of audited financial statements for the past 3 years.
  - (k) List of shareholders and directors of the company.
- Details of any contract non-performance, pending litigation or arbitration;
- (l) Any other documents that provide relevant information on the financial and technical status and technical qualifications and experience of the applicant.

### Terms and Conditions applying to EOI Process

#### 1. *No Legal Relationship*

The information to be provided does not constitute an offer in relation to participation in the RFP process.

#### 2. *Reservation of Rights*

Notwithstanding the above, SICOM may conduct evaluation of the EOI submission, and any selection or short listing of proponents in connection with the proposed project, in a manner it thinks fit. SICOM reserves the right, in its absolute discretion and at any time without notice to any proponent to:

- a) Change the structure, procedures and timing of the EOI process,
- b) Take into account any information from its own and other sources in evaluating an EOI submitted,

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- c) Request further information from any proponent in order to clarify any matter relating to the proponent's EOI submission,
  - d) Conduct due diligence investigations as required and in any manner considered appropriate,
  - e) Draw on outside expertise as required,
  - f) Terminate further participation in the EOI process by any proponent,
  - g) Allow further organizations to participate in overall competitive process for the project at any time (whether or not they have submitted an EOI)
  - h) Amend the scope of the EOI invitation
  - i) Refuse to consider any EOI including those lodged by means other than in accordance with this EOI invitation; lodged after the closing date and time; and, not conforming with this EOI invitation in any respect.
3. *Confidentiality and Privacy*
- a) All documents and information provided by proponents will be stored securely and held in confidence, except to the extent that disclosure is required for audit or legal purposes or any other legislative requirements or as required or envisaged by this EOI invitation.
  - b) Proponents agree and acknowledge that it is not a breach of confidentiality to submit information of a confidential nature or concerns the business, professional, commercial or financial affairs of a proponent
4. *Costs to be borne by Proponents*
- a) Proponents are responsible for all costs associated with the preparation and submission of the EOI response. SICOM shall not be responsible for or pay or reimburse, any costs, expense or loss which may be incurred by a proponent in preparation of this EOI, attending any meetings, providing any further information, and as a result of any modification or termination of the EOI process.

**Note:** Should any adverse media reports or similar information be identified during the Client's internal compliance review, whether before shortlisting or at any stage prior to selection, the Client reserves the right, at its sole discretion, to disqualify the Interested Party from further consideration. The Client shall not be required to provide any reasons for such decision and shall not be liable for any loss, damage, or costs arising as a result.

### **Request for Clarifications**

Any request for clarification relating to this Expression of Interest shall be submitted in writing by email to [sicom.property@sicom.mu](mailto:sicom.property@sicom.mu), quoting Ref: SIC-EOI-2026-CD001 in the subject line.

Such requests must reach SICOM no later than five (5) calendar days prior to the Closing Date. SICOM shall not be obliged to reply to any request received after the stipulated deadline and reserves the right to issue clarifications, addenda, or corrigenda, as it may deem necessary, at its sole discretion.

### **Submission of Proposals**

Your application, addressed to the Group Chief Executive Officer, must be deposited at latest before 15 April 2026 at 13.30 hrs (Mauritian time) in the Tender Box located at the Ground Floor, SICOM Building 1, Sir Celicourt Antelme Street, Port Louis, before the closing date and time. Bids may also be sent to the following email address: [sicom.property@sicom.mu](mailto:sicom.property@sicom.mu), before the deadline.

**Late applications will not be accepted.**

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*SICOM reserves the right to accept or reject any or all of the applications received, and to cancel this process at any time prior to selection without incurring any liability towards any applicant.*

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APPLICATION FORM (1)

## GENERAL INFORMATION

*All individual firms/consultants applying for the Expression of Interest are requested to complete the information in this form. Nationality information should be provided for all owners or applicants who are partnerships or individually-owned firms.*

<b>1</b>	<b>Name of firm</b>	
<b>2</b>	<b>Head office address</b>	
<b>3</b>	<b>Telephone</b>	<b>Contact</b>
<b>4</b>	<b>Fax</b>	<b>E-mail</b>
<b>5</b>	<b>Place of Incorporation / Registration</b>	<b>Year of Incorporation / Registration</b>

<b>Nationality of Owners / Shareholders</b>		
	<b>Name</b>	<b>Nationality</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		



APPLICATION FORM (2)

## BRIEF DESCRIPTION OF ORGANISATION

**Name of Applicant or partner of a joint venture/consortium/association**

.....

*All individual firms/consultants are requested to complete this form. The information supplied should include the structure of the organization, the general staffing, logistics and support.*

*Applicants may enclose testimonials, certificates, and publicity material with their applications. However, they will not be taken into account in the evaluation of qualifications.*

STRUCTURE OF THE FIRM	GENERAL STAFFING	LOGISTICS AND SUPPORT



APPLICATION FORM (3)

## PARTICULAR EXPERIENCE RECORD

**Name of Applicant or partner of a joint venture/consortium/association**

.....

*To enable evaluation and short-listing, the Applicant shall be required to fill in the form (3A)*

*On a separate page, using the format of Form (3A), the Applicant is requested to list all projects of a similar nature and complexity to the present assignment for design and construction supervision undertaken **during the last 15 years** and based on which the Applicant wishes to be short-listed. The information is to be summarized, using Form (3A), for each consultancy contract completed or under execution (at least 70% complete), by the Applicant or by each partner of a joint venture/consortium/association*

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APPLICATION FORM (3A)

## DETAILS OF ASSIGNMENTS/CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

Name of Applicant or partner of a joint venture/consortium/association

.....

*Use a separate sheet for each contract.*

1	<b>Number of Contract</b>	
	<b>Name of Contract</b>	
	<b>Country</b>	
2	<b>Name of Employer</b>	
3	<b>Employer address</b>	
4	<b>Brief description of services provided and special features relevant to the contract based on which the Applicant wishes to be short-listed</b>	
5	<b>Contract role (check one)</b> <input type="checkbox"/> Sole party <input type="checkbox"/> Management Consultant <input type="checkbox"/> Sub-consultant <input type="checkbox"/> Partner in a joint venture	
6	<b>Date of award</b>	7 <b>Date of completion/Extension of time, if any</b>
8	<b>Name of associate Consultants (if any)</b>	
9	<b>Contract/subcontract duration (years and months)</b> __ years                              __ months	
10	<b>Specified requirements</b>	
11	<b>Value of Contract in contract Currency</b>	



APPLICATION FORM (4)

## CURRENT CONTRACT COMMITMENTS / SERVICES IN PROGRESS

Name of Applicant or partner of a joint venture/consortium/association

.....

*Applicants and each partner to an application should provide information on their current commitments on all contracts of **similar nature and complexity** that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion.*

	Name of Contract	Value (current MUR equivalent)	Start date and Scheduled completion date
1.			
2.			
3.			
4.			
5.			
6.			



## PERSONNEL CAPABILITIES

**Name of Applicant or partner of a joint venture/consortium/association**

.....

*For specific positions essential to contract implementation, applicants should provide the name of a key personnel qualified to meet the requirements for each position. The data on their experience should be supplied in separate sheets using one Form (5A) for each candidate.*

<b>1</b>	<b>Title of Position</b>
	<b>Name of Key Personnel</b>
<b>2</b>	<b>Title of Position</b>
	<b>Name of Key Personnel</b>
<b>3</b>	<b>Title of Position</b>
	<b>Name of Key Personnel</b>
<b>4</b>	<b>Title of Position</b>
	<b>Name of Key Personnel</b>

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APPLICATION FORM (5A)

## KEY PERSONNEL SUMMARY

Name of Applicant or partner of a joint venture/consortium/association

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<b>Position</b>		
<b>Key Personnel Information</b>	<b>1. Full Name</b>	<b>2. Date of birth</b>
	<b>3. Professional Qualifications</b>	
<b>Present Employment</b>	<b>4. Name of Employer</b>	
	<b>Address of Employer</b>	
	<b>Telephone</b>	<b>Contact (name of manager)</b>
	<b>Fax</b>	<b>E-mail</b>
	<b>Job title of Key Personnel</b>	<b>Years with Present Employer</b>

Summarize professional experience over at least the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the assignment.

From	To	Company / Project / Position / Relevant technical and management experience

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APPLICATION FORM (6A)

## FINANCIAL STANDING

[The following table shall be filled in for the Applicant and for each partner if in a Joint Venture/consortium/ association]

Applicant's Legal Name: [insert full name]

Date: [insert day, month, year]

Applicant's Party Legal Name: [insert full name if applicable]

Contract No. and title: [insert Contract number and title]

Page [insert page number] of [insert total number] pages

<i>Financial information</i>	<i>Historic information for previous <u>[insert number]</u> years, [insert in words]</i>				
	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year ...</i>	<i>Year n</i>
<b>Information from Balance Sheet</b>					
<i>Total Assets (TA)</i>					
<i>Total Liabilities (TL)</i>					
<i>Net Worth (NW)</i>					
<i>Current Assets (CA)</i>					
<i>Current Liabilities (CL)</i>					
<b>Information from Income Statement</b>					
<i>Total Revenue (TR)</i>					
<i>Profits Before Taxes (PBT)</i>					

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APPLICATION FORM (6B)

## AVERAGE ANNUAL TURNOVER

[The following table shall be filled in for the Applicant and for each partner if in a Joint Venture/consortium/ association]

Applicant's Legal Name: [insert full name]

Date: [insert day, month, year]

Applicant's Party Legal Name: [insert full name, if applicable]

Contract No. and title: [insert Contract number and title]

Page [insert page number] of [insert total number] pages

<b>Annual turnover data (consultancy only)</b>	
<b>Year</b>	<b>Amount and Currency</b>
<b>[indicate year]</b>	<b>[insert amount]</b>
<b>Average Annual Consultancy Turnover *</b>	

\* Average annual consultancy turnover based on total certified payments received for services in progress or completed, within the last three years.

### Notes for Financial documents:

The Applicant and its parties shall provide copies of the full set of readily available financial statements for the last three consecutive financial years. The financial statements shall:

- (a) Reflect the financial situation of the Applicant or partner to a JV, and not sister or parent companies.
- (b) Be audited by a certified accountant.
- (c) Be complete, including all notes to the financial statements.
- (d) Correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted). (Attach copies of financial statements (balance sheets, including all related notes, and income statements) for the 3 years; and complying with the requirement.

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## Application Form (7)

### CONTRACT NON-PERFORMANCE, PENDING LITIGATION AND LITIGATION HISTORY

*Name of Applicant or partner of a joint venture/consortium/association*

.....

1	<i>Name of Project:</i>
2	<i>Name and contact details of Client:</i>
3	<i>Project Value in Contract Currency:</i>
4	<i>Amount under Litigation:</i>
5	<i>Year of Litigation:</i> <i>From..... To .....</i>
6	<i>Entity(ies) involved in Litigation:</i>
7	<i>Party who initiated the dispute:</i>
8	<i>Description of Litigation:</i>
9	<i>Damages claimed/ settled:</i>
10	<i>Status and outcome of Litigation:</i>
11	<i>Reference Contact (e.g. Arbitrators, Mediators etc.):</i>

**Note: Applicants should provide details on contract non-performance, pending litigation and litigation history (if any) over the last 15 years as per above format.**

**Each entity shall submit a separate form if applicable.**

**The Client reserves the right to confirm from Clients of the Applicant the information submitted on previous projects.**