



PROCUREMENT NOTICE

OPEN NATIONAL BIDDING

(Authorised under Section 16 of the Public Procurement Act 2006)

RENEWAL OF MICROSOFT 365 LICENSES AND SUPPORT FOR A PERIOD OF ONE YEAR

CONTRACT MPA 676/2025

e-Procurement Reference No.: MPA/IFB/2025/234

The Mauritius Ports Authority (MPA) is inviting bids from local bidders through the Government e-Procurement System for the **Renewal of Microsoft 365 Licenses and Support for a period of one year** as more fully described in the bidding document.

Bidding exercise will be conducted through Open National Bidding Method according to the rules and regulations of the Republic of Mauritius.

Qualification Requirements

- Bidder must have at least five years of experience in implementing Microsoft 365;
- Bidder should have carried out the implementation of Microsoft 365 for a size of at least 100 user licenses in an organization in the last 5 years; and
- other qualifying criteria mentioned in the bidding document.

Submission of bids

Bidding documents may be downloaded from the Government e-Procurement System <https://eproc.publicprocurement.govmu.org>. Reference Number on the system: **MPA/IFB/2025/234**.

Bids for the above must be submitted online on the e-Procurement System at latest by **Monday 18 August 2025 at 15.00 hours**.

Bidders who have submitted bids online by the closing date and time shall decrypt and re-encrypt their bids on **Monday 18 August 2025 as from 16.01 hours up to Tuesday 19 August 2025 at 14.00 hours**.

Bids will be opened online at the Mauritius Ports Authority on **Tuesday 19 August 2025** as from **14.05 hours** in the presence of bidders or their representatives who choose to attend.

The Mauritius Ports Authority reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of the Contract, without thereby incurring any liability to any Bidder.

Registration of bidders on the e-Procurement System (e-PS)

All potential bidders are kindly requested to register their companies on the e-Procurement System, **as registration is mandatory for submitting bids online**. For guidance on the registration process, please refer to the manual and video available under the 'How to?' menu on the e-PS website: <https://eproc.publicprocurement.govmu.org/login>.

Furthermore, it is **mandatory** for bidders to use a Digital Signature Certificate (DSC) for encryption/decryption of their bid data and for digital signing of bids. A DSC for the e-Procurement Class can be purchased from the Certification Authority MauSign by applying online on the website <https://mausign.govmu.org/>.

In order to initiate suppliers on e-PS, the Procurement Policy Office organises regular training sessions on the e-Procurement System. These training sessions are usually held at the Procurement Policy Office, 8th Floor, E. Anquetil Building, Port Louis, Mauritius, over 2 half days and include a theoretical / demonstration component on the first day followed by a practical session on the second day.

The Procurement Policy Office also provides support to the users of e-PS through its dedicated Help Desk operating during business hours. You may contact them for assistance or for requests for training via email eprocdesk@govmu.org.

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