



Department of Civil Aviation

BIDDING DOCUMENT

Ref: NCS/SBD11/11-21

for

Provision of Third Party Airport Liability Insurance

**Procurement Reference No. : CAV/QUO No.
17 of 2025 – 26**

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Summary Description

These Standard Bidding Documents for Procurement of non-Consultancy services apply either when a prequalification process has taken place before bidding or when a prequalification process has not taken place before bidding (provided alternative documents are selected as applicable). A brief description of these documents is given below.

SBD for Procurement of Services

Summary

PART I – BIDDING PROCEDURES

Section I: Instructions to Bidders (ITB)

This Section provides relevant information to help Bidders prepare their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of Contracts. **Section I contains provisions that are to be used without modification.**

Section II. Bidding Data Sheet (BDS)

This Section consists of provisions that are specific to each procurement and that supplement the information or requirements included in Section I, Instructions to Bidders.

Section III: Bidding Forms

This Section contains the forms which are to be completed by the Bidder and submitted as part of his Bid.

PART II – ACTIVITY SCHEDULE

Section IV. Activity Schedule

This Section contains the activity schedule.

Section V. Performance Specifications and Drawings

This section contains Specifications that are intended only as information for the Employer or the person drafting the bidding documents. **They should not be included in the final documents.**

PART III – *CONDITIONS OF CONTRACT AND CONTRACT FORMS*

Section VI. General Conditions of Contract (GCC)

This Section contains the general clauses to be applied in all contracts. **The text of the clauses in this Section shall not be modified.**

Section VII. Special Conditions of Contract

The contents of this Section supplement the General Conditions of Contract and shall be prepared by the Employer.

Section VIII: Contract Forms

This Section contains forms which, once completed, will form part of the Contract. The format of **Advance Payment Guarantee, Performance Security, Letter of Acceptance and Contract.**

Part I – Bidding Procedures

Section I. Instructions to Bidders

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Instructions to Bidders

A. General

1. **Scope of Bid**
 - 1.1 The Public Body referred to herein after as the Employer, as defined in the **Bidding Data Sheet (BDS)**, invites bids for the Services, as described in the **BDS**. The name and identification number of the Contract is **provided in the BDS**.
 - 1.2 The successful Bidder will be expected to complete the performance of the Services by the Intended Completion Date **provided in the BDS and the SCC Clause 2.3**.
2. **Public Entities Related to Bidding Documents and to Challenge and Appeal**
 - 2.1 The public entities related to these bidding documents are the Public Body, acting as procurement entity(Employer), the Procurement Policy Office, in charge of issuing standard bidding documents and responsible for any amendment these may require, the Central Procurement Board in charge of vetting bidding documents, receiving and evaluating bids in respect of major contracts and the Independent Review Panel, set up under the Public Procurement Act 2006 (hereinafter referred to as the Act).
 - 2.2 Unsatisfied bidders shall follow procedures prescribed in Regulations 48, 49 and 50 of the Public Procurement Regulations 2008 to challenge procurement proceedings and award of procurement contracts or to file application for review at the Independent Review Panel.
 - 2.3 Challenges and applications for review shall be forwarded to the addresses indicated **in the BDS**;
3. **Corrupt or Fraudulent Practices**
 - 3.1 The Government of the Republic of Mauritius requires that bidders/suppliers/contractors, participating in procurement in Mauritius, observe the highest standard of ethics during the procurement process and execution of contracts.
 - 3.2 Bidders, suppliers and public officials shall be aware of the provisions stated in sections 51 and 52 of the Public Procurement Act which can be consulted on the website of the Procurement Policy Office (PPO) : ppo.govmu.org.
 - 3.3 The Employer will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or

obstructive practices in competing for the contract in question;

For the purposes of this Sub-Clause:

(i) “corrupt practice”¹ is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

(ii) “fraudulent practice”² is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(iii) “collusive practice”³ is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

(iv) “coercive practice”⁴ is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

(v) “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

3.4 The Public Body commits itself to take all measures necessary to prevent fraud and corruption and ensures that none of its staff, personally or through his/her close relatives or through a third party, will in connection with the bid for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to. If the Public Body obtains

¹ For the purpose of this Contract, “another party” refers to a public official acting in relation to the procurement process or contract execution.

² For the purpose of this Contract, “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

³ For the purpose of this Contract, “parties” refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non competitive levels.

⁴ For the purpose of this Contract, “party” refers to a participant in the procurement process or contract execution.

information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of Mauritius or if there be a substantive suspicion in this regard, he will inform the relevant authority(ies) and in addition can initiate disciplinary actions. Furthermore, such bid shall be rejected.

4. Eligible Bidders

4.1 Subject to ITB 4.4, a Bidder, and all parties constituting the Bidder, may have the nationality of any country except in the case of open national bidding where the bidding documents may limit participation to citizens of Mauritius or entities incorporated in Mauritius, if so qualified in the BDS. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or service providers for any part of the Contract.

4.2 All bidders shall provide in Section III, Bidding Forms, a statement that the Bidder (including all members of a joint venture and subcontractors) is not associated, nor has been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design, specifications, and other documents for the Project or being proposed as Project Manager for the Contract.

4.3 (a) A Bidder that is under a declaration of ineligibility by the Government of Mauritius in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.

(b) Bids from service providers appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available on the PPO's website: *ppo.govmu.org*.

4.4 A firm shall be excluded if by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Mauritius prohibits any import of goods or contracting of works or services from a country where it is based or any payment to persons or entities in that country.

- 4.5 Government-owned enterprises in the Republic of Mauritius shall be eligible only if they can establish that they:
- (i) are legally and financially autonomous;
 - (ii) operate under commercial law, and
 - (iii) are not a dependent agency of the Purchaser.
- 4.6 Bidders shall provide such evidence of their continued eligibility satisfactory to the Employer, as the Employer shall reasonably request.
- 5. Qualification of the Bidder**
- 5.1 All bidders shall provide in Section III, Bidding Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
- 5.2 (a) In the event that prequalification of potential bidders has been undertaken **as stated in the BDS**, only bids from prequalified bidders shall be considered for award of Contract, in which case the provisions of sub-clauses 5.3 to 5.6 hereafter shall not apply. These qualified bidders should submit with their bids any information updating their original prequalification applications or, alternatively, confirm in their bids that the originally submitted prequalification information remains essentially correct as of the date of bid submission. The update or confirmation should be provided in Section IV.
- (b) If, after opening of bids, where prequalification has not been undertaken, it is found that any of the document listed in 5.3 and 5.4 is missing the Employer may request the submission of that document subject to the bid being substantially responsive as per clause 27. The non-submission of the document by the Bidder within the prescribed period may lead to the rejection of its bid.
- 5.3 If the Employer has not undertaken prequalification of potential bidders, all bidders shall include the following information and documents with their bids in Section IV, unless otherwise **stated in the BDS**:
- (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business;
 - (b) written power of attorney of the signatory of the Bid or any other acceptable document to commit the Bidder and as otherwise **specified in the BDS**.

- (c) total monetary value of Services performed for each of the last five years;
 - (d) experience in Services of a similar nature and size for each of the last five years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;
 - (e) list of major items of equipment proposed to carry out the Contract;
 - (f) qualifications and experience of key site management and technical personnel proposed for the Contract;
 - (g) reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the past five years;
 - (h) evidence of adequacy of cash-flow for this Contract (access to line(s) of credit and availability of other financial resources);
 - (i) authority to the Employer to seek references from the Bidder's bankers;
 - (j) information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount; and
 - (k) proposals for subcontracting components of the Services amounting to more than 10 percent of the Contract Price.
- 5.4 Bids submitted by a joint venture of two or more firms as partners shall comply with the following requirements, unless otherwise stated in the **BDS**:
- (a) the Bid shall include all the information listed in ITB Sub-Clause 5.3 above for each joint venture partner;
 - (b) the Bid shall be signed so as to be legally binding on all partners;
 - (c) the Bid shall include a copy of the agreement entered into by the joint venture partners defining the division of assignments to each partner and establishing that all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms; alternatively, a Letter of Intent to execute a joint venture agreement in the event of a successful bid shall be

signed by all partners and submitted with the bid, together with a copy of the proposed agreement;

- (d) one of the partners shall be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture; and
- (e) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

5.5 To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria, **unless otherwise specified in the BDS**:

- (a) a minimum average annual financial amount of work over the period **specified in the BDS**.
- (b) experience as prime contractor in the provision of at least two service contracts of a nature and complexity equivalent to the Services over the last 5 years (to comply with this requirement, Services contracts cited should be at least 70 percent complete) **as specified in the BDS**;
- (c) proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment **listed in the BDS**;
- (d) a Contract Manager with five years' experience in Services of an equivalent nature and volume, including no less than three years as Manager; and
- (e) liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than the amount specified in the **BDS**.

A consistent history of litigation or arbitration awards against the Applicant or any partner of a Joint Venture may result in disqualification.

5.6 The figures for each of the partners of a joint venture shall be added together to determine the Bidder's compliance with the minimum qualifying criteria of ITB Sub-Clause 5.5(a), (b) and (e); however, for a joint venture to qualify the partner in charge must meet at least 40 percent of those minimum criteria for an individual Bidder and other partners at least 25% of the criteria. Failure to comply with this requirement will result in rejection of the joint venture's Bid. Subcontractors' experience and resources will not be taken into account in determining the

Bidder's compliance with the qualifying criteria, unless otherwise **stated in the BDS**.

- 6. Conflict of Interest**
- 6.1 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if :
- (a) they have a controlling partner in common; or
 - (b) they receive or have received any direct or indirect subsidy from any of them; or
 - (c) they have the same legal representative for purposes of this bid; or
 - (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Employer regarding this bidding process; or
 - (e) a Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid; or
 - (f) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid.
- 7. Cost of Bidding**
- 7.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible or liable for those costs.
- 8. Site Visit/Pre-bid Meeting**
- 8.1 (a) The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense.
- (b) A pre-bid meeting shall be held if so indicated **in the BDS** to allow bidders to obtain clarifications on the bidding documents. Any information given in the course of the meeting that may have an incidence in the preparation of the bids shall be issued by the Public Body as addendum after the meeting, as

per ITB 11.2, to form part of the Bidding Documents.

B. Bidding Documents

9. Content of Bidding Documents

9.1 The set of bidding documents comprises the documents listed in the table below and addenda issued in accordance with ITB Clause 11:

Section I	Instructions to Bidders
Section II	Bidding Data Sheet
Section III	Bidding Forms
Section IV	Activity Schedule
Section V	Scope of Service and Performance Specifications
Section VI	General Conditions of Contract
Section VII	Special Conditions of Contract
Section VIII	Contract Forms

9.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid. Sections III and IV should be completed and returned with the Bid in the number of copies specified in the **BDS**.

10. Clarification of Bidding Documents

10.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Employer in writing or by facsimile at the Employer's address indicated in the invitation to bid. The Employer will respond to any request for clarification received earlier than 14 days (*21 days for international bids*) prior to the deadline for submission of bids and by the date indicated in **the BDS**. Copies of the Employer's response will be forwarded to all purchasers of the bidding documents, including a description of the inquiry, but without identifying its source.

11. Amendment of Bidding Documents

11.1 Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing addenda.

11.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by cable to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum in writing to the Employer.

- 11.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend, as necessary, the deadline for submission of bids, in accordance with ITB Sub-Clause 21.2 below.

C. Preparation of Bids

12. Language of Bid

- 12.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bidding Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.
- 12.2 Notwithstanding the above, documents in French submitted with the bid may be accepted without translation.

13. Documents Comprising the Bid

- 13.1 The Bid submitted by the Bidder shall comprise the following:
- (a) The Form of Bid (in the format indicated in Section III);
 - (b) Bid Security or Bid Securing declaration (where applicable);
 - (c) Priced Activity Schedule;
 - (d) Qualification Information Form and Documents;
 - (e) Alternative offers where invited;

and any other materials required to be completed and submitted by bidders, as **specified in the BDS**.

- 13.2 Bidders bidding for this contract together with other contracts stated in the IFB to form a package will so indicate in the bid together with any discounts offered for the award of more than one contract

14. Bid Prices

- 14.1 The Contract shall be for the Services, as described in Appendix A to the contract and in the Specifications, Section IV, based on the priced Activity Schedule, Section V, submitted by the Bidder.
- 14.2 The Bidder shall fill in rates and prices for all items of the Services described in Section IV-the Scope of Service and Performance Specifications and listed in Section V the Activity Schedule, Items for which no rate or price is entered by the

Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.

- 14.3 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the total Bid price submitted by the Bidder.
- 14.4 If **provided for in the BDS**, the rates and prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.6 of the General Conditions of Contract and/or Special Conditions of Contract. The Bidder shall submit with the Bid all the information required under the Special Conditions of Contract and of the General Conditions of Contract.
- 14.5 For the purpose of determining the remuneration due for additional Services, a breakdown of the lump-sum price shall be provided by the Bidder in the form of Appendices D and E to the Contract.

15. Currencies of Bid and Payment

- 15.1 The lump sum price shall be quoted by the Bidder separately in the following currencies:
- (a) for those inputs to the Services which the Bidder expects to provide from within the Republic of Mauritius, the prices shall be quoted in Mauritian Rupees; and
 - (b) for those inputs to the Services which the Bidder expects to provide from outside the Republic of Mauritius, the prices shall be quoted in up to any three hard currencies.
- 15.2 Bidders shall indicate details of their expected foreign currency requirements in the Bid.
- 15.3 Bidders may be required by the Employer to justify their foreign currency requirements and to substantiate that the amounts included in the Lump Sum are reasonable and responsive to ITB Sub-Clause 15.1.

16. Bid Validity

- 16.1 Bids shall remain valid for the period **specified in the BDS**.
- 16.2 In exceptional circumstances, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing or by facsimile. A Bidder may refuse the request without forfeiting the Bid Security. A Bidder agreeing to the request will not be required or permitted to otherwise modify the Bid, but will

be required to extend the validity of Bid Security/Bid Securing Declaration for the period of the extension, and in compliance with ITB Clause 17 in all respects.

16.3 In the case of contracts in which the Contract Price is fixed (not subject to price adjustment), if the period of bid validity is extended by more than 60 days, the amounts payable in local and foreign currency to the Bidder selected for award, shall be increased by applying to both the local and the foreign currency component of the payments, respectively, the factors specified in the request for extension, for the period of delay beyond 60 days after the expiry of the initial bid validity, up to the notification of award. Bid evaluation will be based on the Bid prices without taking the above correction into consideration.

17. Bid Security

17.1 The Bidder shall furnish, as part of the Bid, a Bid Security or a Bid-Securing Declaration, if required, as **specified in the BDS**.

17.2 The Bid-Securing Declaration shall be in the form of a signed subscription in the Bid Submission Form.

17.3 The Bid Security shall be in the amount **specified in the BDS** and denominated in Mauritian Rupees or a freely convertible currency, and shall:

- (a) be issued by a reputable overseas bank located in any eligible country or any commercial Bank/Insurance company operating in Mauritius selected by the Bidder
- (b) be substantially in accordance with the form of Bid Security included in Section III, Bidding Forms;
- (c) be payable promptly upon written demand by the Employer in case the conditions listed in ITB Sub-Clause 17.5 are invoked;
- (d) be submitted in its original form; copies will not be accepted;
- (e) remain valid for a period of 30 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB Sub-Clause 16.2;

17.4 If a Bid Security is required in accordance with ITB Sub-Clause 17.1, any bid not accompanied by a substantially responsive Bid Security in accordance with ITB Sub-Clause 17.1, shall be rejected by the Employer as non-responsive.

17.5 The Bid Security of unsuccessful Bidders shall be returned as

promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 35.

17.6 The Bid Security shall be forfeited or the Bid Securing Declaration executed:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 16.2; or
- (b) if a bidder refuses to accept a correction of an error appearing on the face of the Bid; or
- (c) if the successful Bidder fails to:
 - (i) sign the Contract in accordance with ITB Clause 34; or
 - (ii) furnish a Performance Security in accordance with ITB Clause 35.

17.7 The Bid Security or Bid- Securing Declaration of a JV must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security or Bid-Securing Declaration shall be in the names of all future partners as named in the letter of intent to constitute the JV.

17.8 If a bid security is **not required in the BDS**, and

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Letter of Bid Form, except as provided in ITB 16.2, or
- (b) if a bidder refuses to accept a correction of an error appearing on the face of the Bid; or
- (c) if the successful Bidder fails to:
 - (i) sign the Contract in accordance with ITB Clause 34; or
 - (ii) furnish a Performance Security in accordance with ITB Clause 35.

The Bidder may be disqualified to be awarded a public contract in the Republic of Mauritius for a period of time to be determined by the PPO.

18. Alternative Proposals by Bidders

18.1 **Unless otherwise indicated in the BDS**, alternative bids shall not be considered.

- 18.2 When alternative times for completion are explicitly invited, a statement to that effect will be **included in the BDS**, as will the method of evaluating different times for completion.
- 18.3 Except as provided under ITB Sub-Clause 18.4 below, bidders wishing to offer technical alternatives to the requirements of the bidding documents must first submit a Bid that complies with the requirements of the bidding documents, including the scope, basic technical data, graphical documents and specifications. In addition to submitting the basic Bid, the Bidder shall provide all information necessary for a complete evaluation of the alternative by the Employer, including calculations, technical specifications, breakdown of prices, proposed work methods and other relevant details. Only the technical alternatives, if any, of the lowest evaluated Bidder conforming to the basic technical requirements shall be considered by the Employer. Alternatives to the specified performance levels shall not be accepted.
- 18.4 When bidders are **permitted in the BDS** to submit alternative technical solutions for specified parts of the Services, such parts shall be described in the Specifications (or Terms of Reference) and Drawings, Section V. In such case, the method for evaluating such alternatives will be as **indicated in the BDS**.

19. Format and Signing of Bid

- 19.1 The Bidder shall prepare one original of the documents comprising the Bid as described in ITB Clause 11 of these Instructions to Bidders, bound with the volume containing the Form of Bid, and clearly marked "ORIGINAL." In addition, the Bidder shall submit copies of the Bid, in the number **specified in the BDS**, and clearly marked as "COPIES." In the event of discrepancy between them, the original shall prevail.
- 19.2 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, pursuant to Sub-Clauses 5.3(a) or 5.4(b), as the case may be. All pages of the Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.
- 19.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

D. Submission of Bids

- 20. Sealing and Marking of Bids**
- 20.1 The Bidder shall seal the original and all copies of the Bid in two inner envelopes and one outer envelope, duly marking the inner envelopes as “ORIGINAL” and “COPIES”.
- 20.2 The inner and outer envelopes shall
- (a) be addressed to the Employer at the address **provided in the BDS;**
 - (b) bear the name and identification number of the Contract as **defined in the BDS** and Special Conditions of Contract; and
 - (c) provide a warning not to open before the specified time and date for Bid opening as **defined in the BDS.**
- 20.3 In addition to the identification required in ITB Sub-Clause 20.2, the inner envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared late, pursuant to ITB Clause 22.
- 20.4 If the outer envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.
- 21. Deadline for Submission of Bids**
- 21.1 Bids shall be delivered to the Employer at the address specified above no later than the time and date **specified in the BDS.**
- 21.2 The Employer may extend the deadline for submission of bids by issuing an amendment in accordance with ITB Clause 11, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.
- 22. Late Bids**
- 22.1 Any Bid received by the Employer after the deadline prescribed in ITB Clause 21 will be returned unopened to the Bidder.
- 23. Modification and Withdrawal of Bids**
- 23.1 Bidders may modify or withdraw their bids by giving notice in writing before the deadline prescribed in ITB Clause 21.
- 23.2 Each Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with ITB Clauses 19 and 20, with the outer and inner envelopes additionally marked “MODIFICATION” or “WITHDRAWAL,” as appropriate.
- 23.3 No Bid may be modified after the deadline for submission of

Bids.

- 23.4 Withdrawal of a Bid between the deadline for submission of bids and the expiration of the period of Bid validity specified in the BDS or as extended pursuant to ITB Sub-Clause 16.2 may result in the forfeiture of the Bid Security or execution of the Bid Securing Declaration pursuant to ITB Clause 17.
- 23.5 Bidders may only offer discounts to, or otherwise modify the prices of their bids by submitting Bid modifications in accordance with this clause, or included in the original Bid submission.

E. Bid Opening and Evaluation

24. Bid Opening

- 24.1 The Employer will open the bids, including modifications made pursuant to ITB Clause 23, in the presence of the bidders' representatives who choose to attend at the time and in the place **specified in the BDS.**
- 24.2 Envelopes marked "WITHDRAWAL" shall be opened and read out first. Bids for which an acceptable notice of withdrawal has been submitted pursuant to ITB Clause 23 shall not be opened.
- 24.3 The bidders' names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, Bid modifications and withdrawals, the presence or absence of Bid Security/subscription to Bid Securing Declaration, and such other details as the Employer may consider appropriate, will be announced by the Employer at the opening. No bid shall be rejected at bid opening except for the late bids pursuant to ITB Clause 22; Bids, and modifications, sent pursuant to ITB Clause 23 that are not opened and read out at bid opening will not be considered for further evaluation regardless of the circumstances. Late and withdrawn bids will be returned unopened to the bidders.
- 24.4 The Employer will prepare minutes of the Bid opening, including the information disclosed to those present in accordance with ITB Sub-Clause 24.3.

25. Process to Be Confidential

- 25.1 Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process. Any effort by a Bidder to influence the Employer's processing of

bids or award decisions may result in the rejection of his Bid.

25.2 If, after notification of award, a bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to the Employer, who will provide written explanation. Any request for explanation from one bidder should relate only to its own bid; information about the bid of competitors will not be addressed.

26. Clarification of Bids

26.1 To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer's discretion, ask any Bidder for clarification of the Bidder's Bid, including breakdowns of the prices in the Activity Schedule, and other information that the Employer may require. The request for clarification and the response shall be in writing via e-mail or facsimile, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with ITB Clause 28.

26.2 Subject to ITB Sub-Clause 26.1, no Bidder shall contact the Employer on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Employer, he should do so in writing.

26.3 Any effort by the Bidder to influence the Employer in the Employer's bid evaluation or contract award decisions may result in the rejection of the Bidder's bid.

27. Examination of Bids and Determination of Responsiveness

27.1 Prior to the detailed evaluation of bids, the Employer will determine whether each Bid (a) meets the eligibility criteria defined in ITB Clause 4; (b) has been properly signed; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the bidding documents.

27.2 A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

27.3 If a Bid is not substantially responsive, it will be rejected by the

Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

- 28. Correction of Errors**
- 28.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Arithmetical errors will be rectified by the Employer on the following basis: if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.
- 28.2 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security shall be forfeited or the Bid Securing Declaration exercised and in accordance with ITB Sub-Clause 17.6(b).
- 29. Currency for Bid Evaluation**
- 29.1 The Employer will convert the amounts in various currencies in which the Bid Price, corrected pursuant to ITB Clause 28, is payable (excluding Provisional Sums but including Daywork where priced competitively) in Mauritian Rupees at the selling rates on the closing date, established for similar transactions by the Bank of Mauritius.
- 30. Evaluation and Comparison of Bids**
- 30.1 The Employer will evaluate and compare only the bids determined to be substantially responsive in accordance with ITB Clause 27.
- 30.2 In evaluating the bids, the Employer will determine for each Bid the evaluated Bid price by adjusting the Bid price as follows:
- (a) making any correction for errors pursuant to ITB Clause 28;
 - (b) excluding provisional sums and the provision, if any, for contingencies in the Activity Schedule, Section IV, but including Day work, when requested in the Specifications (or Terms of Reference) Section V;
 - (c) making an appropriate adjustment for any other acceptable variations, deviations, or alternative offers submitted in accordance with ITB Clause 18; and

(d) making appropriate adjustments to reflect discounts or other price modifications offered in accordance with ITB Sub-Clause 23.5.

30.3 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors, which are in excess of the requirements of the bidding documents or otherwise result in unsolicited benefits for the Employer will not be taken into account in Bid evaluation.

30.4 The estimated effect of any price adjustment conditions under Sub-Clause 6.6 of the General Conditions of Contract, during the period of implementation of the Contract, will not be taken into account in Bid evaluation.

31. Preference for Domestic Bidders 31.1 Margin of Preference shall not be applicable.

F. Award of Contract

- | | |
|---|--|
| 32. Award Criteria | <p>32.1 Subject to ITB Clause 33, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid price, provided that such Bidder has been determined to be (a) eligible in accordance with the provisions of ITB Clause 4, and (b) qualified in accordance with the provisions of ITB Clause 5.</p> <p>32.2 If, pursuant to ITB Sub-Clause 13.2 this contract is being let on a “slice and package” basis, the lowest evaluated Bid Price will be determined when evaluating this contract in conjunction with other contracts to be awarded concurrently. Taking into account any discounts offered by the bidders for the award of more than one contract.</p> |
| 33. Employer’s Right to Accept any Bid and to Reject any or all Bids | <p>33.1 Notwithstanding ITB Clause 32, the Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders.</p> |
| 34. Notification of Award and Signing of Agreement | <p>34.1 Prior to the expiration of the period of bid validity, the Employer shall, for contract amount above the prescribed threshold, notify the selected bidder of the proposed award and accordingly notify unsuccessful bidders. Subject to challenge and Appeal the Employer shall notify the selected Bidder, in writing, by a Letter of Acceptance for award of contract. It will state the sum that the Employer will pay to the Service Provider in consideration of the execution of the services by the Service Provider as prescribed by the Contract (hereinafter and in the Contract called the “Contract Price”). Within seven days from the issue of Letter of Acceptance the Employer shall publish on the Public Procurement Portal (publicprocurement.govmu.org) and the Employer’s website, the results of the Bidding process.</p> <p>34.2 The issue of the Letter of Acceptance will constitute the formation of the Contract.</p> <p>34.3 The Contract, in the form provided in the bidding documents, will incorporate all agreements between the Employer and the successful Bidder. It will be signed by the Employer and sent to the successful Bidder along with the Letter of Acceptance. Within 21 days of receipt of the Contract, the successful bidder shall sign the Contract and return it to the Employer, together</p> |

with the required performance security pursuant to Clause 35.

35. Performance Security

- 35.1 Within 21 days after receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Employer a Performance Security in the amount and in the form of a Bank/Insurance company Guarantee **stipulated in the BDS**, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the General Conditions of Contract.
- 35.2 If the Performance Security is provided by the successful Bidder in the form of a Bank/Insurance company Guarantee, it shall be issued either at the Bidder's option, by a commercial Bank/Insurance company located in the Republic of Mauritius or a foreign Bank/Insurance company through a correspondent commercial Bank/Insurance company located in the Republic of Mauritius.
- 35.3 Failure of the successful Bidder to comply with the requirements of ITB Sub-Clause 35.1 shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Security.

36. Advance Payment and Security

- 36.1 The Employer will provide an Advance Payment on the Contract Price as stipulated in the Conditions of Contract, subject to the amount **stated in the BDS**.

37. Adjudicator

- 37.1 The Employer proposes the person **named in the BDS** to be appointed as Adjudicator under the Contract, at an hourly fee **specified in the BDS**, plus reimbursable expenses. If the Bidder disagrees with this proposal, the Bidder should so state in the Bid. If, in the Letter of Acceptance, the Employer has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party.

38. Debriefing

- 38.1 The Employer shall promptly attend to all requests for debriefing for the contract, made in writing, and within 30 days from the date of the publication of award or date the unsuccessful bidders are informed about the award, whichever is the case, by following regulation 9 of the Public Procurement Regulation 2008 as amended.

Section II. Bidding Data Sheet

This section should be filled in by the Employer before issuance of the bidding documents. The insertions should correspond to the information provided in the Invitation for Bids

A. General	
ITB 1.1	The Employer is Department of Civil Aviation The name and identification number of the Procurement is: Provision of Third-Party Airport Liability Insurance Procurement Reference No: CAV/QUO: No. 17 of 2025/26
ITB 1.2	The Intended Completion period is 12 months from 01 July 2026 to 30 June 2027
ITB 2.3	(a) Challenges shall be addressed to : Ag. Director of Civil Aviation Department of Civil Aviation SSR International Airport Plaine Magnien Republic of Mauritius Tel : (230) 6032000 Fax : (230) 6373164 Email : civil-aviation@govmu.org Website : http://civil-aviation.govmu.org (b) Application for Review shall be addressed to: The Chairman Independent Review Panel, 5th Floor, Belmont House Intendance Street, Port Louis, Mauritius. Tel: 260 2228 Email: irp@govmu.org
ITB 4.1	This bidding is limited to citizens of Mauritius or entities incorporated in Mauritius
ITB 5.2	Pre-qualifications have not been carried out
ITB 5.3(a)	The Qualification Information and Bidding forms to be submitted are as follows: (a) Copies of original documents defining the constitution or legal status, place of registration, and principal place of business
ITB 5.3(b)	(b) Evidence of the written power of attorney of the signatory is required. The name and position held by each person signing the authorization must be typed and printed below the signature.

	<p>In the case of Bids submitted by an existing or intended JV an undertaking signed by all parties (i) stating that all parties shall be jointly and severally liable, if so required in accordance with ITB 5.4, and (ii) nominating a Representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.</p> <ul style="list-style-type: none"> (c) The yearly gross premium earned for the liability segment of general insurance during the last 10 financial years. (d) Proof to demonstrate compliance with requirement for minimum of ten (10) years of experience in the provision of general insurance services in any field in the local market as at closing date of this tender. (e) Not applicable (f) Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data. (g) (i) Reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the past ten years; (ii) Bidders are required to submit duly filled form, Key Financial Information at Section III, for the last three years; and (iii) The bidders shall also submit a letter certifying the financial soundness of the company, signed by a Professional Accountant registered with the Mauritius Institute of Professional Accountants. (h) Not applicable (i) Authority to the Employer to seek references from the Bidder's Bankers. (j) Information regarding any litigation, current or during the last ten years, in which the Bidder is involved, the parties concerned, and disputed amount. (k) Not applicable <p>*** Forms to be submitted: Form of Bid Security, Price Activity Schedule, Bid Submission Form and Key Financial Information.</p>
ITB 5.4	<p>The information needed for Bids submitted by joint ventures is as follows:</p> <ul style="list-style-type: none"> (a) The Bid shall include all the information listed in ITB Sub-Clause 6.3 above for each joint venture partner; (b) The Bid shall be signed so as to be legally binding on all partners; (c) The Bid shall include a copy of the agreement entered into by the joint venture partners defining the division of assignments to each partner and establishing that all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms; alternatively, a Letter of Intent to execute a joint venture agreement in the event of a successful bid shall be signed by all partners and submitted with the bid, together with a copy of the proposed agreement; (d) One of the partners shall be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture; and (e) The execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.
ITB 5.5	
ITB 5.5(a)	<p>The gross premium earned for the liability segment of general insurance shall be a minimum of 50 Million Mauritian Rupees each year during the last three financial years.</p>

ITB 5.5(b)	Minimum of ten (10) years of experience in the provision of general insurance services in any field in the local market as at closing date of the tender document.
ITB 5.5(c)	Not Applicable
ITB 5.5(d)	Manager (Service Provider) with five years' experience in provision of general insurance services in any field in the local market.
ITB 5.5(e)	Not Applicable
ITB 5.6	Subcontractors' experience <i>will not</i> be taken into account.
ITB 8.1(b)	A pre bid meeting will be held on 21 April 2026 at 14 00 hours in the Conference Room of the Department of Civil Aviation.
B. Bidding Data	
ITB 9.2 and 19.1	The number of copies of the Bid to be completed and returned shall be <i>two</i>
ITB 10.1	A prospective Bidder requiring any clarification of the Bidding Document shall contact the Department of Civil Aviation. The Department of Civil Aviation will respond to any request for clarification within seven days, provided that such request is received no later than fourteen (14) days prior to the deadline for submission of bids indicated in the BDS.
C. Preparation of Bids	
ITB 13.1	The additional materials required to be completed and submitted are: <ol style="list-style-type: none"> 1. Licence under the Insurance Act (as amended); 2. Proof that the bidder has a minimum of ten (10) years of experience in the provision of general insurance services in any field in the local market as at closing date of this tender; 3. Reports on the financial standing of the Bidder, such as profit and loss statements and bidder's last ten years audited financial statement; 4. The yearly gross premium earned for the liability segment of general insurance during the last 10 financial years. 5. Agreement among all partners of the joint venture, if any; 6. Details and rating of reinsurer(s) - Based on Standard & Poor's Rating (A-, A or A+ or better than A+) or equivalent; 7. Draft insurance policy indicating scope of insurance cover, exclusions, special conditions, warranties and deductibles; 8. Written Power of Attorney; 9. Procedure for handling of claims. Refer to paragraph 5, Section V; and 10. Proof of agreement between Insurer and Reinsurer for this contract.
ITB 14.1	Local inputs shall be quoted in US DOLLARS (USD) or EUROS or Great Britain Pound Sterling.
ITB 14.4	The contract shall be a fixed, unconditional and non-adjustable offer.
ITB 16.1	The period of Bid validity shall be <u>Thirty (30) days</u> after the deadline for Bid submission specified in the BDS.

ITB 17.1	Bid shall include a Bid Security using the form included in Section III, Bidding Forms
ITB 17.3	The amount of Bid Security shall be 2,000,000 Mauritian Rupees.
ITB 18.1	Alternative bids are not permitted.
ITB 18.2	Alternative times for completion are not permitted.
ITB 18.4	Alternative technical solutions are not permitted.
D. Submission of Bids	
ITB 20.2	<p>The Employer's address for the purpose of Bid submission is</p> <p>The Permit Office Department of Civil Aviation SSR International Airport Plaine Magnien Republic of Mauritius</p> <p>In addition to the bids submitted on line, Bidders shall submit the following items physically to reach the public body by the date, time and at the address indicated hereunder:</p> <p>Bid Security</p> <p>Ag. Director of Civil Aviation Department of Civil Aviation SSR International Airport Plaine Magnien Republic of Mauritius</p> <p>For identification of the bid the envelopes should indicate:</p> <p>Contract: Provision for Third Party Airport Liability Insurance</p> <p>Bid / Contract Number: CAV/QUO No 17 of 2025/26</p>
ITB 21.1	<p>Bids should be deposited in the Bid Box located at the Permit Office, Department of Civil Aviation, Sir Seewoosagur Ramgoolam International Airport, Plaine Magnien, Republic of Mauritius not later than 07 May 2026 up to 11.00 hrs (local time) at latest. Bids by post or hand delivered should reach the Department of Civil Aviation, Sir Seewoosagur Ramgoolam International Airport, Plaine Magnien, Republic of Mauritius by the same date and time at latest. Late submissions will be rejected.</p>
E. Bid Opening and Evaluation	
ITB 24.1	<p>The bid opening shall take place at:</p> <p>Bid Box will be opened at: 11.05 hrs on 07 May 2026 at the following address:</p>

	<p>The Permit Office Department of Civil Aviation Sir Seewoosagur Ramgoolam International Airport Plaine Magnien Republic of Mauritius</p>
F. Award of Contract	
ITB 35.1	<p>A Performance Security amounting to 10% of the premium shall be required as per format enclosed from a Commercial Bank operating in Mauritius within 21 days as from the date of issue of Letter of Acceptance. The Performance Security shall be in Mauritian Rupees.</p> <p>The Performance Security shall be valid until a date 28 days from the completion date of the contract.</p> <p>The performance security shall be applicable to all organisations (DCA/AML/ATOL/ARL) under this contract.</p>
ITB 36.1	Not applicable
ITB 37.1	Not applicable

Section III. Bidding Forms

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Bid Submission Form

The Bidder must prepare the Service Provider's Bid on stationery with its letterhead clearly showing the Bidder's complete name and address.

Note: *All italicized text is for use in preparing these forms and shall be deleted from the final document.*

Date: _____

Bidder's Reference No.: _____

Procurement Reference No.:

To:

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 11;
- (b) We offer to execute the *[name and identification number of Contract]* in accordance with the Conditions of Contract, Scope of Service and Performance Specifications, and Activity Schedule accompanying this Bid.
- (c) The total price of our Bid, after discounts offered in item (d) below is:

Currency	Amount payable in currency	Inputs for which foreign currency is required
(i)		
(ii)		

- (d) The discounts offered and the methodology for their application are: _____;
- (e) Our bid shall be valid for a period of _____ *[insert validity period as specified in ITB 16.1.]* days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a Performance Security in accordance with the Bidding Document;
- (g) We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB 6;
- (h) We are not participating, as a Bidder in more than one bid in this bidding process.
- (i) Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible under the laws of Mauritius;

- (j) We are not a government owned entity / We are a government owned entity but meet the requirements of ITB 4.5;⁵
- (k) We understand that this bid, together with your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (l) We have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption as per the principles described hereunder, during the bidding process and contract execution:
 - i. We shall not, directly or through any other person or firm, offer, promise or give to any of the Public Body’s employees involved in the bidding process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - ii. We shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
 - iii. We shall not use falsified documents, erroneous data or deliberately not disclose requested facts to obtain a benefit in a procurement proceeding.

We understand that transgression of the above is a serious offence and appropriate actions will be taken against such bidders.

- (m) We hereby confirm that we have read and understood the content of the Bid Securing Declaration attached herewith and subscribe fully to the terms and conditions contained therein, if required. We understand that non-compliance to the conditions mentioned may lead to disqualification.
- (n) Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
(if none, state “none”)		

- (o) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and

⁵ Use one of the two options as appropriate.

(p) If awarded the contract, the person named below shall act as Contractor's Representative: _____

Name: _____

In the capacity of: _____

Signed: _____

Duly authorized to
sign the Bid for and on
behalf of: _____

Date: _____

Seal of Company _____

Key Financial Information
Extracted from Audited Accounts/Financial Statements

Financial data in the currency reported in the Audited Accounts/Financial Statements	Historical Information		
	Previous years	Last year	Current year
Statement of Financial Position (Information from Balance Sheet)			
A. Current Assets			
B. Current Liabilities			
Working capital ratio or current ratio(A/B)			
Quick ratio or Acid Test ratio (Current Asset net of stock / B)			
C. Total Assets			
D. Total Liabilities			
Net Worth(C-D)			
Cash in hand and at Bank			
Bank Overdrafts			
Other Liquid Assets			
Information from Income statement			
Key Profitability Indicators in the currency reported in the Audited Accounts/Financial Statements	Previous years	Last year	Current year
Turnover			
Profit /(Loss)Before Tax			
Taxation			
Net Profit /(Loss) After Tax			
$\frac{(\text{Net profit After tax}) \times 100}{(\text{Turnover})}$			
Certified by Bidder that information are true extract from Audited Accounts/Financial Statements Name: Signature: Capacity: Date:			

Qualification Information

- 1. Individual Bidders or Individual Members of Joint Ventures**
- 1.1 Constitution or legal status of Bidder: *[attach copy]*
 Place of registration: *[insert]*
 Principal place of business: *[insert]*
 Power of attorney or other acceptable document of signatory of Bid: *[attach]*
- 1.2 Total annual volume of Services performed in five years, in the internationally traded currency specified in the BDS: *[insert]*
- 1.3 Services performed as prime Service Provider on the provision of Services of a similar nature and volume over the last five years. The values should be indicated in the same currency used for Item 1.2 above. Also list details of work under way or committed, including expected completion date.

Project name and country	Name of employer and contact person	Type of Services provided and year of completion	Value of contract
(a)			
(b)			

- 1.4 Major items of Service Provider's Equipment proposed for carrying out the Services. List all information requested below. Refer also to ITB Sub-Clause 5.5(c).

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
(a)			
(b)			

- 1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data. Refer also to ITB Sub-Clause 5.5(e) and GCC Clause 4.1.

Position	Name	Years of experience (general)	Years of experience in proposed position
(a)			
(b)			

1.6 Proposed subcontracts and firms involved. Refer to GCC Clause 4.1.

Sections of the Services	Value of subcontract	Subcontractor (name and address)	Experience in providing similar Services
(a)			
(b)			

1.7 Financial reports for the last three years: balance sheets, profit and loss statements, auditors' reports, etc. List below and attach copies.

1.8 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents. We certify/confirm that we comply with eligibility requirements as per ITB Clause 4.

1.9 Name, address, and telephone and facsimile numbers of banks that may provide references if contacted by the Employer.

1.10 Information regarding any litigation, current or within the last five years, in which the Bidder is or has been involved.

Other party(ies)	Cause of dispute	Details of litigation award	Amount involved
(a)			
(b)			

1.11 Statement of compliance with the requirements of ITB Sub-Clause 4.2.

1.12 Proposed Program (service work method and schedule).

Descriptions, drawings, and charts, as necessary, to comply with the requirements of the bidding documents.

- 2. Joint Ventures**
- 2.1 The information listed in 1.1 - 1.11 above shall be provided for each partner of the joint venture.
- 2.2 The information in 1.12 above shall be provided for the joint venture.
- 2.3 Attach the power of attorney or other acceptable document of the signatory (ies) of the Bid authorizing signature of the Bid on behalf of the joint venture.
- 2.4 Attach the Agreement among all partners of the joint venture (and which is legally binding on all partners), which shows that
- (a) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
 - (b) one of the partners will be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture; and
 - (c) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.
- 3. Additional Requirements**
- 3.1 Bidders should provide any additional information required in the BDS and to fulfill the requirements of ITB Sub-Clause 5.1, if applicable.

Form of Bid Security (Bank/Insurance company Guarantee)

.....*Bank/Insurance company's Name and Address of issuing Branch or Office*.....

Beneficiary: *Name and Address of Public Body*.....

Date:

BID GUARANTEE No.:

We have been informed that*name of the Bidder*..... (hereinafter called "the Bidder") has submitted to you its bid dated..... (hereinafter called "the Bid") for the execution of*name of contract* under Invitation for Bids No.....*IFB number* ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid security.

At the request of the Bidder, we*name of Bank/Insurance company* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of*amount in figures*..... (*.....amount in words.....*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has modified or withdrawn its Bid after the deadline for submission of its bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) has refused to accept a correction of an error appearing on the face of the Bid; or
- (c) having been notified of the acceptance of its Bid by the Public Body during the period of bid validity, (i) has failed or refused to sign the contract Form, if required, or (ii) has failed or refused to furnish the performance security, in accordance with the Instructions to Bidders.

This guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) thirty days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before*Public Body to insert date*.....

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758. (Applicable to overseas bidders only).

.....*Bank/Insurance company's seal and authorized signature(s)*.....

Part II – Activity Schedule

Section IV. Activity Schedule

Activity Schedule and Evaluation Criteria

(a) Price Activity Schedule

FINANCIAL

<i>Item No</i>	<i>Items</i>	<i>Amount</i>
1	Insurance Premium for 12 months period (01 July 2026 to 30 June 2027)	
2	FSC Fee	
3	Any other applicable fees	
4	TOTAL PREMIUM FOR 12 MONTHS PERIOD	

Condition : The contract is for a period of 12 months from 01 July 2026 to 30 June 2027 and shall be a fixed, unconditional and non-adjustable offer.

Price Breakdown Schedule Authorized By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

(b) EVALUATION CRITERIA

Proposals will be evaluated on the basis of the submission and marks will be allocated as follows:

First Stage - Technical Evaluation

	Non - Financial Criteria	Detailed Marks	Maximum Marks
Experience of Bidder (60 marks)	Minimum number of years of experience in the provision of general insurance services in any field in the local market. <ul style="list-style-type: none"> • 10 years 	30	30
	The gross premium earned for the liability segment of general insurance shall be a minimum of 50 Million Mauritian Rupees each year during the last three financial years. Each additional year with a minimum of 50 Million Mauritian Rupees, will score one additional mark with a maximum of 3 marks.	27 3	30
Reinsurance Arrangement (40 Marks)	Rating of reinsurer - Based on Standard & Poor's Rating or equivalent. <ul style="list-style-type: none"> • 'A-' notation • 'A' notation • 'A+' notation • Better than 'A+' notation <p>In case of more than one re-insurer, marks will be allocated on a pro-rata basis.</p>	20 25 30 40	40
TOTAL			100

In the first stage of evaluation, the technical details will be evaluated. Proposals which secure at least 70 marks shall be considered as being substantially responsive and eligible for the second stage of evaluation.

Second Stage - Financial Evaluation

In the second stage, the financial proposal of the qualifying proposals will be evaluated in line with ITB 30.

The Employer will award the contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid price.

Section V. Scope of Service and Performance Specifications

1. PURPOSE

The Department of Civil Aviation (DCA) jointly with the Airports of Mauritius Co Ltd (AML), Airport Terminal Operations Ltd (ATOL) and Airport of Rodrigues Ltd (ARL) are seeking proposals from interested general insurance companies from local market on open national bidding basis for the placement of Third-Party Airport Liability insurance cover for their operation at the Sir Seewoosagur Ramgoolam (SSR) International Airport (Mauritius) and Plaine Corail Airport (Rodrigues). This insurance is to indemnify the Insured in respect of their legal liability for bodily injury and property damage arising out of their activities as owners and operators of Airports, Air Navigation Services and Regulatory body.

The contract will be with the insurance company qualified to provide such insurance cover services as specified in the tender document. Bids received from brokers, insurance agents, insurance consultants and administrators will not be considered and rejected. The tender document details the specifications and requirements for services requested.

Placement of the Third-Party Airport Liability Insurance Cover is required as **from 01 July 2026**.

The contract is for a period of 12 months from **01 July 2026 to 30 June 2027** and shall be a fixed, unconditional and non-adjustable offer.

2. REQUIREMENTS OF THIRD-PARTY AIRPORT LIABILITY INSURANCE COVER

<i>ITEMS</i>	<i>DETAILS</i>
Name of Insured	Government of Mauritius (Department of Civil Aviation) and/or Airports of Mauritius Co Ltd and/or Airport of Rodrigues Ltd and/or Airport Terminal Operations Ltd and/or associated and/or affiliated and/or subsidiary companies jointly and severally for their respective rights and interests.
Address	Ag Director of Civil Aviation Department of Civil Aviation SSR International Airport Plaine Magnien Republic of Mauritius Tel : (230) 6032000 Fax : (230) 6373164 Email : civil-aviation@govmu.org Website : http://civil-aviation.govmu.org
Scope of Services	Third Party Airport Liability Insurance for SSR International Airport and Plaine Corail Airport, Air Navigation Services and Regulatory Services. Refer to Section V, Paragraph 3
Limit of Liability	The limit of liability should be a combined single limit (bodily injury/property damage) of USD 1,500,000,000 or equivalent, any one occurrence and in the annual aggregate in respect of Products Liability.
Deductible	To be informed by bidder
Geographical limits in respect of which the coverage afforded by this policy applies.	The geographical limits in respect of which the coverage afforded by the insurance policy, should include SSR International Airport (Mauritius) and Plaine Corail Airport (Rodrigues), but worldwide in respect of Products Liability.
Choice of Law and	This insurance shall be governed by and construed in accordance

<i>ITEMS</i>	<i>DETAILS</i>
Jurisdiction	with the laws of Republic of Mauritius
Exclusions	Refer to Section V, Paragraph 4
Currency	US DOLLARS (USD) or EUROS or Great Britain Pound Sterling
Percentage of insurance cover to be reinsured by the insurer	<p>The percentage of insurance cover to be reinsured by the insurer, is not fixed. The bidder may choose the percentage of insurance cover to be reinsured, depending on its own financial capability. In case the bidder decides to retain a percentage of the insurance cover, he shall provide a commitment in writing that he has the financial capability to do so.</p> <p>Note : It is acceptable that a bidder provides a commitment at the time of bid submission that, if he is the successful bidder, he will arrange for reinsurance.</p>

3. SCOPE OF SERVICES

The scope of services should include the following:

- (a) The insurance cover should include:
 - (i) legal liability of the insured towards third parties in respect of accidental bodily injury and property damage arising out of their activities as owners and operators of SSR International Airport (Mauritius) and Plaine Corail Airport (Rodrigues);
 - (ii) Air Navigation Services Liability towards third parties in respect of accidental bodily injury and property damage arising out of the provision of Air Navigation Services by the Department of Civil Aviation at the airports specified in this tender document; and
 - (iii) Liability towards third parties in respect of accidental bodily injury and property damage that may arise from regulatory services by the Department of Civil Aviation.
- (b) The insurance cover should also include non - owned aircraft third party liability in relation with the use of calibration aircraft for the calibration of navigational aids (twice a year);
- (c) Insurance cover should also include:
 - (i) costs incurred for the purpose of removal/disposal of a damaged aircraft and its contents;
 - (ii) costs incurred for search and rescue operations for an aircraft; and
 - (iii) any costs related to any investigation/inquiry by the Department of Civil Aviation or any other relevant authority following an aircraft accident.

Provided always that the Insurer's Liability shall not exceed USD 1,500,000 or equivalent any one incident
- (d) Insurance cover should also include;
 - (i) third party liability in relation with the provision of fire and rescue services off airport premises due to aircraft crash; and
 - (ii) third party liability in relation with airport emergency exercises.

- (e) Insurance cover should also include third party liability due to refueling activities carried out at Plaine Corail Airport, Rodrigues by AEL DDS ROD LTD. The fuel storage facilities are owned by ARL and leased to AEL DDS ROD LTD;
- (f) Insurance cover should also include Mauritius Duty Free Paradise Co Ltd as an additional Insured in relation to their vehicle operations on the airside. Mauritius Duty Free Paradise is a subsidiary company of AML;
- (g) Insurance cover should also include:
 - (i) Contractors/Subcontractors as additional Insureds as required by the Insured in respect of contract works for contract values not in excess of USD 500,000 or equivalent ; and
 - (ii) liability in relation with the use by Contractors/Subcontractors employees of their own vehicles airside.
- (h) Date Recognition Limited Coverage Clause AVN2001A and AVN2002A;
- (i) Extended Coverage Endorsement (Aviation Liabilities) AVN52E deleting all paragraphs other than (b) of Clause AVN48B, subject to sub-limit of USD 250,000,000 or equivalent;
- (j) Personal Injury Extension AVN60A limited to USD 25,000,000 (or currency equivalent) any one offence and in the annual aggregate.

4. EXCLUSIONS

- (a) This Policy does not cover liability to any employee of the Insured arising out of and in the course of his or her employment nor liability for which the Insured or his insurer may be held liable under any workman's compensation, unemployment compensation or disability benefits law or any similar law;
- (b) Except as provided for elsewhere herein this Policy does not cover liability assumed by the Insured by agreement under any contract unless such liability would have attached to the Insured even in the absence of such agreement;
- (c) This Policy does not cover property damage to property owned or occupied by or in the care, custody or control of the Insured, other than Property Damage to:

- (i) aircraft not owned, rented or leased by the Insured, while such aircraft are on the ground and in the care, custody or control of the Insured for the purpose of storage, servicing, handling or maintenance;
 - (ii) vehicles not owned, rented or leased by the Insured, while such vehicles are at the Airports specified in this tender; and
 - (iii) baggage and/or cargo not owned by the Insured while such baggage and/or cargo is in the car, custody or control of the Insured.
- (d) This Policy does not cover bodily Injury or Property Injury caused by any ships, vessels, craft or aircraft owned, chartered, used or operated by or on account of the Insured.

This exclusion does not apply to Bodily Injury or Property Damage caused by aircraft not owned, rented or leased by the Insured, while such aircraft are on the ground and in the care, custody or control of the Insured for the purpose of storage, servicing, handling or maintenance.

- (e) This Policy does not cover liability arising out of the possession, use, consumption or handling of any goods or products manufactured, constructed, altered, repaired, serviced, treated, sold, supplied or distributed by the Insured, after such goods or products have ceased to be in the possession or under the control of the Insured.

This exclusion does not apply to :

- (i) goods or products which form part of or are used in conjunction with aircraft; and
 - (ii) the supply, by the Insured, of food and drink at the Airport(s) specified in this tender.
- (f) This Policy does not cover as respects to Product Liability the cost or expense of repairing or replacing any defective goods or products manufactured, constructed, altered, repaired, serviced, treated, sold, supplied or distributed by the Insured or any defective part or parts thereof.
- (g) This Policy does not cover loss arising out of improper or inadequate performance, design or specification but this exclusion shall be deemed not to apply to Bodily Injury or Property Damage insured hereby resulting therefrom.
- (h) This Policy does not cover the cost of making good any faulty workmanship but this exclusion shall not apply to Bodily Injury or Property Damage arising out of such faulty workmanship.

- (i) This Policy does not cover Bodily Injury or Property Damage caused by the use of any vehicles on the road in such a manner as to require insurance or security under any domestic or international law governing road traffic or, in the absence of any applicable law, to liability arising from the use of any vehicle on the public highway.

This exclusion does not apply in respect of any such liability arising from Occurrences, within the confines of the Airports specified in this tender document.

- (i) if there is no such applicable law:
- (ii) to the liability of the Insured to pay any amount which is in the excess of:
 - 1. any prescribed limit that is required to be insured where insurance may be effected to comply with the law whether the Insured effects an insurance policy in respect of such liability or not; and
 - 2. the limit of liability of the insurance policy effected by the Insured in respect of such liability whichever is the greater.
- (j) This Policy does not cover bodily injury and property damage arising out of construction of, demolition of or alterations to buildings, runways or installations (other than normal maintenance operations).
- (k) This Policy does not cover Bodily Injury or Property Damage arising out of any airmeet, air race, air show or any stand used for the accommodation of spectators in connection therewith.
- (l) The following exclusions also apply:
 - (i) War, Hi-Jacking and Other Perils Exclusion Clause (Aviation) AVN48B;

Extended Coverage Endorsement (Aviation Liabilities) AVN52E deleting all paragraphs other than (b) of Clause AVN48B, subject to sub-limit of USD 250,000,000 or equivalent or the applicable insurance limit whichever is the lesser any one Occurrence and in the annual aggregate.
 - (ii) Noise and Pollution and Other Perils Exclusion Clause AVN46B;

Paragraph 1(b) of the above Clause AVN46B shall not apply to pollution or contamination of goods or products sold or supplied by the Insured.

- (iii) Nuclear Risks Exclusion Clause AVN38B;
- (iv) Date Recognition Exclusion Clause AVN2000A;
- (v) Asbestos Exclusion Clause 2488AGM00003;
- (vi) Contracts (Rights of Third Parties) Act 1999 Exclusion Clause AVN72.

5. CLAIMS ADMINISTRATION

An explanation should be included in the policy as to how claims will be handled. The explanation should include a statement on who will have the:

- a) Responsibility for claims administration; and
- b) Authority for settling claims within the deductible/retained limit.

6. INSURANCE COVERAGE SPECIFICATIONS

DCA/AML/ATOL/ARL joint insurance cover is in respect of the Third Party Airport Liability Policy. Detailed information regarding each of the insured party is given below:

(a) **ROLE AND RESPONSIBILITIES OF THE DEPARTMENT OF CIVIL AVIATION (DCA)**

The DCA is a Government Department under the Prime Minister's Office (External Communications Division). DCA plays a leading role in the development of the aviation industry in Mauritius through the safety regulation of the Mauritian civil aviation activities. DCA also provides Air Navigation Services in the Mauritian airspace in compliance with the Standards and Recommended Practices (SARPs) of the International Civil Aviation Organisation (ICAO).

The responsibilities of DCA include:

- Issuance of air operators certificate
- Registration of aircraft
- Airworthiness of aircraft
- Licensing of personnel
- Licensing of aerodrome
- Provision of air navigation services
- Aviation security and facilitation
- Investigation of Aircraft Accident and Incident

MAJOR FUNCTIONS OF THE DEPARTMENT OF CIVIL AVIATION

The functions can be classified into two main sections: Regulator of the civil aviation industry and Air Navigation Services provider in Mauritius and Rodrigues. The main functions in each category are as follows:

(i) **Regulatory Functions**

The regulatory functions are performed by highly qualified and trained personnel and by the following sections:

1. Airworthiness

The Airworthiness Division covers all matters relating to registration of aircraft, continuing airworthiness, approval of maintenance organisations and maintenance certification of operators, licensing of maintenance personnel as per the provisions of the Civil Aviation Regulations. The Airworthiness Section consists of one Divisional Head (Airworthiness), one Acting Senior Engineer Airworthiness, one Engineer (Airworthiness) and one Resident Inspector (Airworthiness) from Bureau Veritas S.A. They are highly trained and have followed the following courses:

- i. Basic Airworthiness Training;
- ii. Dangerous Goods;
- iii. Safety Management System;
- iv. Human Factors;
- v. Aircraft Accident Investigation;
- vi. ETOPs operations;
- vii. Reduced Vertical Separation Minima (RVSM);
- viii. SAFA Inspector Course and inspection;
- ix. Government Safety Inspector Course;
- x. Airworthiness Inspection Tasks; and
- xi. Audit Techniques

2. Accident Investigation

The Accident Investigation Division is responsible for the investigation of reportable occurrences under the Civil Aviation Regulations, incidents and accidents relating to aircraft, Aerodrome and Air Navigation Services, with respect to operations and maintenance under the jurisdiction of the Department.

The Accident Investigation Division is headed by the Acting Director of Civil Aviation who is responsible for investigating aircraft accidents and serious incidents as required by the Mauritius Civil Aviation Regulations in accordance with the ICAO Annex 13 and also to deal with day-to-day administrative matters such as making regular review for the need of investigators, training of investigator in the accident Investigation Unit and ensuring the adequacy of facilities for investigation. The Department of Civil Aviation has a pool of Inspectors from the various Divisions and Units namely Airworthiness, Flight Operations, Aerodrome and Air Navigation Services of the Department, to conduct and assist in the investigation of aircraft accidents and serious incidents.

3. Flight Operations

The Flight Operations Division is responsible for conducting investigations for awarding Air Operator's Certificate and exercising continuing surveillance and inspections and issuing approval for the transport of dangerous goods as per the Civil Aviation Regulations.

The Flight Operations section consists of one resident Flight Operations Inspector from Organisme Pour La Securite de l'Aviation Civile (OSAC). He is well trained in oversight of flight operations. He has undergone the following trainings:

- (i) Aircraft Investigation;
- (ii) Licensing Officer Training;
- (iii) Dangerous Goods;
- (iv) Safety Management System/State Safety Programme training;
- (v) Audit Techniques Course;
- (vi) Training Inspector Course;
- (vii) Simulator Certification Course;

- (viii) Cabin Crew Inspector Course;
- (ix) EASA Air Operations Course;
- (x) EASA Aircrew Regulations Course;
- (xi) Flight Data Monitoring;
- (xii) Air Operator Certification Course
- (xiii) SAFA training and OJT; and
- (xiv) Issue of Flight Crew Licence.

4. Licensing of Personnel

The Personnel Licensing Division carries out the functions and duties relating to the issue and validation of certificates and licences for flight crews for all aircraft registered in Mauritius as per the Civil Aviation Regulations.

It also issues cabin crew certificates for all non-flight crew personnel. This section consists of one resident Flight Operations Inspector from Organisme Pour La Securite de l'Aviation Civile (OSAC) who has followed the following courses:

- (i) Safety Oversight Inspector;
- (ii) Safety Management System;
- (iii) Licensing techniques;
- (iv) Cabin Crew Inspector Course;
- (v) Audit Technique Course;
- (vi) En route Cabin Inspection

The Flight Operations Inspector is assisted by a Personnel Licensing Assistant.

5. Licensing of Aerodrome

DCA is responsible for ensuring that the design, construction, operation and safety aspects of all aerodromes within the State of Mauritius are in line with the requirements of the Aerodrome Licensing Manual, ICAO SARPS related to aerodromes and the provisions of the Civil Aviation Act and the Civil Aviation Regulations.

Licensing of aerodromes (SSR International Airport and Plaine Corail Airport and heliports) is carried out through the issue of licence and regular audits.

The Aerodrome Licensing Section comprises of one Divisional Head who is well trained in his respective field. The Divisional Head has followed the following courses:

- (i) Certification of aerodromes;
- (ii) Aerodrome Emergency Planning;
- (iii) Aircraft accident investigation course;
- (iv) Safety Management System;
- (v) Senior Civil Aviation Management course;
- (vi) Aerodrome Inspector course;
- (vii) ICAO Annex 14 course; and
- (viii) Airport Operations.

6. Air Traffic Services Standard Office

The role of the Air Traffic Services Standard Office is to carry safety oversight of Air Navigation Services provider namely: Air Traffic Management (ATM), Communication, Navigation and Surveillance (CNS), Aeronautical Information Services (AIS), Aeronautical Meteorological Services, Search and Rescue (SAR), aeronautical cartography (CHARTS) and PANS OPS to ensure compliance with ICAO Standards and Recommended Practices.

The Air Traffic Services Standard Office consists of one resident officer from Bureau Veritas. As an Air Traffic Services Standard Officer, some of the courses he has followed are the following:

- (i) Basic Air Navigation Services Inspector course;
- (ii) Advance Air Navigation Services Inspector course;
- (iii) Aviation English practicum: Course materials
- (iv) Introduction to flight procedures;
- (v) ICAO Lead Auditor;
- (vi) Safety Management System (SMS);
- (vii) State Safety Programme (SSP);
- (viii) ICAO PANS OPS;
- (ix) PBN Basics;
- (x) ICAO USOAP (CMA) Auditor;
- (xi) ICAO Advance PANS OPS Using PBN;
- (xii) Teaching face to face courses;
- (xiii) Safety Risk Assessment;
- (xiv) Principles of PBN Instrument Approach procedures Design;
- (xv) Internal Quality Auditor;

- (xvi) ECCAIRS Course;
- (xvii) BOWTIE Course;
- (xviii) EASA Certification of ATM providers;
- (xix) Aeronautical Charting;
- (xx) Inspector training System;
- (xxi) Teaching materials and assessment tools development;
- (xxii) Facilitation (Delivery) of virtual courses;
- (xxiii) Unmanned Aircraft System (UAS) SMS;
- (xxiv) Overview of UAS fundamentals;
- (xxv) UAS Regulations;
- (xxvi) UAS Operations;
- (xxvii) Introduction to ATS automation;
- (xxviii) ICAO English Language Proficiency;
- (xxix) Instructor Development: Aviation English;
- (xxx) Implementing Master Regulations. Quality System;
- (xxxii) Approach Control Procedural Course;
- (xxxii) Approach Control Surveillance Course;
- (xxxiii) Operational personnel Supervision techniques;
- (xxxiv) Basic Air Traffic Control (Aerodrome);
- (xxxv) Airspace and procedures; and
- (xxxvi) Fatigue Risk Management System (FRMS). etc

7. Civil Aviation Security Unit

The Civil Aviation Security Unit (CASU) is responsible for the development, implementation and maintenance of the National Civil Aviation Security Programme (NCASP), National Civil Aviation Security Quality Control Programme, National Civil Aviation Security Instructor Certification Programme, National Civil Aviation Security Screener Certification Programme, National Civil Aviation Security Contingency Plan and the National Air Transport Facilitation Programme (NATFP). The main function of the unit is to oversee the proper implementation of the national security programmes by all stakeholders at the airport, while monitoring the level of facilitation provided at the airport. The CASU unit consists of 8 Aviation Security and Facilitation Officers who are well trained in their field. They have undergone the following trainings:

- (i) Cargo Security;
- (ii) Aviation Security Training Package 123;
- (iv) Aviation Security and Facilitation Seminar;
- (vi) Airport Operations Management;
- (vii) Terminal Operations;
- (ix) Aviation Security Auditing and Developing Security;
- (x) Risk Management;

- (xi) Aviation Security Certification System;
- (xii) Air Cargo and Mail Security;
- (xiii) AVSEC Instructor Certification;
- (xiv) AVSEC Inspectors course;
- (xv) Behaviour Detection Workshop; and
- (xiv) AVSEC Supervisory Course

(ii) Air Navigation Services Provider

Air Navigation Service is provided by the Communication, Navigation and Surveillance (CNS) and Air Traffic Management (ATM) divisions.

1. Air Traffic Management

The Department of Civil Aviation is responsible for the provision of air traffic management (ATM) (a generic term including air traffic control service, flight information service and alerting service) to all domestic and international air traffic within the Mauritius Flight Information Region (FIR). The objective of ATM is to prevent collision between aircraft on the ground and in the air, to maintain a safe and orderly flow of air traffic, to provide advice and information useful for the safe and efficient conduct of flights and to assist aircraft in need of search and rescue aid.

This service is provided through the application of appropriate ICAO SARPS for aircraft separation and also for air-ground communication techniques. There has been no serious incident, major incident and significant incident in the past at both SSR International Airport and Plaine Corail Airport.

Note :

1. For the last two years, there has been no Loss of Separation Minima Infringements with direct ANS involvement;
2. For the last two years, there has been no runway incursion; and
3. For the last two years, Loss Record is NIL.

Two ATS units are operated within Mauritius FIR, namely one in Mauritius and one in Rodrigues.

The ATM division also provides Aeronautical Information Service (AIS) to the Aeronautical Community.

ATS Operational details – Mauritius

In Mauritius, ATS is provided on a 24/7 basis and consists of air traffic control service, flight information service and alerting service. A shift system is in place for staff deployment. Three air traffic control positions are operated, namely Area Control, Approach Control and Aerodrome Control. Each shift is headed by an Air Traffic Control Supervisor (ATCS) and comprises of at least 5 Air Traffic Control Officers (ATCO) with two shifts per day. There is a total of 25 Air Traffic Controllers and 11 Air Traffic Control Supervisors allocated to the airport and there is no military air traffic controller allocated in the control tower. ATCO's must have the necessary endorsement for eligibility to operate the ATC positions. Aerodrome control service is provided from the Control Tower and Approach Control and Area Control are provided from the Area Control Centre.

The segments of Mauritius FIR and the services provided therein are:

FIR Segment	Limits	Service Provided	Location of Unit Responsible for Service
Control Zone	10 nautical miles radius centred on the airport extending up to 13 nautical miles in the south- east sector AMSL – 3500 feet	Aerodrome Control & Alerting Service	Control Tower, SSR International Airport
Terminal Control Area	150nm radius centered on the airport lower limit 3500 feet upper limit 24500 feet	Approach Control & Alerting Service	Area Control Centre
Control Area	Whole of Flight Information Region but lower limit 24500 feet & upper limit 46000 feet	Area control & Alerting Service	Area Control Centre
Remaining part of Flight Information Region	Flight Information Region: <ul style="list-style-type: none"> • beyond 150 NM from AMSL to 24500 feet • above 46000 feet 	Flight Information Service & Alerting Service	Area Control Centre

e is a full view of the manoeuvring and apron areas except parking stands 13, 14, 15 and 16. CCTV coverage is available for parking stands 13, 14, 15 and 16.

Radar is not required for approach control in Mauritius due to its relatively small volume of traffic. Nevertheless, we have Automatic Dependent Surveillance – Contract facilities for surveillance purposes.

VHF (air-ground), VHF (ground-ground) and HF radio facilities, NDB, DVOR DME and ILS CAT 1 facilities are available. All radio/telephone transmissions are recorded. Thales Topsky computer system is used for ATC functions and standby power supplies are available at the centres.

Control Tower maintains radio control of all ground vehicles on or crossing active areas, runways and taxiways. DCA is responsible for control tower operations

ATM unit at SSRIA is also responsible for overflying traffic and traffic at Plaine Corail Airport. DCA provides alerting service in accordance with Annex 11. Twelve officers from ATM unit have followed a Search and Rescue Operations Course to provide aeronautical Search and Rescue in accordance with Annex 12.

Control of incoming aircraft is assumed from adjacent Air Traffic Control Units at FIR boundary. All adjacent ATS units are accessed through dedicated IDD lines and dedicated communication networks. The airspace is divided into upper and lower flight levels and DCA is responsible for military flights in the flight region, except for military flights at Diego Garcia for which we provide flight coordination services. There is no military airspace. Our airspace is classified as Class A above flight level 24500 feet and below 24500 feet as Class C and there is no military airspace.

Aircraft Movement - SSR International Airport

	2020	2021	2022	2023	2024	2025	2026
a) Take off and landing	4,117	4705	16332	21557	22660	23 210	4150
b) Overflights	1,949	1361	2165	2769	3225	3830	628

The figures for 2026 are from 01 January to 28 February 2026

Upper and lower airspace definitions

As a provider of air navigation services, DCA has the responsibility of the whole of Mauritius Flight Information Region, including upper airspace.

ATS Operational Details – Rodrigues

The ATS Unit at Plaine Corail Airport provides aerodrome flight information service and alerting service to aircraft within the vicinity of the aerodrome. It is open during hours of air traffic activity. Tower is managed by a team of eleven officers who are trained to provide Aerodrome Flight Information Services and alerting service. There is no military staff at the tower. There has been no incident/accident in the past.

Radio VHF (air-ground, ground-ground) and Non Directional Beacon are available at Plaine Corail Airport together with direct user to user telephone facilities available. Extended VHF coverage is available from Mauritius to Rodrigues and traffic is controlled by Oceanic Controllers. All the radio / telephone transmissions are recorded and standby power supplies are available. CCTV facilities are not available.

The Flight Data Officers of Plaine Corail Airport Tower have a full view of the movement area from the Tower and Tower maintains radio control of all ground vehicles on or crossing active areas, runways and taxiways. DCA is responsible for Tower operations

Aircraft Movement - Plaine Corail Airport

	2021	2022	2023	2024	2025	2026
LANDINGS	372	1362	1362	2203	2406	2398
TAKEOFF	372	1362	1362	2203	2406	2398

The figures for 2026 are from 01 January to 31 March

Training in ATM Division

For eligibility to perform air traffic control duties, air traffic controllers must successfully complete the basic training which is ICAO Course 051 (Basic ATC Course/Ab Initio); then must follow one or more of the following:

1. Aerodrome Control (ICAO Course 052);
2. Approach Control (Procedural) (ICAO Course 053);
and
3. Area Control (Procedural) (ICAO Course 055)

This is followed by Pre-on The Job training and On-The-Job training under the supervision of an On-The-Job Training Instructor at aerodrome, approach or area positions. The next step is practical and theoretical assessments. Upon successful completion of assessments, ATC are endorsed and allowed to operate an active position.

With a view of ensuring that ATC are maintaining the required competencies at all times, there is a yearly assessment for the purpose of maintaining the acquired endorsements.

ATC personnel who are absent from an operational position for an extended period (by way of leave or for other reasons) must also undergo assessments before having their endorsement/s reinstated. In accordance with ICAO licensing procedures, ATC personnel must:

- a) Satisfy class three medical requirements, and have to undergo periodic medicals for this purpose; and
- b) Satisfy English language proficiency level 4 as minimum, and are examined by qualified assessors before being endorsed.

2. Communication, Navigation and Surveillance (CNS)

The Communication, Navigation and Surveillance (CNS) Division is mainly responsible for the provision of facilities required for aircraft to navigate safely in the Mauritian airspace. These facilities comprise of communications between Air Traffic Controllers (ATC) and Pilots, voice and data communications among all the various Air Traffic Control Centres in the region, navigation equipment including landing aids (Instrument Landing System, Cat I) and surveillance equipment (Automatic Dependent Surveillance). Furthermore, other computerized systems such as the Flight Data Processing Systems (FDPS) are provided as working tools so that ATCs can have a visual display of all aircraft under their control on a visual display unit.

The Department invests and leverages on state of the art technologies and equipment to provide safe and efficient air traffic control services in the Mauritian Flight Information Region (FIR) as well as at the SSR International Airport.

This division is responsible for the proper functioning and maintenance of the aeronautical communication, navigation aids and surveillance systems of the Department of Civil Aviation. The division is also responsible for design, procurement, installation and commissioning of all equipment used in the CNS division by a team of dedicated engineers and technicians.

They provide technical support to ensure system performance and availability. Any system failure or fault is attended immediately to ensure its prompt recovery. Maintenance support contract are also taken from the supplier of the equipment.

The equipment and facilities of the CNS section are in compliance with the Mauritius Civil Aviation Requirements (MCAR-CNS)

The CNS division comprises the following:

- (i) One Divisional Head;
- (ii) Senior Engineers;
- (iii) Engineers; and

- (iv) A team of technicians headed by one Maintenance Superintendent.

On the staff list, there are one (1) Divisional Head, two (2) Ag Senior Engineer, Two (2) Engineers and thirty eight (38) technical/maintenance personnel.

The CNS division consists of highly trained Registered Professional Engineers and technicians for the installation, repair and maintenance of CNS equipment. Availability of all CNS facilities is above 99.9 % and of the best achievable quality.

The flight calibration of our radio navigational aids is carried out by an organization approved by ICAO. Also, CNS equipment maintenance services are not provided to third parties. Trainings are provided to the engineers and technicians in view to maintain and repair the CNS equipment.

The CNS engineers and technicians have followed specialized trainings on different CNS equipment. Engineers attend Factory Acceptance Testing (FAT) and technical staff follow Site Acceptance Training (SAT). The CNS engineers and technicians have followed the following specialized trainings:

- 1) Air-Ground Communication System
 - (i) Very High Frequency-Amplitude Modulation (VHF-AM); and
 - (ii) Very Small Aperture Terminal (VSAT), Extended VHF-AM
- 2) Ground-Ground Communication System
 - (i) Very High Frequency-Frequency Modulation (VHF-FM); and
 - (ii) Air Traffic Services Message Handling System (AMHS).
- 3) Navigational Aids
 - (i) Instrument Landing System (ILS CAT I);
 - (ii) Doppler Very High Frequency Omni-directional Radio Range/Distance Measuring Equipment (DVOR/DME);
 - (iii) Markers; and

- (iv) Non-Directional Beacon (NDB).
- 4) Air Traffic Management
 - (i) TopSky ATC (Air Traffic Control) System;
and
 - (ii) Aeronautical Information Management (AIM) system
 - 5) Communication Systems
 - (i) Private Branch Exchange (PABX)
 - (ii) Voice Communication System
 - (iii) Voice Recorder
 - (iv) Microwave Radio Link
 - 6) Meteorological Equipment
 - Automated Weather Observing System (AWOS)
 - 7) Air Traffic Safety Electronics Personnel (ATSEP) Training

3. Permit Office

The Permit Office is responsible for the issue of Aviation Security Identification Cards (ASICs). The Permit Office is headed by a Principal Aviation Security Officer (PASO). He is assisted by six (6) Senior Aviation Security Officer (SASO) and twenty five (25) Aviation Security Officer (ASO). All the officers have received training in aviation security. They have followed the under-mentioned courses:

- (a) Aviation Security Awareness Training;
- (b) Aviation Security Training Package (ASTP) 123;
- (c) ICAO Crisis Management;
- (d) Risk Management Workshop;
- (e) AVSEC Instructor Course; and
- (f) ICAO Behaviour Detection Training.

(b) ROLE AND RESPONSIBILITIES OF AIRPORT OF RODRIGUES LTD (ARL)

Airport of Rodrigues Ltd (ARL) is a public company, with 100% shareholding owned by Airport Holdings Ltd (AHL). ARL is responsible for managing and operating the Plaine Corail Airport (PCA) located at Plaine Corail, Rodrigues. The role and responsibilities of ARL are to a lesser degree more or less similar to those of AML with the widest bodies aircraft operating in Rodrigues being the ATR 72-600. Dornier aircraft also operates at the Plaine Corail Airport. The runway is 1287 m (30 m wide) with a runway Heading 12/ 30.

ARL was incorporated in 2000 to own, manage, develop and maintain airport facilities in Rodrigues. ARL started its operations in October 2003. As the Licensed Aerodrome Operator for PCA, ARL is subjected to yearly aerodrome and aviation security audits by the Department of Civil Aviation and must constantly review and enhance the existing security, safety and operational infrastructure to satisfy local Civil Aviation Regulations, which are based on ICAO Standard and Recommended Practices and international industry standards. To date, there has not been any aviation related accident at the PCA.

There are five base flights from/to Mauritius operated by Air Mauritius on a daily basis and during peak periods, there can be up to ten flights per day. Peak period corresponds to the Mauritian school vacation period. Air Austral also operates one weekly direct flight from St Denis, Reunion. During the Covid-19 pandemic, there were no commercial flights to/from Rodrigues during the periods March 2020 to July 2020 and March 2021 to March 2022. No international flights were authorised between March 2020 to November 2022.

Statistics for 2021, 2022 and 2023, 2024, 2025 were as follows:

	2021	2022	2023	2024	2025
Domestic					
Flights	307	1303	1913	2,165	2,357
Arriving Pax	15,618	80,191	125,614	138,839	154,083
Departing Pax	18,450	82,973	118,534	138,061	152,922
International/Regional					
Flights	0	8	51	51	49
Arriving Pax	0	404	2,544	2,629	2,726
Departing Pax	0	313	2,467	2,531	2,762

- In terms of manpower, ARL employs 92 personnel headed by the Airport Manager. The different departments of the company are briefly described:

Airport Operations Department, with a manpower of 36 - Responsible for Airport Operations, Security and facilitation, with main responsibilities including:

- the screening of persons, passengers and luggage using a composite of high-tech equipment (x-ray machine and metal detectors) and trained manpower to assure the protection and safety of passengers, crew, ground personnel and the general public;
- doing regular patrols within the Airport Compound and Terminal Building in order to ensure the integrity within the perimeter fence; and
- CCTV Surveillance with a full coverage of the Airport Terminal with the continuous monitoring of sensible areas by experienced officers.

Planning & Maintenance Department, with a manpower of 23 (twenty-three) - Responsible for the upkeep, maintenance and repairs of Airport Premises and Equipment, with main responsibilities including:

- Maintenance of all airport equipment, and buildings, and runway lighting and pavement;
- Planning of works for replacement of equipment;
- Maintenance of airport compound environment; and
- Urgent intervention in case of breakdown
- Planning and supervision of projects for the airport

Each tradesman has a special skill as per their Certification (State Certification). This allows a variety of works to be done in-house. In case the skillset necessary is not available at PCA, outsourcing is then considered.

Airport Rescue & Fire Fighting Department, with a manpower of 20 (twenty) - Responsible for Safety and Emergency response, with main responsibilities including:

- Response in emergency situations;
- Fire prevention within PCA compound;
- Runway safety; and
- Wildlife hazard prevention

The Airport Fire Department fleet is comprised of two foam tenders, one 4x4 Vehicle, and one water lorry.

Finance & Administration Department, with a manpower of 12 (twelve) - Responsible for all financial, accounting, administrative and human resource matters. Administrative Staff also man the VIP Lounge of the PCA.

Standard Operating Procedures (SOPs) have been devised for most processes of the PCA in order to ensure that the level of service and compliance to all aviation-related security, safety and

facilitation regulations, as well as compliance to other company and labour legislations, etc are met.

As part of the company's on boarding procedures, all ARL employees are required to undergo the following training both in-house and provided by external training organisations:

- Aviation security awareness training;
- Ramp safety awareness training;
- Basic first aid training;
- Airport Familiarisation – airport visit and terminology used;
- Airport Legal Framework and Aerodrome Licensing requirements;
- Airport Emergency Planning;
- Phraseology – portable R/T radio use; and
- SOPs for the company and department.

To comply and maintain the level of safety and security at PCA and to ensure that the ARL personnel is adequately equipped to fulfil their responsibilities, while keeping abreast of the latest airport industry standards and developments, refresher training on the above as well as more advanced training on other airport related matters are provided.

Regular drills including table top exercises, terminal evacuations, security drills, partial and full-scale emergency exercises are performed to ensure that employees comply to SOPs and also to comply with Civil Aviation Regulations and Aerodrome Licensing requirements.

The total number of aircraft movements (achieved and estimated) are included in the table below.

Largest aircraft to operate at Plaine Corail Airport is ATR 72-600.

Breakdown per flight category (departure and arrival) is as follows:

Flight Category	Financial Year 2022 / 2023	Financial Year 2023 / 2024	Financial Year 2024 / 2025	Financial Year 2025 / 2026
Scheduled (ATR 72):	3528	4,184	4,668	4,796
Charter:	0	0	0	0
General Aviation:	0	0	0	0
Military:	18	42	20	20
Total	3546	4,226	4,979	4,816

N/A: Not applicable

Passenger Movement (arrival and departure)

- i. The passenger movement for Financial Year 2024 / 2025 was 303,651;
- ii. The passenger movement for Financial Year 2025 / 2026 is estimated to be 309,031;
- iii. The passenger movement for Financial Year 2026 / 2027 is forecasted to be 309,400.

Aircraft Movement (arrival and departure)

- i. The aircraft movement for Financial Year 2024/ 2025 was 4,668;
- ii. The aircraft movement for Financial Year 2025/2026 is estimated to be 4,796;
- iii. The aircraft movement for Financial Year 2026 / 2027 is forecasted to be 4,990.

Freight tonnage

Freight tonnage for Financial Year 2024 / 2025 was as follows: Cargo ex. MRU 120,314 kg, ex RRG 9,116 kg, Mail ex MRU 27,411 kg, Ex RRG 2,363 kg

Freight tonnage for Financial Year 2025 / 2026 was estimated as follows: Cargo ex. MRU 147,489 kg, ex RRG 9,204 kg, Mail ex MRU 21,798 kg, Ex RRG 3,086 kg

Freight tonnage (forecasted): 01 July 2026 to 30 June 2027: ex. MRU 150,000 kg (cargo and mail), ex RRG 10,000 kg (cargo and mail).

Hangarage facilities are not available at Plaine Corail Airport. The Department of Civil Aviation is responsible of the Control Tower (Mauritius and Rodrigues) which is used for the provision of Air Traffic Services. Apron and turn around services are provided by Air Mauritius. Storage facilities for JET A1 is owned by ARL and management of stock and dispensing of fuel done by AEL/DDS. No catering service is available at Plaine Corail Airport. Freight and cargo handling is carried out by Air Mauritius.

The Department of Civil Aviation is responsible for the issue of Aviation Security Identification Card, Airport of Rodrigues Ltd is responsible for Airside Security & Safety and Police is responsible for access control from landside to airside

The airport is completely closed with chain link fence and reinforced with three layers of barbwire (razor blade barbwire at some specific location). There are 6 entrances along the perimeter fence, and 3 within the Passenger Terminal Building, only authorised persons are granted access by Police. Screening of hold baggage, cabin baggage and persons is carried out with X-Ray machine, archway and handheld metal detectors. Customs have an x-ray machine at arrival and bonded warehouse is available for duty free items located in the basement of the terminal building. Pre check-in screening of all passenger baggage (hold and cabin) and cargo is carried out. Airport operator provides only baggage scale and conveyor belts whereas operators provide all other handling equipment.

Bus is not required for the transport of passengers between aircraft and terminal building. Vehicles are subjected to Access Control from Airport Police. Vehicles allowed on airside are fitted with beacon lights, if not fitted escort provided by ARL.

Screening of passenger and checked baggage is carried out by the aerodrome operator whereas screening of cargo is carried out by the ground handler (Air Mauritius). The DCA monitors background checks and the physical screening procedures are provided by the aerodrome operator.

Ground handling of aircraft and provision of wheelchair/electric cart is provided by the ground handler (Air Mauritius)

ARL provides the following airport rescue and firefighting fire coverage (Aerodrome Category 5):

Vehicle	Foam Litres	Water Litres	Discharge rate litres/min	Monitor Litres/Min	Sideline Litres/Min	Hose Reel Litres/Min	Dry Powder (kg)
26 RJU 12	1000	9000	8825	6000 @ 16 bars	1348	275	250
359 RJZ 02	1500	10500		3400@14 bar	450		150
234 R NV 23		7500			1,100		

Firefighters are employed by ARL and main duty is firefighting – other duties include runway inspection, before and after landings and take offs.

Contract Values of works being carried out at the airport

1. Fuel Depot refurbishment- MUR 6,659,857.23 excluding VAT (contract value), expected completion in April 2026.
2. New Runway Project – cost estimate at MUR 7,489,151,001 excluding VAT, expected to start by end of 2026
3. Construction of New Commercial Spaces in the Passenger Terminal Building, cost estimated at MUR 2,019,417.50 million excluding Vat. Expected completion in July 2026.
4. Upgrading of first floor office in the passenger terminal building, estimated cost at MUR 3,068,867.45

(c) **ROLE AND RESPONSIBILITIES OF AIRPORTS OF MAURITIUS CO LTD (AML)**

Airports of Mauritius Co. Ltd is a public company registered under the Companies Act 2001. It is 100% owned by Airport Holdings Ltd. It owns and is responsible for the management and operation of the SSR International Airport (SSRIA), located at Plaine Magnien, Mauritius, including its infrastructural development. The runway is 3370m long with a runway heading 14/32.

The management and operation of the SSRIA are in compliance with the ICAO SARPs and in accordance with the guidelines and specifications set by the DCA as the Regulatory body for Civil Aviation in Mauritius. AML employs around 800 staff total. The staffs are highly trained in their respective fields with initial training for new recruits and recurrent training as and when required.

This policy provides coverage for any AML's third party liabilities arising out of its activities of managing and operating the SSRIA. Required Coverage is in respect of bodily injury including death and property damage arising out of the activities of the insured as manager & operator of the SSRIA. Areas of operation including runway/taxiway system, airfield and apron management with provision of safety & security and communication facilities.

Airbus aircraft (220, 319, 320, 330-200, 330-900, 340-300, 340-200, 340-600, A350-900, A380) and Boeing aircraft (737-300, 737-800, 747-400, 767-200, 767-300, 777-200, 777-300, 777-300ER, 787-900) and ATR72 operate at SSRIA. Largest aircraft operating at SSRIA is A380.

Breakdown per flight category is as follows:

Flight Category	Financial Year 2022 / 2023	Financial Year 2023 / 2024	Financial Year 2024 / 2025	Financial Year 2025 / 2026
Scheduled:	19,425	21300	21960	15431
Charter:	34	32	40	32
General Aviation:	320	234	250	304
Military:	44	32	30	40
Total	19,789	21598	22280	15807

Passenger Movement (arrival and departure)

- i. The passenger movement for Financial Year 2024 / 2025 was **4,072,906**;
- ii. The passenger movement for Financial Year 2025 / 2026 was estimated to be 3,900,000 and
- iii. The passenger movement for Financial Year 2026 / 2027 was forecasted to be **4,200,000**.

Aircraft Movement (arrival and departure)

- i. The aircraft movement for Financial Year 2024 / 2025 was **24119**;
- ii. The aircraft movement for Financial Year 2025 / 2026 is estimated to be **22370**
- iii. The aircraft movement for Financial Year 2026 / 2027 was forecasted to be **25000**

Freight tonnage

- i. Freight tonnage for Financial Year 2024 / 2025 was as follows: 53,098tonnes;
- ii. Estimated Freight tonnage for Financial Year 2025 / 2026 is as follows: **61,063** tonnes; and
- iii. Forecasted Freight tonnage for Financial Year 2026 / 2027 is as follows: **70,222**.

Near Misses

As per our records, there was no 'near miss' reported for the last 5 years.

Contract values of works being carried out at the SSR International Airport

Ongoing projects: Estimated at

- (i) **Tower:** Rs1.3 Milliard (AML responsible for Project Management only)
- (ii) **Resurfacing of Taxiway and associated work** (Consultancy services only): Rs40 Million
- (iii) **Rehabilitation of Runway & Taxiway:** Rs18Millon

Air Mauritius Ltd and Jet Prime Ltd only provide hangar facilities at SSRIA. Air Mauritius Ltd and Ground2Air are responsible for the provision of apron and turn around services. Juhi (Joint User Hydrant Installation) is responsible for the storage of fuel whereas JIP (Joint Into Plane) is responsible for the fuelling of aircraft.

Beachcomber Catering Ltd and Newrest (Mauritius) Ltd provide catering services and Air Mauritius and Ground2 Air are responsible for freight and cargo handling.

The Department of Civil Aviation is responsible for the issue of Aviation Security Identification Card and Airports of Mauritius Co Ltd is responsible for Safety and Security Security. The Police is responsible for access control from landside to airside.

The airport is completely closed with chain link fence and 90% covered by a Perimeter Intrusion Detection System (PIDS). There are 5 primary operational gates and security arrangements are in place at the gates. Security checks within the terminal building prior to passenger departure are carried out as follows:

- Check – In Officers: Air Mauritius and Ground2Air
- Check– In at Departures Immigration Counters (PIO)
- Cabin Baggage Screening (originating and transfer) are done by AML Security
- Hold Baggage Screening (originating and transfer)– AML Security
- Passenger and Staff Screening - Body Search – Frisking (Mandatory) & HHMD – AML Security
- Vehicle search carried out prior to allowing vehicles access in the Security Restricted Area. – AML Security.
- The Airport is divided in Security Zones and access to zones is controlled – AML Security.
- Contingency Exercises is planned and prepared by AML Security and executed by Police.
- Archway Metal Detector – AML Security
- Profiling & Random Check – AML Security
- Explosive Trace Detector – AML Security
- Boarding Gate Checks by Airlines
- CCTV Surveillance 24/24 hrs by AML AOCCO
Integrated Access Control System by DCA/ AML AOCCO

Bonded Stores are available within the Terminal managed by MRA Customs Officers. Passenger baggage and cargo are handled by Air Mauritius and Ground2Air. AML provides 3 buses for passenger transfer between aircraft and terminal building and **Two new buses (electric) have been procured (PO dated Dec 2025) and will be delivered within 9 months of 2026.** Vehicles allowed on airside require a vehicle pass issued by the Department of Civil Aviation and vehicles must satisfy all apron safety worthiness requirements prior to entering and operating on the airside. All drivers must follow airside driving codes before driving on the airside.

Screening of passenger, their cabin and checked baggage is carried out by the aerodrome operator whereas screening of cargo is carried out by the ground handlers (Air Mauritius and Ground2AIR). The DCA monitors background checks of all airport based staff and the physical screening procedures are provided by the aerodrome operator.

Ground handling of aircraft and provision of wheelchair/electric cart are provided by the two ground handlers (Air Mauritius and Ground2AIR)

SAFETY MEASURES AT SSR INTERNATIONAL AIRPORT

AML has implemented a Safety Management System, to ensure the safe operation of aircraft through effective management of safety risk. This system is designed to continuously improve safety by identifying hazards, collecting and analysing data and continuously assessing safety risks. The SMS seeks to proactively contain or mitigate risks before they result in aviation accidents and incidents. It is a system that is commensurate with the DCA's obligations and safety goals

Aerodrome Operating Safety Procedures

All operations on airfield are governed by a set of internal procedures in compliance with ICAO Annex 14, SARPs, MCAR (Mauritius Civil Aviation Requirements), ALM (Aerodrome Licensing Manual) and other best practices. Moreover, Safety management is conducted in accordance with the ICAO SARPs Annex 19 (Safety Management) which provides a structured approach to ensure that risks are adequately being assessed and mitigated.

These procedures are approved by the Regulator, Department of Civil Aviation, and then are circulated to all concerned for implementation.

- Aerodrome Manual: providing aerodrome specific information and details of the operating procedures for SSR International Airport.
- Aerodrome Emergency Plan: to demonstrate the preparedness of AML in the event of an emergency.
- Runway Incursion Prevention Programme: to demonstrate the measures in place to prevent aircraft accident on the runway, taxiway and apron.
- Safety Management System Manual: A comprehensive document that stipulates the measures in place a view to ensuring that risks are either eliminated or mitigated and operations are carried out in a demonstrably controlled and safe manner, and that safety processes are reviewed with the aim of continuous improvement.

- Standard Operating Procedures: systemizing all airfield processes and documenting them for compliance by all concerned.

Standby Runway

AML is proceeding with the conversion of Taxiway Y into a Standby Runway which will be used when the main runway is not available. The standby runway complies with all Standards and Recommended Practices of ICAO Annex 14. New approach and take off procedures have been designed for the standby runway, taking into consideration all the obstacles in the vicinity of the airport. The standby runway is planned to come into operations as from January 2027.

Wildlife Management

Numerous risk mitigating measures have been taken to decrease the risks of wildlife which endangers the aircraft operations, such as,

1. The deployment of a dedicated team to carry out specialized inspections with respect to wildlife on the airside.
2. The installation of animal repellents around the airport compound.
3. The installation of animal traps around airport compound.
4. The regular mowing of the grounds especially on the runway strips.

Emergency Planning

As part of the ICAO requirements, AML carries out regular tabletop exercises, modular exercises and full scale emergency exercises to test its emergency response plan. This enables AML to adopt a pro-active approach towards identifying room for improvement within its response plan.

Emergency Response

Rapid Intervention Vehicle (RIV), Fire Tenders with monitor and High Reach Extendable Turret (HRET) with piercing nozzle fully equipped with extinguishing medias such as water, aqueous film forming foam (AFFF), Dry Chemical Powder (DCP), rescue equipment, rescue tools, Fire extinguishers, water hydrants, hose reels, dry risers, overhead water tank and open water tank meeting Airport Category 10 are available at SSRIA in line with ICAO requirements and local regulations. AML possesses its own Airport and Rescue and Fire Fighting Station with a full team of Fire Fighting Staff employed on a permanent basis works on a 24/7 basis. AML also caters for fire rescue in case of emergency at sea by providing for rescue boats and a specialised fire boat.

Aerodrome Safety Meetings

Safety meetings are held to discuss, analyse and promulgate safety issues, for example, review occurrences and incidents to find the root cause to prevent recurrence, identify any hazards involved and assessing the risks to determine whether enough has been done to prevent an incident or accident that may lead to fatalities, injuries or damage to aircraft, recommendations to bring the risk as low as reasonably practicable and changes in operational environment.

- Aerodrome Safety & Operations Committee
- Local Runway Safety Team
- Aerodrome Emergency Planning Committee
- Safety Action Groups
- Safety Review Committee

Aerodrome Safety Assurance

AML is subject to different audits to ensure compliance with the applicable safety regulatory requirements and with the procedural provisions of a Safety Management System. They are intended to provide assurance of the safety management functions, including staffing, compliance with applicable regulations, levels of competency and training. These audits are carried out by external bodies such as DCA, UKCAA, Bureau Veritas, ICAO, ACI, IATA and airlines operating in Mauritius. Internal audits are also carried out by AML audit team.

Aerodrome Safety Training

AML delivers training to all personnel operating on the airside with the necessary safety skills, knowledge and attitudes to meet AML safety objectives. Furthermore, refresher and customized trainings are provided to those involved in safety non-compliances to ensure the right attitude is maintained on airside in order to promote a safety culture.

The following trainings are dispensed by AML to ensure that AML staff and other stakeholders operating at SSR International Airport are appropriately trained to ensure safety.

No	Course Name
1	Airside Safety Awareness
2	Airside Vehicle Driver Training
3	Aerodrome Emergency Plan
4	Emergency Response and Planning
5	Safety Management Systems
6	
7	
8	Radiotelephony
9	
10	
11	<p>Airside Safety Procedures</p> <ol style="list-style-type: none"> 1) 2) Aircraft Engine Ground Run Procedure 3) Aircraft Parking Stand Allocation Procedure 4) Aircraft Stands Procedure 5) Airfield Operations Procedure 6) Airside Safety and Driving Codes and Rules Manual 7) Airside Works Procedures – General Conditions 8) Apron Evacuation Procedure 9) ATR 72 Operations on Aircraft Parking 7 – 10 10) Delivery of Goods on Apron Procedure 11) Equipment Staging Procedure 12) Firearms Procedure 13) Follow Me Vehicle Procedure 14) Fuelling Procedure 15) General Aviation Apron (Aircraft Operations Procedure) 16) Low Visibility Ground Operations Procedure 17) Movement of Off Pier Passengers on Apron Procedure 18) Runway Incursion & Excursion Prevention Programme Prevention 19) Standard Operating Procedure (Emergency Situations) 20) Vehicular Movements within instrument Landing System (ILS) 21) VVIP Flights SOP 22) Aerodrome Inspection Programme 23) Agrilaser Procedure 24) Aircraft Chocking

No	Course Name
	25) Aircraft Towing Procedures 26) Apron Management Services Manual 27) Coning 28) Death on Board 29) Disabled Aircraft Removal 30) FOD Management Programme 31) Hazardous Material 32) In Flight Medical Emergency 33) Jet Prime Passenger Coach Movement 34) Obstacle Control 35) Procedure for Assessing & Reporting Runway Surface Conditions 36) Procedures for Airside Works 37) Radio Call Procedure for Vehicle entering the Manoeuvring Area 38) SSRIA Cyclone Procedure 39) Surface Movement Guidance and Control System 40) White Grub Prevention 41) Wildlife Control Programme

SECURITY MEASURES AT SSR INTERNATIONAL AIRPORT

The following security measures are implemented at the airport:

1. The passenger terminal building is subdivided into several security sub-zones. Access to these areas are controlled by Police and AML security. Access to and from the aircraft is the responsibility of the Aircraft operator. ;
2. 24 hours CCTV coverage is ensured in the passenger terminal building, Landside, Airside, SRA and apron areas; The existing system is being replaced with the Milestone Visual Management System (VMS) as part of a site-wide camera upgrade. Phase 1, the replacement of all dome cameras, is complete, while Phase 2, involving the fixed cameras, is currently underway.;
3. The Perimeter fence is reinforced with a fence mounted Perimeter Intruder Detection System for intrusion detection. A row of concertina razor wire is mounted on top of the Perimeter Fence and lighting is available along the fence and is lit during night for detection of any intrusion. The Perimeter Fence is regularly inspected for damages caused through wear and tear and the poles are changed as and when required to maintain its sustainability;
4. Outbound and inbound passenger flows are segregated;

5. All persons including passengers, crew members and any persons other than passengers having access to the security restricted areas, are screened. Additional 10% random search is applicable on passengers and their cabin baggage. Security checks are done on all outbound passengers;
6. All hold baggage are screened using the Baggage Handling System screening machines using multi-level screening;
7. Explosive Trace Detector has been deployed at specific security check points;
8. Security control at landside / airside gates is carried out by Police and aviation security control and screening is carried out by AML at security check points prior to accessing the Security Restricted Area (SRA). All vehicles and persons are screened and controlled before access to the SRA. At the security check points, vehicles, cargo consignments and consignment security certificates are verified by AML security staff prior allowing access;
9. Only persons and vehicles with a valid Aviation Security Identification Card (ASIC) are allowed on the airside and SRA;
10. Emergency gates are available along the perimeter fence. These gates are kept locked at all times and can only be opened by Police in the presence of AML security staff;
11. Airlines have a legal obligation to ensure that cargo is screened and secured before being loaded into aircraft. The security control can be undertaken early in the supply chain but in such case a cargo declaration shall be provided to the carrier to ascertain that the cargo is secured;
12. the departure lounge of the old passenger terminal has been renovated to provide additional passenger processing capability;
13. An AVSEC Contingency Plan (ACP) has been approved by the DCA to deal with contingency situations as compared to Emergency situations. An AVSEC Contingency Committee has been set up to monitor the implementation of the ACP. Regular full scale exercises, tabletop or partial exercises are carried out to test the responsiveness of the different stakeholders engaged in AVSEC Contingency;
14. All Security related documents including the Civil Aviation (Security) Regulations have been reviewed and updated since February 2019. The National Civil Aviation Security Technical Committee has been created as an add on to the National Civil Aviation Security Committee with the responsibility to take up all operational matters at the level of the airport and for the latter to deal with policy matters only.

- A Risk Assessment Committee has been set up at the level of the DCA. Main Airport stakeholders are members of this committee. Risks related to Landside are being considered at the level of this Committee and mitigating measures to reduce such risks are recommended to the National Civil Aviation Security Technical Committee. The Committee also considered the risks related to the introduction of body scanners at the SSRIA.
15. AML Explosive sniffer dogs are regularly deployed at SSRIA under the control of the Police Dog Unit;
 16. Deployment of armed SMF officers in the Check in and Arrival halls at SSRIA with a view to enhancing Landside Security. AML has renewed the Bomb Suit set used by the Explosive Handling Unit of the SMF to deal with Bomb Threat situations at the Airport;
 17. Liquid scanner has been deployed at the Cabin Baggage Screening Checkpoint and at the Security Control Post 2 point to screen permissible LAGs prior to accessing the SRA. Recent acquisition of two (2) new LEDS ;
 18. 53 Airport Security officers were recruited in 2024 to cater for additional security posts as well as to reinforce deployment within the passenger terminal. All security screeners have to undergo a Screener Certification and Re-certification process monitored by the DCA to be eligible to act as screener; Recruitment process for employment of additional Airport Security Officers is underway to meet daily operations after resignation and promotion of personnel.
 19. A Computer Based Training Lab for the training and competency testing of Security Officers on image interpretation for their screener's certification and re-certification is set up at the AML Training Centre;
 20. A number of subcommittees have been set up with a view to ensuring follow ups on security sensitive issues such as CCTV Cameras, Perimeter Intrusion Detection System, AVSEC, ICT Issues, Airport Contingency planning etc;
 21. With the construction of the new motorway, an alternate access route to the airport is now available. Within the Safe City project, Police has installed Traffic management and Surveillance cameras along the motor way. AML is working in close collaboration with the Police in the enhancement of Landside Security;
 22. The SRA line as well as the Airside/Landside demarcations have been redefined in the promulgated Civil Aviation Security Regulations;
 23. An MOU setting out guidelines on the optimal operation of CCTV Systems by Tenants and other operators at SSRIA has been elaborated;

24. AML put in place an electronic key management system which enables an audit trail of who accessed the cabined and the time at which keys have been collected and returned as well. The system also enables the generation of control reports and sending of alarm messages in case key are missing;
25. The last ICAO USAP Audit was conducted in February 2019 whose recommendations have enabled the filling of gaps identified. Regular audits conducted by airlines also enable AML to ensure standards are maintained and any recommendation for improvement made is attended to promptly;
26. a view to ensuring the maintenance of high standards in operations AML Security has set up an internal Quality Control / Assurance Team which carry out quality monitoring at all posts daily;
27. Information systems and data dedicated to operations related to Safety and Security fall within the overall Security Policy of AML. Specialised ICT systems for Security have been designed to operate in isolation with other systems by network segregation. Data is accessed by authorised staff via user accounts and passwords. Physical access is controlled using ASIC and keys which are kept and monitored by Security Department. Detection of cyberattacks and potential threats are part of the overall ICT Security Policy framework of AML. Review of all events and logs are done on a daily basis and following alerts of such events. Security-related information obtained from monitoring is analysed and met with appropriate responses. Responses are discussed and implemented with users;
28. AML has updated its Aviation Security information on its website;
29. Following ICAO Audit recommendations, AML is projecting major infrastructural developments at one of its Security Checkpoints (SCP 2) giving access to the Apron; The Security checkpoint is now equipped with a covered shelter to cover the vehicle and its occupants after alighting to enter the screening checkpoint. During vehicle searching, both the driver and the security officer are protected from sun and rain;
30. Following the rise in consideration of Landside security at international level, AML initiated a landside security assessment with the assistance of Aeroport de Paris. Simulation Exercises related to Landside Security is regularly conducted under the AVSEC Contingency Plan.;
31. AML has set up a special insurance cover to enable the payment of compensations for accidental damage to low to medium value items during Security processing;
32. For the renewal of its Security equipment AML is opting for the latest available technologies and the recommendations of ICAO;
33. AML is upholding the recommendations of the Drug Commission. It is following up together with the DCA to provide updates to the Drug Secretariat;

34. Following a training delivered by ICAO at SSRIA on Behaviour Detection, Security staff are being trained in Behaviour Detection techniques. Training on detection of explosives which is conducted in-house by the SMF Explosive Handling Unit is also undertaken;
35. Dog repellents, which are electric power operated are installed at strategic locations to prevent the entry of stray dogs on the apron. For this purpose, other measures are also being considered.
36. Security in the AML Freeport Zone has been enhanced with strict access control at the gate post giving access to this zone. The placing of additional CCTV cameras is also planned.
37. AML is fully complying with the DCA's online application for ASICs. The system is more secure and ensures traceability as well as confidentiality. This system is operational on a 24/7 basis;
38. An Airport Facilitation Programme has been approved by the DCA and SOPs related to Facilitation issues such as Death on Board, handling of pets and animals, service animals etc. are attached to the document;
39. Monthly updates on unauthorized access inside the SRA are submitted to the DCA.
40. Intermittent public announcement is broadcasted in the Passenger Terminal Building on luggage left unattended.
41. AML has acquired one Whole Body Scanner on a pilot phase for International Passenger primary screening. Staff are trained and the equipment is operational;
42. An Aviation Security Directive has been issued by the DCA on Tools of Trade to have more control over tools brought inside the SRA by staff and contractors and their removal after use
43. Reinforcing of doors and gates with padlocks at locations which have been identified as risk prone areas
44. An updated Aviation Security Directive (ASD) on Access Control and Sub-division of the Airside and SRA at Airports in the Republic of Mauritius is circulated to include the requirements and responsibilities of organisations and persons seeking access to the Airside and Security Restricted Areas.
45. The Helicopter passenger procedure has been reviewed and approved by the DCA to incorporate new provisions for handling international arriving VIP passengers.

46. Metallic structure with access doors placed at security checkpoints for enhanced access control measures and for the prevention of intrusion of hazards into the SRA.
47. AML is in the process of acquiring two (2) Computed Tomography X-Ray machines for cabin baggage screening to enhance detection capabilities of prohibited items and further to improve passenger experience and passenger throughput.
48. A contractual security service is monitoring the car park for unattended vehicles.

Training of Security Staff

Effective training or development depends on knowing what is required - for the individual, the team and the section as a whole. With limited budgets and the need for cost-effective solutions, AML need to ensure that the resources invested in training are targeted at areas where training and development is needed and a positive return on the investment is guaranteed. Effective TNA (training need analysis) is particularly vital in today's changing workplace as new technologies and flexible working practices are becoming widespread, leading to corresponding changes in the skills and abilities needed. Simply offering training at individuals may miss priority needs, or even cover areas that are not essential; AML has incorporated the TNA approach whereby sorting the application broadly into three major categories:

Category 1-Prescribed training

These are training that are prescribed by the Authority and are considered as obligatory training for personnel operating in an airport environment.

After initial training, Competency Testing are conducted to assess the effectiveness of the screener. The screeners are then certified by the Appropriate Authority. Every 2 years, refresher training and Competency Testing are undertaken as part as the Screener Recertification process.

Category 2 – GAP Analysis

The Gap Analysis aims to compare the actual performance of the section and people to the desired situation. It focuses on:

Current situation: the actual skills, knowledge and abilities of people, and

Desired situation: job tasks as well as the skills, knowledge, and abilities needed to accomplish the tasks efficiently.

Ongoing coaching/monitoring of performance standard of staff / system is carried out in operation by supervisors / training team & audit team on a predefined schedule in order to generate data by which to judge the success or otherwise of specific strategies. The analysis of the desired situation also involves the identification of factors that could contribute to improving the current situation. The difference (gap) between the current and the desired situations will help identify the training needs.

Gap Analysis sample table:-

Example: Job Title	Main task	Actual Skills & Knowledge (Training)	Required Skills (Training)
<i>Airport Security Officer</i>	<i>Access Control, Screening duties, Escort & Patrol</i>	Basic AVSEC Screening	Customer care, Airside Driving, Cyclone Procedure

Category 3 - Ad-hoc training

Tailored training programme in relation to AVSEC shall be developed and delivered by AML Security based on special request received from specific organisation.

For those customers who do not need a comprehensive, structured training program, AML Security may provide special training in the form of:-

- Functional overview session
- Simple hand-holding session

Training Request Form sample

Requesting organisation	Training requested	Aim & Objectives	Outcome / Expectation
E.g.:- Explosive Handling Unit	Screening	To identify explosives and components of explosive under x-ray conditions	EHU Personnel to be conversant with x-ray images during response of an IED / IID threat / discovery

Category 4 – Specialised Training

Besides the basic functions and tasks which are performed by Security Officers in airport, officers may be responsible addressing additional areas of specialized functions tasks.

The Officer(s) is to undergo a minimum 1 day to one week In-house training in:

- Basic Fire Fighting
 - First Aid
 - Airside Safety Awareness
 - Airside Vehicle Driver Training
 - Customer Care Service
- 1) Health and Safety
 - 2) Train the Trainer

The number of officers to be trained will vary depending on the scope, complexity and level of activities.

The nature of this training can be covered under classroom training or OJT from specialist in the field.

During the Covid Pandemic, AML has made recourse to Virtual Training for its personnel to maintain continuous monitoring.

With acquisition of the Computer Based Training System, screeners are trained and assessed on image interpretation for both hold and cabin baggage.

(d) ROLE AND RESPONSIBILITIES OF AIRPORT TERMINAL OPERATIONS LIMITED (ATOL)

Airport Terminal Operations Limited (ATOL), created in 2008, is a private limited liability company incorporated and domiciled in Mauritius, with 100% shareholding owned by Airports of Mauritius Co Ltd (AML). Its main activity is to operate the New Passenger Terminal at SSR International Airport. ATOL employs around 185 staff (including AML staff on secondment). The staffs are highly trained on passenger terminal operations, security procedures, evacuation procedures etc. All new staffs have to undergo initial training in their respective fields followed by refresher training every 2 years.

ATOL is the owner and operator of the New Terminal Building. ATOL also owns the Passenger Boarding Bridge (PBB), Ground Power Unit (GPU) and Visual Docking Guidance System (VDGS) on bays 11 to 15. However, responsibility for safety on the apron rest with AML. Airport Terminal Operations Limited (ATOL) is responsible for the operation, management and development of the New Passenger Terminal at Sir Seewoosagur Ramgoolam International Airport since September 2013. The Passenger Terminal, of approximate surface area 57,000 sq m, has been designed to cater for 4 million passengers with a peak hour passenger flow of 1,640. The Passenger Terminal is equipped with 5 bridge contact positions (i.e. from parking 11 to 15), including two aircraft parking positions for the A380 aircraft comprising of one stand with 3 bridges for simultaneous contact with the main and upper decks and one stand with 2 bridges. Part of the old passenger terminal (OPT) has been refurbished in 2019 to cater for an additional of 500,000 passengers per year. An additional area of 5000 sq m has been refurbished. The old passenger terminal is equipped with 3 bridge contact positions (i.e. from parking 8 to 10).

The Passenger Terminal facilities incorporate the domestic and international departures areas, arrival areas and landside car park. The passenger terminal facilities are at the disposal of all stakeholders to facilitate their activities and tasks in the various passenger processes. Some facilities are specific to agencies concerned, viz. Passport and Immigration, AML Security, Health and Customs whereas others are of common use, i.e. Check-in, Boarding Gates and Baggage Handling Facilities.

The Terminal has:

1. **64 Check In Counters**
 - International Departure (Level 1): 50 CiCs
 - Domestic Departure (Ground floor): 8 CiCs
 - VIP Departure (Ground floor): 4 CiCs
 - Premium Access Lounge : 2 CiCs

2. **14 Boarding Gates (BGs)**
 - International Departure (Level 1) : 9 BGs
 - Domestic Departure (Ground Floor) : 1 BG
 - Old Passenger Terminal : 4 BGs

3. **8 Transfer Check In counters (Level 2)**

4. **9 Conveyor Belts**
 - International Departure (Ground Floor) : 3
 - International Arrival (Ground Floor) : 5
 - Domestic Arrival (Ground Floor) : 1

5. **Lifts and Escalators**
 - 22 lifts and 11 escalators – Terminal Building
 - 1 lift and 1 escalator – Old Passenger Terminal

6. **Emergency Power Plant**
 - 3 x 2000kVA emergency generators
 - 2 x 275 kVA generators
 - 1 x 16 kVA mobile generator

7. **8.5 MW Cooling Plant**
 - 3x2.65 MW Centrifugal Chiller
 - 1x 550kW Screw Chiller
 - 4 x Open Type Cooling towers

There are 2 E-gates at Immigration Departure level 1 and 2 E-gates (self boarding) at the boarding gate 18.

The following security equipment are available in the passenger terminal building:

Screening of Pax and Cabin Items					
01	GF	Domestic Departure Screening Checkpoint	Archway Metal Detector	HI – PE Multi Zone	01
			Archway Metal Detector	HI – PE PLUS	01
			Explosive Trace Detector	IS600	01
			X-Ray	HI – Scan 6040i	02
02	GF	Domestic To International Screening Checkpoint	Archway Metal Detector	HI – PE Multi Zone	01
			Explosive Trace Detector	IS600	01
			X-Ray	HI – Scan 6040i	01
03	GF	VIP Departure Screening Checkpoint	Archway Metal Detector	HI – PE Multi Zone	01
			Explosive Trace Detector	HI SCAN 500DT	01
			X-Ray	HI – Scan 6040i	01
			X-Ray	HI – Scan 100100T	01
04	Level 1	Cabin Baggage Screening Checkpoint	Archway Metal Detector	HI – PE Multi Zone	07
			Explosive Trace Detector	IS 600	02
			Explosive Trace Detector	HI SCAN 500DT	03
			Archway Metal Detector	HI – PE Plus	01
			Whole Body Scanner	Nuctech MW 1000AA	01
			X-Ray	HI – Scan 6040i	07
			X-Ray	HI – Scan 7555i	01
05	Level 1	Reconciliation Room	Explosive Tracing Detector	IS 600	01
Screening of staff and other Items (Out of gauge, rush, duty free goods)					
06	GF	Inbound Screening	Archway Metal Detector	HI – PE Multi Zone	01

		Checkpoint	X-Ray	HI – Scan 6040i	01
07	GF	OOG Originating and Transfer Rush, duty Free	Archway Metal Detector	HI – PE Multi Zone	01
			Explosive Trace Detector	IONSCAN 500DT	01
			X-Ray	HI – Scan 7555i	01
			X-Ray	HI – Scan 145180T	01
08	GF	Arrival Staff Screening Checkpoint	Archway Metal Detector	HI – PE Multi Zone	01
			Explosive Trace Detector	IONSCAN 500DT	01
			X-Ray	HI – Scan 6040i	01
09	Level 1	Departure Staff Screening Checkpoint	Archway Metal Detector	HI – PE Multi Zone	01
			Explosive Trace Detector	IS600	01
			X-Ray	HI – Scan 6040i	01
Screening of Outbound hold baggage					
10	Mezannine	BHS Departure	EDS 02	HI – SCAN _10080 – EDX – 2is	03
11	Level 01	BHS Departure	EDS 03	CTX 5800	01
12	Level 01	BHS Contingency	X-Ray	HI-SCAN 100100T	01
			Archway Metal Detector	HI-PE Multi Zone	01
Screening of Inbound Hold Baggage					
13	GF	BHS Arrival	X-ray	HI – SCAN 100_100V	03
14	GF	Custom Control	X-Ray	HI – SCAN 100100T	01
15	Level 02	CIP Lounge	Archway Metal Detector	HI-PE Multi Zone	01
			Explosive Trace Detector	IS600	01
			X-ray	HI-SCAN6040i	02

The following areas are equipped with Boarding pass scanners, known as Paxtrack readers:

- International Departure Immigration entrance (Level 1)
- International Departure Immigration counters (Level 1)
- International Cabin Baggage Screening Checkpoint (Level 1)
- Domestic Departure Screening Checkpoint (Ground floor)
- Domestic To International Screening Checkpoint (Ground floor)
- VIP Departure Screening Checkpoint (Ground floor)

The Network and Telecommunication component includes Networking equipment, Wireless Access points, Controllers, Telephones and Servers (IP Telephony, Call Management, etc).

Contract values of works being carried out at the airport

1. PROJECTS

Projects of MUR 100 million

2. ICT

Upgrade of Carpark Management System, including network and electrical installations, etc.: Budget: MUR 100 million.

Upgrade of Video Management System, including replacement of approx. 550 CCTV cameras, video servers, etc.: Budget MUR 133 million.

3. HVAC

Supply and Installation of 1 No 1800Kw Centrifugal Chiller – MUR 30 million (at the Passenger Terminal).

Part III – Conditions of Contract and Contract Forms

Section VI. General Conditions of Contract

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) (Ref: NCS/RFQ-GCC14/.....)^{6*} for Procurement of Services (available on website ppo.govmu.org) except where modified by the Special Conditions below.

⁶ * Public Body to insert complete reference of the document applicable as at this date by consulting PPO's website.

Section VII. Special Conditions of Contract

Clauses in brackets are optional; all notes should be deleted in final text.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(a)	The Adjudicator is Not Applicable
1.1(d)	The contract name is Provision of Third Party Airport Liability Insurance.
1.1(g)	The Employer is Department of Civil Aviation.
1.1(l)	The Member in Charge is <i>[name of Member Leader of the Joint Venture].</i>
1.1(o)	The Service Provider is <i>[insert name]</i>
1.4	<p>The addresses are:</p> <p>Employer: Department of Civil Aviation SSR International Airport Plaine Magnien Republic of Mauritius</p> <p style="margin-left: 40px;">Tel : (230) 6032000 Fax : (230) 6373164 Email : civil-aviation@govmu.org Website : http://civil-aviation.govmu.org</p> <p>Attention: Ag Director of Civil Aviation</p> <p>Service Provider: _____</p> <p>Attention: _____</p> <p>Facsimile: _____</p>
1.6	<p>The Authorized Representatives are:</p> <p>For the Employer: Ag Director of Civil Aviation</p> <p>For the Service Provider: _____</p>

2.1	The date on which this Contract shall come into effect is: 01 July 2026.
2.2.2 and 2.3	The insurance cover shall start as from 01 July 2026 and be valid up to 30 June 2027.
3.2.3	Activities prohibited after termination of this Contract are: NIL
3.7(d)	The other actions are NIL.
3.9	Restrictions on the use of documents prepared by the Service Provider are: all documents after expiry of contract.
3.10.1	The liquidated damages rate is Not Applicable.
3.10.3	The percentage of the cost of having a Defect corrected to be used for the calculation of Lack of performance Penalty/(ies) is Not Applicable. The Defects Liability Period is Not Applicable.
3.11	A Performance Security amounting to 10% of the premium shall be required as per format enclosed from a Commercial Bank operating in Mauritius within 21 days as from the date of issue of Letter of Acceptance. The Performance Security shall be in Mauritian Rupees. The Performance Security shall be valid until a date 28 days from the completion date of the contract. The performance security shall be applicable to all organisations (DCA/AML/ATOL/ARL) under this contract.
5.1	The assistance and exemptions provided to the Service Provider are: Not Applicable.
6.2(a)	The amount in local currency is Not Applicable
6.2(b)	The price payable in foreign currency for the 12 months period is <i>[insert amount]</i>
6.4	The insurance premium shall be paid in equal amounts on a three months basis. Separate invoices should be sent to: (a) Department of Civil Aviation; (b) Airports of Mauritius Co Ltd;

	<p>(c) Airport Terminal Operations Ltd; and</p> <p>(d) Airport of Rodrigues Ltd for Plaine Corail Airport.</p> <p>The successful bidder shall submit a payment schedule with appropriate due dates once contract is awarded. The first payment shall be effected on award of contract.</p>
6.5	<p>Payment shall be made within 30 days of receipt of the invoice.</p> <p>The interest rate is Bank Rate.</p>
6.6.1	Price adjustment: Not Applicable
7.1	<p>The principle and modalities of inspection of the Services by the Employer are as follows: Not Applicable.</p> <p>The Defects Liability Period is Not Applicable.</p>
8.2.3	No adjudicator will be appointed.
8.2.4	Any dispute between the DCA and the service provider as to matters arising pursuant to this contract which cannot be settled amicably within sixty (60) days after receipt by one party of the other party's request for such amicable settlement may be submitted by either party to arbitration under the Applicable Law. Proceeding will be held in Mauritius.
8.2.5	The designated Appointing Authority for a new Adjudicator is : Not Applicable

Section VIII. Contract Forms

Table of Forms

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Bank/Insurance company Guarantee for Advance Payment

To: _____

Gentlemen:

In accordance with the provisions of the Conditions of Contract, Sub-Clause 6.4 (“Terms and Conditions of Payment”) of the above-mentioned Contract, _____ (hereinafter called “the Service Provider”) shall deposit with _____ a Bank/Insurance company Guarantee to guarantee his proper and faithful performance under the said Clause of the Contract in an amount of _____

We, the _____, as instructed by the Service Provider, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to _____ on his first demand without whatsoever right of objection on our part and without his first claim to the Service Provider, in the amount not exceeding _____

We further agree that no change or addition to or other modification of the terms of the Contract or of Services to be performed there under or of any of the Contract documents which may be made between _____ and the Service Provider, shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until _____ receives full repayment of the same amount from the Service Provider.

Yours truly,

Signature and seal: _____

Name of Bank/Insurance company: _____

Address: _____

Date: _____

Performance Security

.....*Bank/Insurance company's Name and Address of Issuing Branch or Office*.....

Beneficiary:*Name and Address of Public Body*.....

Date...

PERFORMANCE GUARANTEE No.:.....

We have been informed that*name of the Contractor*..... (hereinafter called "the Contractor") has entered into Contract No.....*reference number of the Contract*..... dated..... with you, for the execution of *name of Contract and brief description of services*(hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance security is required.

At the request of the Contractor, we *name of Bank/Insurance company*hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *amount in figures (amount in words)*..... such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire not later than twenty-eight days from the date of issuance of the Certificate of Completion/Acceptance Certificate, calculated based on a copy of such Certificate which shall be provided to us, or on the.....day of,, whichever occurs first. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758. (Applicable to overseas contractor only).

.....**Seal of Bank/Insurance company and**

Signature(s).....

Letter of Acceptance

[date]

To: [name and address of the Service provider]

This is to notify you that your Bid dated [date] for execution of the [name of the Contract and identification number, as given in the Special Conditions of Contract] for the Contract Price of the equivalent of [amount in numbers and words] [name of currency], as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

Note: Insert one of the 3 options for the second paragraph. The first option should be used if the Bidder has not objected the name proposed for Adjudicator. The second option if the Bidder has objected the proposed Adjudicator and proposed a name for a substitute, who was accepted by the Employer. And the third option if the Bidder has objected the proposed Adjudicator and proposed a name for a substitute, who was not accepted by the Employer.

We confirm that [insert name proposed by Employer in the Bidding Data],

or

We accept that [name proposed by bidder] be appointed as the Adjudicator

or

We do not accept that [name proposed by bidder] be appointed as Adjudicator, and by sending a copy of this letter of acceptance to [insert the name of the Appointing Authority], we are hereby requesting [name], the Appointing Authority, to appoint the Adjudicator in accordance with Clause 37.1 of the Instructions to Bidders

You are hereby instructed to proceed with the execution of the said contract for the provision of Services in accordance with the Contract documents.

Please return the attached Contract dully signed

Authorized Signature: _____
 Name and Title of Signatory: _____
 Name of Agency: _____

Attachment: Contract

Form of Contract

LUMP-SUM REMUNERATION

This CONTRACT (hereinafter called the “Contract”) is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Employer]* (hereinafter called the “Employer”) and, on the other hand, *[name of Service Provider]* (hereinafter called the “Service Provider”).

[Note: In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows: “...(hereinafter called the “Employer”) and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Employer for all the Service Provider’s obligations under this Contract, namely, [name of Service Provider] and [name of Service Provider] (hereinafter called the “Service Provider”).]

WHEREAS

- (a) the Employer has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the “Services”);
- (b) the Service Provider, having represented to the Employer that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:

- (a) the Letter of Acceptance;
- (b) the Service Provider’s Bid
- (c) the Special Conditions of Contract;
- (d) the General Conditions of Contract;
- (e) the Scope of Service and Performance Specifications;
- (f) the Priced Activity Schedule; and
- (g) The following Appendices: *[Note: If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]*

Appendix A: Description of the Services

Appendix B: Schedule of Payments

Appendix C: Key Personnel and Subcontractors

Appendix D: Breakdown of Contract Price in Foreign Currency

Appendix E: Breakdown of Contract Price in Local Currency

Appendix F: Services and Facilities Provided by the Employer

- 2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:
 - (a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of Employer]*

[Authorized Representative]

For and on behalf of *[name of Service Provider]*

[Authorized Representative]

[Note: If the Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]

For and on behalf of each of the Members of the Service Provider

[name of member]

[Authorized Representative]

[name of member]

[Authorized Representative]