



REPUBLIC OF MAURITIUS

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**MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT**

**Circular No. 5 of 2017**

My Ref: CF/40/40/20/10 XVII

23 March, 2017

**From:** Financial Secretary

**To :** Supervising Officers-in-Charge of Ministries/Departments and Accounting Officers

**Fees payable to Members of Departmental Bid Committees, Bid Evaluation Committees and Due Diligence Committees**

Following representations made, the fees payable to the Chairperson, Members and Secretary of Departmental Bid Committees (DBC) and Bid Evaluation Committees (BEC) in respect of procurement of goods, works, consultancy and other services, up to the prescribed amount, have been revised as detailed below:-

**(i) Departmental Bid Committee (DBC)**

The fees payable to the Chairperson, Members and Secretary of Departmental Bid Committees, have been revised as follows:-

Chairperson	Rs440 per sitting
Members	Rs360 per sitting
Secretary	Rs260 per sitting

However, it is up to the Supervising Officer to exercise appropriate control on the number of sittings.

**(ii) Bid Evaluation Committee (BEC)**

The fees payable to the Chairperson, Members and Secretary of Bid Evaluation Committees will henceforth be payable on an **hourly rate** basis as follows:-

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<b>SN</b>	<b>Category of Officers</b>	<b>Revised Rates (Rs/hr)</b>
1.	Principal Architect, Principal Engineer, Principal Quantity Surveyor, or equivalent grade and above	1100
2.	Architect/Senior Architect, Engineer/Senior Engineer, Quantity Surveyor/Senior Quantity Surveyor, or equivalent grade	1000
3.	Assistant Quantity Surveyor or equivalent grade	875
4.	Senior Technical Officer level or equivalent grade	650
5.	Technical Officer or equivalent grade	550
6.	Secretary of Bid Evaluation Committee	400

**Note:**

- The Chairperson of the BEC would be paid an additional sum representing 10% above the hourly rate approved for his category.
- The grades listed at para 1(ii) above are indicative, and the equivalent grades may be determined on the basis of the salary for each grade.

**Payment and other Conditions for BEC**

2. The Payment of fees to the Chairperson, Members and Secretary of the Bid Evaluation Committees would be subject to the following conditions:-

- (i) The Supervising Officer/Accounting Officer should pre-determine –
  - (a) the level of expertise required for the constitution of the BEC;
  - (b) the number of hours required for the evaluation; and
  - (c) whether the exercise should be carried out within or after office hours.
- (ii) The evaluation exercise would have to be carried out preferably after normal working hours except for procurement on fast-track which are governed by other conditions;
- (iii) The composition of the Bid Evaluation Committee should not normally exceed three (3) members (excluding the Secretary). However, should the need for further technical assistance be required, the prior approval of the Supervising Officer should be obtained and such person(s) should be paid fees only for the number of hours put in, based on the same prescribed rates; and
- (iv) In case of a non-conclusive Bid Evaluation Exercise, i.e when no award is recommended by the BEC, the Chairperson, Members and the Secretary

should be paid fees equivalent to the number of hours spent on the Bid Evaluation exercise.

**Due Diligence Committee (DDC)**

3. The same fees and conditions applicable to Bid Evaluation Committees will also apply to Due Diligence Committees.
4. The new payment criteria (including fees) will become applicable for all evaluations which would commence subsequent to the date of this Circular.
5. This Circular supersedes the Ministry of Civil Service and Administrative Reforms Circular Note No. 5 of 2012.
6. Please stand guided by the above and kindly convey the contents of this Circular to departments/divisions falling under the purview of your Ministry.

  
**V. Lutchmeeparsad**  
for Financial Secretary

Copy to: Secretary to Cabinet and Head of the Civil Service  
Senior Chief Executive, Ministry of Civil Service and Administrative Reforms