

Request for Proposal – Long-Term Lease of Office and Training Facilities

FINANCIAL SERVICES INSTITUTE COMPANY LTD
REQUEST FOR PROPOSAL

Long-Term Lease of Office and Training Facilities

Procurement No: FSI/PC/RFP 02 of 2025–26 (OAB)

Financial Services Institute Company Ltd

8th Floor, SICOM Tower, Wall Street, Ebene

Phone: 401 1208

procuredesk@fsi.africa

17 July 2026

Our Ref: FSI/PC/RFP 02 of 2025-26 (OAB)

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Letter of Invitation

Dear Sir / Madam,

**REQUEST FOR PROPOSAL
LONG-TERM LEASE OF OFFICE AND TRAINING FACILITIES**Ref: FSI/PC/RFP 02 of 2025-26 (OAB)

The Financial Services Institute Company Ltd ("FSi" or the "Institute") invites proposals from qualified property owners, registered property management companies and entities legally authorised to lease or sub-lease commercial premises in Mauritius, for the provision of modern, purpose-configured office and training facilities to accommodate FSi's operations and its strategic development as a regionally recognised financial services training and capability building institution.

FSi is currently operating from the 8th Floor of SICOM Tower, Ebene. As the Institute transitions into a nationally and regionally recognised financial services training institution, it is seeking premises that are commensurate with its institutional profile, programme delivery requirements and ambition to operate as a modern, future-ready centre of excellence. The proposed premises will serve as FSi's principal operational base for a minimum period of five years and must be capable of supporting large-scale training events, regional and international capacity building programmes, workshops, conferences and hybrid learning delivery.

In this context, FSi is initiating this procurement exercise at the earliest practicable opportunity in order to secure suitable infrastructure capable of supporting its operational requirements, institutional growth objectives and future programme expansion.

The Request for Proposal and its Annexure are enclosed herewith. Bidders are requested to submit their proposals in accordance with the requirements set out in Section 5 of this document.

Yours faithfully,



Nitin Ramphul
Chief Executive Officer
Financial Services Institute Company Ltd



1. Background and Introduction

FSi is a training institution operating under the aegis of the Ministry of Financial Services and Economic Planning. Established in 2018 as a public company limited by shares and wholly owned by the Government of Mauritius, FSi provides specialised training programmes focused on the continuous development and reskilling of professionals in the financial services sector, and supports the broader objective of positioning Mauritius as an International Financial Services Centre of Excellence.

To accommodate its growing programmatic and institutional requirements, FSi is seeking to identify and secure modern, functional and purpose-configured premises from which to operate. The objective of this RFP is to identify available office and training space, across a minimum of two floors and covering a gross floor area of approximately 1,200 m², situated within a recently constructed, high-quality commercial building capable of supporting regional and international training programmes, conferences, workshops and hybrid learning delivery.

The proposed lease shall be for a minimum period of five (5) years, renewable thereafter on terms to be agreed. Qualifying property owners and authorised lessors are invited to submit proposals in accordance with the requirements of this document.

2. Scope of Requirements

The selected lessor will be expected to provide premises that can be configured to accommodate the functional zones described below. FSi requires a fully integrated facility in which the office, training, amenity and technical infrastructure components operate within a coherent, professionally appointed environment. The allocation of space across zones is indicative; bidders are encouraged to propose the optimal layout for the available premises, provided the core functional requirements are met.

A. Executive and Administrative Wing

- Open-plan and private office space for 20 to 30 staff members.
- Dedicated executive offices for senior management.
- A high-specification executive boardroom equipped for advanced teleconferencing, video conferencing and hybrid connectivity for international and regional meetings.
- Formal meeting rooms and flexible shared workspaces.
- A dedicated functional area for a Project and Initiatives (P&I) team of five to seven staff members.

B. Training Wing

- A main training hall capable of accommodating between 150 and 200 participants in a flat-floor configuration, adaptable to a range of delivery formats including plenary, classroom and workshop settings. The hall should incorporate movable acoustic dividers or operable partition walls capable of sub-dividing the space into two to four separate training rooms, enabling simultaneous sessions and parallel delivery. The partition system must provide adequate acoustic separation between divided spaces and must not require structural alteration to effect.
- Multiple breakout rooms for group sessions, workshops and parallel delivery.
- Flexible and modular spaces that can be reconfigured rapidly to meet varying programme requirements.
- Training spaces designed to accommodate portable translation equipment and booths, where required for multilingual regional programmes. Fixed interpretation infrastructure is not required; spaces should be designed to facilitate the installation of modular, portable solutions as operational needs dictate.

C. Resource and Knowledge Centre

- A combined Library, Resource Centre and Financial Lab, providing a dedicated space for research, study and ICT-enabled financial services learning. The Financial Lab component may be co-located within the Resource Centre, provided adequate space, power provision and network infrastructure are available to support the required workstations and equipment.

D. Amenities and Communal Facilities

- A lounge and refreshment area suitable for light meals and coffee, ideally situated adjacent to or in close proximity to the main training hall, to serve delegates during breaks and between sessions.
- A communal dining and catering area (mess or cafeteria) capable of accommodating training participants. This facility may be provided within a shared or common area of the building, provided it is readily accessible to FSI's training floors and is of an appropriate standard for hosting regional and international delegates.
- Networking and collaboration spaces.
- A dedicated server and ICT infrastructure room.
- A professionally appointed reception area.
- Adequate sanitary facilities throughout, compliant with applicable building and health standards.

E. Technical and ICT Infrastructure Requirements

- Adequate electrical capacity throughout, with backup power solutions including UPS and generator provision where available.
- Full air conditioning and mechanical ventilation systems.
- Appropriate lighting throughout, including lighting standards suitable for training and examination delivery.
- Infrastructure to support the installation of high-speed, reliable internet connectivity.
- Audio-visual equipment compatibility and cabling infrastructure for hybrid learning, videoconferencing and event delivery.

F. Security and Compliance

- Full compliance with applicable Mauritian building codes and zoning regulations.
- Fire safety and health compliance certificates current and in order.
- Security provisions appropriate for hosting regional and international participants, including CCTV and access control systems.
- Accessibility features including lifts and facilities for persons with reduced mobility.
- Anti-seismic construction standards will be considered as an advantage.
- Green building certification or energy efficiency credentials will be viewed favourably in the evaluation.
- Carbon dioxide (CO₂) level monitoring and automated ventilation adjustment systems, aligned with recognised international indoor air quality standards, are required. This is considered an essential feature of a modern institutional learning environment, supporting the wellbeing, concentration and health of participants during extended training sessions, and is consistent with international best practice for training and conference facilities.

G. Location Requirements

The proposed premises should be located within or in close proximity to the Ebène Cybercity or Technopole precinct. The selected location must be situated within a commercial building environment with convenient access to main road networks, public transport links and hotel accommodation suitable for regional and international visitors.

H. Parking

The premises must include dedicated parking facilities for staff and visitors, with a minimum of 20 to 30 parking bays. Given that FSI intends to host regional and international training events, conferences and high-level governance meetings, adequate visitor and delegate parking is a material operational requirement. Proximity to public parking facilities or overflow arrangements will be viewed as an advantage, and bidders are invited to specify available parking provision in their technical submissions.

3. Eligibility of Bidders

Proposals may be submitted by:

- registered property owners;
- authorised property management companies; and
- entities legally authorised to lease or sub-lease commercial premises in Mauritius.

All bidders must provide evidence of:

- ownership of the premises or written authorisation to lease or sub-lease the property;
- Business Registration Number (BRN), where applicable; and
- any other documentation listed in Annexure 1 to this RFP.

4. Proposal Requirements

Proposals must be submitted in two parts as follows.

4.1 Technical Proposal

The Technical Proposal shall include:

- a statement confirming the bidder's understanding of the scope of requirements set out in section 2 and its ability to meet those requirements;
- property information: address and location of the premises; total floor area available; description of the proposed space and its proposed configuration;
- photographs of the premises (exterior and interior);
- floor plan or architectural layout of the proposed space;
- description of the available infrastructure, fit-out standard and proposed works to be undertaken by the lessor; and
- all documents listed in Annexure 1 to this RFP.

4.2 Financial Proposal

The Financial Proposal shall include:

- the proposed monthly rental rate per square metre, inclusive of all services to be provided by the lessor;
- a schedule of gross surface areas in square metres by zone or floor;
- a summary of all services included in the proposed rental (utilities, maintenance, cleaning, shared facilities, parking, etc.); and
- proposed lease duration and any renewal or escalation terms.

5. Submission of Proposals

Proposals must be submitted in two separate sealed envelopes, clearly labelled as follows:

- "Technical Proposal – [Bidder Name] – FSI/PC/RFP 02 of 2025–26 (OAB)"
- "Financial Proposal – [Bidder Name] – FSI/PC/RFP 02 of 2025–26 (OAB)"

Both envelopes must bear the Procurement No: FSI/PC/RFP 02 of 2025–26 (OAB) at the top right corner.

Proposals must be deposited in the bid box located on Level 8, SICOM Tower, Wall Street, Ebene, by **18 August 2026 at 16:00 hours**. Proposals deposited after the closing date and time will not be considered. Proposals submitted by electronic mail will not be accepted.

Bids should be addressed to:

Chairperson
Departmental Bid Committee
 Financial Services Institute Company Ltd
 8th Floor, SICOM Tower
 Wall Street, Ebene

Any requests for clarification must be submitted in writing by email to procuredesk@fsi.africa no later than 4 August 2026. FSi will circulate responses to all registered bidders.

6. Evaluation Criteria

Proposals will be evaluated by a Bid Evaluation Committee constituted by the Tender Committee, in accordance with the FSi Procurement Guidelines. Evaluation will be conducted on the basis of the weighted scoring framework set out below.

Evaluation Criterion	Weight	Max. Score
Alignment with the space and functional requirements set out in the Terms of Reference	25%	25
Quality and suitability of the proposed space (layout, flexibility, modular capacity, fit-out standard)	20%	20
Location and accessibility (proximity to Ebene Cybercity, public transport, hotel accommodation)	15%	15
Infrastructure quality (ICT readiness, electrical capacity, air conditioning, security, compliance)	15%	15
Proposed rental rate and overall cost-effectiveness (inclusive of proposed services and fit-out commitments)	15%	15
Scalability and future-readiness (green building credentials, anti-seismic construction, expansion capacity)	5%	5
Experience of lessor in delivering comparable institutional or professional premises	5%	5
TOTAL	100%	100

Proposals achieving a minimum technical score of 70 out of 100 will be considered for further assessment, including site visits conducted by the Evaluation Committee. FSi reserves the right to shortlist proposals and to request presentations or additional information from shortlisted bidders prior to finalising its recommendation.

7. Site Visits and Bidder Presentations

FSi reserves the right to conduct site inspections of shortlisted premises prior to final selection. Details of site visit arrangements will be communicated to shortlisted bidders in writing. Bidders are also requested to prepare a brief formal presentation of the property and its suitability for FSi's requirements, for delivery to the Evaluation Committee during the due diligence phase. Further details will be provided to shortlisted bidders separately.

8. Indicative Procurement Timeline

The following timeline is indicative. In the event of any material change, all registered bidders will be notified in writing.

Process Step	Indicative Target
RFP Launch	Mid-July 2026
Closing Date for Submission of Proposals	18 August 2026 at 16:00 hours
Requests for Clarification (deadline for bidder queries)	4 August 2026
Evaluation of Proposals / Due Diligence (including site visits)	August – September 2026
Bid Evaluation Committee Report to Tender Committee	September - October 2026
Tender Committee Recommendation to Board	September - October 2026
Board Approval	December 2026
Target: Contract Signature and Handover Arrangements	December 2026

9. Reservation of Rights

FSi reserves the right to:

- accept or reject any proposal, in whole or in part, without assigning any reason whatsoever;
- request additional information, clarification or a formal presentation from any bidder;
- conduct site visits to any or all proposed premises;
- modify or cancel this RFP process at any stage without incurring any liability to bidders; and
- negotiate with the preferred bidder prior to the execution of any lease agreement, subject to Board approval of the preferred proposal.

This RFP does not constitute a commitment by FSi to enter into any contract or lease agreement. All costs incurred by bidders in the preparation and submission of proposals are for the account of the bidder.

ANNEXURE 1

DOCUMENTS REQUIRED FROM BIDDERS

All documents listed below must be submitted together with the Technical Proposal. Failure to provide any mandatory document may render a proposal non-compliant.

No.	Document Required
1.	Drawings and site plan for the proposed premises.
2.	Proof of ownership of the building or written authorisation to lease or sub-lease the property.
3.	Certificate of non-encumbrance (not more than three months old at the date of submission).
4.	Engineer's certificate confirming the structural integrity and compliance of the building.
5.	Copy of the Land Use Permit for the building.
6.	Copy of the Fire Certificate.
7.	Proposed works schedule: a list of works to be undertaken by the lessor to adapt the space to FSI's requirements, with an indicative completion timeline.
8.	Date of construction of the building.
9.	Description of the building, including all finishes, installed equipment and facilities provided under the lease.
10.	Business Registration Certificate of the lessor or authorised property management company.
11.	Evidence of relevant experience in delivering institutional, professional or training premises of comparable scale or nature.
12.	Written confirmation of any similar capacity building or professional institutions currently housed in the same building or development, as a potential indicator of institutional synergy.
13.	Presentation material: bidders are requested to prepare a brief presentation of the property for delivery to the Evaluation Committee during the due diligence phase. Details will be communicated separately.

FSi reserves the right to request additional documentation or information from any bidder during the evaluation process.