

**MINISTRY OF PUBLIC INFRASTRUCTURE, NATIONAL DEVELOPMENT  
UNIT LAND TRANSPORT AND SHIPPING  
(NATIONAL DEVELOPMENT UNIT)**

**Procurement of Draughtsmanship Services**

Applications are invited from persons having the following profile for the provision of services outlined under “services to be provided” in this Notice.

**PROFILE**

- Should be holders of the Technical Certificate or Diploma in Draughtsmanship/Design
- Should be fully conversant with AutoCAD 2D and 3D
- Should have at least five (5) years proven experience in a similar position in the construction field
- Good Communication and interpersonal skills and able to work in a team
- Ready to work after office hours, when the need arises

**SERVICES TO BE PROVIDED**

1. To prepare plans, site plans, survey plans, sketches and working drawings in connection with architectural, structural, civil, electrical and cartographic aspects and requirements of Buildings and Civil Engineering Projects.
2. To carry out survey works in connection with the preparation of plans as outlined above, including taking of levels for projects related to (1).
3. To produce design and survey drawings with respect to ongoing projects and as-made drawings for completed projects as and when required.
4. Attendance during site meetings, preparation visits for new projects and joint visits during official visits by the Ministry shall have to be implemented as part of the services to be provided.

**Working Hours**

The Draughtsmen will be called upon to provide their services to the Ministry of Public Infrastructure, National Development Unit Land Transport and Shipping (National Development Unit) on a five-day week basis from 08 45 to 16 00 hours, to be fully dedicated to the requirement of the NDU and refrain from undertaking any private work during the said time.

Applicants are requested to submit their all inclusive monthly package as well as the expected hourly rate for any extra hour to be put in, should the need arises.

### **Conditions of Contract**

The contractual period shall be for a period of one year in the first instance. The Ministry reserves the right to terminate the contract in case of unsatisfactory service.

### **MODE OF APPLICATION**

1. Qualified candidates should submit their application on this Ministry's application form which may be obtained at the address mentioned below:

**Ministry of Public Infrastructure,  
National Development Unit, Land Transport and Shipping  
(National Development Unit)  
12<sup>th</sup> Floor, Sterling House  
Lislet Geoffroy Street  
Port Louis  
Tel: 210-3478**

2. The application form is also available on the Website at the following address:  
<http://www.gov.mu/portal/site/ndu>.
3. Duly filled in forms should be addressed to

**The Permanent Secretary  
Ministry of Public Infrastructure,  
National Development Unit, Land Transport and Shipping  
(National Development Unit)  
12<sup>th</sup> Floor, Sterling House  
Lislet Geoffroy Street  
Port Louis**

and should be deposited in sealed envelope in the Tender box at the above address not later than **13.15 Hrs on 30 August 2011**.

4. Envelopes should be sealed and clearly marked **Procurement of Draughtsmanship Services**

#### **Note**

- (1) Incomplete forms will not be considered.
- (2) Application forms received after the closing date will not be considered.
- (3) The Ministry reserves the right of not making any award further to this advertisement.

**18 August 2011**

**MINISTRY OF PUBLIC INFRASTRUCTURE, NATIONAL DEVELOPMENT UNIT,  
LAND TRANSPORT AND SHIPPING  
(NATIONAL DEVELOPMENT UNIT)**

**APPLICATION FORM**

**PROCUREMENT OF DRAUGHTSMANSHIP SERVICES**

**NAME:** .....

**ADDRESS:** .....

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**TEL NO:** .....**FAX NO:** .....

**E-MAIL ADDRESS:** .....

**VAT NO (if Any):** .....

**QUALIFICATIONS: (Copies of Certificates to be enclosed).....**

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**EXPERIENCE: (Evidence to be enclosed as far as possible).....**

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**PROPOSED REMUNERATION:**

The proposed Remuneration to include the use of any personal high-tech instruments or logistics in the delivery of the services. (Basic IT equipment will be provided by the NDU).....

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**Note**

**VALIDITY OF OFFER:**

The offer should remain valid for 1 year and may be extended

**DATE:** .....

**SIGNATURE OF APPLICANT:** .....