



REQUEST FOR QUOTATION : COURIER/ MAILING SERVICE

BANK OF BARODA, Mauritius Operations, invites quotation for outsourced services for providing courier/ mailing service across the island.

Scope of Work: To provide courier/ mailing services. The service includes collection of documents from main office for dispatch to branches /offices as well as collecting documents from branches and dispatch to main office.

We shall appreciate interested firms/companies to send their complete quotation including detailed breakdown of Total Cost in sealed envelope.

Scope of Work	To provide courier/ mailing services. Documents to be collected at Port Louis Branch for dispatch to our 6 branches located at Curepipe, Vacoas, Rose Hill, Quatre Bornes, Flacq & Rose Belle, as well as to some offices in the Ebene/Moka vicinity, depending on the requirements. The service would also include collecting of documents from branches and dispatch to main office. Items to be dispatched will include official bank documents/ stationery items, standees, etc...
Mode	Daily (Monday to Friday)
Period of Contract	Contract of 1 year

Terms & Conditions:

- 1) Interested firms are required to visit the subjected premises before submitting their quotation.
- 2) Price should be inclusive of all taxes.
- 3) To have at least 3 years' experience in courier service.
- 4) Renewal will be subjected to the services rendered during contract period
- 5) Uninterrupted services to be ensured during contract period.

Please submit **sealed quotation** address to **"The Vice President"** by **17th April 2025 at 3PM** at 4th Floor, Territory Office, Bank of Baroda, Sir William Newton Street, Port Louis, Mauritius. In case of any further clarification, please email on: hrm.mauritius@bankofbaroda.com.

**Vice President
Bank of Baroda
Mauritius Operations**

Date: 27-03-2025
T & C applies