MauBank Ltd

Expressions of Interest

Appointment of Licensed Real Estate Agent(s) / Agency(ies)

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1. The Opportunity

1.1 Background

MauBank Ltd wishes to appoint licensed real estate agents to market and sell / rent Bank owned and repossessed properties.

To assist the bank in fulfilling these resolutions, the service of licensed real estate agents is sought.

Expressions of Interest (EOI) are invited from licensed real estate agencies who wish to be considered for.

2. The EOI Process

2.1 EOI Rationale

The disposal of Bank owned and repossessed assets is to be conducted in an open and transparent manner and should bring the best possible monetary return.

2.2 Description of Services Required

For any and every property to be sold, the appointed Agent will be required to:

- Undertake site inspections as necessary to assess the most constructive method of disposal and marketing methodology and to communicate expected return & timeline for sale.
- Provide a written Services Delivery Plan including proposed marketing and sale methodology and any alternate strategies to maximize the sale price.
- Undertake all marketing and advertising.
- Undertake all meetings with prospective buyers as required.

3. Information required to be submitted

The following information is required to be submitted. Proposals that do not provide the information listed below will be deemed to be non-complying:

- Scale of fees (Commission) expressed on an agreement.
- Demonstrated record of accomplishment in selling property in various classes (Land, Commercial and Residential Building and other properties) as per annex 2.

Proposals submitted must also directly address the information requirements set out below. To facilitate the evaluation process and promote fairness and comparability, proponents are required to structure their proposal in accordance with this EOI.

All submissions must include:

- **A completed EOI Application Form (Annex 1)**
- **A completed Returnable Schedule A (Annex 2)**

If information requested is not supplied, the Evaluation Panel has the discretion to discontinue further consideration of the proposal.

Interested Estate Agents are requested to provide the following information for evaluation:

3.1 Business Profile

Full details of the Agency/Agent including:

- Certificate of Incorporation / National Identity Card of Agent
- Business Address (es)
- Contact details (telephone, email)
- BRN of the Agent
- Certificate of Registration (Real Estate Agent Authority)

3.2 Experience and Capability

Proponents must demonstrate they have the capability and experience to sell / Rent properties in the classes nominated as per annex 2.

3.3 Financial Viability

Proponents must demonstrate that they or their company is financially viable and must provide:

- Evidence that the Agency is commercially viable.
- Agreement that the Bank may complete company searches and due diligence reports on Agencies submitting an EOI Proposal.

4. EVALUATION CRITERIA

4.1 Evaluation Criteria

An Evaluation Panel (Panel) will review EOI proposals against the following criteria:

- Agency commission submitted (50%) considered as the financial response
- Demonstrated capability of the Agency (50%) along with all other documentary submission considered as the technical response

5. EVALUATION PROCESS

5.1 Process

The evaluation of proposals in response to this EOI will be under the responsibility of Bank Officers. Selected independent advisers may assist the Panel.

The Panel's Terms of Reference will include, but not be limited to, the following:

- Evaluate proposals in accordance with the evaluation criteria,
- Report on the findings of its evaluation.

The recommendations of the Panel in respect of the successful proposal(s) will be reported to Management for endorsement.

5.2 Questions and Clarifications

Any enquiries that proponents may wish to make or to clarify their interpretation of the EOI or for any other purpose should be submitted **5 days** prior the submission date via email on

Procurement@maubank.mu with the following wording in the subject line: **'Appointment of Licensed Real Estate Agents - EOI Question'**.

5.3 Responses to Questions

Enquiries and Bank's responses will be provided to all proponents (following internal procedures). The nature and extent of the questions will determine the timeframe within which a response is made.

5.4 Ranking

Any ranking of proponents that may result from the evaluation process will not be disclosed to proponents.

6. SUBMISSION OF PROPOSAL

6.1 Submission of EOI

Proposals must be sent through password protected email, addressed to the Chairperson of the Bid Opening Committee with mention **Appointment of Licensed Real Estate Agents** not later than **14hrs** on **30 November 2026**.

6.2 Complying Proposals

Proponents must submit a complying proposal. A complying proposal is one that substantially complies with the requirements of this EOI. Where a proposal does not substantially comply with the requirements of this EOI, the Bank may determine in its absolute discretion whether such non-complying proposal may be considered for evaluation. The same standard of discretion be exercised for each proposal.

7. GENERAL TERMS AND CONDITIONS

7.1 Compliance with Requirement

Proponents must comply with the information and instructions provided in this EOI.

7.2 Information Documents

Proponents must, take into consideration this EOI and the supporting self-completion documents found in the Attachments.

7.3 Changes to this Request

Bank reserves the right to amend the process and procedures set out in this EOI by notice in writing to Proponents. Should this extend to altering the specific objective or extending the scope of this EOI, the Bank will issue further such changes in writing (Addenda) which will apply to any amended process and procedures.

7.4 Conflict of Interest

Any proponent with a real or perceived conflict of interest must declare that interest to the Bank as soon as the conflict is identified.

7.5 Probity

A proponent will not offer any incentive, or otherwise attempt to influence any persons who are either directly or indirectly involved in the evaluation of the proposal.

If the Bank determines that a proponent has violated this condition, or the proponent has otherwise engaged in such conduct, the proponent may be disqualified from further consideration.

7.6 Cost of Preparation of Proposals

All costs and expenses incurred by the proponents in any way associated with the development and preparation of proposals, including but not limited to attendance at meetings, discussions and providing any additional information required by the Bank, will be borne entirely and exclusively by the proponents.

7.7 Collusive Tendering

Proponents must not communicate, directly or indirectly, with any other proponents (including through any employees, agents or contractors) regarding the preparation, content or submission of proposals. Each proposal must be submitted without any collusion, or knowledge, in the preparation of or about any other proposal. Submission of a proposal is deemed to be a representation and warranty by the proponent submitting that proposal that it has complied with the requirements of

this paragraph. If the Bank determines that a proponent has violated this condition, the Bank is entitled to disqualify that proponent and to reject its proposal as being invalid.

7.8 Right to Negotiate

Following the Closing Date for proposals, the Bank may negotiate with one or more proponents on any matter that we may determine.

7.9 Clarifications and Presentations

Following receipt of the proposals and prior to selecting proponent(s), the Bank reserves the right to seek clarification with proponents where appropriate. A proponent may be requested to make oral presentations of its proposal to the Bank, its committees and advisers.

7.10 Absence of Obligation

No legal or other obligation shall arise between a proponent and the Bank unless and until formal documentation has been signed.

7.11 Reservation of Rights

In addition to any reserved rights set out elsewhere in this EOI, the Bank reserves the right, without assigning any reasons, to:

- Negotiate with one or more proponent at any time.
- Not proceed with the EOI.
- Proceed with the invitation on a basis or on terms different to those described in this EOI.
- Terminate the process at any time or modify any aspect of this process, including, without limitation, the evaluation process, the evaluation criteria, timetable or any proposed contractual arrangements.
- Cancel, vary, supplement or supersede this EOI or any of the matters set out in it at any time
- Postpone, delay, suspend or cancel the process

7.12 Duration of Validity of Proposals

Each proposal in response to this EOI is valid until execution of agreement with a successful proponent, with such agreement to comprise a letter of appointment to the Agent(s).

7.13 Additional Information

The Bank reserves the right to issue/request further information to proponents as and when required.

7.14 Addenda

The Bank may issue Addenda to this EOI or any other part of the EOI to modify or clarify it in any manner and all such Addenda shall become part of the EOI.

APPLICATION FORM (Annex 1)

Section One: Proponent Information

1. Company OR Business Name OR Name of Agent

……..

2. BRN…….. VAT……..

3. Registered Business Address

……..

4. Contact Name

……

5. Contact Phone Numbers:

Business Landline…… Mobile……

6. Particulars (names and addresses) of company directors and office bearers

Director……

Director……

Director……

(Please add further lines if more company directors)

7. Names and addresses of any other persons having a financial interest in the business and the nature of their interest.

……..

……..

8. Number of Years of Agency OR Individual Agent has been licensed.
.....Years. Real Estate Agency Authority Certificate number ……..

Signed for the Proponent by: …… Date: ……

Name (in block letters): …… (Authorized Officer)

Section Two:

Company/Business Experience and Capability

9. **Please list below summary of experience in marketing and selling real estate. You may also attach other relevant information to highlight your company/business experience.**

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10. **Please List below Two Company Referees (who may be contacted by the Bank)**

Referee 1: Name:……Email……

Contact Telephone Number……

Project or Relationship Details for providing reference:……
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Referee 2: Name:……Email……

Contact Telephone Number……

Project or Relationship Details for providing reference:……
……

Signed for the Proponent by: …… Date: ……. Name (in block letters): …… (Authorized Officer)

Section three: Financial Viability

10. **Proponents must demonstrate their company/business is financially viable and must provide:**
    - A written statement (audited financial report for the past 3 years) that the company/business is financially viable.

11. Agreement that, if required, the Bank at their cost can complete company/business searches and due diligence reports on the company/business (please tick appropriate response box).

◯ I agree that MauBank Ltd can at their cost complete company searches for financial due diligence purposes

◯ I do not agree that MauBank Ltd can at their cost complete company searches for financial due diligence purposes

Section Four: Declaration

Proponents must ensure that each page of the application has a signed declaration.

Signed for the Proponent by: …… Date: ……. Name (in block letters): …….. (Authorized Officer)

RETURNABLE SCHEDULE A

Annex 2

I/We wish to be considered to sell/ Rent the following classes of real estate. Place a tick in the box next to the class of real estate.

◯ Residential (with dwelling)

◯ Residential (vacant)

◯ Rural land (vacant acreage)

◯ Commercial (with building)

◯ Industrial (with building)

◯ Motor Vehicles

Kindly specify any other class of real estate.

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Signed for the Proponent by: …… Date: ……. Name (in block letters): …… (Authorized Officer)