

**THE DISTRICT COUNCIL
OF
SAVANNE**



**INVITATION FOR
Expression of Interest for the
Services of Draughtsmanship
for period ending 30 June 2026
Ref No: "DCS/EOI/01/24-25"**

The District Council of Savanne
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Souillac

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The DISTRICT COUNCIL OF SAVANNE

Expression of Interest

Form for submission of Expression of Interest

The District Council of Savanne is inviting Expression of Interest (DCS/EOI/01/24-25 – Services of Draughtsmanship for period ending 30 June 2026) from registered /qualified service providers having at least 3 years practice to provide their services to this Council on an as and when required basis.

The selected Draughtsman will be required to submit drawings for projects within the jurisdiction of the Council (Project details, site and location will be communicated after award of contract). The District Council proposes to retain the services of Draughtsman for an initial period ending **30 June 2026** as from date of award of contract and which may be extended for an additional period of 12 months subject to satisfactory performance.

Eligibility Criteria

1. Service provider shall be fully conversant with AutoCad 2D
2. The service provider shall be either:
 - a) A registered CAD operator with the CIDB, or
 - b) An Engineer registered with the CRPE, or
 - c) An Architect registered with the Professional Architect's Council.
3. For 2(a) above, a copy of registration with the CIDB to be submitted. For 2(b) above, copy of registration with the CRPE to be submitted. For 2(c) above, copy of registration with the PAC to be submitted.
4. Registered Professional Engineers and Registered Professional Architects who are in full-time employment, whether in the private or public sector, shall submit a written approval from their employer. In case of self-employment, an attestation letter together with the Business Registration Number/Trade Licence to be submitted.
5. Service provider shall have a minimum of 3 years post registration experience as draughtsmanship. ***Documentary evidence to be submitted to sustain experience claimed.***
6. VAT certificate (*If applicable*)

Scope of Work

The following is required from the service provider:

1. Attend meetings to obtain Council's requirement.
2. Carry out site visits as & when required and at own costs for site reconnaissance, taking measurements (including levels) and collecting any other required site data. All costs, equipment and additional resources shall be borne by the service provider.
3. Liaise and work in close collaboration with designated officers of the council.
4. Submit first draft drawings (site plan, layouts, elevations etc). All drawings to be as per relevant norms, laws and Planning Policy Guidance unless specifically instructed otherwise by the Council.
5. Submit second draft drawings (site plan, layouts, elevations, sections, details etc). All drawings to be as per relevant norms, laws and Planning Policy Guidance unless specifically instructed otherwise by the Council.
6. Meetings/working sessions/presentations to be held at the seat of the council. Any amendments/modification proposed to the first and second draft drawings to be made at no extra cost.
7. Submission of vetted final drawing. All drawings to be as per relevant norms, laws and Planning Policy Guidance unless specifically instructed otherwise by the Council.
8. Proposed list of drawings is described hereunder. Depending on the nature of the project, drawings to be submitted will vary and same to be mutually agreed. In case any other drawing is required which does not form part of the below list, service provider to provide same at no additional cost.
9. Location plan
 - To clearly show the site from prominent features, landmarks, well known places etc.
 - To show north arrow, road names, directions to prominent places, scale etc
10. Site plan
 - To show the site designation as per title deed and in case no title deed is available, as per survey done and information provided by the employer.

- To clearly show the proposed construction footprint/alignment and all setbacks, levels etc
- To show north arrow, legend table, area table (showing plot coverage also), scale etc
- To show all existing and new features on the site
- To show all associated details for the proposed development

11. Layout drawings (architectural)

- Layout plans/floor plans to show all required features with clear dimensions, designations etc
- To show area, scale, levels etc

12. Section drawings

- Section drawings to show all dimensions, details, levels etc

13. Elevation drawings

- Elevation drawings to show all details on façade, features, levels, scale, etc

14. Schedule of openings

- To show all required internal and external openings with clear annotation shown in the layout plan also
- To clearly specify opening type, model, dimensions, number etc
- To specify jamb and cill details also

15. Schedule of finishes and accessories

- To clearly describe all finishes for ceiling, wall, floor etc
- Tiling layout to be provided where required

16. All structural drawings in relation to architectural drawings

- Layouts, elevations, sections, details for all structural elements to be submitted as per the council's engineer details/instruction. Detailing shall be as per international norms

17. Gate

- Drawings to include layout, elevation, sections, details of locks/hinges, connection details etc

18. Details

- Required details regarding architectural components, structural or M&E items shall be prepared

19. Waste water disposal

- To clearly show in plan and with details/dimensions the wastewater disposal system being proposed. For example, septic tank, absorption pit/leaching field, manholes, piping etc

20. Rain water disposal

- To clearly show in plan and with details/dimensions the rainwater disposal system being proposed. For example, rainwater pipe, catchpits, soakaway.

21. Grey water (grease trap, gully trap, soakaway)

- To clearly show in plan and with details/dimensions the grey water disposal system being proposed. For example, grease trap, gully trap, soakaway

22. Electrical layout

- To submit layout with details and legends for all accessories proposed.

23. Plumbing layout

- To submit layout with details and legends for all accessories proposed.

1. All drawings to be drawn as per relevant norms and standards and using different line weight and line type.
2. First and second draft drawings to be submitted in one coloured hard copy (A4 or A3 format) and in pdf format.
3. Final drawings to be submitted in one coloured hard copy (signed A4 or A3 format), in pdf format and together with the AutoCad file.
4. For projects of metal/concrete buildings, mini soccer pitch and playgrounds/leisure parks/alleys, price quoted shall include for drawings/details for any associated amenities such as parking areas, alleys, landscaping, boundary wall, gates etc.
5. For stand-alone projects of Wall (block, masonry or reinforced) up to 2.5m and Fencing (low wall + fencing or full fencing) up to 7.5m high, price quoted shall include for drawings/details for any associated amenities such gate, decorative features etc.

Completion time

- Submission of first draft to be within five (5) days from date of submission of requirements by the Council
- Submission of second draft to be within three (3) days from date of notice to proceed with the second draft

Submission of final drawings to be within six (6) days from date of notice to proceed with the final drawings

Other Terms and Conditions

- (i) The Council reserves the right to annul the invitation without assigning any reason thereof.
- (ii) The Council reserves the right to call for any clarification/information.
- (iii) The Council reserves the right to discontinue the services of the Draughtsman retained by giving one month notice or forthwith in case of non-satisfactory performance.
- (iv) The Draughtsman can discontinue their services by giving one-month advance notice.
- (v) Payment will be effected after submission of invoice within a period of 21 working days.

I have taken cognizance of the Eligibility Criteria, the Scope of Works and other Terms and Conditions and confirm my participation in the exercise.

Past Experience :

Draughtsman to submit details where Draughtsmanship services have been provided:

- (i).....
- (ii).....
- (iii).....

DETAILS OF Draughtsman*

NAME:

ADDRESS:
.....

SIGNATURE:.....

PHONE NO.:

E-MAIL

ADDRESS:

SEAL:

**Delete where applicable*

DEADLINE FOR SUBMISSION OF EXPRESSION OF INTEREST:

Expression of interest should be submitted on prescribed form in sealed envelopes clearly marked *“DCS/EOI/01/24-25- Services of Draughtsmanship for period ending 30 June 2026”* and should be deposited in the Bid Box at the Registry, Administration Department, District Council of Savanne, Lady Barkly Street, Souillac on or before **Friday 02 May 2025 by 14.00 hours (local time) at the latest.**

Expression of interest received after the prescribed date and time will not be considered.

NOTE:

The District Council does not bind itself to accept any offer

THE DISTRICT COUNCIL OF SAVANNE
Financial Proposal Form for Draughtsmanship Services

SN	Description of the services	Unit	Rate Incl VAT(Rs)
1	Concrete and/or metal, wooden building (Submit drawings and plans for Council's Capital Projects)	sqm	
2	Mini soccer pitch	sqm	
3	Playgrounds, leisure parks, alleys etc	sqm	
4	Wall (block, masonry or reinforced) including any finish/cladding up to 1.8m high	Sum	
5	Wall (block, masonry or reinforced) including any finish/cladding above 1.8m high	Sum	
6	Fencing (low wall + fencing, full fencing and block wall of varying height +_ fencing of varying type)	Sum	

Name

Address.....

Telephone No.....**Fax No**.....

Email Address

National Identity Number

TAN/VAT Reg. No.....

Signature

Date.....

Seal

