



PRE-QUALIFICATION
For
SERVICE PROVIDER
FOR CHANGE OF USE APPLICATIONS



PROCURING ENTITY: TOURISM DEPARTMENT

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1. Introduction:

This document outlines the Pre-Qualification information for selecting a network/pool of Service Providers who are suitably qualified to deliver professional consultancy services to Change of Use applicants. These services will include providing technical guidance on the aesthetic aspects of their properties and developing concept proposals to support their applications for change of use to tourism establishments.

2. Background:

In August 2021, a moratorium on Change of Use applications was implemented on La Digue Island and later extended to Mahé and Praslin in August 2023. This decision was made in response to the significant increase in applications in recent years, many of which have met the minimum requirements by only a small margin.

In line with the Tourism Department's commitment to sustainable tourism and the strategic objective of promoting "Higher Value, Lower Impact" tourism, the Department is introducing updated criteria and conditions for evaluating Change of Use applications. These revised criteria will apply when the moratorium is lifted in January 2025, aiming to ensure that new developments provide significant value beyond existing offerings.

As part of the revised assessment process, where renovation or upgrade work is needed, applicants will be encouraged to engage a service provider with expertise in interior design. This will ensure that applicants receive essential technical support and professional guidance throughout the renovation process, with a particular focus on aesthetics.

3. Objective:

The Tourism Department aims to establish a pool of Service Providers to offer expert guidance to Change of Use Applicants, helping them enhance and elevate the quality of their properties.

The appointed Service Provider will be required to conduct consultation visits with the Tourism Department to assess the potential for transforming the properties. Based on these consultations, the Service Provider will support/assist the applicants in achieving their goals by preparing a detailed concept or comprehensive report that outlines recommended strategies for addressing identified areas for improvement.

4. Scope of Work:

The primary responsibility of the Service Provider will be to conduct consultation visits and develop a concept proposal for each project as requested by the Tourism Department. The scope of work for each assignment will be outlined in the Service Providers' Statement of work (SoW) and Standard operating procedures (SOP).

5. Eligibility Criteria

Seeking a skilled and confident individual to provide interior design expertise, and in possession of the following qualifications and experiences;

- Professional Qualification (i.e. Certificate, Diploma Degree or online course) in interior design or,
- Minimum 2 years proven experience in the field of interior design



The potential individual should also possess the following personal qualities:

1. A keen sense of creativity and the ability to think outside the box to create unique and aesthetically pleasing interior spaces;
2. Able to conceptualize design and interior improvements to suit different budgets.
3. Able to propose simple impactful improvements.
4. A strong understanding of current design trends and the ability to adapt to evolving styles;
5. Meticulous attention to detail in all aspects of design, from color coordination to furniture placement;
6. Demonstrated ability to create innovative and functional interior designs that meet clients' needs and preferences;
7. Strong space planning skills and an eye for detail in selecting materials, color schemes, furnishings, and accessories;

4.2 Remuneration

The Department will cover the initial consultation with the service provider, while any subsequent expenses for renovations, including furnishings and additional upgrades, will remain the responsibility of the applicant.

Remuneration for the Service Provider will be determined after the selection process and shall be subject to provisions set out in the contract and Statement of Work (SoW) per each project.

4.3 Confidentiality

The Service Provider shall not at any time communicate to any unauthorized person or entity any confidential information disclosed to him/her for the purpose of or discovered in the course of their appointments. Neither shall s/he make public any reports, conclusions or recommendations formulated in the course of, or as a result of, their appointment.

5 Submission Requirement:

Interested candidates are requested to submit their interest; no later than **29th November 2024, at 4pm.**

Submission must include the following documents:

- Standard form
- Recent CV
- One passport size photo
- A portfolio showcasing a variety of projects that demonstrate creativity and proficiency in different design styles and spaces.
- References for similar works undertaken (two)

6 Selection and Evaluation Criteria:

The Tourism Department will form a committee to evaluate and appraise the submissions submitted by the deadline stated in Clause 5 to determine whether the applications are deemed to be responsive or non-responsive to the pre-qualification requirements, as listed below;

First Stage; of the Evaluation process shall involve the Mandatory and Administrative Requirements and ensuring that the applications are complete and responsive to the basic instructions.

This preliminary examination shall determine the following;

- a. The eligibility of the applicants, based on the requirements of the pre-qualification notice.
- b. Whether the applicants have provided all the relevant documents.



Second Stage; is the Technical Evaluation whereby using the information as provided by the applicants as per required in Clause 6 for the determination of the individual's capability to provide the required services.

The evaluation criteria and scoring will be as follows;

Description	Rating
<p>Experience and Knowledge: Level and length of related experience and knowledge;</p> <p>Strong creative ability to think innovatively and design unique, visually appealing interior spaces;</p> <p>Proven ability to design innovative, functional interiors that align with clients' needs and preferences.</p>	5/
<p>Qualification: Level of qualification in the required specific job-related work experience or formal education & certifications.</p>	5/
<p>Technical Competence: Portfolio demonstrating level of experience relevant to the required position</p>	5/
<p>Overall Evaluation*: Summary of your perceptions of the candidate's strengths/weaknesses.</p> <p>*candidates scoring 10 and above will be selected as Service Provider for the programme.</p>	Total scoring = 15



APPLICANT'S PRE-QUALIFICATION – FORMAT

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Sub: Application to Pre-Qualify for Service Provider for Change of Use Applications

Dear Sir/Madam,

In response to the Pre-Qualification Notice published on Saturday 16th November 2024 for the above purpose, I would like to express interest to provide the above proposed services. As instructed, I attach the following documents:

1. Recent CV
2. Portfolio
3. One Passport size photo
4. References (two)

Having examined the details given in the Pre-Qualification Notice and its respective document, I hereby certify that all the statements made and information provided and accompanying statements are true, complete, accurate and correct.

I acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by The Tourism Department might result in the rejection of my application or any other administrative sanction by The Tourism Department.

The Tourism Department may verify any statements which I made in this application.

I have furnished all information and details necessary for the Pre-Qualification and have no further pertinent information to supply.

I also agree that The Tourism Department and their authorized representatives can approach individuals, employers and firms to verify my competence and general reputation.

Sincerely Yours,

Signature of the applicant
[Full name of applicant]

Date: