



MINISTÉRIO DO PLANEAMENTO
E INVESTIMENTO ESTRATÉGICO
IX GOVERNO CONSTITUCIONAL



Comissão Nacional de Aproveitamento

Díli, 20 Novembro de 2025

Publicação de ata de conferência prévia

Prezados Candidatos,

Tornamos, por este meio, pública a ata de conferência prévia referente ao processo de aprovisionamento para o projeto de **Construção do Novo Edifício De Três Pisos da Escola Cafe Em Díli (TENDER/177/ME-2025)** que decorreu nas instalações da Comissão Nacional de Aprovisionamento no dia 19 de Novembro 2025 pelas 11 horas.

Publication of Minutes of Pre-Bid Meeting

Dear Bidders,

We hereby publish the minutes of Pre-Bid Meeting regarding the procurement process **New Construction of Three Stored Building School Cafe Dili (TENDER/177/ME-2025)** which was held at National Procurement Commission's premises on the 19 November 2025 at 11:00 am.


Hermingardo Albano Soares
Diretor-Executivo da CNA

MINUTES N.1

NEW CONSTRUCTION OF THREE STORED BUILDING SCHOOL CAFE DILI

TENDER/177/ME-2025

PRE-BID MEETING

1. The pre-bid meeting was held at 11:00 hours local time on 19 November 2025 at the Conference Room of the National Procurement Commission (NPC) at Avenida de Balide, Dili Timor-Leste. This meeting was attended by representatives from the National Procurement Commission (NPC), Project Owner- Ministry of Education (ME) and prospective bidders.
2. Project identification: **TENDER/177/ME-2025**
3. Project owner: **Ministry of Education**
4. Name of the project: **New Construction of Three Stored Building School CAFE Dili**
5. The meeting was followed by a brief presentation on the TENDER Document by Ms. Odelia Hau, Junior Procurement Officer of NPC. The presentation slides are enclosed in **Annex-1**.
6. The questions-and-answers session of the pre-bid meeting took place immediately after the presentation.
7. The pre-bid meeting was concluded at 11:30 hours. Ms. Odelia Hau thanked all the participating bidders for their active participation in the pre-bid meeting.

Dili, 19 November 2025

By the jury.

No	Name	Position	Signature
1	Mrs. Alzira dos Santos	Effective Member	
2	Mr. Domingos V. Sequeira	Effective Member	
3	Ms. Odelia Hau	Suplement	

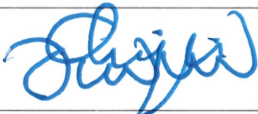
Attachment: Annex-1 The presentation slides

ATA Nº1
CONSTRUÇÃO DO NOVO EDIFÍCIO DE TRÊS PISOS DA ESCOLA CAFE EM DÍLI
TENDER/177/ME-2025
CONFERÊNCIA PRÉVIA

1. Aos 19 dias do mês de Novembro de 2025, pelas 10 horas, na sala de reunião da Comissão Nacional de Aproveitamento sita em Avenida de Balide, Díli, Timor-Leste, o júri reuniu com a Entidade Ajudicante - Ministério da Educação (ME) - e os concorrentes para proceder à conferência prévia.
2. Identificação do procedimento: **TENDER/177/ME-2025**
3. Entidade adjudicante: **Ministério da Educação (ME)**
4. Objeto do procedimento: **Construção do Novo Edifício de Três Pisos da Escola CAFE em Díli**
5. De seguida, foi ministrada uma breve apresentação referente ao Programa de Procedimento/Caderno de Encargos pela Sra. Odelia Hau, Oficial Júnior de Aproveitamento da CNA. Apresentamos no Anexo 1 os respetivos slides da apresentação.
6. A sessão de perguntas e respostas teve lugar imediatamente após a supracitada apresentação.
7. Por nada mais haver a tratar, a conferência prévia foi encerrada às 11h30m, pela Sra. Odelia Hau, que agradeceu a presença de todos os participantes na mesma.

Díli, 19 de Novembro de 2025

O Júri.

No	Nome	Posição	Assinatura
1.	Sra. Alzira dos Santos	Vogal Efetivo	
2.	Sr. Domingos V. Sequeira	Vogal Efetivo	
3.	Sra. Odelia Hau	Suplente	

Anexo:

1. Apresentação da Conferência Prévia;



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Comissão Nacional de Aprovisionamento

PRE-BID MEETING

NEW CONSTRUCTION OF THREE STORED BUILDING SCHOOL CAFE DILI

TENDER/177/ME-2025

19 NOVEMBER 2025, 11:00 AM HOURS



ELIGIBILITY OF BIDDERS

- Employer: **Ministry of Education** on behalf of the Government of the Democratic Republic of Timor-Leste.
- A Bidder may be:
 - Natural persons
 - Private entities
 - Government-owned enterprises (Subject to ITB 4.5)
 - Joint Ventures (JV)
- JV Requirements:
 - All partners shall be jointly and severally liable
 - the JV shall nominate a Representative
- Budget: **US\$ 1,283,890.31 (inclusive of Taxes and other expense and profit).**
 - **Note:** The Employer may disqualify evaluated price bids exceeding maximum budget (ITB-BDS 2.1)
- Bidding Procedure: **Single-Stage, Two-Envelope**



IMPORTANT DATES

Activity	Date
Site Visit (Mandatory)	Date: 24 November Time: 08:30 AM Contact Person: Mr. Narcisio Freitas Marcal Phone Nu. : +670-77321942 Place: Eskola CAFE Taibesi, Aldeia Tubarai, Suku: Lahane Oriental, Postu Adm. Nain Feto, Munsipiu Dili
Clarification Deadline	8 December 2025, 17:00hrs (Timor-Leste Time) Communication: All communications and requests for clarification must be sent in writing to: ad@cna.gov.tl Copy to: as@cna.gov.tl ns@cna.gov.tl rl@cna.gov.tl mj@cna.gov.tl and om@cna.gov.tl
Bid Submission Deadline	22 December 2025, 15:00hrs (Timor-Leste Time)
Technical Bid Opening	
Bid Validity Period	180 days
Bid Security Validity	208 days



BID SUBMISSION REQUIREMENTS

- Technical Bid: **1 Original, 2 Copies, 1 Soft Copy (USB)**
- Price Bid: **1 Original, 1 Copy, 1 Soft Copy (USB)**
- Language of the Bid:
 - The language of the Bid is **English or Portuguese. (BDS-ITB 10.1)**
 - Bid shall be submitted in **English or Portuguese languages.**
 - All correspondence exchange shall be in **English** and in **Portuguese language.**
- Bid Security: **US\$ 12,000.00 (Twelve Thousand United States Dollars)**
- If a Bidder submits a bid security that:
 - i. deviates in form, amount, and/or period of validity,
 - ii. does not provide sufficient identification of the Bidder (including, without limitation, failure to indicate the name of the Joint Venture or, where the Joint Venture has not yet been constituted, the names of all future Joint Venture Partners).

The Employer shall request the Bidder to submit a compliant bid security within **10 days** of receiving such a request. Failure to provide a compliant bid security within the prescribed period of receiving such a request shall cause the rejection of the Bid. **(ITB-BDS 19.4)**



IMPORTANT POINTS

- **ITB 32.2** - The qualifications of other firms such as the Bidder's subsidiaries, parent entities, or affiliates shall not be permitted except in **Site Organization, Mobilization Schedule, Equipment and Local Development Statement**. Please see further details about it in **Section 3-Evaluation Qualification Criteria**
- **Site Organization** :
 - Bidders shall submit an organization chart showing the proposed management, supervisory, support and reserved staff to be employed for all construction operations, showing responsibilities and lines of communication.
 - This chart shall also show responsibilities for management and supervision of subcontractors, staff to be employed having specific health and safety responsibilities, accident reporting and medical facilities to be provided on the site.
 - The site organizational chart should represent the contractor's site layout and planning and contractor's organization for maintaining safety, quality control standards and temporary facilities required for the project.
 - In addition, Bidders with an established business presence or operational base in Timor-Leste will be considered an advantage, demonstrating stronger capacity for timely mobilization, ongoing local support, and effective implementation. Preference will be given to approaches that include practical measures for engaging local personnel, subcontractors, or other locally available resources as part of project delivery.



IMPORTANT POINTS - CONT...

- **Mobilization Schedule:**

- Mobilization Schedule outlining the site installation plan, mobilization and demobilization of resources in coincidence with site organization.
- project planning and pre-mobilization will be done properly to start the construction process efficiently and on time.
- The contractor shall not carry out mobilization to site unless the engineer gives consent that appropriate measures are in place.
- The bidder will provide detailed description about the sourcing of construction materials and key construction equipment and their mobilization schedule.
- In addition, Bidders with an established business presence or operational base in Timor-Leste will be considered an advantage, demonstrating stronger capacity for timely mobilization, ongoing local support, and effective implementation.

IMPORTANT POINTS - CONT...

Equipment

No	Type of Equipment	Number
1	Bulldozer	1
2	Crane	1
3	Concrete Transit Mixer -5 Cubic meter	2
4	Drilling Machine	1
5	Dump truck, 10cu.m. capacity	3
6	Excavator	2
7	Motor Grader	1
8	Water Tanker 5000 Litter	1

Note : Supporting document required:

- **Owned** – provide proof of ownership/purchase agreement
- **Rented/Leased** – provide rental agreement/ lease agreement
- The age of the equipment to be used under the contract shall not be more than 7 years. The evidence for the date of equipment original manufacturing is required.
- Availability of equipment within Timor-Leste will be considered an advantage, demonstrating the Bidder's ability to mobilize promptly and minimize delivery risks.

Personnel

The Bidder must demonstrate that it has the following key personnel that meet the following minimum requirements:

No	Position	Educational Qualification	Total Number of Years of Experience	Number of Years of Experience in Similar Works
1	Project Manager	Civil Engineering	5	7
2	Civil/Structure Engineer	Civil/Structure Engineering	3	5
3	Surveyor/Cost Control Specialist	Survey/Civil Engineering/ Equivalent	3	5
4	Electrical/ Mechanical /Plumbing (EMP) Engineer	Electrical /Mechanical Engineering	3	5
5	Site Engineer	Civil Engineering	3	5
6	Architect	Architecture	3	5

All proposed key personnel should attach evidence of college degree attained and other proof of professional expertise) in Form PER – 2: resume of proposed key and support to Key Personnel.



IMPORTANT POINTS - CONT...

- Local Development Statement

- Clearly stating the Contractor's commitment to create local jobs (i.e. skilled and unskilled personnel including admin staff, clerk, drivers, security, cleaners, as well as other staff involved in the execution of the project and included in the contractor's payroll), identify the estimated number of Timorese personnel to be employed, maximize the use of local materials, and present a detailed plan for capacity building of Timorese personnel.
- **The local participation content requirement should be at least 15% of the total bid price and is confirmed in this statement. Bidders proposing local participation exceeding 15% will receive a higher score under this criteria.**
- The Bidders need to provide in detail the proportion of works, goods and services to be acquired locally, expressed as a percentage of the total bid price.
- **The Bidders should sub-contract at least 7.5% of the total bid price to local companies and will submit Unpriced sub-contract agreement in the Technical Bid.**



IMPORTANT POINTS - CONT...

➤ Burden of Each Awarded-Ongoing Tender in Timor-Leste

For Single Entities/ For Joint Ventures

- Bidders must complete Form FIN-4, listing all ongoing and awarded public contracts in Timor-Leste, including those financed by the Government (RDTL), Multilateral Development Banks (MDBs), or bilateral partners. For each contract, the outstanding contract value must be declared - defined as the remaining amount the bidder is entitled to receive for works or services not yet completed or invoiced.
- Bidders with total outstanding contract values equal to or less than **US\$ 25,000,000.00** will receive higher scores under this criterion. Bidders exceeding this threshold may still qualify but will receive lower or no scores

NB: For Joint Ventures

- All Partners Combined – Not Applicable
- Each Partner – Must Meet the Requirements
- One Partner - Not Applicable

TECHNICAL BID AND PRICE BID:

- **The Technical Bid shall comprise of the following: (ITB 11.2):**
 - Letter of Technical Bid;
 - Bid Security in accordance with **ITB 19**;
 - alternative Bids, if permissible, in accordance with ITB 13;
 - written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 20.2;
 - documentary evidence in accordance with ITB 17, establishing the Bidder's qualifications to perform the contract;
 - Technical Proposal in accordance with ITB 16;
 - Declaration by the bidder, under oath, of unconditional acceptance of the bidding document in accordance with letter of technical bid;
 - Declaration by the bidder, under oath, that he is not prevented from participating in the procurement procedure in accordance with letter of technical bid;
 - any other document required in the BDS.
- **The Price Bid shall comprise of the following: (ITB 11.3):**
 - Letter of Price Bid;
 - completed Price Schedules, in accordance with ITB 12 and ITB 14;
 - alternative price Bids, at Bidder's option and if permissible, in accordance with ITB 13;
 - Note justifying an abnormally low bid price, when the price presented in the bid is abnormally low, an abnormally low price is the price that does not reach 70% of the value of maximum budget.
 - any other document required in the **BDS**.

EVALUATION AND QUALIFICATION CRITERIA

- Historical Financial Performance **(5 Points)**
- Average Annual Construction Turnover **(5 Points)**
- Financial Resources **(10 Points)**
- Burden of each awarded-ongoing Tender in Timor-Leste **(5 points)**
- Contracts of Similar Size and Nature **(20 Points)**
- Personnel **(12 Points)**
- Equipment **(8 Points)**
- Site Organization **(5 Points)**
- Method Statement **(4.5 Points)**
- Mobilization Schedule **(4.5 Points)**
- Construction Schedule **(4.5 Points)**
- Local Development Statement **(7 Points)**
- Environmental and Social Management **(4.5 Points)**

Refer to Part I Bidding Procedures Section 3 for more details, particularly for JV requirements.



EVALUATION PROCESS

- Preliminary Evaluation (Pass/Fail)
- Detail Evaluation (**Min. 75 points out of 100**)
- Price Evaluation (**The Bidders who attained minimum passing technical scores**)
- The Combined Evaluation (Final Score):

Technical Score x T% + Price Score x P%.

Where:

Technical Weight = **T = 40%**

Price Weight = **P = 60%**



IMPORTANT POINT

- Fixed Price Contract (no price adjustment)
- All taxes, duties, and fees included in the bid.

Information on the tax obligations in the Employer's Country can be found at <http://www.mof.gov.tl>

- The unit rates and the prices shall be quoted entirely in: **United States Dollars (USD). (BDS-ITB 15.1)**
- Payment: **United States Dollars (USD).**

IMPORTANT POINT

- Defects Notification Period: **365 days**
- Time for Completion: **24 months** from **Notice to Proceed**
- Governing Law: **Democratic Republic of Timor-Leste**
- The language of the contract: **English and Portuguese**
- Performance Security:
 - **5 % (five percent)** of the **Accepted Contract Amount**.
 - **10 % (ten percent)** of the **Accepted Contract Amount** for **abnormally low price**.
 - If the bank issuing Performance Security is located outside Timor-Leste, it shall be counter-guaranteed by a bank in Timor-Leste.
- Advance payment: **20% of Accepted contract amount**

“The Contractor shall obtain (at the Contractor’s cost) an Advance Payment Guarantee in amounts and currencies equal to the advance payment, and shall submit it to the Employer with a copy to the Engineer. If the bank issuing Advance Payment Guarantee is located outside Timor-Leste, it shall be counter-guaranteed by a bank in Timor-Leste.



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THANK YOU!