



Dili, 25 de Agosto 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 **Consultant Service of Detailed Engineering Design (DED) of the New Construction of Public Transport Facilities (RFQ/101/MTC-2025)** que decorreu nas instalações da Comissão Nacional de Aproveitamento no dia 25 de Agosto de 2025 pelas 10 horas.

**Publication of Minutes of Pre-Proposal Conference**

Dear Consultants,

We hereby publish the minutes of Pre-Bid Meeting regarding the procurement process for **Consultant Service of Detailed Engineering Design (DED) of the New Construction of Public Transport Facilities (RFQ/101/MTC-2025)** which was held at National Procurement Commission's premises on the 25 August 2025 at 10:00 am.



**Hermingardo Albano Soares**  
Diretor-Executivo da CNA

## **Minutes No.1**

### **Pre-Proposal Conference**

#### **Consultant Service of Detailed Engineering Design (DED) of the New Construction of Public Transport Facilities RFQ/101/MTC-2025**

1. The pre-proposal conference was held at 10:00 hours local time on 25<sup>th</sup> August 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) and requested consultants.

a- Project identification: **RFQ/101/MTC-2025**

b – Project owner: **Ministry of Transport and Communications (MTC)**

c– Name of the project: **Consultant Service of Detailed Engineering Design (DED) of the New Construction of Public Transport Facilities**


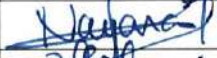

2. The meeting was followed by a brief presentation on the RFQ Document by Ms. Nayara Fernandes, Junior Procurement Officer of NPC. The presentation slides are enclosed in Annex-1.

3. The questions-and-answers session of the pre-proposal conference took place immediately after the presentation. The questions-and-answer are enclosed in Annex-2 (Clarification No.1).

4. The pre-proposal conference was concluded at 10:30 hours. Ms. Nayara Fernandes thanked all the participating consultants for their active participation in the pre-proposal conference.

Dili, 25 August 2025

#### **By the jury:**

No.	Name	Position	Signature
1.	Mr. Valdo S. da Cruz	Effective Member	
2.	Ms. Nayara Fernandes	Effective Member	
3.	Ms. Odelia Hau	Supplementary Member	

#### **Annexes:**

- PowerPoint Presentation
- Clarification No. 1

ANNEX 1-  
POWERPOINT PRESENTATION SLIDES



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## **PRE - QUOTATION CONFERENCE**

# **CONSULTANT SERVICE OF DETAILED ENGINEERING DESIGN (DED) OF THE NEW CONSTRUCTION OF PUBLIC TRANSPORT FACILITIES**

**RFQ/101/MTC-2025**

**August 25, 2025, 10:00 AM**



- Name of the Employer: **Ministry of Transport and Communications**
- Method of selection: **LEAST-COST SELECTION (LCS)**. In accordance with the applicable law, the Employer shall open the financial proposals of only the Consultants whose proposals meet the minimum qualifying scores based on the result of the Technical Evaluation conducted in accordance with ITC-22.
- In accordance with article 35, paragraph b) (1) article 43, (3) article 45, articles 87, 88 and 89 from de Decree-Law no. 22/2022, May 11th, amended by the Decree-Law no. 14/2023, April 12th, the National Procurement Commission (NPC), as instructed by the Employer Transport and Communications of the Government of the Democratic Republic of Timor-Leste - is hereby requesting the following bidders to submit a quotation:
- Participation in this Quotation Process is only extended to:
  1. **Salu Corporation Unipessoal, Lda in JV with PT. Laminar Engineering Consultant**
  2. **PT. Geoson Engineering Service**
  3. **PT. Delta Buana Konsultan**
  4. **PT. Dira Bina Nusa**

- **A list of debarred lists of the following International Financial Institutions:**
  - World Bank's debarment process on Fraud and Corruption: List of Ineligible Firms: WB Debarment List (<https://www.worldbank.org/en/projects-operations/procurement/debarred-firms>)
  - EBRD'S Procurement Policies and Rules: EBRD Debarment List (<https://www.ebrd.com/home/who-we-are/strategies-governance-compliance/ebd-sanctions-system/ineligible-entities.html>)
  - Asian Development Bank (ADB): ADB Debarment and Suspension Register (<https://sanctions.adb.org/>)
  - Inter-American Development Bank (IDB) Group: Integrity: Sanctioned Firms and Individuals (<https://www.iadb.org/en/who-we-are/transparency/sanctions-system/sanctioned-firms-and-individuals>)
  - African Development Bank Group: Institution's Procurement Rules and Procedures: List of Debarred Entities (<https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>)
- This RFP has been issued in the **English** language.  
Proposals shall be submitted in **English** language  
All correspondence exchange shall be in **English** language.
- Proposal Validity: Proposal must remain valid **180 calendar days**



- **The Proposal shall comprise the following:**

**For FULL TECHNICAL PROPOSAL (FTP):**

**1<sup>st</sup> Inner Envelope with the Technical Proposal:**

1. Power of Attorney to sign the Proposal
2. Proof of Legal Status and Eligibility
3. TECH-1 (including Statement of Undertaking if required under Data Sheet 10.2 below)
4. TECH-2
5. TECH-3
6. TECH-4
7. TECH-5
8. TECH-6

AND

**2<sup>nd</sup> Inner Envelope with the Financial Proposal:**

1. FIN-1
2. FIN-2
3. FIN-3
4. FIN-4

Proof of legal status establish Consultant's legal capacity to enter into binding and enforceable contracts and shall be supported by the following or its equivalent as deemed acceptable by the Employer:

- Certificate of incorporation
- Partnerships duly organized
- Universities, institutions, public sector organizations, and NGOs that are not legally incorporated shall provide other documentation that establishes their legal capacity to enter into binding and enforceable contracts with the Employer (such as charter, statute, etc.)



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- The Maximum budget for the assignment: **USD 413,975.00 (Four hundred thirteen thousand nine hundred seventy-five dollars)** inclusive of all applicable taxes, profit and other expenses

The Employer may disqualify the financial proposal exceeding the budget.

- The consulting service comprises of estimated **24 person-months of International Experts and 27 persons-months of National Experts** input over duration of 5 months. The Proposal Validity is 180 days after the submission of the Proposal
- The procurement shall be conducted through the Request for Quotation with Single Stage-Two Envelope Procedure, whereas the Technical Proposal and Financial Proposal shall be submitted together in separately-sealed envelope:

**The Consultant must submit:**

**Technical Proposal:** one (1) original and 2 copies and 1 soft copy

**Financial Proposal:** one (1) original and 2 copies and 1 soft copy.

- **Financial Proposal**

The sample list provided below is intended for guidance only. Items that are not applicable should be deleted; others may be added. If the Employer wants to set up maximum ceilings for unit rates of certain type of expenses, such ceilings should be indicated in the FIN forms:

- (1) a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services;
- (2) cost of travel by the most appropriate means of transport and the most direct practicable route;
- (3) cost of office accommodation, including overheads and back-stop support;
- (4) communications costs;
- (5) cost of purchase or rent or freight of any equipment required to be provided by the Consultants;
- (6) cost of reports production (including printing) and delivering to the Employer;
- (7) office support staff
- (8) insurance specific to the assignment (e.g., travel-related medical, professional liability, motor vehicle, third party, equipment, employer's liability, and workers compensation) unless such insurances are included in the overhead expenses.
- (9) other allowances where applicable

**Provisional: NIL**

**Contingency: NIL**

- Price Adjustment A price adjustment provision applies to remuneration rates: **No**

- **Taxes – Reference**

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

The consultant shall pay local taxes without reimbursement by the Employer.

**Consultants should add all taxes, profits, duties and other expenses into their financial proposal.**



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Clarification of Request for Proposal:	Deadline for the Submission of Proposals:	The Quotation Opening:
<p>Clarifications may be requested <b>no later than 15 days before the submission deadline.</b></p> <p>The contact information for requesting clarifications is:</p> <p>E-mail: <a href="mailto:nf@cna.gov.tl">nf@cna.gov.tl</a> cc: <a href="mailto:as@cna.gov.tl">as@cna.gov.tl</a>; <a href="mailto:ns@cna.gov.tl">ns@cna.gov.tl</a>; <a href="mailto:ab@cna.gov.tl">ab@cna.gov.tl</a>; <a href="mailto:vc@cna.gov.tl">vc@cna.gov.tl</a>; <a href="mailto:om@cna.gov.tl">om@cna.gov.tl</a></p> <p>Phone No.: (+670) 3331101</p>	<p><b>The Proposals must be</b> received at the address below <b>no later than:</b></p> <p><b>Date:</b> 15 September 2025</p> <p><b>Time:</b> 15:00 hours local time</p>	<p>Address: <b>National Procurement Commission, Avenida de Balide, Património Estado, Dili, Timor-Leste</b></p> <p>Telephone: <b>(+670) 3331101</b></p> <p><b>Date:</b> 15 September 2025 <b>Time:</b> 15:00 hours local time <b>(immediately after submission)</b></p>

Any Quotation received after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Contractor



## **Evaluation Criteria:**

The evaluation criteria, sub-criteria, and point system are specified in the Summary and Personnel Evaluation Sheets that are attached to the Data Sheet.

**The minimum technical score (St) required to pass is: 750 from a maximum of 1000 points**

## **Award Criteria:**

The Employer shall award the contract to the contractor whose quotation has been determined to be substantially responsive to the Request for Quotation and who has offered the lowest price quotation.



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EVALUATION CRITERIA		Max. Weight	Firm 1		Firm 2		Firm 3		Firm 4	
			Rating	Score	Rating	Score	Rating	Score	Rating	Score
I. Qualification of the Firm		250								
1	The consultant has successfully completed at least 2 similar projects in Consulting Services with a magnitude of each contract <b>US\$ 300,000.00 in the last 7 years</b> (similar in scope as required in ToR) as Lead Firm or Joint Venture Partner. In case of JV, the magnitude is considered based on the value of the participation.	200								
2	Experience in at least two (2) consultancy project in Timor-Leste or three (3) consultancy projects in South East Asia or 5 consultancy projects in Developing Countries.	50								
II. Approach and Methodology		350								
1	Understanding of Objectives	50								
2	Quality of Methodology	75								
3	Innovativeness/Comments to TOR	50								
4	Work Program	75								
5	Personnel Schedule	50								
6	Counterpart Personnel and Facilities	50								
III. Key Experts		400								
International Experts										
1	Architect/Team Leader	150								
2	Structural Engineer (Structure Specialist)	75								
3	Geotechnical Engineer (Foundation Specialist)	75								
4	Information Technology Engineer (IT)	50								
5	Mechanical, Electrical Engineer & Plumbing	50								
	Total	1000								



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**APPENDIX 2 - PERSONNEL EVALUATION SHEET**

POSITION/AREA OF EXPERTISE		NAME	A		B		C		TOTAL SCORE (A+B+C)
			General Qualifications		Project Related Experience		Experience in Timor-Leste or similar region		
			20%		75%		5%		
			Rating	Score	Rating	Score	Rating	Score	
<b>Key Experts</b>									
<b>International Experts</b>									
1	Architect/Team Leader								
2	Structural Engineer (Structure Specialist)								
3	Geotechnical Engineer (Foundation Specialist)								
4	Information Technology Engineer (IT)								
5	Mechanical, Electrical Engineer & Plumbing								
<b>Rating:</b>			Excellent: 100%		Very Good: 90-99%		Above Average: 80-89%		Average: 70-79%
			Below Average: 1-69%		Non-complying: 0%				
<b>Score:</b>			Rating x percentage assigned to criterion						



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**Name of Firm:** \_\_\_\_\_

Rating		Rating Definition
Excellent	100%	Proposal <u>significantly exceeds</u> the sub - criteria requirements
Very Good	90 – 99%	Proposal marginally <u>exceeds</u> the sub - criteria requirements
Above Average	80 -89%	Proposal fully <u>meets</u> the sub - criteria requirements
Average	70 – 79%	Proposal partially meets the sub - criteria requirements
Below Average	1 – 69%	Proposal meets some sub - criteria requirements with deficiencies
Non-Complying	0%	Proposal either <u>does not comply with</u> the sub-criteria requirements or does not provide enough information

## Form of the Contract- Lumpsum Contract

### Conditions of Contract

- **Commencement of Services:** The number of days shall be 7 days after the effective date of Contract. Confirmation of Key Experts' availability to start the Assignment shall be submitted to the Employer in writing as a written statement signed by each Key Expert. (SCC - Clause 13.1)
- **Conflict:** The Employer warrants that the Employer will deduct all applicable taxes on behalf of the Consultant, the Sub-Consultants and the Experts, and any local indirect taxes and other local taxes, duties, fees, levies, and other impositions imposed, under the applicable law in the country. (SCC - Clause 39.1 and 39.2))
- **Contract Period:** Expiration of Contract: the time period is **Five (5) months**. (SCC - Clause 14.1)

- **The payment of this design activities will be scheduled as follows: (SSS- Clause 41.2)**
  - a) The first payment equivalent to 15% of the contract price will be paid to the design consultant after the inception report was discussed and approved by the owner.
  - b) The second payment equivalent to 15% of the contract price will be paid to the design consultant after the preliminary design is discussed and approved by the owner.
  - c) The third payment equivalent to 20% of the contract price will be paid to the design consultant after the Development design is discussed and approved by the owner.
  - d) The fourth payment equivalent to 50% of the contract price will be paid to the design consultant after the Final report has been reviewed, approved and submitted to the owner.

For each of the payment request, the Consultant shall submit the claim with the progress report for each milestone for the approval of the Employer.

*[Note: Total sum of all instalments shall not exceed the Contract price set up in SCC 38.1.]*

- The Employer will retain **Five (5%)** from each progress payment as Quality Guarantee for satisfactory Performance of the Contract.  
The 5% of retention money will be paid to the Consultant until the finalization of the procurement process.

- **Advance Payment:** (SCC- 41.2.1)

The following provisions shall apply to the advance payment and the advance bank payment guarantee:

1. An advance payment of **15%** in United State Dollars (USD) shall be made within 30 days after the receipt of an advance bank payment guarantee by the Employer. The advance payment will be set off by the Employer in equal portions against [list the payments against which the advance is offset].
2. The advance bank payment guarantee shall be in the amount and in the currency of the currency of the advance payment.
3. The bank guarantee will be released when the advance payment has been fully set off.

In case the bank issuing the performance, security is located outside Timor- Leste, it shall have a correspondent bank located in the territory of Timor-Leste to make the guarantee enforceable.”

- **Dispute Resolutions:** Disputes shall be settled by arbitration in accordance with the following provisions: (SCC- 45.1)

1. Selection of Arbitrators.
2. Rules of Procedure.
3. Substitute Arbitrators.
4. Nationality and Qualifications of Arbitrators.
5. Miscellaneous.

THANK YOU!

ANNEX 2-  
CLARIFICATION NO. 1



**DETAILED ENGINEERING DESIGN (DED) OF THE NEW CONSTRUCTION OF PUBLIC  
TRANSPORT FACILITIES  
RFQ/101/MTC-2025**

**CLARIFICATION NO.1**

**Date: 25 August 2025**

This Clarification No.1 is issued in accordance with the ITC 13.1 of Section 2 (Instructions to Consultants) of the RFQ Documents.

No.	Questions	Responses
1.	How is the Procedure of this RFQ Document?	<p>The procurement shall be conducted through the Request for Quotation with Single Stage-Two Envelope Procedure, whereas the Technical Proposal and Financial Proposal shall be submitted together in separately-sealed envelope:</p> <p><b>The Consultant must submit:</b></p> <p><b>Technical Proposal:</b> one (1) original and 2 copies and 1 soft copy</p> <p><b>Financial Proposal:</b> one (1) original and 2 copies and 1 soft copy.</p>
2.	The Technical Proposals and Financial Proposals will be open together at the same time?	<p><b>No, the Technical and Financial Proposals will not be opened at the same time.</b></p> <p>We will first open and evaluate the <b>Technical Proposals</b>. Only those who meet or exceed the <b>minimum passing score of 750</b> will proceed to the next stage, which is the opening and evaluation of their <b>Financial Proposals</b>.</p> <p>Please refer to <b>Section 2. Instruction to Consultant and Data Sheet – C. Submission, Opening and Evaluation</b></p>
3.	When will the Retention of 5% will be paid by the Consultant?	<p><b>Please refer to Special Condition of Contract (SCC- 41.2)</b></p> <p>The 5% of retention money will be paid to the Consultant until the finalization of the procurement process.</p>

  
**Hermingardo Albano Soares**  
Executive Director of NPC