



**Consulting Services for Feasibility Study for Atauro Port Development Project  
(TENDER-RFP-129-MTC-2025)**

**ADDENDUM NO.1**  
**Date: 2 February 2026**

This Addendum No. 1 is issued to amend following items in the RFP Document in accordance with ITC 13.1.1 of the RFP Document (Section 2).

Item	Section/Clause	As is the Original RFP Document	As amended in the Addendum No. 1
1	RFP Document, Section 1, Letter of Invitation, Clause 8	The maximum budget for this project US\$ 208,815.00 inclusive of all applicable taxes. The employer may disqualify the financial proposal exceeding the budget. Consultant shall provide justification note, justifying an abnormally low financial proposal, when the price presented in the proposal is abnormally low, an abnormally low price is the price that does not reach 70% of the value of maximum budget.	The maximum budget for this project US\$ 208,815.00 inclusive of all applicable taxes. The employer may disqualify the financial proposal exceeding the budget. Consultant shall provide justification note, justifying an abnormally low financial proposal, when the price presented in the proposal is abnormally low, an abnormally low price is the price that does not reach 70% of the value of maximum budget. Refer to DS-ITC 14.1.4 for more details.
2	RFP Document, Section 2, ITC Clause 24.1.2	If a Lump Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price inclusive of taxes understood as per Clause ITC 24 below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.	If a Lump Sum contract form is included in the RFP, the Consultant shall be deemed to have included all costs associated with the required scope of services in the Lump Sum Financial Proposal, and no arithmetical corrections or price adjustments shall be made. The Lump Sum amount, inclusive of all applicable taxes and submitted in the Financial Proposal (Form FIN-1), shall be considered as the offered and evaluated price for the purposes of Financial Proposal evaluation, in accordance with ITC Clause 27.1. Any Provisional Sums shall not form part of the Financial Proposal evaluation and shall only be considered, where applicable, at the negotiation stage with the selected Consultant. The final contract price, where applicable, shall comprise the evaluated Lump Sum amount together with any Provisional Sums agreed during negotiations.
3	RFP Document, Section 2, DS-ITC Clause 14.1.4 (QCBS)	Maximum budget for the assignment: US\$ 208,815.00 (United States Dollars Two Hundred and Eight Thousand Eight Hundred Fifteen Only) inclusive of all taxes.	Maximum budget for the assignment: US\$ 208,815.00 (United States Dollars Two Hundred and Eight Thousand Eight Hundred Fifteen Only) inclusive of all taxes.

Item	Section/Clause	As is the Original RFP Document	As amended in the Addendum No. 1
	with maximum budget)	The Employer may disqualify the technical and financial proposal if an Evaluated Financial Proposal exceeds the maximum budget.	<p>The Employer may disqualify the technical and financial proposal if an Evaluated Financial Proposal exceeds the Maximum Budget.</p> <p>Provisional Sums shall not form part of the Financial Proposal evaluation and shall only be considered, where applicable, at the negotiation stage with the selected Consultant.</p>
4	RFP Document, Section 2, DS-ITC Clause 17.1	<p><b><u>Financial Proposal</u></b></p> <p>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:</p> <ol style="list-style-type: none"> <li>(1) a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services;</li> <li>(2) cost of travel by the most appropriate means of transport and the most direct practicable route;</li> <li>(3) cost of office accommodation, including overheads and back-stop support;</li> <li>(4) communications costs;</li> <li>(5) cost of purchase or rent or freight of any equipment required to be provided by the Consultants;</li> <li>(6) cost of reports production (including printing) and delivering to the Client;</li> <li>(7) office support staff</li> <li>(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).</li> <li>(9) other allowances where applicable</li> </ol> <p>Provisional: NIL Contingency: NIL</p>	<p><b><u>Financial Proposal</u></b></p> <p>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:</p> <ol style="list-style-type: none"> <li>(1) a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services;</li> <li>(2) cost of travel by the most appropriate means of transport and the most direct practicable route;</li> <li>(3) cost of office accommodation, including overheads and back-stop support;</li> <li>(4) communications costs;</li> <li>(5) cost of purchase or rent or freight of any equipment required to be provided by the Consultants;</li> <li>(6) cost of reports production (including printing) and delivering to the Client;</li> <li>(7) office support staff</li> <li>(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).</li> <li>(9) other allowances where applicable</li> </ol> <p>Provisional: <b>As per FIN-4</b> Contingency: NIL</p>
5	RFP Document, Section 2, DS-	<b>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 1000.</b>	<b>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 1000.</b>

Item	Section/Clause	As is the Original RFP Document	As amended in the Addendum No. 1
	ITC Clause 27.1	<p><b>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</b></p> <p>Sf = 1000 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest ETP [Evaluated Total Price (ETP) which is equal to the Adjusted Total Price (ATP) less Non-competitive Component, i.e., provisional sums and contingency], and “F” is the ETP of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are:  <b>T = 80 %</b> and  <b>P = 20 %</b></p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following:  <b>S = St x T% + Sf x P%.</b></p>	<p><b>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</b></p> <p>Sf = 1000 x Fm/ F,</p> <p>Where:</p> <ul style="list-style-type: none"> <li>- <b>Sf</b> = financial score of the proposal under consideration;</li> <li>- <b>Fm</b> = amount of the lowest evaluated Lump Sum Financial Proposal (as per FIN-1), exclusive of Provisional Sums and contingency; and</li> <li>- <b>F</b> = amount of the evaluated Lump Sum Financial Proposal (as per FIN-1) of the proposal under consideration, exclusive of Provisional Sums and contingency..</li> </ul> <p>The weights given to the Technical (T) and Financial (P) Proposals are:</p> <ul style="list-style-type: none"> <li>- <b>Technical (T) = 80 %</b></li> <li>- <b>Financial (P) = 20 %</b></li> </ul> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; where T + P = 1) as following:  <b>S = St x T% + Sf x P%.</b></p>
6	RFP Document, Section 2, DS-ITC Clause 10.1	<p><b><u>Documents Comprising the Proposal</u></b></p> <p><u>The Proposal shall comprise the following:</u></p> <p><b><u>For FULL TECHNICAL PROPOSAL (FTP):</u></b></p> <p><b>1st Inner Envelope with the Technical Proposal:</b></p> <ol style="list-style-type: none"> <li>(1) Power of Attorney to sign the Proposal</li> <li>(2) Proof of Legal Status and Eligibility</li> <li>(3) TECH-1(including Statement of Undertaking if required under Data Sheet 10.2 below)</li> <li>(4) TECH-2</li> <li>(5) TECH-3</li> <li>(6) TECH-4</li> <li>(7) TECH-5</li> <li>(8) TECH-6</li> </ol>	<p><b><u>Documents Comprising the Proposal</u></b></p> <p><u>The Proposal shall comprise the following:</u></p> <p><b><u>For FULL TECHNICAL PROPOSAL (FTP):</u></b></p> <p><b>1st Inner Envelope with the Technical Proposal:</b></p> <ol style="list-style-type: none"> <li>(1) Power of Attorney to sign the Proposal</li> <li>(2) Proof of Legal Status and Eligibility</li> <li>(3) TECH-1(including Statement of Undertaking if required under Data Sheet 10.2 below)</li> <li>(4) TECH-2</li> <li>(5) TECH-3</li> <li>(6) TECH-4</li> <li>(7) TECH-5</li> <li>(8) TECH-6</li> </ol>

Item	Section/Clause	As is the Original RFP Document	As amended in the Addendum No. 1
		<p>AND</p> <p><b><u>2nd Inner Envelope with the Financial Proposal:</u></b></p> <p>(1) FIN-1 (2) FIN-2 (3) FIN-3 (4) FIN-4</p> <p>Proof of legal status establish Consultant's legal capacity to enter into binding and enforceable contracts and may be supported by:</p> <ul style="list-style-type: none"> <li>• Certificate of incorporation</li> <li>• Partnerships duly organized</li> <li>• 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.).</li> </ul> <p>Please refer to CHECKLIST OF REQUIRED FORMS in Section 3 Documents Comprising the Proposal.</p>	<p>AND</p> <p><b><u>2nd Inner Envelope with the Financial Proposal:</u></b></p> <p>(1) FIN-1 (2) FIN-2 (3) FIN-3 (4) FIN-4 (5) FIN-5</p> <p>Proof of legal status establish Consultant's legal capacity to enter into binding and enforceable contracts and may be supported by:</p> <ul style="list-style-type: none"> <li>• Certificate of incorporation</li> <li>• Partnerships duly organized</li> <li>• 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.).</li> </ul> <p>Please refer to CHECKLIST OF REQUIRED FORMS in Section 3 Documents Comprising the Proposal.</p>
7	RFP Document, Section 2, DS-ITC Clause 18.10	<p><u>Deadline for the Submission of Proposals</u></p> <p>The Proposals must be received at the address below no later than: Date: 17 February 2026 Time: 15:00 hours local time</p> <p>The Proposal submission address is: Attention: Mr. Hermingardo Albano Soares, Executive Director - NPC Address: National Procurement Commission, Avenida de Balide, Patrimonio Estado, Dili, Timor-Leste Telephone: (+670) 3331101</p>	<p><u>Deadline for the Submission of Proposals</u></p> <p>The Proposals must be received at the address below no later than: Date: 24 February 2026 Time: 15:00 hours local time</p> <p>The Proposal submission address is: Attention: Mr. Hermingardo Albano Soares, Executive Director - NPC Address: National Procurement Commission, Avenida de Balide, Patrimonio Estado, Dili, Timor-Leste</p>

Item	Section/Clause	As is the Original RFP Document	As amended in the Addendum No. 1
8	RFP Document, Section 2, DS-ITC Clause 20.1	<p><u>Opening of Technical Proposals</u></p> <p>An online option of the opening of the Technical Proposals is offered: NO</p> <p>The Technical Proposal opening shall take place at: Address: National Procurement Commission, Avenida de Balide, Patrimonio Estado, Dili, Timor-Leste Telephone: (+670) 3331101</p> <p>Date: 17 February 2026 Time: 15:00 hours local time (immediately after submission)</p>	<p><u>Opening of Technical Proposals</u></p> <p>An online option of the opening of the Technical Proposals is offered: NO</p> <p>The Technical Proposal opening shall take place at: Address: National Procurement Commission, Avenida de Balide, Patrimonio Estado, Dili, Timor-Leste</p> <p>Date: 24 February 2026 Time: 15:00 hours local time (immediately after submission)</p>
9	RFP Document, Section 4: Financial Proposal – Standard Forms table of content	<p><b>Section 4. Financial Proposal - Standard Forms</b></p> <p>{Notes to Consultant shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}</p> <p>Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.</p> <p>NOTE: The authorized representative of the Consultant who signs the Proposal is advised to initial all pages of the original Financial Proposal.</p> <p>FIN-1 Financial Proposal Submission Form FIN-2 Summary of Costs FIN-3 Breakdown of Remuneration FIN-4 Other Expenses, Provisional Sums and Contingency</p>	<p><b>Section 4. Financial Proposal - Standard Forms</b></p> <p>{Notes to Consultant shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}</p> <p>Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.</p> <p>NOTE: The authorized representative of the Consultant who signs the Proposal is advised to initial all pages of the original Financial Proposal.</p> <p>FIN-1 Financial Proposal Submission Form FIN-2 Summary of Costs FIN-3 Breakdown of Remuneration FIN-4 Other Expenses, Provisional Sums and Contingency FIN-5 Provisional Sums Justification</p>
10	RFP Document, Section 4: FIN-1 Form (Financial Proposal Submission Form)	As per issued RFP Document.	Please find attached updated form for use. (File Name: 129-MTC-2025_Section 4 Financial Proposal Standard Forms_FIN1-Financial Proposal Submission Form)

Item	Section/Clause	As is the Original RFP Document	As amended in the Addendum No. 1
11	RFP Document, Section 4: FIN-2 Form (Summary of Costs)	As per issued RFP Document.	Please find attached updated form for use. (File Name: 129-MTC-2025_Section 4 Financial Proposal Standard Forms_FIN2-Summary of Costs)
12	RFP Document, Section 4: FIN-4 Form (Other Expenses, Provisional Sums and Contingency)	As per issued RFP Document.	Please find attached updated form for use. (File Name: 129-MTC-2025_Section 4 Financial Proposal Standard Forms_FIN4-Other Expenses, Provisional Sums and Contingency)
13	RFP Document, Section 4: FIN-5 Form (Provisional Sums Justification)	Nil.	Please find attached new form for use. (File Name: 129-MTC-2025_Section 4 Financial Proposal Standard Forms_FIN5-Provisional Sums Justification)



**Hermingardo Albano Soares**

Executive Director of National Procurement Commission (NPC)