



Minutes n°1

Pre-Bid Meeting

Construction of the Baucau Municipal Capital Water Supply (TENDER-RFB/053/MOP-2026)

1. The pre-bid meeting was held at 15:00 hours local time on 3 July 2026 at the Conference Room of the National Procurement Commission (NPC) at Rua de Balide, Património do Estado, Dili, Timor-Leste. This meeting was attended by the representatives from the National Procurement Commission (NPC), Ministry of Public Works (MOP) and interested bidders in venue.
2. Project identification: TENDER-RFB/053/MOP-2026
Project owner: Ministry of Public Works (MOP)
Scope of the procedure: Construction of the Baucau Municipal Capital Water Supply
3. Ms. Graciete Ximenes, Junior Procurement Officer of NPC welcomed all the attendees of the meeting and gave a brief presentation on the key aspects of Bidding Document.
4. The questions and answers session of the meeting then proceeded immediately. Questions were handled by the representatives from NPC and MOP. The Questions and Answers are attached as Clarification No. 1 and same clarification is published at designated website.
5. At the end of the meeting, the NPC representatives thanked all the attendees for their active participation in the meeting which was concluded at 16:00 hour's local time.

Attachment:

- PowerPoint Presentation
- Clarification no. 1



PRE-BID MEETING
03 July 2026; 15:00 hours TLT

**CONSTRUCTION OF THE BAUCAU
MUNICIPAL CAPITAL WATER SUPPLY**

Tender-RFB/053/MOP-2026



Important Points

- **Employer: Ministry of Public Works (MPW)** on behalf of the Government of the Democratic Republic of Timor-Leste
- **Financed by:** World Bank (WB)
- Bidding will be conducted through international competitive procurement using Request for Bids (RFB) as specified in the World Bank’s “Procurement Regulations for IPF Borrowers- Procurement in Investment Projects Financing” (September 2023) (“Procurement Regulations”), and is open to all eligible Bidders as defined in the Procurement Regulations.
- Two-envelope Bidding Process.
- The Bid shall be valid until: **23 January 2027**
- The language of the Bid is **English (BDS-ITB 10.1)**

Important Points

For **Clarification** Purposes only, the Employer's address is: **(BDS-ITB 7.1)**

Attention to: **Mr. Hermingardo Albano Soares**
Executive Director of NPC
National Procurement Commission
Avenida de Balide, Dili, Timor-Leste
Phone: +670 3331101;
E-mail: jf@cna.gov.tl

The deadline for the submission of requests for clarification shall be **Fourteen (14) days** prior to **the deadline for submission of Bid.**

The deadline of **Bid submission (BDS-ITB 22.1):**

- **Date: 27 July 2026**
- **Time: 3:00 PM (Timor-Leste Time)**
- NPC Tender Box

The Opening of Bid shall be immediately after deadline for bid submission of Bids. (BDS-ITB 25.1)

In addition to the original Bid, the number of copies is: **2 (Two) (BDS-ITB 21.1)**

Important Points

SITE VISIT

Place: **Ministry of Public Works Office**

Av. 20 de Maio, Caicoli, Dili, Timor-Leste

Contract Person: **Mr. Nelson Mequita**

Email: mesquita.nelson@gmail.com; cauhafa2002@yahoo.com

Phone: +670 77775789

Date: TBA

Time:

Place:

➤ Site Visit is not mandatory but highly advisable

Important Points

A **Bid Security** is required in **Original Form**. The amount of the bid security is **US\$ 450,000.00 (Four Hundred Fifty Thousand United States Dollars) (BDS-ITB 19.1)**. The bid security shall be in the form of a Bank Guarantee in the format prescribed in the bidding document. If an unconditional guarantee is issued by a **non-bank financial institution** located outside the Timor-Leste, the issuing non-bank financial institution shall have a correspondent financial institution located in the Employer's Country to make it enforceable.

The bid security shall be valid twenty-eight (28) days beyond the original validity period of the bid, or beyond any period of extension if requested under ITB 18.2.

The price quoted by the bidder shall be **subject to adjustment**.

Maximum percentage of subcontracting permitted is **30%** (BDS-ITB 17.6).

Important Points

11.2 The **Technical Part** shall contain the following: (ITB 11.2)

- a) Letter of Bid – Technical Part, prepared in accordance with ITB 12;
- b) Bid Security or Bid-Securing Declaration, in accordance with ITB 19.1;
- c) Alternative Bid - Technical Part: if permissible in accordance with ITB 13, the Technical Part of any Alternative Bid;
- d) Authorization: written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 20.3;
- e) Qualifications: documentary evidence in accordance with ITB 17 establishing the Bidder's eligibility and qualifications;
- f) Conformity: a technical proposal in accordance with ITB 16;
- g) Sexual Exploitation and Abuse (SEA), and/or Sexual Harassment (SH) Declaration using the form included in Section IV, Bidding Forms;
- h) Local Labour Method Statement in accordance with ITB 16 and Section IV, Bidding Forms; and
- i) any other document required in the BDS.

The **Financial Part** shall contain the following: (ITB 11.3)

- a) Letter of Bid – Financial Part: prepared in accordance with ITB 12 and ITB 14;
- b) Schedules including priced Bill of Quantities, completed in accordance with ITB 12 and ITB 14;
- c) Alternative Bid - Financial Part: if permissible in accordance with ITB 13, the Financial Part of any Alternative Bid; and
- d) any other document required in the BDS.

Important Points

The Technical Part shall not include any information related to the Bid price. Where material financial information related to the Bid price is contained in the Technical Part the Bid shall be declared non-responsive.

The Bidder shall furnish in the Letter of Bid-Technical Part the names of three potential DAAB members and attach their curriculum vitae. The list of potential DAAB members proposed by the Employer (Contract Data 21.1) and by the Bidder (Letter of Bid) shall be subject to Bank's No-objection.

In addition to the requirements under ITB 11.2, Bids submitted by a JV shall include in the Technical Part a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Bid shall be signed by all members and submitted with the Bid, together with a copy of the proposed Agreement.

The Bidder shall furnish in the Letter of Bid- Financial Part information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid.

Evaluation and Qualification Criteria – Section 3

❖ Eligibility

- Nationality
- Conflict of Interest
- Bank Eligibility
- State- owned Enterprise or Institution of the Borrower country
- United Nations resolution or Borrower's country law

❖ Historical Contract Non-Performance

- History of Non-Performing Contracts
- Suspension Based on Execution of Bid/Proposal Securing Declaration by the Employer
- Pending Litigation
- Litigation History
- Declaration: Environmental and Social (ES) past performance
- Bank's SEA and/or SH Disqualification

❖ Financial Situation and Performance

- Financial Capabilities
- Average Annual Construction Turnover

Evaluation and Qualification Criteria – Section 3

❖ Experience

- General Construction Experience
- Specific Construction & Contract Management Experience
 - (i) Specific Construction Experience and
 - (ii) Construction Experience in Key Activities
- Specific Experience in Managing ES aspects

❖ Key Personnel

❖ Equipment

Evaluation and Qualification Criteria – Section 3

Next Stage of Evaluation

❖ Evaluation of Technical Proposal

No.	Position	Qualification	QTY	Total Work Experience (years)	Similar Works Exp. related to Water Supply Construction (years)
1	Project Manager	Civil Engineering, Project Management	1	Min. 20	At least 10
2	Lead Site Civil Engineers	Civil Engineering, with a specialization in <ul style="list-style-type: none">• Structural Engineer - 1 Position• Geotechnical Engineer - 1 Position• Material Engineer – PositionRoad Engineer – 1 Position	4	Min. 10	At least 5
3	Mechanical Engineer	Mechanical Engineering, pump specialist	1	Min. 10	At least 5
4	Electrical & Automation Engineer	Electrical engineering, control, and automation	1	Min. 15	At least 5
5	HSE (Health, Safety and Environment) Officer	Environmental Engineering or equivalent*	2	Min. 10	At least 5, incl. on road projects
6	Social Specialist / Community Liaison Officer (CLO) – Lead	Social Science or equivalent	1	Min. 10	At least 5, incl. with NGO

The minimum technical score required to pass is: 70 on a scale of 1 to 100.

Evaluation and Qualification Criteria – Section 3

Score and Scoring Definition given below.

No.	Equipment Type and Characteristics	Minimum Number required
1	Excavator, up-to 1.0 m ³ capacity, equipped with a hydraulic breaker attachment suitable for limestone excavation	3
2	Dozer 70Kw	<u>2</u>
3	Drilling rig for limestone formation	<u>1</u>
4	Grader Tractor	<u>2</u>
5	Mobile Crane 5-10Ton	2
6	Tipper Truck 15 ton	6
7	Concrete/asphalt cutting machine & breaker	2
8	Roller/Compactor	2
9	Portable hand-held rock breaker (jackhammer), pneumatic or electric	3
10	Hand compactor (vibratory plate compactor / tamping rammer)	3
11	Transit Mixer	2
12	Mobile batching plant, recommended capacity ≥ 40 m ³ /hr	1
13	Dewatering pump	4
14	Water Tanker truck 6-10 m ³	2
15	PE welding set, up to NOD315, and metal pipe welding/cutting set, including generators	4
16	Hydraulic testing equipment for various pipes – set	2

❖ Financial Evaluation

Criteria for Financial Evaluation is listed in ITB 37.1 (a)–(e).

Score (of the total score for the factor/subfactor as applicable)	Description
0	Required feature is absent; no relevant information to demonstrate how the requirement is met
1	Required feature present with deficiencies such as insufficient or information that lacks clarity
2	Sufficient information to demonstrate how the requirement will be met
3	Sufficient information to demonstrate that the requirement will be marginally exceeded
4	Sufficient information that significantly exceed the requirement/proposal contributes to significant value addition

Evaluation and Qualification Criteria – Section 3

❖ Combined Evaluation

The Employer will evaluate and compare the Bids that have been determined to be substantially responsive.

An Evaluated Bid Score (B) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the evaluated cost and the technical merits of each Bid:

$$B \equiv \frac{C_{low}}{C} * X * 100 + \frac{T}{T_{high}} * (1 - X) * 100$$

Where:

C = Evaluated Bid Cost

C_{low} = the lowest of all Evaluated Bid Costs among responsive Bids

T = the total Technical Score awarded to the Bid

T_{high} = the Technical Score achieved by the Bid that was scored best among all responsive Bids

X = weight for Cost as specified **in the BDS**

The Bid with the best evaluated Bid Score (B) among responsive Bids shall be the Most Advantageous Bid provided the Bidder is qualified to perform the Contract.

The weight to be given for cost is 0.4. The weight for technical score shall be 0.6.

Condition of Contract

❖ Time for Completion

- Construction period: 36 Months
- Defects Notification Period : 365 Days (12 months)

❖ The Performance Security :

- **For Construction Works:**

The Performance Security will be in the form of a “demand guarantee” in the amount of ten percent [10%] of the Accepted Contract Amount and in the same currency of the Accepted Contract Amount (net of Performance Based Maintenance amount).

Condition of Contract

❖ **Advance payment**

For Upgrading Works:

Ten percent [10%] of the Accepted Contract Amount payable in the currencies and proportions in which the Accepted Contract Amount is payable.

The full advance payment amount shall be covered by a Demand Guarantee in the prescribed format.

In case the bank issuing the Advance Payment, Guarantee is located outside Timor-Leste, it shall have a correspondent bank or financial institution located in the territory of Timor-Leste to make the guarantee enforceable.

Guidance Notes

❖ TAXES

The following notes are provided for the guidance of Bidders only. Bidders remain responsible for confirming the applicable tax requirements with the relevant authorities in Timor-Leste.

1. Permanent Representative — Representação Permanente (R.P.)

A tax rate of **2%** is applicable to construction contracts where the company is duly registered with SERVE, I.P. as a Permanent Representative.

2. Non-Permanent Representative (NRP)

A tax rate of **10%** is applicable to construction contracts where the company is not registered with SERVE, I.P. as a Permanent Representative.

JOINT VENTURE ARRANGEMENTS

3. Joint Venture between Permanent Representatives

Where two or more companies registered as Permanent Representatives form a Joint Venture, a tax rate of **2%** shall apply, subject to the applicable tax laws and requirements.

4. Joint Venture between a Permanent Representative and a Non-Permanent Representative

Where a Joint Venture consists of both a Permanent Representative and a Non-Permanent Representative:

- the **2% tax rate** shall apply to the portion attributable to the Permanent Representative; and
- the **10% tax rate** shall apply to the portion attributable to the Non-Permanent Representative.

Guidance Notes

❖ TAXES

The Government's financial system recognizes one vendor for each project. Accordingly, payments made to, or on behalf of, the Non-Permanent Representative remain subject to the applicable **10% tax**, including where funds are subsequently transferred by the Permanent Representative to the Non-Permanent Representative.

Registration as a Permanent Representative is not solely for taxation purposes. During execution of the Contract, project-related expenditures, including salaries, purchase of materials, equipment rental, and other operational expenses, should be processed through the Permanent Representative, as applicable.

THANK YOU

COMISSÃO NACIONAL DE APROVISIONAMENTO





MINISTÉRIO DO PLANEAMENTO
E INVESTIMENTO ESTRATÉGICO

IX GOVERNO CONSTITUCIONAL



Comissão Nacional de Aprovisionamento

CONSTRUCTION OF THE BAUCAU MUNICIPAL CAPITAL WATER SUPPLY

TENDER-RFB/053/MOP-2026

Clarification no.1

6 July 2026

S.N.	Questions	Responses
Section II (Bid Data Sheet) – ITB 7.4	<p>When was the site visit?</p> <p><i>Site visit</i> conducted by the Employer “<i>Shall be</i>” organized</p> <p><u>Date: TBA at the Pre-Bid meeting</u></p> <p><u>Time: TBA at the Pre-Bid meeting</u></p> <p>Contract Person: <i>Mr. Nelson Mesquita</i></p> <p>Email: <i>mesquita.nelson@gmail.com</i></p> <p>Phone: +670 7777 5789</p>	<p>A site visit conducted by the Employer will be on:</p> <p><u>Date: Thursday, 9 July 2026</u></p> <p><u>Time: 9:00 hours Local Time</u></p> <p>Contract Person: Mr. Nelson Mesquita</p> <p>Email: mesquita.nelson@gmail.com</p> <p>Phone: +670 7777 5789</p> <p>All the costs of visiting the Site shall be at the Bidder’s own expense.</p> <p>The attendance to the Site Visit is not mandatory.</p>



Hermingardo Albano Soares

Executive Director of National Procurement Commission (NPC)