



Minutes of Pre-Proposal Conference

**Urban Land Use Plan of Gleno City Project for Ermera Municipality
(RFP/045/MPIE-2024)**

Date: 8 July 2024

Venue: Conference Room of the National Procurement Commission (NPC) at Rua Balide,
Património do Estado, Dili - Timor-Leste.

1. The Pre-Proposal Conference for The **Urban Land Use Plan of Gleno City Project for Ermera Municipality** was held at 15:00 pm local time on 8 July 2024 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) and Ministry of Planning and Strategic Investment (MPIE) and interested consultants in venue.
2. Ms. Odelia Hau, Junior Procurement Officer of NPC welcomed all the attendees of the meeting and gave a brief presentation on the key aspects of Request for Proposal (RFP) Document.
3. The questions and answers portion of the meeting then proceeded immediately. Questions were handled by the representatives from NPC and MPIE. The Questions and Answers are attached as Clarification No.1 and same clarification publish at designated websites.
4. At the end of the meeting, the NPC and MPIE representatives thanked all the attendees for their active participation in the meeting.
5. The meeting was concluded at 16:00 PM.


Hermingardo Albano Soares

Executive Director of National Procurement Commission (NPC)

Enclosed: Appendix- 1

- Clarification No.1
- PowerPoint Presentation



CLARIFICATION No.1

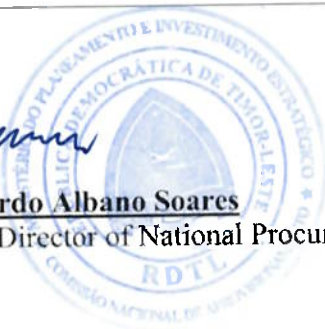
Date: 8 July 2024

**Urban Land Use Plan of Gleno City Project for Ermera Municipality
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No.	Question(s)	Response(s)
1.	How many companies can form the Joint Venture?	No limit for Joint Venture Companies.
2.	Can the National key experts qualify as international experts?	<p>Please Refer to ITC 1(k)³ in the Data Sheet</p> <p><u>International Experts</u> An International Expert means an expert who has nationality other than Employer's Country.</p> <p><u>National Experts</u> A National Expert means expert who is citizen of the Employer's country.</p> <p>Nationals of the Employer's country who possess the appropriate international experience may be considered for assignments that require international expertise in the national's own country.</p> <p>Individuals who have appropriate authorization to legally reside and work in the country of the assignment but do not hold the nationality of that country may also be considered as national consultants.</p>
3.	What's the qualification criteria required for the National (Assistant) or International Experts?	Please Refer to Request for Proposal (RFP) Document Section-7-Term of Reference (TOR) - Table 5 and 6 Requirements of Key Experts


Hermingardo Albano Soares

Executive Director of National Procurement Commission (NPC)





REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE
Ministério de Planeamento Investimento Estratégico
COMISSÃO NACIONAL DE APROVISIONAMENTO
Avenida de Balide, Dili, Timor-Leste. Telephone No.: 3331101



Comissão Nacional de Aprovisionamento

Urban Land Use Plan of Gleno City Project for Ermera Municipality

8 July 2024, 15:00 Hours

RFP/045/MPIE-2024

IMPORTANT POINTS

CLAUSE	
ITC 2.1 (Data Sheet)	<p>Name of the Employer: Ministry of Planning and Strategic Investment of Government of Timor-Leste</p> <p>Method of selection: <u>Quality and Cost Base Selection (QCBS)</u> in accordance with the Applicable Law, the Employer shall open the financial proposals of only the Consultants whose proposals meet the minimum passing scores based on the result of the Technical Evaluation</p>
ELIGIBILITY	Participation in this proposal process is open to all interested international and national consultants.
ITC 9.1 (Data sheet)	<p>Language</p> <p>Proposals shall be submitted in <u>English or Portuguese</u> languages. (Only one Language)</p> <p>All correspondence shall be in the <u>English</u> language.</p>

IMPORTANT POINTS

CLAUSE	
ITC 10.1 (Data Sheet)	<p>The Proposal shall comprise the following: For FULL TECHNICAL PROPOSAL (FTP):</p> <p>1st Inner Envelope with the Technical Proposal:</p> <ol style="list-style-type: none">(1) Power of Attorney to sign the Proposal(2) Proof of Legal Status and Eligibility(3) TECH-1(4) TECH-2(5) TECH-3(6) TECH-4(7) TECH-5(8) TECH-6 <p>2nd Inner Envelope with the Financial Proposal (if applicable):</p> <ol style="list-style-type: none">(1) FIN-1(2) FIN-2(3) FIN-3(4) FIN-4 <p>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:</p> <ul style="list-style-type: none">• Certificate of incorporation• Partnerships duly organized• Universities, institutions, public sector organizations, and non-government organizations 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.). <p>Please refer to CHECKLIST OF REQUIRED FORMS in Section 3.</p>

IMPORTANT POINTS

CLAUSE	
ITC 12.1 (Data Sheet)	<p>Proposal Validity</p> <p>Proposals must remain valid for <u>180 calendar days</u> after the proposal submission deadline.</p>
ITC 13.1 (Data Sheet)	<p>Clarification of Request for Proposal</p> <p><u>Clarifications may be requested no later than 10 days prior to the submission deadline.</u></p> <p>The contact information for requesting clarifications is: E-mail: <i>om@cna.gov.tl</i> cc: <i>as@cna.gov.tl; ns@cna.gov.tl; rl@cna.gov.tl; lh@cna.gov.tl; ls@cna.gov.tl</i> Phone No.: (+670) 3331101</p>

IMPORTANT POINTS

CLAUSE	
ITC 14.1.3 (Data Sheet)	<p>Minimum time-input of International Key Experts' is: 37 person-months.</p> <p>Minimum time-input of Assistant Key Experts' is: 32 person-months.</p>
ITC 14.1.4 (Data Sheet)	<p>Only for QCBS with Maximum Budget</p> <p>Maximum budget for the assignment: USD 381,425.00 (United States Dollars Three Hundred Eighty-One Thousand Four Hundred Twenty-Five), inclusive of all taxes, profits, duties and other expenses into their financial proposal.</p> <p>The Employer may disqualify the technical and financial proposal if an <u>Evaluated Financial Proposal exceeds the maximum budget</u>.</p>

IMPORTANT POINTS

CLAUSE	
ITC 15.2 (Data Sheet)	<p>Format of Technical Proposal</p> <p>The format of the Technical Proposal to be submitted is: Full Technical Proposal (FTP).</p> <p>Please refer to the Checklist of Required Forms in Section 3.</p> <p>Submission of the Technical Proposal in incorrect format may lead to the Proposal being deemed non-responsive to the RFP requirements.</p>

IMPORTANT POINTS

CLAUSE	
ITC 16.1 (Data Sheet)	<p>Financial Proposal</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">(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 <p>Provisional sums: NIL Contingency: NIL</p>

IMPORTANT POINTS

CLAUSE	
ITC 16.2. (Data Sheet)	<p>Price Adjustment</p> <p>A price adjustment provision applies to remuneration rates: No</p>
ITC 16.3 and 25 (Data Sheet)	<p>Taxes - Reference</p> <p>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.</p> <p><u>Consultants should add all taxes, profits, duties and other expenses into their financial proposal.</u></p>
ITC 16.4	<p>Currency of Proposal</p> <p>The Financial Proposal shall be submitted in <u>United States Dollars (USD)</u> only.</p>

IMPORTANT POINTS

Clause	
ITC 17.1. (Data Sheet)	Electronic Submission of Proposals The Consultants “shall not” have the option of submitting their Proposals electronically.
ITC 17.4 (Data Sheet)	Submission of Proposals The Consultant must submit: (a) Technical Proposal: one (1) original, two (2) copies and 1 soft copy. (b) Financial Proposal: one (1) original, one (1) copy and 1 soft copy.

IMPORTANT POINTS

Clause	
ITC 17.7. and 17.9 (Data Sheet)	Deadline for the Submission of Proposals The Proposals must be received at the address below no later than: 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 Date: <u>29 July 2024</u> Time: <u>15:00 hours Local time</u>

IMPORTANT POINTS

Clause	
ITC 19.1 (Data Sheet)	<p>Opening of Technical Proposals</p> <p>An online option for the opening for the Technical Proposals is offered: No</p> <p>The opening shall take place at: Address: National Procurement Commission, Avenida de Balide, Patrimonio Estado, Dili, Timor-Leste Telephone: (+670) 3331101</p> <p>Date: 29 July 2024 same as the submission deadline indicated in 17.7 Time: 15:00 hours Local time <i>[The time should be immediately after the time for the submission deadline]</i></p>

IMPORTANT POINTS

CLAUSE	
ITC 20.2 (Data Sheet)	<p>Financial Proposal Evaluation</p> <p>The Employer will follow the International Standards and Guidelines</p>
ITC 21.1 (Data Sheet)	<p>Evaluation Criteria</p> <p>The evaluation criteria, sub-criteria, and point system are specified in the Summary and Personnel Evaluation Sheets that are attached to the Data Sheet. (APPENDIX 1 - SUMMARY EVALUATION SHEET (SES)) (APPENDIX 2 - PERSONNEL EVALUATION SHEET)</p> <p>The minimum technical score (St) required to pass is: 750 (maximum 1000 points)</p>
ITC 22.1 (Data Sheet)	<p>Public Opening of Financial Proposals</p> <p>An online option of the opening of the Financial Proposals is offered: No</p>

IMPORTANT POINTS

CLAUSE	
ITC 21.1 (Data Sheet)	<p><u>QCBS Only</u></p> <p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 1000.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as follows: $Sf = 1000 \times Fm / F$, 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 the 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: T = 80, and P = 20</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: $S = St \times T\% + Sf \times P\%$.</p>

IMPORTANT POINTS

Clause	
Conditions of Contract	<p>GCC & SCC 14.1 (Expiration of Contract) The time period shall be <u>8 months</u> after the effective date of Contract.</p> <p>GCC & SCC 39 (Taxes and Duties) The Consultant, Sub-Consultants, and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the SCC 39.1 and 39.2.</p> <p>GCC & SCC 40.1 (Currency of Payment) Any payment under this Contract shall be made in the <u>UNITED STATES DOLLARS</u></p> <p>GCC & SCC 41 (Mode of Billing and Payment) The payments under this Contract shall be made in Lump Sum installments against deliverables specified in SCC 41.2</p>

IMPORTANT POINTS

Clause	
Conditions of Contract	GCC & SCC 41.2.1 (Advance Payment) 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.
	GCC & SCC 42.1 (Interest on Delayed Payments) The interest rate is: <u>0.01%</u> daily interest rate.
	GCC & SCC 45.1 (Dispute Resolution) Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication or arbitration in accordance with the provisions specified in the SCC 45.1.

IMPORTANT POINTS

Clause	
Conditions of Contract	Performance Security <u>5%</u> of the Accepted Contract and valid for 9 months.
	Quality Guarantee <u>5%</u> from each payment in form of Retention Money.
	Retention Money (Quality Guarantee) will be returned after 3 months from finishing of Performance Security.



THANK YOU

Question & Answer Session



LETTER OF INVITATION

Date: 21 June 2024

RFP No. RFP/045/MPIE-2024

- The National Procurement Commission on behalf of Ministry of Planning and Strategic Investment of Government of Timor-Leste now invites proposals from the interested consulting firms to provide the following consulting services (hereinafter called "Services"):
Urban Land Use Plan of Gleno City Project for Ermera Municipality.
The main objective of this project is to establish clear guidelines and strategies for the urban development of the "City of Gleno, with a focus on organizing land use to maximize the efficiency and functionality of urban areas, enhancing accessibility and mobility within the city area, ensuring equitable access to public services such as basic sanitation, water supply, electricity, education, and healthcare. More details on the Services are provided in the Request for Proposal (RFP).
- Funding for these Services will be made from "the Infrastructure Fund of the Government of the Democratic Republic of Timor-Leste".
- The Project is located in Ermera
- Maximum budget for the assignment is **US\$ 381,425.00 (United States Dollars Three Hundred Eighty-One Thousand Four Hundred Twenty-Five)** inclusive of all applicable taxes. The Employer will disqualify evaluated financial proposal exceeding maximum budget. Consultant shall be responsible for paying of all related taxes. Consultant shall provide justification in the financial proposal if abnormally low-financial proposal (thirty 30% lower than estimate).
- The estimated person-months for the assignment is 37 person-months of 11 International Key Experts and 32 person-months of 10 Assistant Experts (National) with a time period of **8 months** from the notice to proceed. The Proposal Validity is 180 days after the submission of the Proposal.
- A firm will be selected under the **Quality and Cost Base Selection (QCBS)** Method with weights given to Technical & Financial Proposals are (80/20) and other selection criteria like, Experience of Firm, Experience of Experts and Approach and Methodology, Work Program and Personnel Schedule described in this RFP. **The minimum technical score required to pass is: 75%.** The Client shall award the contract to the Consultant with the highest combined score evaluated in accordance with the procedure specified under Section 2 & 3 of RFP, provided further that the Consultant is determined to be qualified to perform the Contract satisfactorily.
- The procurement shall be conducted as single stage-two envelope procedures, wherein the Technical and Financial Proposals shall be submitted together in separately-sealed envelopes.
- Interested Consulting firms may obtain further information from:
National Procurement Commission
Avenida de Balide, Património do Estado, Dili, Timor-Leste
Email: om@cna.gov.tl cc: as@cna.gov.tl, ns@cna.gov.tl, rl@cna.gov.tl, lh@cna.gov.tl, ls@cna.gov.tl.
- Participation in this selection process is open to all interested international and national Consultants. The attention of interested Consultants is drawn to the qualification requirements detailed in the RFP.
- The RFP including Proposal Submission Forms is available free-of-charge to any interested Consultants (Local or International Consulting Firms) by sending a written request by email after which a PDF copy of the RFP will be sent by email.
- A pre-proposal conference will be held at **15:00 hours local time on 8 July 2024** at the same address specified above.
- The selected consultant will be required to submit a Performance Guarantee in the form of an unconditional and non-revocable bank guarantee. Bank Guarantee issued by an overseas bank shall have a corresponding bank in Timor-Leste.
- The proposals must be received in the Tender Box located at the same address specified above no later than **15:00 hours local time on 29 July 2024**.
- Technical Proposal will be opened on **29 July 2024 at 15:00 hours local time** after the closing time for the submission of the proposals at the same address in the presence of consultants who wish to attend.
- Any Proposal or its modification received by the Employer after the deadline shall be declared late and rejected, and promptly returned unopened.

Hermingardo Albano Soares
Diretor -Executivo – Comissão Nacional de Aproveitamento (CNA)

ANÚNCIO DE CONCURSO

Data: 21 de Junho 2024

RFP nº RFP/045/MPIE-2024

- A Comissão Nacional de Aproveitamento, em nome do Ministério do Planeamento e Investimento Estratégico do Governo de Timor-Leste, solicita às empresas de consultoria interessadas a apresentação de propostas para os seguintes serviços de consultoria (doravante designados por "Serviços"):
Plano de Ordenamento Urbano do projeto da cidade de Gleno, distrito de Ermera.
O objetivo principal deste projeto é o estabelecimento de diretrizes e estratégias claras para o desenvolvimento urbano da "cidade de Gleno" com foco na organização do solo urbano de forma a maximizar a eficiência e funcionalidade das áreas urbanas, melhorando a acessibilidade e a mobilidade dentro da área urbana, garantindo acesso equitativo a serviços públicos como saneamento básico, abastecimento de água, eletricidade, educação e saúde. Serão fornecidos mais detalhes acerca dos Serviços em questão nos respetivos documentos de concurso.
- O projeto em questão será financiado pelo Fundo das Infraestruturas do Governo da República Democrática de Timor-Leste.
- O projeto localiza-se em Ermera.
- O orçamento máximo para os serviços é de **US\$ 381,425.00 (trezentos e oitenta e um mil, quatrocentos e vinte e cinco dólares norte-americanos)** inclusivos de todos os impostos aplicáveis. O Contratante desqualificará a proposta financeira avaliada que exceda o orçamento máximo. O Consultor será responsável pelo pagamento de todos os impostos inerentes. Em caso de proposta anormalmente baixa (30% abaixo da estimativa de custo), deverá o Consultor apresentar devida justificação na proposta financeira.
- Os Serviços compreendem a contribuição de 37 pessoas-mês, das quais 11 são de peritos internacionais + 32 pessoas-mês, das quais 10 são de assistentes de peritos (nacionais) durante um período de **8 meses** a partir da ordem de serviço. A validade da proposta deverá ser de 180 dias após a apresentação da mesma.
- Será selecionada uma empresa sob o método de Seleção Baseada em Qualidade e Custo (QCBS), com ponderações atribuídas às Propostas Técnica e Financeira de 80/20, [respetivamente], e considerando outros critérios de seleção tais como experiência da empresa, experiência dos peritos, abordagem e metodologia, programa de trabalho e distribuição do pessoal descritos nos documentos de concurso. A pontuação técnica mínima para qualificação é de 75%. O Contratante adjudicará o contrato ao Consultor com a pontuação combinada mais elevada nos termos dos procedimentos especificados nas secções 2 e 3 do Documento do Concurso (RFP) desde que, além disso, o Consultor seja determinado como qualificado para a execução satisfatória do Contrato.
- O processo de aprovisionamento será realizado seguindo o procedimento de dois envelopes, sendo que as Propostas Técnicas e Financeiras deverão ser apresentadas juntamente mas em envelopes selados, separadamente.
- As empresas de consultoria interessadas poderão obter mais informações junto de:
Comissão Nacional de Aproveitamento
Av. Balide, Património do Estado, Dili-Timor-Leste, Balide,
Telefone: +670 3331101
Correio eletrónico para: om@cna.gov.tl cc: as@cna.gov.tl, ns@cna.gov.tl, rl@cna.gov.tl, lh@cna.gov.tl, ls@cna.gov.tl.
- A participação no processo de seleção em epígrafe encontra-se aberta a todos os Consultores interessados, internacionais e nacionais. Chama-se a atenção dos Consultores interessados para os requisitos de qualificação detalhados nos documentos de concurso.
- Os Documentos de Concurso (RFP), incluindo os formulários de apresentação de propostas, serão disponibilizados gratuitamente a quaisquer Consultores interessados (empresas de consultoria nacionais ou internacionais) mediante solicitação por escrito enviada através de e-mail. Posto isto, será enviada, também através de email, uma cópia em PDF dos documentos solicitados.
- Terá lugar uma conferência prévia às **15:00 horas, hora local, no dia 8 de Julho de 2024**, no supracitado endereço.
- Será solicitada a apresentação de Garantias de Execução, ao Consultor selecionado, que serão sob a forma de garantia bancária incondicional e irrevogável. As garantias bancárias emitidas por banco estrangeiro deverão ter um banco correspondente em Timor-Leste.
- As propostas deverão ser recebidas na **Caixa de Concurso** situada no endereço acima indicado, **até às 15:00 horas (hora local) do dia 29 de Julho de 2024**.
- As Propostas Técnicas serão abertas a **29 de Julho de 2024, às 15:00 horas (hora local)**, após o prazo para a apresentação de propostas, no supracitado endereço, e na presença dos Consultores que desejarem assistir.
- Quaisquer propostas ou respetivas alterações recebidas pelo Contratante após o prazo determinado, serão declaradas tardias e rejeitadas, sendo imediatamente devolvidas sem serem abertas.