



Díli, 28 de Abril de 2025

Publicação de ata de Conferência Prévia

Exmos. Concorrentes,

Tornamos, por este meio, pública a ata de conferência prévia referente ao processo de aprovisionamento para o projeto de **Construção do novo Posto de Saúde e residência dos médicos em Luca, Município de Viqueque (TENDER/034/MS-2025)**, que teve lugar nas instalações da Comissão Nacional de Aprovisionamento no dia 23 de Abril de 2025 às 15 horas.

Publication of Minutes of Pre-Bid Meeting

Dear Bidders,

We hereby publish the minutes of Pre-Bid Meeting regarding the procurement process for **New Construction for Health Post and Doctor House in Luca, Viqueque Municipality (TENDER/034/MS-2025)** which was held at National Procurement Commission's premises on the 23 April 2025 at 15:00 local time.



Hermingardo Albano Soares

Diretor-Executivo da Comissão Nacional de Aprovisionamento (CNA)

Minutes of Pre– Bid Meeting

New Construction for Health Post and Doctor House in Luca, Viqueque Municipality TENDER/034/MS-2025

1. The pre-bid meeting was held at 15:00 hours local time on 23rd April 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 Health (MH) and prospective bidders.

a– Project identification: TENDER/034/MS-2025

b – Project owner: Ministry of Health

c– Name of the project: New Construction for Health Post and Doctor House in Luca, Viqueque Municipality

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

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

4. The pre-bid meeting was concluded at 15:30 hours. Ms. Deliana Monteiro thanked all the participating bidders for their active participation in the pre-bid meeting.

Dili, 23 April 2025

By the jury.

No.	Name	Position	Signature
1.	Abdul Basit	President	
2.	Valdo S. da Cruz	Effective Member	
3.	Deliana Monteiro	Effective Member	
4.	Julio dos Santos	Effective Member	

Annex:

- PowerPoint Presentation
- Clarification No. 1



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Comissão Nacional de Aproveitamento

New Construction for Health Post and Doctor House in Luca, Viqueque Municipality
TENDER/034/MS-2025

Clarification No.1
23rd April 2025

This Clarification No.1 is issued in accordance with the ITB 7.1 of Section 1 (Instructions to Bidders) of the Bidding Documents.

S.N.	Questions	Responses
1.	We register as a sole company. However, we want to submit the bid with the joint venture with another company?	Yes, all bidder is allowed to make a joint venture with other company.
2.	The company did not have the audited financial statements, can we submit other evidence of the audited financial statement?	All bidders can submit the audited financial statements certified by the reputable auditor or authenticated of previous 3 years tax statement from TIN (Refer to Bid Data Sheet-11.2 (i) Additional document (4)).
3.	Can we submit the proof of the registration of Social Security Contribution Certificate?	Yes, the bidder can submit the proof of the registration of Social Security Contribution Certificate.
4.	Please explain why in summary does not include contractor fee and Tax?	Please referred to the Section I Instruction to Bidder (ITB) 14.7 of the Bidding Document.
5.	Can we add the total amount in the contingency?	No, total amount of contingency is a fixed price.

[Signature]

Hermingardo Albano Soares

Executive Director of National Procurement Commission (NPC)



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PRE-BID MEETING

**New Construction for Health Post and Doctor House in
Luca, Viqueque Municipality**

TENDER/034/MS-2025

23 April 2025, 15:00 PM HOURS



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- Employer: Ministry of Health** - on behalf of the Government of the Democratic Republic of Timor-Leste (BDS-ITB 1.1)
- Maximum budget: **USD 503,730.74** (inclusive of all Taxes and other expense and profit). The Employer may disqualify evaluated price bids exceeding maximum budget.
- The bid validity period is **180 days (BDS-ITB 18.1)**
- 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 language**
 - All correspondence exchange shall be in **English and in Portuguese**
 - A bid securing Declaration is **required**. The Bid Securing Declaration shall be in the form provided in in Section 4 (Bidding Forms). The Bid Securing Declaration shall be duly signed by bidder's Director or authorized representative. Failure to sign the documents shall result in disqualification. **(BDS-ITB 19.1)**
- The bidding shall be conducted with **Single Stage-Two Envelopes Procedure**, wherein the Technical Bid and Price Bid shall be submitted together in separately sealed envelopes.



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

Attention: Mr. Hermingardo Albano Soares - Executive Director, National Procurement Commission (NPC)
Street Address: Avenida de Balde, Património Estado (Ex. Dempal)
City: Dili
Country: Timor-Leste
E-mail: dm@cna.gov.tl;
Cc: as@cna.gov.tl, ns@cna.gov.tl, ab@cna.gov.tl, vc@cna.gov.tl, fl@cna.gov.tl .

 The deadline for the submission of requests for clarification shall be **Fourteen (14) days before the deadline for submission of bids.**
- **Site visit is not mandatory (BDS-ITB 7.2)**
 For the site-visit information, the bidder may contact NPC through email :
dm@cna.gov.tl, as@cna.gov.tl, ns@cna.gov.tl, ab@cna.gov.tl, vc@cna.gov.tl, fl@cna.gov.tl
 All the costs of visiting the Site shall be at the Bidder's own expense
 The attendance to the Site Visit is not mandatory
- The deadline of Bid submission (BDS-ITB 22.1)

Date: 13 May 2025
Time: 15 00 hours (local time)
Place: National Procurement Commission - Rua De Balde, Património Estado, Dili, Timor-Leste
The Opening of Technical Bid shall be: Immediately after deadline for bid submission of Bids. (BDS-ITB 25.1)



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- The bidder shall submit the following: (BDS-ITB 20.1)
 - Technical Bid: one (1) original and two (2) copies and one (1) soft copy (USB)
 - Price Bid: one (1) original and one (1) copy and one (1) soft copy (USB)
- The Technical Bid shall contain the following (ITB 11.2):
 - Letter of Technical Bid,
 - Bid Security or Bid-Securing Declaration in accordance with ITB 19,
 - Alternative Bids, if permissible, in accordance with BDS-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-ITB 11.2(i).
- The Price Bid shall contain 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-ITB 11.3 (e).



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Evaluation and Qualification Criteria – Section 3

- The evaluation will be in two stages:
 - Technical Bids Evaluation – First Stage
 - Price and Combined Bids Evaluation – Second Stage

Technical Bids Evaluation – First Stage

- **First Phase: “Pass or Fail” basis** The following documentation shall be checked
 - Nationality in accordance with ITB 4.2
 - No conflicts of interest in accordance with ITB 4.3 (e)
 - A Bidder participates in more than one bid in this bidding process, either individually or as a partner in a Joint Venture in accordance with ITB 4.3 (f)
 - Not having been declared ineligible by IFI, as described in ITB 4.4
 - Bidder required to meet conditions of ITB 4.5
 - Not under suspension based on execution of a Bid-Securing Declaration pursuant to ITB 4.6
 - No reservations to the Bidding Documents, including Addenda issued in accordance with ITB 8
 - The written confirmation of authorization to sign on behalf of the Bidder in accordance with ITB 20
 - Nonperformance of a contract
 - All pending litigation, and arbitration, or other material events impacting the net worth of the bidder, if any, shall be treated as resolved against the Bidder and so shall in total not represent more than 50% percent of the Bidder's net worth calculated as the difference between total assets and total liabilities
 - Letter of Technical Bid in accordance with ITB 12



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Evaluation and Qualification Criteria – Section 3

- Joint Venture Agreement in accordance with ITB 11
- Bid Securing Declaration, in accordance with ITB Clause 19

- **The Local Bidders will submit with its technical bid the following additional documents**
 - Authorization to Conduct Activity (Autonização Para Exercício de Atividade Económica)
 - Business Registration Certificate (Certidão do Registo Comercial)
 - Certificate of Debts (Certidão de Dividas)
 - Authenticated copy of previous tax statement from Timor-Leste Revenue Service (TIN)
 - Articles of incorporation or constitution of the legal entity (Estatutos)
 - Social Security Contribution Certificate



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Evaluation and Qualification Criteria – Section 3

Second Phase: this shall be undertaken in accordance with the technical evaluation criteria, sub-criteria, and scoring system specified below. The maximum technical score is **100 Points** and the passing score for bidder qualification is **75 Points**.

- Historical Financial Performance (5)
- Average Annual Construction Turnover (5)
- Financial Resources (20)
- Contracts of Similar Size and Nature (20)
- Personnel (10)
- Equipment (10)
- Site Organization (5)
- Method Statement (5)
- Mobilization Schedule (5)
- Construction Schedule (5)
- Local Development Statement (5)
- Environmental and Social Management (5)



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Evaluation and Qualification Criteria – Section 3

- The scoring shall be in accordance with the following table:

QUALITY	SCORE (%)	SCORE DEFINITION
EXCELLENT	100	Bid significantly exceeds the sub - criteria requirements
VERY GOOD	90 - 99	Bid marginally exceeds the sub - criteria requirements
ABOVE AVERAGE	80 - 89	Bid fully meets the sub - criteria requirements
AVERAGE	70 - 79	Bid partially meets the sub - criteria requirements
BELOW AVERAGE	1 - 69	Bid meets some sub - criteria requirements with deficiencies
NON-COMPLYING	0	Bid either does not comply with the sub-criteria requirements or does not provide enough information



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Condition of Contract

- Defects Notification Period: **365 Days**, (PCC-GCC 43.1)
- Time for Completion: **6 months from Notice to Proceed** (PCC-GCC 1.1 (v))
- Governing Law: **Democratic Republic of Timor-Leste** (PCC-GCC 3.1)
- Communication Language: **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 (PCC-GCC 59.1)
- Liquidated damages for whole of the Works: **0.05%** of the final Contract Price per day. The maximum amount of liquidated damages for the whole of the Works is **20%** of the final Contract Price. (PCC-GCC 56.1)
- Total Advance Payment: **Fifteen Percentages (15%)** of the Accepted Contract Amount (PCC-GCC 58.1)

“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!

Ata da Conferência Prévia

**Construção do novo Posto de Saúde e residência dos médicos em Luca, Município de Viqueque
TENDER/034/MS-2025**

1. Aos 23 dias do mês de Abril de 2025, pelas 15 horas, nas instalações da Comissão Nacional de Aprovisionamento (CNA) sitas em Avenida de Balide, Património do Estado, Díli, o júri reuniu com a Entidade Adjudicante (Ministério da Saúde) e os concorrentes para proceder à conferência prévia.

a – Identificação do procedimento: TENDER/034/MS-2025

b – Entidade adjudicante: Ministério de Saúde

c – Objeto do procedimento: Construção do novo Posto de Saúde e residência dos médicos em Luca, Município de Viqueque
2. De seguida, foi ministrada uma breve apresentação referente ao Programa de Procedimento e Caderno de Encargos pela Sra. Deliana Monteiro, Oficial Júnior de Aprovisionamento da CNA. Apresentamos no Anexo 1 os respetivos slides da apresentação.
3. A sessão de perguntas e respostas teve lugar imediatamente após a supracitada apresentação cujo registo se encontra no Anexo 2 (Esclarecimento nº 1).
4. Por nada mais haver a tratar, a conferência prévia foi encerrada às 15h30m pela Sra. Deliana Monteiro que agradeceu a presença de todos os participantes na mesma.

Díli, 23 de Abril de 2025

Pelo Júri,

Nº	Nome	Função	Assinatura
1.	Abdul Basit	Presidente	
2.	Valdo S. da Cruz	Vogal Efetivo	
3.	Deliana Monteiro	Vogal Efetivo	
4.	Julio dos Santos	Vogal Efetivo	

Anexo:

- Apresentação de PowerPoint
- Esclarecimento nº 1.



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Comissão Nacional de Aproveitamento

Construção do novo Posto de Saúde e residência dos médicos em Luca, Município de Viqueque

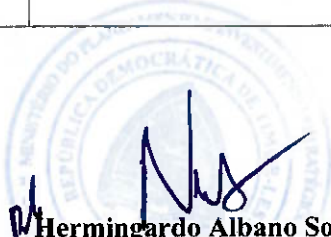
TENDER/034/MS-2025

Esclarecimento nº 1

23 de Abril de 2025

O presente Esclarecimento nº1 é emitido em conformidade com a IAC 7.1 da Secção 1 (Instruções aos concorrentes) do respetivo Programa de Procedimento.

Nº	Perguntas	Respostas
1.	Registamo-nos como uma empresa individual. No entanto, queremos apresentar a proposta através de consórcio com outra empresa?	Sim , todos os concorrentes estão autorizados a criar consórcios com outras empresas.
2.	A empresa não dispõe das demonstrações financeiras auditadas, podemos apresentar os outros elementos de prova das demonstrações financeiras auditadas?	Todos os concorrentes podem apresentar as demonstrações financeiras auditadas, certificadas por um auditor de renome, ou a declaração fiscal autenticada dos últimos 3 anos a partir do seu NIF (Consultar a Ficha Técnica da Proposta (IAC-11.2) (i) Documento adicional (4)).
3.	Podemos apresentar prova do registo da Certidão de Contribuições à Segurança Social?	Sim , o concorrente pode apresentar o comprovativo do registo da Certidão de Contribuições para a Segurança Social.
4.	É possível explicar por que razão o resumo não inclui os honorários e os impostos do empreiteiro?	Consultar a Secção I, Instruções aos concorrentes (IAC) 14.7 do Programa de Procedimento.
5.	Podemos alterar o montante total da contingência?	Não , o montante total da contingência trata-se de um preço fixo.


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