



**CONSULTING SERVICES FOR DETAILED ENGINEERING DESIGN (DED) OF THE
NEW CONSTRUCTION OF THE REHABILITATION CENTRE OF JUVENIL
BUILDING IN LIQUICA MUNICIPALITY
(TENDE-RFP/058/MOJ/2026)**

ADDENDUM No. 1

17 July 2026

This Addendum No. 1 has been issued in accordance with **ITC 13.1** of the Request for Proposal (RFP)

Clause of Request for Proposal (RFP)	As in the original of Request for Proposal (RFP)	Amended as in this Addendum-1																				
Request for Proposal (RFP) Section 3: Evaluation and Qualification Criteria (Page 43)	2. Applicable NEB Percentages For this procurement procedure, the following National Economic Benefit percentages shall apply: <table><tr><th>Category of Consultant</th><th>Applicable NEB</th></tr><tr><td>Eligible National Consultant</td><td>4%</td></tr><tr><td>Eligible Non-National Consultant</td><td><u>3%</u></td></tr><tr><td>Eligible Joint Venture of National and Non-National Consultants</td><td><u>3%</u></td></tr><tr><td>Consultant not meeting the eligibility requirements</td><td>0%</td></tr></table>	Category of Consultant	Applicable NEB	Eligible National Consultant	4%	Eligible Non-National Consultant	<u>3%</u>	Eligible Joint Venture of National and Non-National Consultants	<u>3%</u>	Consultant not meeting the eligibility requirements	0%	2. Applicable NEB Percentages For this procurement procedure, the following National Economic Benefit percentages shall apply: <table><tr><th>Category of Consultant</th><th>Applicable NEB</th></tr><tr><td>Eligible National Consultant</td><td>4%</td></tr><tr><td>Eligible Non-National Consultant</td><td><u>3.5%</u></td></tr><tr><td>Eligible Joint Venture of National and Non-National Consultants</td><td><u>3.75%</u></td></tr><tr><td>Consultant not meeting the eligibility requirements</td><td>0%</td></tr></table> The above percentages shall prevail over any conflicting percentages stated elsewhere in the issued RFP.	Category of Consultant	Applicable NEB	Eligible National Consultant	4%	Eligible Non-National Consultant	<u>3.5%</u>	Eligible Joint Venture of National and Non-National Consultants	<u>3.75%</u>	Consultant not meeting the eligibility requirements	0%
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MINISTÉRIO DO PLANEAMENTO
E INVESTIMENTO ESTRATÉGICO

IX GOVERNO CONSTITUCIONAL



Comissão Nacional de Aproveitamento

Clause of Request for Proposal (RFP)	As in the original of Request for Proposal (RFP)	Amended as in this Addendum-1
Instruction to Consultant (ITC and Data Sheet 18.10)	<u>Deadline and Method for the Submission of Proposals</u> For <u>Proposal submission purposes</u> only, Proposals shall be submitted to the following method location or by the method specified below. Submission Location (Physical Submission): TENDER BOX National Procurement Commission Rua de Balide, Património Estado Dili, Timor-Leste Submission Method (Electronic Submission): Not Applicable Deadline for Proposal submission: • <u>Date: 21 July 2026</u> • <u>Time: 15:00 hours local time</u>	<u>Deadline and Method for the Submission of Proposals</u> For <u>Proposal submission purposes</u> only, Proposals shall be submitted to the following method location or by the method specified below. Submission Location (Physical Submission): TENDER BOX National Procurement Commission Rua de Balide, Património Estado Dili, Timor-Leste Submission Method (Electronic Submission): Not Applicable Deadline for Proposal submission: • <u>Date: 04 August 2026</u> • <u>Time: 15:00 hours local time</u>
Instruction to Consultant (ITC and Data Sheet 20.1)	<u>Opening of Technical Proposals</u> The opening of the Technical Proposal shall take place at: National Procurement Commission Rua de Balide, Património de Estado Dili, Timor-Leste <u>Date: 21 July 2026</u> <u>Time: 15:00 hours local time (immediately after submission)</u>	<u>Opening of Technical Proposals</u> The opening of the Technical Proposal shall take place at: National Procurement Commission Rua de Balide, Património de Estado Dili, Timor-Leste <u>Date: 04 August 2026</u> <u>Time: 15:00 hours local time (immediately after submission)</u>

Hermingardo Albano Soares

Executive Director, National Procurement Commission



MINISTÉRIO DO PLANEAMENTO
E INVESTIMENTO ESTRATÉGICO

IX GOVERNO CONSTITUCIONAL



Comissão Nacional de Aprovisionamento

CONSULTING SERVICES FOR DETAILED ENGINEERING DESIGN (DED) OF THE NEW
CONSTRUCTION OF THE REHABILITATION CENTRE OF JUVENIL BUILDING IN
LIQUICA MUNICIPALITY

Tende-RFP/058/MOJ/2026

CLARIFICATION NO. 1

30 June 2026

No	Questions	Response
1	We have noted that there are two separate documents, one of which is entitled "Section 4: Proposal Forms". Could you kindly clarify the purpose of this document? Is it an updated version of the main tender document, a variation thereof, or an additional document intended to complement the original submission requirements? We would appreciate your guidance on the relationship between these documents and how they should be used in preparing our proposal.	The complete RFP document, including Section 4: Proposal Forms, was issued in PDF format. For the Consultant's convenience, the same Section 4: Proposal Forms was also issued separately in editable Word format to facilitate preparation of the Proposal. The Word document does not amend or replace the RFP; it is provided solely as an editable version of the forms contained in the RFP.
2	Could you please explain how we suppose to submit the USB during the submission of proposal.	The USB containing the Technical Proposal shall be placed inside the Technical Proposal envelope, and the USB containing the Financial Proposal shall be placed inside the Financial Proposal envelope. Please refer to ITC 18.5 of the Data Sheet for the applicable submission requirements.
3	In section 4: Proposal Forms Consultant's Representations Regarding Costs and Charges (Model Form I) there is repetition of column number 7 and 8. Could your please explain what is the difference between the two column?	The duplication of Columns 7 and 8 in Model Form I is a typographical error. Consultants are requested to disregard the duplicated column and complete the applicable information only once.
4.	scope of works of the consultant is to carry out the topographical surveys, Geotechnical studies, and other necessary investigations for the new project location. The cost for the survey and geotechnical studies shall include in the reimbursable expenses under Competitive Components or in the Provisional Sums under Non-Competitive Components .	Provisional Sums and contingencies are not provided under this assignment. Therefore, the costs of all required topographical surveys, geotechnical studies, and other necessary investigations shall be competitively priced and included in the Consultant's Financial Proposal under the applicable reimbursable expenses within the Competitive Components.


Hermingardo Albano Soares

Executive Director- Comissão Nacional de Aprovisionamento (CNA)



Dili, 25 de Junho de 2026

Publicação de Ata de Conferência Prévia

Exmos. Candidatos,

Tornamos, por este meio, pública a ata de conferência prévia referente ao processo de aprovisionamento para o projeto de **serviços de consultoria para o desenho detalhado de engenharia para a construção do novo edifício do centro de reabilitação juvenil no município de liquiçá, (TENDER-RFP/058/MOJ/2026)** que teve lugar nas instalações da Comissão Nacional de Aprovisionamento no dia 24 de Junho de 2026 às 10 horas.

Publication of Minutes of Pre-Proposal Conference

Dear Consultant,

We hereby publish the minutes of Pre-Proposal Conference regarding the procurement process for **Consulting Services for Detailed Engineering Design (Ded) Of the New Construction of The Rehabilitation Centre of Juvenil Building in Liquica Municipality, (TENDER-RFP/058/MOJ/2026)** which was held at National Procurement Commission's premises on the 24 June 2026 at 10:00 local time.



Hermingardo Albano Soares

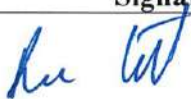
Diretor-Executivo da Comissão Nacional de Aprovisionamento (CNA)



Minutes of Pre-Proposal Conference

**Consulting Services for Detailed Engineering Design (Ded) Of the New Construction of The
Rehabilitation Centre of Juvenil Building in Liquica Municipality
TENDER-RFP/058/MOJ/2026**

1. The Pre-Proposal Conference for the Consulting Services for Detailed Engineering Design (Ded) of the New Construction of the Rehabilitation Centre of Juvenil Building in Liquica Municipality held at 10:00 hours local time on 24 June 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) and Ministry of Justice (MoJ) and interested consultants in venue.
2. Project identification: TENDER-RFP/058/MOJ/2026
Project owner: Ministry of Justice (MoJ)
Scope of the procedure: Consulting Services for Detailed Engineering Design (Ded) of the New Construction of the Rehabilitation Centre of Juvenil Building in Liquica Municipality
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 Request for Proposal (RFP) Document.
4. The questions and answers session of the meeting then proceeded immediately. Questions were handled by the representatives from NPC and MoJ. The Questions and Answers are attached as Clarification No. 1 and same clarification publish at designated websites.
5. At the end of the meeting, the NPC and MoJ representatives thanked all the attendees for their active participation in the meeting which was concluded at 10:30 hour's local time.

Name	Position	Signature
Rana latif	President of Jury	
Justina F. Pinto	Effective Jury Member	
Graciete Ximenes	Effective Jury Member	

Attachment:

- Clarification No. 1
- PowerPoint Presentation



Ata de Conferência Prévia

**Serviços de Consultoria para o Desenho Detalhado de Engenharia (DED) para a Construção do Novo Edifício do Centro de Reabilitação Juvenil no Município de Liquiçá
TENDER-RFP/058/MOJ/2026**

1. Aos 24 dias do mês de Junho de 2026, pelas 10 horas, nas instalações da Comissão Nacional de Aproveitamento (CNA) sitas em Avenida de Balide, Património do Estado, Díli, o júri do procedimento reuniu com a Entidade Adjudicante - Ministério da Justiça (MJ) - e as empresas candidatas para proceder à sessão de conferência prévia referente ao projeto em epígrafe.
2. Identificação do procedimento: TENDER-RFP/058/MOJ/2026
Entidade Adjudicante: Ministério da Justiça (MJ)
Objeto do procedimento: Serviços de Consultoria para o Desenho Detalhado de Engenharia (DED) para a Construção do Novo Edifício do Centro de Reabilitação Juvenil no Município de Liquiçá.
3. De seguida, foi ministrada uma breve apresentação referente ao Programa de Procedimento e ao Caderno de Encargos pela Sra. Graciete Ximenes, Oficial Júnior de Aproveitamento da CNA. Os respetivos slides da apresentação encontram-se em anexo.
4. A sessão de perguntas e respostas teve lugar imediatamente após a supracitada apresentação cujo registo se encontra em anexo no Esclarecimento nº 1 (sendo este devidamente publicado nos websites designados).
5. Por nada mais haver a tratar, deu-se por encerrada a conferência prévia às 10:30 horas pelos representantes da CNA e do MJ que agradeceram a presença de todos os participantes na mesma.

Nome	Função	Assinatura
Rana latif	President of Jury	
Justina F. Pinto	Effective Jury Member	
Graciete Ximenes	Effective Jury Member	

Anexo:

- Esclarecimento nº 1
- Apresentação de PowerPoint



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 Aproveitamento

PRE-PROPOSAL CONFERENCE

**CONSULTING SERVICES FOR DETAILED ENGINEERING DESIGN
(DED) OF THE NEW CONSTRUCTION OF THE REHABILITATION
CENTRE OF JUVENIL BUILDING IN LIQUICA MUNICIPALITY
TENDER-RFP/058/MOJ-2026**

24 June 2026; 10:00 hours

IMPORTANT POINTS

CLAUSE

ITC 2.1 (Data Sheet)

Name of the Employer: Ministry of Justice (MOJ), Government of Timor-Leste

Method of selection: QUALITY AND COST BASE SELECTION (QCBS). 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.

ITC 9.1 (Data sheet)

Language Requirements

The Timor-Leste's official languages are **Portuguese** and **Tetum**.
The preferred working language is **English**.

IMPORTANT POINTS

CLAUSE

ITC 10.1 (Data Sheet)

The Proposal shall comprise the following:

For FULL TECHNICAL PROPOSAL (FTP):

1st Inner Envelope with the Technical Proposal:

- (1) Power of Attorney to sign the Proposal
- (2) Proof of Legal Status and Eligibility
- (3) Proposal Security / Proposal-Securing Declaration
- (4) TECH-1 (including statement of undertaking, if required)
- (5) TECH-2, 2A & 2B
- (6) TECH-3, 3A & 3B
- (7) TECH-4
- (8) TECH-5
- (9) TECH-6A & 6B

2nd Inner Envelope with the Financial Proposal (if applicable):

- (1) FIN-1
- (2) FIN-2
- (3) FIN-3
- (4) FIN-4

Note:

- Please refer to Section 4: Proposal Forms (including the Checklist of Required Forms for Technical Proposal) for details of each form.
- Proof of Legal Status establishes Consultant's legal capacity to enter into binding and enforceable contracts and may be supported by:
 - 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.).

IMPORTANT POINTS

CLAUSE

ITC 12.1 (Data Sheet)

Proposal Validity

Proposals must remain valid for **180 calendar days** after the proposal submission deadline.

ITC 12.9 (Data Sheet)

Sub-contracting

Maximum allowable accumulated value of services subcontracted (as a percentage of the Accepted Contract Amount) is as follow:

- 25% for National Consultant;
- 30 % for Non-National Consultant

ITC 13.1 (Data Sheet)

Clarification of Request for Proposal

For any clarification requests, please submit in writing to:

- Attention: National Procurement Commission (NPC)
- Street address: National Procurement Commission, Avenida de Balide, Partimonio Estado, Dili, Timor-Leste
- City: Dili,
- Country: Timor-Leste
- E-mail: as@cna.gov.tl; ns@cna.gov.tl; rl@cna.gov.tl; jf@cna.gov.tl; mj@cna.gov.tl om@cna.gov.tl

Note: Requests may be submitted by email or letter; however, email is preferred.

The clarification requests deadline is: **30 June 2026**

Clarifications and addenda will be published on the following websites:

www.cna.gov.tl

IMPORTANT POINTS

CLAUSE

ITC 14.1. (b) (Data Sheet)	Estimated time input of Key Experts (International) time: 13 person-months Estimated time input of Key Experts (National) time: 22 person-months Estimated time input of Supporting Staff (National) time: 15 person-months
ITC 15.2 (Data Sheet)	<u>Format of Technical Proposal</u> The format of the Technical Proposal to be submitted is: Full Technical Proposal (FTP) Please refer to Checklist of Required Forms in Section 4: Proposal Forms. Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP Document requirements.
ITC 16.1 (Data Sheet)	The Consultant shall submit a Proposal Security, in the form of an unconditional bank guarantee The amount and currency of the Proposal Security shall be: USD 2,500.00 (Two thousand and five hundred United States Dollar) The Proposal Security shall be valid twenty-eight (28) days beyond the original validity period of the Proposal, or beyond any period of extension if requested under ITC 12.4

IMPORTANT POINTS

CLAUSE	
ITC 17.1 (Data Sheet)	Financial Proposal The Financial Proposal shall be prepared using the forms provided in Section 4: Proposal Forms and must include all costs associated with the assignment, including: (a) Remuneration For Key Experts, Non-Key Experts and Support Staff, as per the input specified in the Technical Proposal. (b) Other Expenses (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). (c) Provisional Sum: NIL (d) Contingency: NIL

IMPORTANT POINTS

CLAUSE	
ITC 17.2. (Data Sheet)	Price Adjustment A price adjustment provision applies to remuneration rates: <u>No</u>
ITC 17.3 (Data Sheet)	All duties, taxes, and other levies payable by the Consultant under the Contract shall be included in the rates and prices set out in the Financial Proposal submitted by the Consultant. Information regarding applicable tax obligations in the Employer's Country is available at: http://www.mof.gov.tl
ITC 17.4 (Data Sheet)	<u>Currency of Proposal</u> All unit rates and prices set out in the Consultant's Financial Proposal shall be in: United States Dollars (USD). All payments under the Contract shall also be made in: United States Dollars (USD).
ITC 18.1. (Data Sheet)	Consultants shall submit their Proposals by courier mail or in person. Submission of Proposals by electronic means shall not be permitted.

IMPORTANT POINTS

Clause

ITC 18.5 (Data Sheet)

Submission of Proposals

The Consultant must submit:

(a) Technical Proposal: one (1) original, two (2) copies and 1 soft copy (USB).

(b) Financial Proposal: one (1) original, one (1) copy and 1 soft copy (USB).

ITC 18.10 & 20.1(Data Sheet)

Deadline and Method for the Submission of Proposals

For Proposal submission purposes only, Proposals shall be submitted to the following method location or by the method specified below.

Submission Location (Physical Submission):

TENDER BOX

National Procurement Commission

Rua de Balide, Patrimonio Estado

Dili, Timor-Leste

Submission Method (Electronic Submission):

Not Applicable

Deadline for Proposal submission:

Date: **21 July 2026**

Time: **15:00 hours Local time**

[The time should be immediately after the time for the submission deadline]

IMPORTANT POINTS

CLAUSE	
ITC 21.1 (Data Sheet)	Evaluation Criteria The evaluation criteria, sub-criteria, and point system are specified in Section 3: Evaluation and Qualification Criteria. The Minimum Overall Technical Score required to pass is: 650 points, out of the maximum of 1000 points.
ITC 24.3 (Data Sheet)	Public Opening of Financial Proposals An online option of the opening of the Financial Proposals is offered: No
ITC 27.1 (Data Sheet)	<u>Conversion into Single Currency</u> The Consultant shall submit the Proposal in United States Dollars (USD) only.
ITC 28.1 (Data Sheet)	The Maximum Budget for this project is USD 277,925.00 inclusive of all applicable taxes, expenses, and profit. The Employer reserves the right to disqualify any Proposal whose evaluated price exceeds the defined limit, in accordance with Article 71(2)(h) of Decree-Law No. 1/2025.

IMPORTANT POINTS

CLAUSE	
ITC 28.2 (Data Sheet)	If two or more Proposals achieve the same final evaluated result (after applying any NEB adjustments), the Employer shall apply the following tie-breaking criteria in the order listed below: 1. Score of Weighted Evaluation Factor: Preference shall be given to the Proposal with the higher score in the evaluation factor carrying the greatest weighting. If still tied, the next most heavily weighted factor shall be compared, and so on. 2. National Preference If a tie remains, preference shall be given to the Consultant classified as a National Consultant, as defined under ITC 6.5, provided that it fulfils at least one of the criteria under Article 86(4)(c) for the National Economic Benefit. Only Consultants meeting both conditions shall be eligible for this preference. 3. Selection by Random Draw If a tie remains after applying all criteria above, the Employer shall conduct a random draw between the tied Consultants. The process shall be documented and witnessed by the Employer and the remaining tied Consultants.

IMPORTANT POINTS

CLAUSE

Conditions of Contract

GCC & SCC 14.1 (Expiration of Contract)

The time period shall be **6 months** after the effective date of Contract.

GCC & SCC 39.1 and 39.2 (Taxes and Duties)

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.

GCC & SCC 40.1 (Currency of Payment)

Any payment under this Contract shall be made in the **UNITED STATES DOLLARS**.

IMPORTANT POINTS

CLAUSE	
Conditions of Contract	GCC & SCC 41.2 The payment schedule: The consulting services shall be a fixed lump sum cost contract based on the winning Consultant’s Financial Proposal and finalized in negotiation with the Owner. Upon signing of contract, no additional cost will be allowed, unless as subsequently agreed between the Design Consultant and the Owner through, and incorporated in, a written contract amendment. The payment of these design activities will be scheduled as follows: 1. 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. 2. The second payment equivalent to 15% of the contract price will be paid to the design consultant after the (interim report) preliminary design is discussed and approved by the owner. 3. The third payment equivalent to 20% of the contract price will be paid to the design consultant after the (Draft Detailed Design) Development design is discussed and approved by the owner. 4. 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. The employer shall retain 5% from each progress payment as Performance and 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.

IMPORTANT POINTS

CLAUSE	
Conditions of Contract	GCC & SCC 41.2.1 (Advance Payment) The following provisions shall apply to the advance payment and the advance bank payment guarantee: (1) An advance payment of 20% of the Accepted Contract Amount 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 shall be recovered by the Employer through proportional deductions from the milestone payments due to the Design Consultant, mentioned in SCC 41.2, until the advance payment has been fully set off. (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. If the bank issuing Advance Payment Guarantee is located outside Timor-Leste, it shall be counter-guaranteed by a bank in Timor-Leste.

IMPORTANT POINTS

CLAUSE

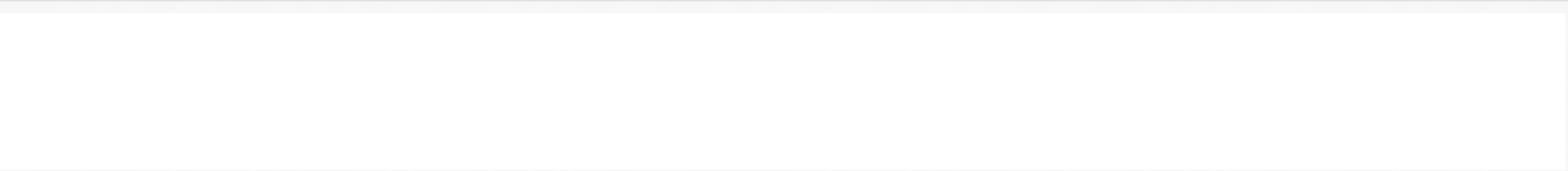
Conditions of
Contract

GCC & SCC 45.1 (Dispute Resolution)

The Location is: **Singapore.**

Disputes shall be settled by arbitration in accordance with the following provisions:

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



THANK YOU

Question & Answer Session