



MINISTÉRIO DO PLANEAMENTO
E INVESTIMENTO ESTRATÉGICO
IX GOVERNO CONSTITUCIONAL



Comissão Nacional de Aprovisionamento

CLARIFICATION NO.2

Date: 10 September 2025

**CONSULTANCY SERVICES FOR THE SUPERVISION OF POLYTECHNIC COLLEGE FOR
AGRICULTURE, IN BETANO, SAME, MANUFAHI MUNICIPALITY
(TENDER-RFP/088/MESCC-2025)**

No.	Questions	Responses
1.	The consultant request to provide the details of taxes which will be deducted from the Consultant to prepare a competitive proposal.	The percentage of tax is determined by each Consultant. Please consult http://www.mof.gov.tl for more information!
2.	Payment to be released on the Man Month basis as full time deployment is required at site.	The payment will be paid based payment schedule in S.C.C
3.	We understand that Government Office buildings, Institutional Buildings, Commercial buildings, Railway Stations, Hospitals, Medical Colleges shall also be considered as “ <i>similar projects & scope</i> ” in the evaluation criteria.	Please refer to the Evaluation Criteria.
4.	Similar region: We understand that Experience in African region shall also be considered. Kindly confirm.	Similar region of Timor-Leste refers to Southeast Asian Countries.
5.	Team Leader: • Consultant request to allow Team Leader (Project Manager) having Bachelor Degree in Civil Engineering from a recognized university, with a relevant minimum of 15 years’ experience or having Master’s Degree in Civil Engineer from a recognized university, a relevant minimum of 12 years’ experience. • We also understand that Certificate of Expertise issued by institution recognized by the Government of India shall also be considered.	• Yes, marks will be attributed based on required educational qualification and experience of each expert. • Yes, Certificate of Expertise issued by any institution recognized by any Government will be considered.
6.	Certification: Certificate of Expertise from a recognized institution in Timor-Leste: We understand that Certificate of Expertise issued by institution recognized by the Government of India shall also be considered.	Please refer to Response No.5.
7.	MEP Engineer: We kindly request to allow: • Bachelor Degree in Electronics and Communication/Electrical and Electronics from a recognized university also • We also understand that Certificate of Expertise issued by institution recognized by the	Please refer to Response No.5.



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No.	Questions	Responses
	Government of India shall also be considered. • Proficiency in English shall also be considered.	
8.	Geodetic Engineer: We understand that Certificate of Expertise issued by institution recognized by the Government of India shall be considered. AND Proficiency in English shall also be considered.	Please refer to Response No.5.
9.	The Consultant requests to the esteemed authority to kindly give extension of 2 weeks to submit the proposal and modify the bid submission end date as:	No extension has been granted. We will notify all Proposers soon should there be any time extension required.



Hermingardo Albano Soares
Executive Director of NPC



Dili, 28 de Agosto 2025

Publicação de Ata de conferência prévia

Prezados Candidatos,

Tornamos, por este meio, pública a ata de conferência prévia referente ao processo de aprovisionamento para o projeto de **Serviço de Consultoria para a Supervisão da Escola Politécnica Agrícola, em Betano, Same, Município de Manufahi (TENDER-RFP/088/MESCC-2025)**, que decorreu nas instalações da Comissão Nacional de Aprovisionamento no dia 25 de Agosto de 2025 pelas 10 horas.

Publication of Minutes of Pre-Proposal Conference

Dear Firms,

We hereby publish the minutes of Pre-Proposal Conference regarding the procurement process for **Consultancy Services For The Supervision Of Polytechnic College For Agriculture, In Betano, Same, Manufahi Municipality (TENDER-RFP/088/MESCC-2025)**, which was held at National Procurement Commission's premises on the 25 August 2025 at 10:00 am.



Hermingardo Albano Soares
Director Executivo da CNA



CLARIFICATION NO.1

**CONSULTANCY SERVICES FOR THE SUPERVISION OF POLYTECHNIC COLLEGE FOR
AGRICULTURE, IN BETANO, SAME, MANUFAHI MUNICIPALITY**

TENDER-RFP/088/MESCC-2025

28 August 2025

This Clarification No. 1 is issued to clarify following item in the RFP Document in accordance with ITC 13.1 (Section 2 – Instruction to Consultants).

No.	Questions	Response
1	The project period is 36 months, however Time input for some experts are only 3 months. How can we handle the project?	Time input of each expert is different depending on the project needs and person-months are estimated only based on the Datasheet 14.1.2
2	Why time completion for construction period is 48 month and supervision is 36 month?	The time completion for construction period has been revised to 36 months.
3	Can the Bid Security issued by a bank outside of Timor-Leste?	Yes.
4	Can we submit Bidding Document through online?	No.
5	Is Geodetic Engineer or Geodetic Suveyor?	Yes.
6	What are the required qualification for the geodetic engineer/international?	Please refer to the TOR.
7	Site visit is mandatory or not?	No, site visit is NOT Mandatory.
8	JV companies may have been able to subcon with two or three companies?	Please refer to RFP Document.
9	The payment schedule for this contract is based on progress?	Yes, and a lump-sum contract.
10	Consultant should submit the proposal security of USD 20.000.00. we would like to clarify that whether the proposal security issue by the bank in Sri Lanka will be accepted by client?	Yes.


Hermingardo Albano Soares
Executive Director of CNA



KLARIFIKASAUN NU.1

**SERVISU KONSULTORIA BA SUPERVIZAUN KOLÉJIU POLITÉKNIKU AGRIKULTURA,
IHA BETANO, SAME, MUNISIPIU MANUFAHI**

TENDER-RFP/088/MESCC-2025

28 Agostu 2025

Klarifikasaun Nu. 1 ne'e fô sai atu klarifika item tuir mai iha Dokumentu RFP tuir ITC 13.1 (Seksaun 2 – Instrusaun ba Konsultór sira).

No.	Questions	Response
1	Períodu projetu nian maka fulan 36, maibé Tempu input ba peritu balu maka fulan 3 de'it. Oinsá ita bele maneja projetu ne'e?	<i>Time input</i> hosi peritus la hanesan no tuir nesesidade projetu nian ida-idak no person-month ne'e kalkulasaun estimative deit bazeia ba Datasheet 14.1.2.
2	Tanba saida maka tempu kompletasaun ba períodu konstrusaun maka fulan 48 no supervizaun maka fulan 36?	Tempu remata ba períodu konstrusaun halo revizaun ba fulan 36.
3	Bele ka lae Bid Security ne'ebé fô sai husi banku iha li'ur Timor-Leste nian?	Sim, bele.
4	Ita bele hatama Dokumentu Lisitasaun liuhosi online?	Lae, labele.
5	Enjeñeiru jeodéziku ka Suveyor Jeodéziku?	Sim, loos.
6	Saida maka kualifikasaun ne'ebé maka presiza ba enjeñeiru jeodéziku/internasionál?	Favor refere ba Termu Referensia (TOR)
7	Vizita ba fatin ne'e obrigatóriu ka lae?	Lae, vizita terenu ne'e la'os obrigatóriu.
8	Kompañia JV sira bele halo subcon ho kompañia rua/tolu bele k lae?	Favor refere ba Dokumentu RFP.
9	Oráriu pagamentu ba kontratu ne'e bazeia ba progresu?	Sim, no ida-ne'e kontratu lump-sum.
10	Konsultor tenke hato'o proposta seguransa ne'e ho valór USD 20.000.00. ami hakarak klarifika katak proposta seguransa ne'ebé banku iha Sri Lanka bele simu ka lae?	Sim, bele


Hermingardo Albano Soares
Diretor Executivo, CNA



**SERVIÇO DE CONSULTORIA PARA A SUPERVISÃO DA ESCOLA POLITÉCNICA
AGRÍCOLA, EM BETANO, SAME, MUNICÍPIO DE MANUFAHI**

TENDER-RFP/088/MESCC-2025

EMENDA Nº 2

Data: 28 de Agosto de 2025

A presente emenda nº 2 é emitida para alterar os seguintes itens do Programa de Procedimentos nos termos da Instrução aos Concorrentes 13 do referido Programa de Procedimentos (Secção 2).

Secção/Cláusula/ Nº de pág. do Caderno de Encargos	Conforme o original do Caderno de Encargos		Conforme a Emenda nº 2	
Secção 2: Instruções aos Concorrentes e Ficha Técnica da Proposta Apêndice 1 – Ficha De Avaliação Sumária (Fas)	CRITÉRIO DE AVALIAÇÃO	Peso Máximo	CRITÉRIO DE AVALIAÇÃO	Peso Máximo
	I. Qualificação da Empresa	300	I. Qualificação da Empresa	300
	a Conclusão bem-sucedida de 4 projetos semelhantes de serviços de consultoria sendo o valor de cada contrato de US\$ 900.000,00 nos últimos 10 anos (semelhantes no âmbito conforme exigido pelos TdR) como empresa principal ou sócio de consórcio. Em caso de consórcio, a magnitude aplica-se com base no valor de participação.	170	a Conclusão bem-sucedida de 4 projetos semelhantes de serviços de consultoria sendo o valor de cada contrato de US\$ 900.000,00 nos últimos 10 anos (semelhantes no âmbito conforme exigido pelos TdR) como empresa principal ou sócio de consórcio. Em caso de consórcio, a magnitude aplica-se com base no valor de participação.	270
	b Experiência em pelo menos um (1) projeto de consultoria em Timor-Leste ou três (3) projetos de consultoria em região semelhante.	30	b Experiência em pelo menos um (1) projeto de consultoria em Timor-Leste ou três (3) projetos de consultoria em região semelhante.	30


Hermingardo Albano Soares

Diretor-Executivo, Comissão Nacional de Aproveitamento (CNA)



**CONSULTANCY SERVICES FOR THE SUPERVISION OF POLYTECHNIC COLLEGE
FOR AGRICULTURE, IN BETANO, SAME, MANUFAHI MUNICIPALITY**

TENDER-RFP/088/MESCC-2025

ADDENDUM NO. 2

Date: 28 August 2025

This Addendum No.2 is issued to amend following items in the RFP Documents in accordance with Instruction to Consultant (ITC 13 of the RFP Documents (Section 2)).

Section/Clause/ Page No. of RFP Documents	As is the Original RFP Documents		As amended in the Addendum No. 2	
	EVALUATION CRITERIA	Max. Weight	EVALUATION CRITERIA	Max. Weight
Section 2: Instructions to Consultants and Data Sheet Appendix 1- Summary Evaluation Sheet	I. Qualification of the Firm	300	I. Qualification of the Firm	300
	A. The consultant has successfully completed at least 4 similar projects in Consulting Services with a contract price of USD: 900,000.00 each in last 10 years (similar in scope as required in ToR) as Lead Firm or Joint Venture Partner. In case of JV, the magnitude is considered based on the value of the participation	170	A. The consultant has successfully completed at least 4 similar projects in Consulting Services with a contract price of USD: 900,000.00 each in last 10 years (similar in scope as required in ToR) as Lead Firm or Joint Venture Partner. In case of JV, the magnitude is considered based on the value of the participation	270
	B. Experience in at least one (1) consultancy project in Timor-Leste or three (3) consultancy projects in similar region	30	B. Experience in at least one (1) consultancy project in Timor-Leste or three (3) consultancy projects in similar region	30


Hermingardo Albano Soares

Executive Director, National Procurement Commission (NPC)



**Consultancy Services for the Supervision of Polytechnic College for Agriculture, in Betano,
Same, Manufahi Municipality**

TENDER-RFP/088/MESCC-2025

ADDENDUM NO. 1

Date: 15 August 2025

This Addendum No.1 is issued to amend following items in the RFP Documents in accordance with Instruction to Consultant (ITC 13 of the RFP Documents (Section 2)).

Section/Clause/ Page No. of RFP Documents	As is the Original RFP Documents	As amended in the Addendum No. 1
Section 2: Instructions to Consultants and Data Sheet Data Sheet 2.3	<u>Pre-proposal Conference</u> A pre-proposal conference will be held: Yes Date of pre-proposal conference will be held on 14 days after the publication of LOI Timor-Leste time at the address below: Office of National Procurement Commission Rua de Balide, Dili, Timor-Leste Telephone: (+670) 3331101 E-mail: cm@cna.gov.tl Cc: as@cna.gov.tl , ns@cna.gov.tl , ab@cna.gov.tl , mj@cna.gov.tl and ra@cna.gov.tl	<u>Pre-proposal Conference</u> A pre-proposal conference will be held: Yes Date of pre-proposal conference will be held on: Date: <u>25 August 2025</u> Time: <u>10 hours local time</u> Address: National Procurement Commission, Avenida de Balide, Patrimonio Estado, Dili, Timor-Leste E-mail: cm@cna.gov.tl Cc: as@cna.gov.tl , ns@cna.gov.tl , ab@cna.gov.tl , mj@cna.gov.tl and ra@cna.gov.tl

Section/Clause/ Page No. of RFP Documents	As is the Original RFP Documents	As amended in the Addendum No. 1
Section 2: Instructions to Consultants and Data Sheet Data Sheet 18.7 and 18.9	<u>Deadline for the Submission of Proposals</u> The Proposals must be received at the address below no later than 42 days after the publication of LOI Date: <u>XX</u> Time: <u>XX</u> 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	<u>Deadline for the Submission of Proposals</u> The Proposals must be received at the address below Date: <u>23 September 2025</u> Time: <u>15.00 Hour's Local Time</u> 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
Section 2: Instructions to Consultants and Data Sheet Data Sheet 20.1	<u>Opening of Technical Proposals</u> An online option of the opening of the Technical Proposals is offered: NO The Technical Proposal opening shall take place at: Address: National Procurement Commission, Avenida de Balide, Patrimonio Estado, Dili, Timor-Leste Telephone: (+670) 3331101 Date: <u>XX</u> Time: <u>XX hours local time</u> (immediately after submission)	<u>Opening of Technical Proposals</u> An online option of the opening of the Technical Proposals is offered: NO The Technical Proposal opening shall take place at: Address: National Procurement Commission, Avenida de Balide, Patrimonio Estado, Dili, Timor-Leste Telephone: (+670) 3331101 Date: <u>23 September 2025</u> Time: <u>15:00 hours local time</u> (immediately after submission)



Hermingardo Albano Soares

Executive Director, National Procurement Commission (NPC)



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Comissão Nacional de Aproveitamento

LETTER OF INVITATION

RFP No.: TENDER-RFP/088/MESCC-2025

11 August 2025

1. In accordance with paragraph a) (1) article 43.º, article 44.º, (2) article 73.º from the Decree-Law no. 22/2022, May 11th, amended by the Decree-Law no. 14/2023, April 12th, the National Procurement Commission (NPC), as instructed by the Ministry of Higher Education, Science and Culture of Timor-Leste - is inviting interested consulting firms to provide the following consulting services (hereinafter called "Services"):

Consultancy Services for the Supervision of Polytechnic College for Agriculture, in Betano, Same, Manufahi Municipality.

More details on the Services are provided in the Request for Proposal (RFP).

2. Funding for these Services will be made from the Infrastructure Fund of the Government of the Democratic Republic of Timor-Leste.
3. The Project is located in **Same, Manufahi Municipality**.
4. The scope of Services covers for supervising the construction works in all aspects of quantity, quality, cost and time schedules, in good manner.
5. The Consultancy Services for the Supervision comprises **57 person-months of International experts + 97 persons-months of national experts** input over duration of **36 month** of construction and 12 month of defect liability period.
6. A firm will be selected under the **Quality and Cost Base Selection (QCBS)** as described in the RFP document. The Technical Proposal will be evaluated based on the Qualification of the Firms (the consultant has successfully completed at least **4** similar projects in Consulting Services with a contract price of **USD: 900,000.00** each in last 10 years (similar in scope as required in ToR) as Lead Firm or Joint Venture Partner). Approach & Methodology & Experts CV. **The minimum technical score (St) 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, provided further that the Consultant is determined to be qualified to perform the Contract satisfactorily.
7. 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.
8. The maximum budget for this project **US\$1,135,170.00** inclusive of all applicable taxes. The employer may

ANÚNCIO DE CONCURSO

Nº: TENDER-RFP/088/MESCC-2025

11 de Agosto de 2025

1. Nos termos da alínea a) do nº 1 do artigo 43.º, artigo 44.º, nº 2 do artigo 73.º do Decreto-Lei nº 22/2022 de 11 de Maio, alterado pelo Decreto-Lei nº 14/2023, de 12 de Abril, a Comissão Nacional de Aproveitamento (CNA), conforme instruída pela Entidade Adjudicante – Ministério da Agricultura, Pecuária, Pescas e Florestas do Governo de Timor-Leste - convida empresas de consultoria interessadas a apresentarem propostas para os seguintes serviços de consultoria (doravante designados por "Serviços"):

Serviço de Consultoria para a Supervisão da Escola Politécnica Agrícola, em Betano, Same, Município de Manufahi.

Do Caderno de Encargos constam mais detalhes sobre os serviços em epígrafe.

2. Os Serviços serão financiados pelo Fundo das Infraestruturas do Governo da República Democrática de Timor-Leste.
3. O projeto localiza-se no **Município de Same, Manufahi**.
4. O âmbito dos Serviços abrange a supervisão das obras de construção em todos os aspetos de quantidade, qualidade, custo e prazos, executados com qualidade.
5. A Supervisão de construção compreende a contribuição de **57 pessoas-mês de peritos internacionais + 97 pessoas-mês de peritos nacionais** durante um período de **36 meses** de construção e 12 meses de período de responsabilidade por defeitos.
6. Será selecionada uma empresa sob a **Seleção Baseada em Qualidade e Custo (QCBS)**, conforme descrito no programa de procedimento. A Proposta Técnica será avaliada com base na Qualificação das Empresas [o consultor deverá ter concluído com sucesso pelo menos **4** projetos semelhantes em Serviços de Consultoria com um valor contratual de **US\$900.000,00** cada um, nos últimos 10 anos (semelhante em âmbito conforme exigido nos termos de referência) enquanto Empresa Líder ou Sócio de Consórcio]. Abordagem e Metodologia e Currículo dos Peritos. **A pontuação técnica mínima (Pt) necessária para qualificação é: 75%.** A Entidade Adjudicante deverá adjudicar o contrato ao Concorrente com a pontuação global mais elevada, avaliada de acordo com o procedimento especificado nas Secções 2 e 3 desde que o Concorrente seja declarado como qualificado para a execução do Contrato de forma satisfatória.
7. O concurso será realizado seguindo o procedimento de fase única- dois envelopes- sendo que as Propostas Técnicas e Financeiras devem ser apresentadas juntamente mas em envelopes selados e separados.
8. O orçamento máximo para este projeto é de **US\$ 1,135,170.00**, incluindo todos os impostos aplicáveis. A Entidade



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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.

9. The validity of the proposal is 180 calendar days.

10. Interested Consulting firms may obtain further information from:

National Procurement Commission

Avenida de Balide, Património do Estado, Dili, Timor-Leste

Email: cm@cna.gov.tl

Cc: as@cna.gov.tl ns@cna.gov.tl ab@cna.gov.tl mj@cna.gov.tl ra@cna.gov.tl

11. Participation in this bidding 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.

12. The consultant must enclose with their technical proposal -proposal security in the form of the bank guarantee of amount USD 20,000 (Twenty Thousand United States Dollars) valid 208 days from the last submission date or beyond any period of extension if requested.

13. The RFP 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 also by email.

14. A pre-proposal conference will be held at **10:00 hour's** local time on **25 August 2025** at the same address specified above.

15. The proposals must be received in the Tender Box located at the same address specified above no later than **15:00 hour's** local time on **23 September 2025**.

16. Any Proposal or its modification received by the Employer after the deadline shall be declared late and rejected, and promptly returned unopened.

Adjudicante poderá desqualificar a proposta financeira que ultrapasse o orçamento. O candidato deverá apresentar justificação - na proposta financeira - caso o preço proposto não atinja 70% da estimativa de custo (preço anormalmente baixo).

9. A validade da proposta é de 180 dias civis.

10. Os candidatos interessados poderão obter informações adicionais com a:

Comissão Nacional de Aproveitamento

Avenida de Balide, Património do Estado, Dili, Timor-Leste

E-mail: cm@cna.gov.tl; cc: as@cna.gov.tl; ns@cna.gov.tl; ab@cna.gov.tl; mj@cna.gov.tl; ra@cna.gov.tl

11. A participação neste processo de concurso encontra-se aberta a todos os consultores interessados, internacionais e nacionais. Chama-se atenção dos candidatos para os requisitos de qualificação detalhados no programa de procedimento (documentos de concurso).

12. O candidato deve anexar à sua proposta técnica uma garantia na forma de uma garantia bancária no valor de USD 20,000 (vinte mil dólares americanos), válida por 208 dias a partir da data da última apresentação ou além de qualquer período de prorrogação, solicitado.

13. O Caderno de Encargos será disponibilizado gratuitamente a quaisquer candidatos interessados (empresas de consultoria nacionais ou internacionais) mediante solicitação por escrito enviada através de *e-mail*. Posto isto, a CNA enviará, pela mesma via, cópias em PDF dos documentos solicitados.

14. Terá lugar uma conferência prévia pelas **10 horas** (hora local) do dia **25 de Agosto de 2025** no supracitado endereço.

15. As propostas deverão ser recebidas na Caixa de Concurso, no referido endereço, o mais tardar até às **15 horas** locais do dia **23 de September de 2025**.

16. Quaisquer propostas ou respetivas alterações recebidas pela Entidade Adjudicante após o prazo determinado, serão declaradas tardias e rejeitadas, sendo imediatamente devolvidas sem serem abertas.

Hermingardo Albano Soares
Diretor-Executivo da CNA