



Dili, 4 de Setembro de 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 **CONSTRUÇÃO DO NOVO POSTO DE SAÚDE E RESIDÊNCIA DOS MÉDICOS EM OBULO – ATSABE MUNICÍPIO DE ERMERA (RFQ/099/MS-2025)** que decorreu nas instalações da Comissão Nacional de Aprovisionamento no dia 3 de Setembro de 2025 pelas 11:10 horas.

Publication of Minutes of Pre-Proposal Conference

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 OBULO-ATSABE, ERMERA MUNICIPALITY (RFQ/099/MS-2025)** which was held at National Procurement Commission's premises on the 3 September 2025 at 11:10 am.



Hermingardo Albano Soares
Diretor-Executivo da CNA

Minutes No.1

Pre-Quotation Meeting

NEW CONSTRUCTION FOR HEALTH POST AND DOCTOR HOUSE IN OBULO-ATSABE, ERMERA MUNICIPALITY - RFQ/101/MTC-2025

1. The pre-quotation meeting was held at 11:10 hours local time on 3rd September 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) and requested bidders.

a- Project identification: **RFQ/099/MS-2025**

b - Project owner: **Ministry of Health (MOH)**

c- Name of the project: **NEW CONSTRUCTION FOR HEALTH POST AND DOCTOR HOUSE
IN OBULO-ATSABE, ERMERA MUNICIPALITY**




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

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

4. The pre-proposal conference was concluded at 11:40 hours. Ms. Nayara Fernandes thanked all the participating bidders for their active participation in the pre-quotation meeting.

Dili, 3 September 2025

By the jury:

No.	Name	Position	Signature
1.	Mr. Valdo S. da Cruz	Effective Member	
2.	Ms. Nayara Fernandes	Effective Member	
3.	Mr. Foriano Lopes	Supplementary Member	

Annexes:

- PowerPoint Presentation
- Clarification No. 1

ANNEX 1-
POWERPOINT PRESENTATION SLIDES



MINISTÉRIO DO PLANEAMENTO
E INVESTIMENTO ESTRATÉGICO

IX GOVERNO CONSTITUCIONAL

Comissão

PRE-QUOTATION MEETING

NEW CONSTRUCTION FOR HEALTH POST AND DOCTOR'S
CONSULTATION CLINIC (CPD) IN
OBULO-ATSABE, ERMERA MUNICIPAL

(RFQ/099/MS-2025)

SEPTEMBER 3RD, 2025, 11:10 AM

Important Points

- The Employer - Ministry of Health intends to apply the **Infrastr** Government of the Democratic Republic of Timor-Leste for eligib Contract resulting from this RFQ.
- In accordance with article 35, paragraph b) (1) article 43, (3) article 4 from de Decree-Law no. 22/2022, May 11th, amended by the Decree- 12th, the National Procurement Commission (NPC), as instructed by t of Health of the Government of the Democratic Republic of Ti requesting the following bidders to submit a quotation for the followin
- Participation in this Quotation Process is only extended to;
 1. **SENIZU, UNIPESSOAL, LDA**
 2. **KOMANU SUMALUWAI, UNIPESSOAL, LDA**
 3. **LESTE OLOBU 26, UNIPESSOAL, LDA**
- The Maximum budget for the assignment: **US\$ 469,127.81 (Fou thousand, one hundred twenty-seven dollars and eighty-one cents)** other expense and profit).
- The Employer may disqualify evaluated price quotation(s) exceeding n

Important Points..

Any clarification request regarding this RFQ must be done **5 Days** before the deadline for submission of the quotation and may be sent in writing to (**Instruction - Clause 16**): :

Name : **Mr. Hermingardo Albano Soares, Executive Director**
Address : **National Procurement Commission (NPC) Office**
Telephone: **+670 3331101**
Email : nf@cna.gov.tl
Copy to : as@cna.gov.tl, ns@cna.gov.tl, vc@cna.gov.tl,
fl@cna.gov.tl

- The deadline for the submission of requests for clarification shall be before the deadline for submission of the quotation.

Important Points..

- The deadline for Quotation submission is:

Description	Date	Time
The deadline for Quotation submission:	24 SEPTEMBER 2025	16:00 PM Timor-Leste local time
Quotation Opening:		

Any Quotation received after the deadline for submission of bids shall be rejected, and returned unopened to the Contractor.

Important Points

The Quotation shall comprise **Single Stage-One Envelope Procedure**.

- The number of Quotation is as follows: **One (1) Original, One (1) Copy**
- **Award Criteria:**

The Employer shall award the contract to the contractor whose quotation is determined to be substantially responsive to the Request for Quotation and offers the lowest price quotation.

Important Points

•The Quotation shall contain the following :

1.(ANNEX 1)

Administrations documents

- a)Authorization to Conduct Activity (Autorizacao Para Exercicio de Atividade E
- b)Business Registration Certificate (Certidao do Registo Comercial)
- c)Certidao de Dividas (Certificate of Debts)
- d)Authenticated copy of previous tax statement from Timor-Leste Revenue Servi
- e)Estatutos (Articles of incorporation or constitution of the legal entity)
- f)Social Security Contribution Certificate

B. Technical Proposal and other relevant information

- a)Contractor Quotation Form;
- b)Quotation Securing Declaration Forms;
- c)Submission of Financial Resources evidences;
- d)List of Similar projects completed;
- e)Completion Schedule;
- f)Submission of Bill of Quantities filled in rates and prices for all items of the wo

2. (ANNEX 2)

Quotation Forms

3. (ANNEX 3)

Contract Forms

- Quotation validity period is: **120 days from the Quotation submission date. (Instru**
- The currency of the Quotation and the currency of payments is: **United States Dollars**

Important Points

- The Contractor shall also fill in its rates and prices for the Works in the attached Bill of Quantities. Items against which a price is entered by the Contractor will not be paid for when executed and shall be deemed covered by the rates and prices in the Bill of Quantities. **(Instruction - Clause 4)**

The rates and prices shall include all duties, taxes, and other charges payable by the Contractor under the Contract, as of the date 7 (seven) days before the deadline for submission of quotation. **(Instruction - Clause 4)**

- A Quotation Securing Declaration is required. The Quotation Securing Declaration shall be in the form provided in the A. Form. The Bid Securing Declaration shall be duly signed by the Contractor's Director or authorized representative. Failure to sign the Quotation Securing Declaration shall result in disqualification **(Instruction - Clause 5)**

Evaluation Criteria

- The Contractor shall furnish a technical proposal including, construction methods, materials, and other relevant information, in sufficient detail to demonstrate the adequacy of the proposal to meet the work's requirements and the completion time. **(Instruction - Clause 18)**
- The Contractor must demonstrate that its financial resources (i.e., latest audited financial statements, valid Bank Line of Credit) meet or exceed the total requirement for the project. **(Instruction - Clause 18)**
- A minimum one similar contract that have been satisfactorily and successfully completed by a prime contractor or joint venture member within last Ten (10) years. Bidder's participation under each contract meets or **exceeds of; USS2,000,000.00** **(Instruction - Clause 18)**

Note: Copy of the Certificate of Completion or Substantial Completion, or other documents submitted describing (i) work, (ii) quantities, (iii) amount of contract and (iv) start and end date) etc., is required as a proof of experience. English or Arabic shall prevail, if the original documents are not in the said languages

Some More Details

- The Intended Completion Date shall be as follows: **6 months (CC 2.1)**
- The Defects Liability Period is: **6 months (CC 33)**
- The **liquidated damage** shall be applied in case of Contractor will fail within the specified completion period. The liquidated damages per equivalent to **0.05%** of the total contract price. **(CC 44.1)**

The maximum amount of liquidated damages shall be: Ten percent (**10%**) price.

- **The retention** amount shall be **5% of the accepted contract price or contract price for abnormally low bid. (CC 43)**
- **The performance security:** The Performance Security amount shall be the Accepted Contract Amount or **10%** of the accepted contract price **(CC 46)**

The performance security must be in accordance with the standard form Contract Forms

- The Advance Payment shall be: **20 %** of the Accepted Contract Amount Contractor no later than 30 days after the Contractor submits an acceptance **(CC 45)**

Some More Details

- **Terms and Conditions of Payment**

Payments shall be made according to the following manner:

- The Contractor shall submit to the Project Manager monthly statement of the value of the work executed less the cumulative amount certified; (CC 38.1)
- The Project Manager shall check the Contractor's monthly statement and certify the amount to be paid to the contractor; (CC 38.2);
- The value of the Work Executed shall be determined by the Project Manager; (CC 38.3);
- The Value of Work Executed shall comprise the value of the quantities shown in the Bill of the Quantities that have been completed (CC 38.4)
- The Employer shall pay the contractor amounts certified by the Project Manager within 56 days of the date of each certificate (CC 39.1).
- The Employer will retain Five Percent (5%) or Ten (10%) for abnormal conditions for each progress payment as Quality Guarantee for satisfactory Performance. The total retention money will be payable after successful completion of the project. (2.13)

THANK YOU!



ANNEX 2-
CLARIFICATION NO. 1



**NEW CONSTRUCTION FOR HEALTH POST AND DOCTOR HOUSE IN OBULO-ATSABE,
ERMERA MUNICIPALITY
(RFQ/099/MS-2025)**

CLARIFICATION NO.1

Date: 4 September 2025

No.	Questions	Responses
1.	When is the site visit?	Please note that the site visit is optional. If you are interested in attending, kindly reach out to the Project Owner.
2.	What is the procedure?	The Quotation shall comprise Single Stage-One Envelope Procedure and the number of Quotation is as follows: One (1) Original, One (1) Copy



Hermingardo Albano Soares
Executive Director of NPC