



MINISTÉRIO DO PLANEAMENTO
E INVESTIMENTO ESTRATÉGICO
IX GOVERNO CONSTITUCIONAL



Comissão Nacional de Aprovisionamento

Díli, 21 de Agosto de 2026

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 **Serviços de Consultoria para o Desenho Detalhado de Engenharia (DED) Para Construção Novo Edifício do Hospital Municipal em Bobonaro (TENDER-RFP/117/MOH-2026)**, que teve lugar nas instalações da Comissão Nacional de Aprovisionamento no dia 21 de Agosto de 2026 às 11 horas.

Publication of Minutes of Pre-proposal Conference

Dear Consultants,

We hereby publish the minutes of Pre-Quotation Meeting regarding the procurement process for **Consultancy Services for Detailed Engineering Design (DED) for New Construction Building for Municipal Hospital Bobonaro (TENDER-RFP/117/MOH-2026)** which was held at National Procurement Commission's premises on the 21 August 2026 at 11:00 local time.



Hermingardo Albano Soares

Diretor-Executivo da Comissão Nacional de Aprovisionamento (CNA)

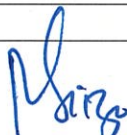


Minutes nº1

Pre-proposal Conference

**Serviços de Consultoria para o Desenho Detalhado de Engenharia (DED) Para Construção
Novo Edifício do Hospital Municipal em Bobonaro
(TENDER-RFP/117/MOH-2026)**

1. The Pre-proposal conference was held at 11:00 hours local time on 21 August 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), Ministry of Health (MOH) and interested consultants in venue.
2. Project identification: TENDER-RFP/117/MOH-2026
Project owner: Ministry of Health
Scope of the procedure: Serviços de Consultoria para o Desenho Detalhado de Engenharia (DED) Para Construção Novo Edifício do Hospital Municipal em Bobonaro
3. 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 RFP Document.
4. The questions and answers session of the meeting then proceeded immediately. Questions were handled by the representatives from NPC.
5. At the end of the meeting, the NPC representatives thanked all the attendees for their active participation in the meeting which was concluded at 11:30 hour's local time.

Name	Signature	
Maria Jose Pinto	1.	
Odelia Hau	2.	

Attachment:

- PowerPoint Presentation

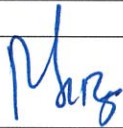


Ata nº1

Conferência Prévia

**Consultancy Services for Detailed Engineering Design (DED) for New Construction Building
for Municipal Hospital Bobonaro
(TENDER-RFP/117/MOH-2026)**

1. Aos 21 dias do mês de Agosto de 2026, pelas 11 horas, nas instalações da Comissão Nacional de Aprovisionamento (CNA) sitas em Avenida de Balide, Património do Estado, Dili, o júri reuniu com a Entidade Adjudicante - Ministério da Saúde - e as empresas candidatas para proceder à sessão de conferência prévia.
2. Identificação do procedimento: TENDER-RFP/117/MOH-2026
Entidade Adjudicante: Ministério da Saúde
Objeto do procedimento: Consultancy Services for Detailed Engineering Design (DED) for New Construction Building for Municipal Hospital Bobonaro
3. De seguida, foi ministrada uma breve apresentação referente ao programa de procedimento e ao Caderno de Encargos pela Sra. Odelia Hau, Oficial Júnior de Aprovisionamento 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 e os representantes da CNA.
5. Por nada mais haver a tratar, a conferência prévia foi encerrada às 11:20 horas pelos representantes da CNA que agradeceram a presença de todos os participantes na mesma.

Nome	Assinatura	
Maria Jose Pinto	1.	
Odelia Hau		2. 

Anexo:

- 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

CONSULTANCY SERVICES FOR DETAILED ENGINEERING DESIGN (DED) FOR NEW CONSTRUCTION BUILDING FOR MUNICIPAL HOSPITAL BOBONARO TENDER-RFP/117/MOH-2026

21 August 2026; 11:00 hours

IMPORTANT POINTS

CLAUSE

ITC 2.1 (Data Sheet)

Name of the Employer: Ministry of Health (MoH), 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

Proposals shall be submitted in English or Portuguese languages (Both Language). The main following Proposal documents must be submitted in an official language of Timor-Leste (Portuguese or Tetum). These include:

- TECH-1 (Technical Proposal Submission Form only)
- FIN-1 (Financial Proposal Submission Form only)

All correspondence shall be in the English language and or Timor-Leste official language

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
- (5) NEB-1
- (6) NEB-2

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 <u>180 calendar days</u> 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: • 4% for National Consultant; • 3.5 % for Non-National Consultant • 3.75% for Eligible Joint Venture of National and Non-National Consultants • 0% for Consultant not meeting the eligibility requirements
ITC 13.1 (Data Sheet)	Clarification of Request for Proposal For any clarification requests, please submit in writing to: • Attention: Mr. Harmingardo Albano Soares – Executive Director - 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; ma@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: 31 August 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: 20 person-months Estimated time input of Key Experts (National) time: 19 person-months Estimated time input of Supporting Staff (National) time: 18 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 4,900.00 (Four thousand and nine 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). (9) Topographical Survey (10) Soil Investigation (11) Material Testing

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: **23 September 2026**

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

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

IMPORTANT POINTS

CLAUSE	
ITC 22.1 (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 331,150.00 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

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 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 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

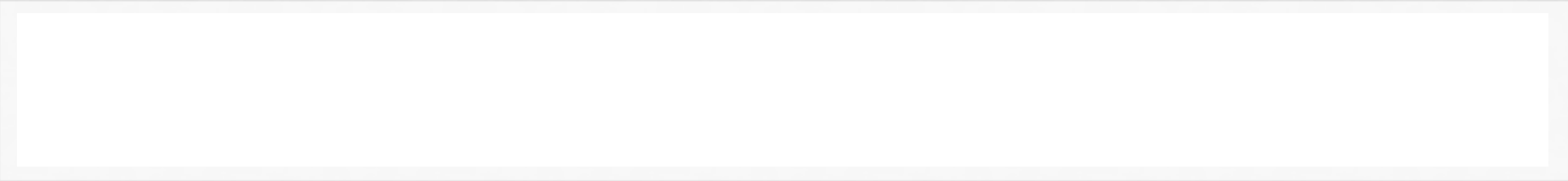
Conditions of
Contract

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