



Consulting Services for Municipal Spatial Planning of Municipalities of Covalima and Manufahi
 RFP/074/MPO-2022

Addendum No. 1
 15 September 2022

This Addendum No.1 is issued to amend certain items in the RFP Document for above cited contract in accordance with ITC 13.1.1 of the RFP Document.

Part of the RFP Document	As per this Original RFP Document	As per this Addendum No. 1																																																																																																																
Section 5: Terms of Reference 7.2 Personnel 7.2.7 Personnel time allocation Page 93 of 133	Table 2 – Month allocation per Specialist <table border="1"> <thead> <tr> <th>A.</th> <th>Experts</th> <th>Nº</th> <th>Total Months</th> </tr> </thead> <tbody> <tr><td>1</td><td>Team Leader / Urban and Regional Planning</td><td>1</td><td>12</td></tr> <tr><td>2</td><td>Spatial Planner</td><td>1</td><td>12</td></tr> <tr><td>3</td><td>Environmental Specialist (National)</td><td>1</td><td>6</td></tr> <tr><td>4</td><td>Transportation/Infrastructure Specialist</td><td>1</td><td>4</td></tr> <tr><td>5</td><td>Geographer / Demographer / GIS Specialist</td><td>1</td><td>10</td></tr> <tr><td>6</td><td>Economic/Regional and Local Development Specialist</td><td>1</td><td>6</td></tr> <tr><td>7</td><td>Tourism Specialist</td><td>1</td><td>4</td></tr> <tr><td>8</td><td>Agricultural Specialist (National)</td><td>1</td><td>4</td></tr> <tr><td>9</td><td>Social and cultural Specialist</td><td>1</td><td>4</td></tr> <tr><td>10</td><td>Architect/Urban and GIS Specialist</td><td>1</td><td>5</td></tr> <tr><td>11</td><td>Legal Specialist</td><td>1</td><td>5</td></tr> <tr><td>12</td><td>Geologist/Natural Resources Specialist</td><td>1</td><td>4</td></tr> <tr><td></td><td>Sub-total Experts</td><td>12</td><td>76</td></tr> </tbody> </table>	A.	Experts	Nº	Total Months	1	Team Leader / Urban and Regional Planning	1	12	2	Spatial Planner	1	12	3	Environmental Specialist (National)	1	6	4	Transportation/Infrastructure Specialist	1	4	5	Geographer / Demographer / GIS Specialist	1	10	6	Economic/Regional and Local Development Specialist	1	6	7	Tourism Specialist	1	4	8	Agricultural Specialist (National)	1	4	9	Social and cultural Specialist	1	4	10	Architect/Urban and GIS Specialist	1	5	11	Legal Specialist	1	5	12	Geologist/Natural Resources Specialist	1	4		Sub-total Experts	12	76	Table 2 – Month allocation per Specialist <table border="1"> <thead> <tr> <th>A.</th> <th>Experts</th> <th>Nº</th> <th>Total Months</th> </tr> </thead> <tbody> <tr><td>1</td><td>Team Leader / Urban and Regional Planning</td><td>1</td><td>12</td></tr> <tr><td>2</td><td>Spatial Planner</td><td>1</td><td>12</td></tr> <tr><td>3</td><td>Environmental Specialist (National)</td><td>1</td><td>6</td></tr> <tr><td>4</td><td>Transportation/Infrastructure Specialist</td><td>1</td><td>4</td></tr> <tr><td>5</td><td>Geographer / Demographer / GIS Specialist</td><td>1</td><td>10</td></tr> <tr><td>6</td><td>Economic/Regional and Local Development Specialist</td><td>1</td><td>6</td></tr> <tr><td>7</td><td>Tourism Specialist</td><td>1</td><td>4</td></tr> <tr><td>8</td><td>Agricultural Specialist</td><td>1</td><td>4</td></tr> <tr><td>9</td><td>Social and cultural Specialist</td><td>1</td><td>4</td></tr> <tr><td>10</td><td>Architect/Urban and GIS Specialist</td><td>1</td><td>5</td></tr> <tr><td>11</td><td>Legal Specialist</td><td>1</td><td>5</td></tr> <tr><td>12</td><td>Geologist/Natural Resources Specialist</td><td>1</td><td>4</td></tr> <tr><td></td><td>Sub-total Experts</td><td>12</td><td>76</td></tr> </tbody> </table>	A.	Experts	Nº	Total Months	1	Team Leader / Urban and Regional Planning	1	12	2	Spatial Planner	1	12	3	Environmental Specialist (National)	1	6	4	Transportation/Infrastructure Specialist	1	4	5	Geographer / Demographer / GIS Specialist	1	10	6	Economic/Regional and Local Development Specialist	1	6	7	Tourism Specialist	1	4	8	Agricultural Specialist	1	4	9	Social and cultural Specialist	1	4	10	Architect/Urban and GIS Specialist	1	5	11	Legal Specialist	1	5	12	Geologist/Natural Resources Specialist	1	4		Sub-total Experts	12	76
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REPÚBLICA DEMOCRÁTICA DE TIMOR LESTE
MINISTÉRIO DAS FINANÇAS
Comissão Nacional de Aprovisionamento



Part of the RFP Document	As per this Original RFP Document	As per this Addendum No. 1
	<p>Meeting ID: 642 193 8789 Passcode: cna2021</p> <p>The Technical Proposal opening shall take place at: National Procurement Commission Rua de Balide, Dili, Timor-Leste</p> <p>Date: 20 September 2022 Time: 03:00 PM local time</p>	<p>Meeting ID: 642 193 8789 Passcode: cna2021</p> <p>The Technical Proposal opening shall take place at: National Procurement Commission Rua de Balide, Dili, Timor-Leste</p> <p>Date: 27 September 2022 Time: 03:00 PM local time</p>



Hermingardo Albano Soares
Hermingardo Albano Soares
Director CNA



RFP No.: RFP/074/MPO-2022

Letter of Invitation	12 August 2022	Carta de Convite	12 de Agosto de 2022
<p>1. The National Procurement Commission on behalf of the Ministry of Planning and Territory - The Government of Timor-Leste is inviting proposals from interested consulting firms for the :</p> <p style="text-align: center;">Consulting Services for Municipal Spatial Planning of Municipalities of Covalima and Manufahi</p> <p>2. Funding for these Services will be made from the Infrastructure Fund of the Government of the Democratic Republic of Timor-Leste.</p> <p>3. The Project is Located in Municipalities of Covalima and Manufahi</p> <p>4. The purpose of this tender is for developing a territorial diagnosis, a Municipal development strategy and a municipal Spatial Development Framework to guide overall spatial distribution of current and future desirable development.</p> <p>5. The Consulting Services for Municipal Spatial Planning comprises of 76 person-months of Experts and 58 person-month of Experts' Assistant with a time period of 12 months from notice to proceed.</p> <p>6. A firm will be selected under the Quality and Cost Base Selection (QCBS) with modification with Technical & Price Weight of (80:20) as described in the RFP document. The Technical Proposal will be evaluated based on the <u>Qualification of the Firms</u> (The consultant has successfully completed at least 2 similar projects in Consulting Services for Spatial Planning with a contract price of USD: 650,000.00 in last 7 years (similar in scope as required in ToR) as Lead Firm or Joint Venture Partner), <u>Approach & Methodology</u> and <u>Experts CV</u>. The minimum technical score (St) required to pass is:75%</p> <p>7. The procurement shall be conducted as single stage- two envelope procedures, wherein the Technical Proposal and Financial Proposal shall be submitted together in separately-sealed envelopes.</p> <p>8. Interested Consulting firms may obtain further information from:</p> <p style="text-align: center;">National Procurement Commission Avenida de Balide, Partimonio Estado, Dili, Timor-Leste Email: rfp074mop22@cna.gov.tl</p> <p>9. 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;</p> <p>10. 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;</p>		<p>1. A Comissão Nacional de Aprovisionamento em nome do Ministério do Plano e Ordenamento - Governo de Timor-Leste convida os consultores a apresentarem propostas para :</p> <p style="text-align: center;">Serviços de Consultoria do Ordenamento Espacial dos Municípios de Covalima e Manufahi</p> <p>2. Financiamento deste serviços será feito com o orçamento proveniente do Fundo de Infraestruturas do Governo da República Democrática de Timor-Leste.</p> <p>3. O projeto encontra-se localizado nos Municípios de Covalima e Manufahi</p> <p>4. O presente concurso tem por objetivo o desenvolvimento de um diagnóstico territorial, uma estratégia de desenvolvimento municipal e um quadro de Desenvolvimento Espacial dos Municípios para orientar a distribuição espacial global do desenvolvimento desejável atual e futuro.</p> <p>5. O âmbito dos Serviços de Consultoria do Ordenamento Espacial inclui 76 pessoas-mês de Especialistas e 58 pessoas-mês de Assistentes de Especialistas, com um período de 12 meses a partir da notificação para prosseguir.</p> <p>6. Será selecionada uma empresa tendo em consideração o procedimento baseado na Qualidade e Custo (QCBS) com modificação e com proporção Técnica e Financeira de (80:20) conforme descrito no documento RFP. A Proposta Técnica será avaliada com base na Qualificação das Firms (O consultor concluiu com sucesso pelo menos 2 projetos semelhantes em Serviços de Consultoria para o Plano de Ordenamento Espacial com valor contractual de USD: 650,000.00 nos últimos 7 anos (semelhante em escopo, conforme exigido nos Termos de Referencia) como empresa líder ou parceiro de joint venture), <i>Approach & Methodology & Experts CV</i>. A pontuação técnica mínima (St) exigida para passar é: 75%</p> <p>7. O Concurso seguirá o procedimento de dois envelopes-etapa única, no qual as propostas técnicas e financeiras deverão ser apresentadas ao mesmo tempo mas em envelopes separados e selados.</p> <p>8. As Empresas Consultoras interessadas podem obter informações adicionais de:</p> <p style="text-align: center;">Comissão Nacional de Aprovisionamento (CNA) Avenida de Balide, Partimonio Estado, Dili, Timor-Leste Email: rfp074mop22@cna.gov.tl</p> <p>9. A participação neste processo de concurso está aberta a todas as Empresas Consultoras interessadas, tanto nacionais como internacionais. Chama-se a atenção das Empresas Consultoras interessadas para os critérios de avaliação detalhados nos Documentos de Concurso, RFP;</p> <p>10. Os Documentos de Concurso podem ser obtidos gratuitamente pelas Empresas Consultoras interessadas Consultants (Nacionais ou internacionais) mediante solicitações escritas enviadas via email, após as quais uma cópia dos Documentos de Concurso, RFP será enviada também por email;</p>	



11. A pre-proposal conference will be held at **10:00 AM local time on 22 August 2022** at the same address specified above; The consultant has option to attend the Pre-Proposal Meeting virtually through ZOOM in date, time and place same with above with access as follows:

Meeting ID: 642 193 8789

Passcode: cna2021

12. The proposals must be received in the Tender Box located at the same address specified above no later than **03:00 PM local time on 20 September 2022.**

13. The Consultants has the option of submitting their Proposals through email. The consultant will submit the Technical proposal and Financial Proposal (Password Protected) in non- editable PDF format through separate email. If the file size is more than 10 MB of Technical or Financial Proposal, the consultant will send through multiple emails with no attachment size is bigger than 10 MB.

The Consultant will inform us at least two days (2) before who plan to submit the proposals through email. If the consultant's email is bounce back during electronic submission, NPC is not responsible for it. However, the consultant may check with NPC that whether their technical and price proposal (password protected) are received by NPC successfully or not at least two hours before submission deadline.

NPC will request later password of the Financial Proposal from the consultant whose are qualified based on the financial proposal opening.;

14. Technical Proposal will be opened on **20 September 2022 at 3:00 PM local time** after the closing time for the submission of the proposals at the same address in the presence of Consultants who wish to attend. An online option of the opening of the Technical Proposals is offered through the link mentioned above.

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

11. Uma conferência prévia terá lugar às **10:00 de manhã da hora local**, no dia **22 de Agosto de 2022** no mesmo endereço acima especificado. É opcional a participação nesta Conferência Prévia; Os Concorrentes podem participar na Conferência Prévia virtualmente, através de ZOOM:

ID da Reunião: 642 193 8789

Senha: cna2021

12. As propostas deverão ser recebidas na Caixa de Concurso localizada no mesmo endereço acima mencionado, o mais tardar até às **03:00 de tarde da hora local, a 20 de Setembro de 2022.**

13. As Empresas Consultoras têm a opção de enviar suas Propostas via e-mail. As Empresas Consultoras enviarão as Propostas Técnicas e Financeiras (Protegidas por Senhas) em formato PDF não editável, separadamente por e-mail. Caso o tamanho dos respectivos arquivos seja maior que 10 MB de Propostas Técnicas e Financeiras, os Consultores poderão enviar através de vários emails sem nenhum tamanho de anexo maior que 10 MB.

O Concorrente deve informar-nos pelo menos dois dias (2) antes de quem pretende enviar as propostas por e-mail.

A CNA não é responsável caso o e-mail do Concorrente seja devolvido durante o envio eletrônico. Contudo, o Concorrente pode verificar se na verdade a CNA já recebeu ou não as suas Propostas Técnica e Financeira (protegidas por senha), pelo menos duas horas antes do prazo para apresentação das Propostas.

A CNA solicitará posteriormente a senha das Propostas Financeiras das Empresas Consultoras qualificadas com base na abertura das propostas financeiras;

14. As Propostas Técnicas serão abertas a **20 de Setembro de 2022 às 3:00 de tarde, da hora local**, após o horário de encerramento para apresentação das propostas no mesmo endereço na presença dos Consultores que queiram comparecer. Uma opção online de abertura das Propostas Técnicas é oferecida através do link acima especificado.

15. Qualquer proposta ou sua modificação recebida pelo Empregador (Contratante) após o prazo estabelecido, deverá ser declarada atrasada e rejeitada, e imediatamente devolvida sem ser aberta.


Hermingardo Albano Soares
Director, National Procurement Commission